Qaema Digital Software

Accounting

User Guide

Contents

Introduction

The accounting system is a platform, small and medium companies use to manage all their financial resources and integrate the essential parts of their businesses. The accounting system is critical to companies because it helps them implement resource planning by integrating all the processes needed to run their companies with a single system.

Qaema is accounting software which is used to manage the data of small and medium firms (SMBs). **Qaema** helps different organizations to deal with different departments like Business partners info, customer order management, invoicing, payment accounting, banking, and other business functions.

Basically, it is the practice of consolidating sales, purchase, and accounting efforts into one management system. It combines all databases across different departments into a single database which can be easily accessible to all employees of that firm. It helps in automation of the tasks involved in performing a business process.

Qaema is a cloud accounting software that delivers required functions for small and medium firms over the Internet and works on a subscription basis. **Qaema** provider hosts and manages the software application and underlying infrastructure, and handles any maintenance, like software upgrades and security patching. Users connect to the application over the Internet, usually with a web browser on their phone, tablet, or PC

Benefit of use:
1- Helps in improving integration,
2- Improved speed and efficiency,
3- complete access to information,
4- Lower total costs in complete supply chain.
5- helps in Shortening the throughput times.
And more…

1. Dashboard

A dashboard is a way of displaying various types of visual data in one place. and it includes things like key performance indicators (KPI)s or other important business metrics that stakeholders need to see and understand at a glance.

Dashboards take data from different sources and aggregate it so non-technical people can more easily read and interpret it. With interactive elements, it helps anyone using the dashboard better understand certain points, explore areas of increased interest, and support more questioning to arrive at key insights or make key decisions.
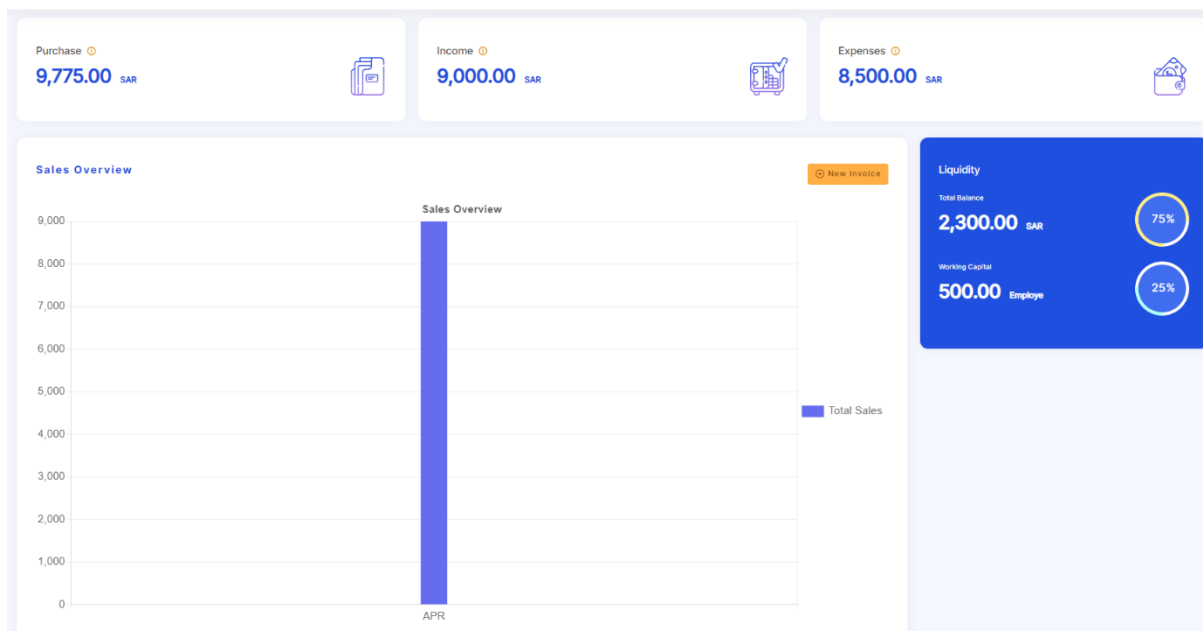
Dashboard can be managed on a user and role basis, as the system admin can enable or disable it or parts of it for each user based on the business requirements.

2. Sales

2.1 Customers

A. Customer master data screen allows you to manage customer data with the help of a simple user interface.
B. Create and maintain customer data such as name, address, phone number, email ID, and tax information, in user-friendly screens or through a mobile device.

Menu path: Sales > Customers.

