

Qaema Digital Software

User Guide

Accounting



V. 1.0 2023
Saudi Arabia

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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:

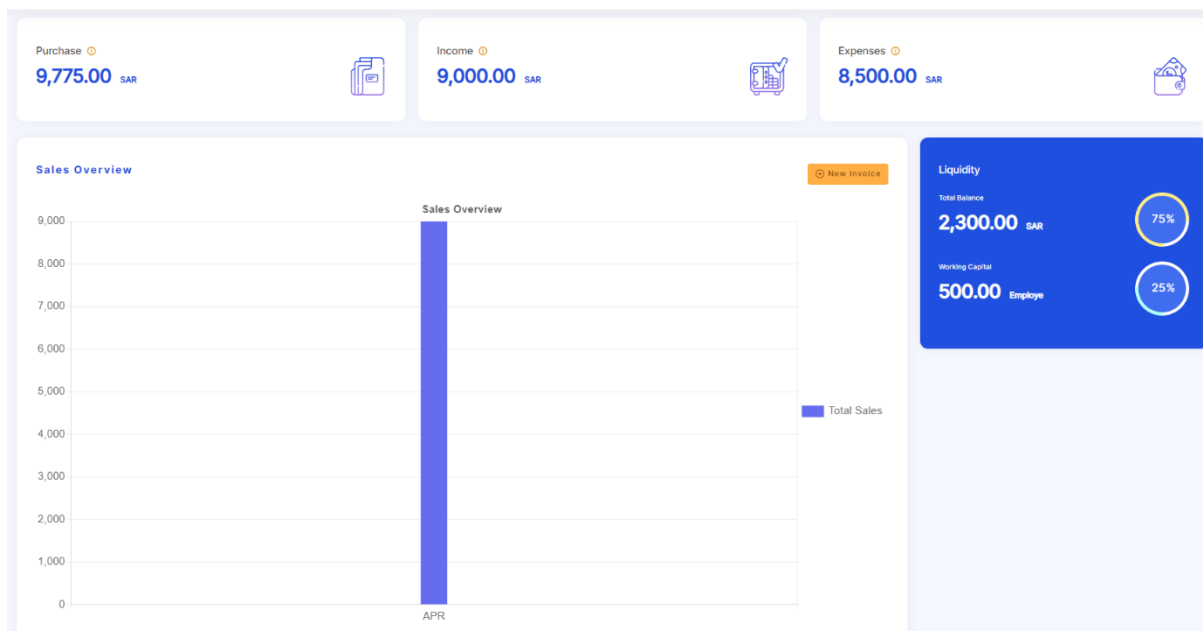
- 1- Helps in improving integration,
- 2- Improved speed and efficiency,
- 3- complete access to information,
- 4- Lower total costs in complete supply chain.
- 5- helps in Shortening the throughput times.

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.

Sales > Customers > Add Customer

Apr 5, 2023

Back Save

Customer Type *
Company

Name *
Name

Company Assosited With *
Company

☒ Customer ☐ Vendor

Customer Information

Mobile*
+966

Fax
+966

Phone
+966

Email Address
Email Address

Website
Website

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.

Qaema قائمة

Sales > Sales Order > Add Sale Order

Apr 11, 2023

Add Sale Order Back Save

Customer Information

Customer *
Nestle

Currency *
Saudi Riyal

Customer Reference Code
P0002

Email Address
e@gnil.com

Payment Method
Cash Collection

Payment Term
Cash

Address
8963 Fahd-SOLYMYAH-RYADH-159753

Summary

Total Before VAT: 0.00 SAR
Total VAT: 0.00 SAR
Total After VAT: 0.00 SAR

Content +Add Product

Code	Product Name	Quantity	Unit Price	Unit	VAT	Total After VAT
------	--------------	----------	------------	------	-----	-----------------

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.

The screenshot shows the 'New Product' form in the Qaema system. The form is divided into several sections:

- Product Code ***: A dropdown menu with the text 'Select product code'.
- Product Name ***: A text input field with the placeholder 'Select product name'.
- Product Type ***: A dropdown menu with the text 'Product'.
- Unit ***: A dropdown menu with the text 'Select unit'.
- Sellable** and **Purchasable**: Two checkboxes, both of which are checked.
- Accounting**: A section containing:
 - Sale Currency**: A dropdown menu with the text 'Saudi Riyal'.
 - Sale Price**: A text input field with the value '0.00'.
 - Sale Account ***: A dropdown menu with the text 'Standard rate sale (15%)'.
 - Sale VAT ***: A dropdown menu with the text 'Standard rate sale (15%)'.