The following information can be added to the customer master data:
- Customer Code.
- Customer Name.
- Address
- Contact info
- Method of payment
- Terms of payment

Also, the system allows you to create the same business partner with the same information as a customer and vendor with one click by marking the customer & vendor checkbox.

2.2 Sales Order

A. The sales order document is the first step used to define the items and services that were provided to the customer. Sales order documents can then be converted to customer invoices.

Menu path: Sales > Sales Order.

To add new sales order:

- Select Customer
- Select the items
- Change the quantity as required.
- Choose the default Analytic Distribution Lines
- Save.

- There is different status for sales order as a draft, confirmed and finished.

  - **Draft >** means this sales order is saved on the system but needs further reviews or editing.
  - **Confirmed >** means this sales order is confirmed by the company and the customer so no more edits are allowed.
  - **Finished >** means this sales order is finished as it has already been converted to a sales invoice.

3. Product Master Data

3.1 Product

A. Product master data screen allows you to manage products data.
B. Create and maintain product data such as id, name, unit of measure, sales and purchase prices, and VAT.

Menu path: Product Master Data > Product.

The following information can be added to the customer master data:

- 🎬 Product Code.
- 🎬 Product Name.
- 🎬 Sales VAT.
- 🎬 Purchase VAT.
- 🎬 Sales Price.
- 🎬 Purchase Price.

Also, the system allows you to identify the product is purchasable or sellable or both.

4. Purchase

4.1 Vendors

C. Vendor master data screen allows you to manage vendors data with the help of a simple user interface.

D. Create and maintain vendor data such as name, address, phone number, email ID, and tax information, in user-friendly screens or through a mobile device.

Menu path: Purchase > Vendors.

The following information can be added to the customer master data:

- Vendor Code.
- Vendor Name.
- Address
- Contact info
- Method of payment
- Terms of payment

Also, the system allows you to create the same business partner with the same information as a customer and vendor with one click by marking the customer & vendor checkbox.

4.2 Purchase Order (PO)

B. The purchase order document is the first step used to define the items and services that were required from your side and provided from the supplier. purchase order documents can then be converted to vendor invoices.

Menu path: Purchase > Purchase Order.

To add new purchase order:

- Select vendor
- Select the items
- Change the quantity as required.
- Save.

- There is different status for PO as a draft, confirmed and finished.
  - **Draft >** means this PO is saved on the system but needs further reviews or editing.
  - **Confirmed >** means this PO is confirmed by the company and the vendor so no more edits are allowed.
  - **Finished >** means this PO is finished either the company received all the required quantity and converted to be purchase invoice or closed by the user for any other business reason.

5. Invoices

5.1 Customer Invoice

A. Customer invoice is a document that a seller creates and then sends to the buyer. It relates to a transaction that already took place or will take place and lists the products or services the buyer receives, quantities, along with agreed prices for products or services.

B. Customer invoice is the first document has a financial impact as it creates journal entry automatically once posted.

There are two ways to create customer invoice:

1- Customer invoice based on sales order:

- o System allows you to create customer invoice based on confirmed sales order for the same customer.
- o Qaema system allows you to create multiple customer invoices for every sales order.

Menu path Sales > Sales Order > choose the required sales Order and press on the edit icon > Create Customer invoice

2- Direct Customer Invoice

- o System allows you to create direct customer invoice without any related document.

Menu path: Invoices > Customer Invoice

To add new customer invoice:

- Select Customer
- Select the items (products)
- Change the quantity as required.
- Choose the default Analytic Distribution Lines
- Save.

5.2 Customer Credit Note:

A. A credit note, sometimes called a credit note or credit memorandum, is a document that allows you to change the customer balance.
B. When you issue a credit note, you are essentially deleting an amount from the customer balance (and your financial records).

Menu path: Invoices > Customer Credit Note

To add new customer Credit Note:

- Select Customer
- Select the items (products)
- Change the quantity as required.
- Choose the default Analytic Distribution Lines
- Save.

5.3 Vendor Invoice

A. A vendor invoice is a document listing the amounts owed to a supplier by the recipient. When a customer orders goods and services on credit, the supplier prepares an invoice and issues it to the customer. This vendor invoice contains not only a listing of the amounts owed, but also any sales taxes as well as the date by which payment should be made, and where to send payment. Upon receipt, the customer enters the invoice into its accounting software, and schedules it for payment.

There are two ways to create vendor invoice:

1- vendor invoice based on purchase order:
  o System allows you to create vendor invoice based on confirmed purchase order from the same vendor/supplier.
  o Qaema system allows you to create multiple vendor invoices for every purchase order.

Menu path purchase > purchase Order > choose the required purchase Order and press on the edit icon > Create supplier invoice

2- Direct vendor Invoice

o System allows you to create direct vendor invoice without any related document.

Menu path: Invoices > Vendor Invoice

To add new vendor invoice:

- Select Customer
- Select the items (products)
- Change the quantity as required.
- Choose the default Analytic Distribution Lines
- Save.

5.4 Debit Note:

A. A debit note, also known as a debit memo, is a confirmation document sent by a buyer for returning purchased goods or services to a seller. If all or a percentage of goods have defects, buyers send this memo. A note is also sent when the buyer is overcharged for the goods.

Menu path: Invoices > Debit Note

To add new Debit Note:

- Select Vendor.
- Select the items (products)
- Change the quantity as required.
- Choose the default Analytic Distribution Lines.
- Save.

5.5 Incoming Payment:

A. Incoming payment is present the collected payment by the finance department from the customers based on their balance and the open invoices and payment due dates.

To accept new incoming payment: Invoices > Customer Invoices > choose the required invoice > press on edit icon > press payment registration.

Then

- Add the amount
- Choose the payment method
- Choose the payment date.
- Payment description.
- Save

To check the list of the registered payment: Invoices > Incoming payments

5.6 Outgoing Payment:

B. Outgoing payment is present the payments that has to be done from your company to the vendors suppliers based the vendor invoices and due dates.

To accept new outgoing payment: Invoices > vendor invoices > choose the required invoice > press on edit icon > press payment registration.

Then

- Add the amount
- Choose the payment method
- Choose the payment date.
- Payment description.
- Save

Payment Registration

Amount *

690

Currency

Saudi Riyal

Payment Method *

Cash Collection

Date *

Dd/Mm/Yyyy

Company Bank Details

Company Bank Details

Description

Description

Close   Ok

To check the list of the registered payment: Invoices > Outgoing payments

Outgoing Payments

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Invoice Number	Amount	Payment Date	Payment Method	Company Bank Details	Currency	
PI00003	3,162.50	2023-04-26	Cash Payment		Saudi Riyal	
PI00002	632.50	2023-04-26	Cash Payment		Saudi Riyal	
CR00002	690.00	2023-04-26	Cash Payment		Saudi Riyal	
PI00001	1,897.50	2023-04-26	Cash Payment		Saudi Riyal	

< 1 >

6. Accounting

6.1 Journal Entries

A. Journal entries are how you record financial transactions. To make a journal entry, you enter details of a transaction into your company's books.
B. Also, journal entries could be created automatically from cycle transactions.

Menu path: Accounting > Journal Entries > Add journal Entry

To add new Journal Entry:

- Press add row
- Choose the required account or partner in each line
- Add the amount in the debit or the credit side for each line.
- Save.
- Confirm move.

6.2 Reverse Journal Entries

A. Reverse journal entry is a create new transaction used to reverse any journal entry created before.
B. Qaema system creates the opposite journal entry automatically once press on the reverse button.

Menu path: Accounting > Journal Entries > choose the required Journal > press on edit icon > press on reverse button.

6.3 Financial Accounts

A. The financial accounts are presenting all the accounts in the Qaema system with the account numbers and account type.
B. Through the financial accounts screen user can add and edit the accounts as required.

Meu path: Accounting > Financial Accounts

To add new account:

- Add account code
- Account name
- Account type
- Parent account
- Choose the status active or inactive.

- **Note:** All the parent accounts should be in status inactive, and can't post any transactions on it.

6.4 Chart of Accounts

A. A chart of accounts (COA) is an index of all the financial accounts in the general ledger of a company. In short, it is an organizational tool that provides a digestible breakdown of all the financial transactions that a company conducted during a specific accounting period, broken down into subcategories.

B. Chart of accounts provides a hierarchy view for the financial accounts based on the parents and childs.

Menu path: Accounting > Chart of Accounts

7. Banking

7.1 Dashboards

A. Banking dashboard is a totally different from the mean dashboard in the Qaema system, as it's indicate to your bank transactions and shows you your different bank accounts either in the same bank or multiple banks.

B.
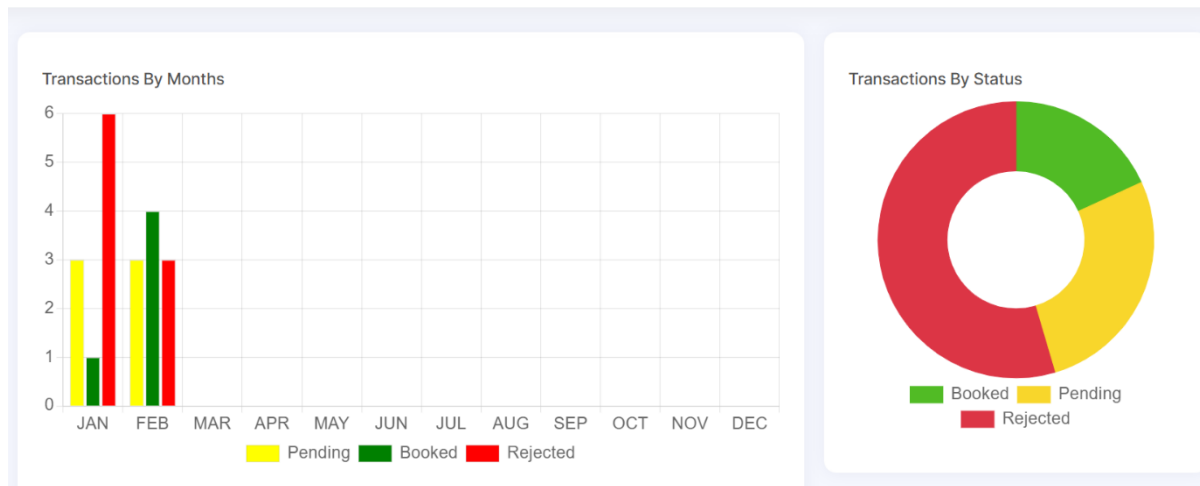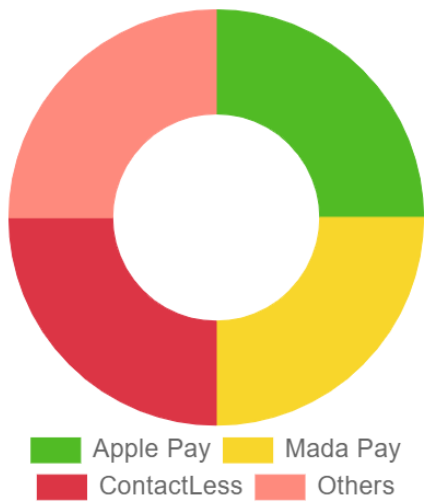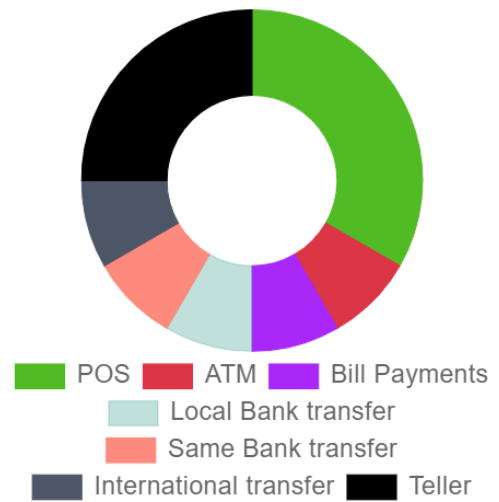
7.2 Bank Statements

A. Bank statement is a document (also known as an account statement) that is typically sent by the bank to the account holder every month, summarizing all the transactions of an account during the month.
B. Bank statements contain bank account information, such as account numbers and a detailed list of deposits and withdrawals.

Menu path: Banking > Bank Statement
To add new bank statement
  o   Press add bank statement.
  o   Press on download bank statement to download the template.

  o   Fill the template with the bank statement data.
  o   Give the statement a name.

- Choose dates from : to.
- Choose your bank details.
- Upload the filled template.

7.3 Bank Reconciliations

A. A bank reconciliation is the process of matching the balances in an entity's accounting records for a cash account to the corresponding information on a bank statement.

B. Bank account reconciliation is comparing your bank statement to your business's internal list of transactions over a given time period.

Menu path: Banking > Bank Reconciliations

To add new bank reconciliation

- Enter label.
- Choose the bank details
- Choose cash account.
- Dates from : to.
- Add the end balance.

- Press load move lines

- Start to match the system movements with the bank records.

8. Reports

8.1 Customer Aging

A. An aging report, also called an accounts receivable aging report, is a record of overdue invoices from a specific time period that is used to measure the financial health of the company and its customers. Aging reports display overdue payments.

B. Aging reports are used to determine which customers have an overdue balance, how long the balance has been overdue, and if this is a regular occurrence, to find a solution to ensure it doesn't happen again.

8.2 Vendor Aging

A. The Vendor Aging Report is a good cash management tool that should be prepared periodically. It will help you plan the timing and amount of your cash disbursements and provide for a better understanding of outstanding debts over certain periods (30, 60, 90 days, etc..).

8.3 Sales Reports

A. Sales Report is a comprehensive document which analyses all the sales activities of a company through various parameters

8.4 Purchase Reports

A. Purchase report is used to uncover how procurement activities occurred within a selected date range to create value for enterprises. Typically, a procurement report includes purchase information of goods and/or services.

8.5 Transactions Reports

8.6 Account Transactions Reports

9. Application Config

9.1 Company Details

A. A company details is a summary of a company information.

Menu path: Application Config > Company details

- The company details incudes:
  - o Company name
  - o VAT number
  - o Address
  - o Phone number
  - o Company Mail
  - o Currency

9.2 Units of Measure

A. Unit of measure is a definite magnitude of a quantity that is used as a standard for measurement of the same kind of quantity.

Menu path: Application Config > Units

To add new unit of measure

- Add name.
- Unit of measure type.

9.3 Fiscal year

A. A fiscal year is an accounting year that is used to add the transaction to the system.
B. A fiscal year could be a 12-month period of time.

Menu path: Application Config > Fiscal Year

To add new fiscal year

- Add year name
- Dates from : to
- Reported balance date.
- Period duration.

9.4 VATs

A. Taxes are mandatory contributions levied on individuals or corporations by a government entity.
B. value-added tax (VAT) is a consumption tax placed on a product whenever value is added at each stage of the supply chain, from production to the point of sale.
C. The amount of VAT that the user pays is on the cost of the product, less any of the costs of materials used in the product that has already been taxed.

Menu path: Application Config > VATs

To add new VAT

- Add VAT name.
- VAT code.
- VAT type.

9.5 Payment Terms

A. Payment terms are the details of how and when customers pay for goods or services.

B. Payment terms are typically associated with invoice payments and are an agreement that sets expectations for payment, including when the client needs to pay and the penalties for missing a payment.

Menu path: Application Config > Payment terms

To add new payment term

- Add payment term name.
- Add payment term code.
- Type.
- Payment period (in days / Month)
- Period type.

9.6 Payment Method

A. payment method is a way that customers pay for a product or service
B. Accepted payment methods in a brick-and-mortar store may include cash, a gift card, credit cards, prepaid cards, debit cards, or mobile payments

Menu path: Application Config > Payment method

To add new payment method

- Add the payment method name.
- Add payment method code.
- Payment method type.
- Add the related financial account.
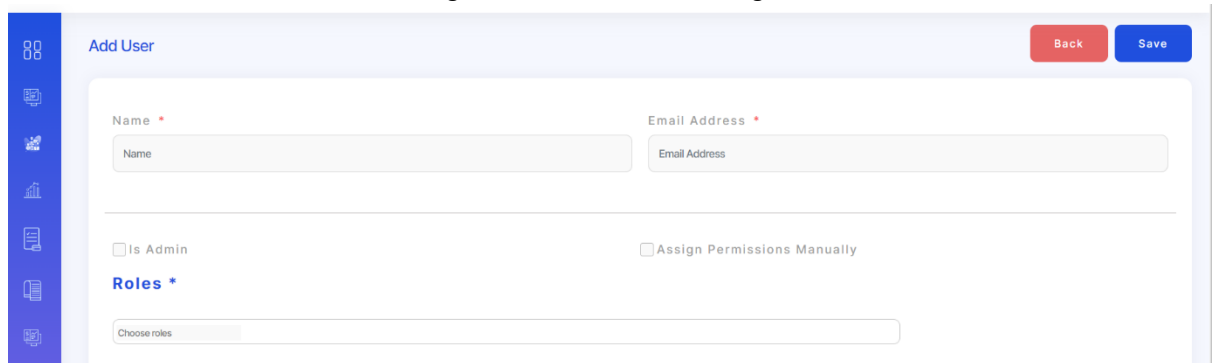
10. Setting

10.1 Users

A. The users screen is for adding any new user.
B. Once add the new user name and mail address and choose the assigned role or authorities the user will get new mail with the login information.

Menu path: Setting > Users

To add new user

- Add the user name.
- Add the user mail address.
- Choose the role.
- Or choose the permissions manually.
- Save.

10.2   Roles

A. Roles are the positions filled by team members, while responsibilities are the day-to-day tasks and functions of each role in a company
B. Role is like a job title, while responsibilities refer to the tasks and duties of a particular role or job description

Menu path: Setting > Roles

To add new role

- Give to role name
- Choose the required authorization.
- Save.