The form has a 'Cancel' button and a 'Save' button at the top right. The Qaema logo is visible in the top left corner, and the user's name 'mbasiouny' is in the top right corner.

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.

Purchase > Vendors > Add Vendor

Apr 26, 2023

Add Vendor Cancel Save

Partner Type *
Company

Name *
Name

Company Assosited With *
Msaadcompany88

☐ Customer ☒ Vendor

Vendor Information

Mobile*
+966

Fax
+966

Phone
+966

Email Address
Email Address

Website
Website

Vendor Address

Country *
Saudi

City *
City

District *
District

Building Number *
Building Number

Street Name *
Street Name

Postal Code *
Postal Code

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.

The screenshot displays the 'View Invoice' interface in the Qaema system. At the top, the breadcrumb trail reads 'Invoices > Customers Invoices > View Invoice > S100011'. The user 'mbasouny' is logged in, and the date is 'Apr 26, 2023'. A 'Back' button is visible in the top right. The main content area features a 'Draft' status bar with two summary boxes: 'Total After VAT 690.00 SAR' and 'Remaining Amount 0.00 SAR'. Below this, the 'Reference' field contains 'S100011' next to a QR code. The 'Document Type' is 'Customer Sale', 'Document Sub Type' is 'Classic Invoice', and the 'Company' is 'msaadcompany88'. The 'Printing Settings' are set to 'Company Print setting', the 'Currency' is 'Saudi Riyal', and the 'Account' is '4110001_msaadcompany88 - Revenues'. The 'Invoicing Details' section at the bottom shows 'Customer' as 'Real', 'Payment Method' as 'Cash Collection', 'Payment Term' as 'Cash', and the 'Address' as '987 Fahd-SOLYMB@194-819D4-158753'.

There are two ways to create customer invoice:

1- Customer invoice based on sales order:

- System allows you to create customer invoice based on confirmed sales order for the same customer.
- 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

Qaema قائمة

Sales > Sales Order > Edit Sale Order > S000003

Apr 26, 2023

Edit Sale Order

Back

Draft Confirmed Finished

Reference
S000003

Customer Information

Customer
Real

Currency *
Saudi Riyal

Customer Reference Code
P0002

Mobile
96685588488

Email Address
s@gmail.com

Payment Method
Cash Collection

Payment Term
Cash

Address
987 Fahd-SOLYMINAH-RYADH-159753

Total Before VAT
3,000.00 SAR

Total VAT
450.00 SAR

Total After VAT
3,450.00 SAR

Create Supplier Invoice

Content

2- Direct Customer Invoice

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

Qaema قائمة

Invoices > Customers Invoices > View Invoice > S000011

Apr 26, 2023

View Invoice

Back

Draft Posted

Total After VAT
690.00 SAR

Remaining Amount
0.00 SAR

Reference
S000011

Document Type
Customer Sale

Document Sub Type
Classic Invoice

Company
msaadcompany88

Printing Settings

Currency
Saudi Riyal

Account
4110001_msaadcompany88 - Revenues - الإيرادات المحيطة

Invoicing Details

Customer
Real

Payment Method
Cash Collection

Payment Term
Cash

Address
987 Fahd-SOLYMINAH-RYADH-159753

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).

Qaema ماسا

Invoices > Customers Credit Notes > Add Credit Note

May 3, 2023

Add Credit Note [Back] [Save]

[Draft] [Posted]

Document Type
Customer Refund

Company *
msaadcompany88

Printing Settings
Company Print setting

Currency
Saudi Riyal

Account
4110001_msaadcompany88 - Revenues - الإيرادات العمومية

Invoicing Details

Customer *
Real

Payment Method *
Cash Payment

Payment Term *
Cash

Address *
987 Fahd-SOLYMINVAH-RIYADH-159753

Content * [Add Product]

Code	Product Name	Quantity	Unit Price	Unit	VAT	Total After VAT
P3	Air Fryer	1.00	600.00	Each/ريال	0.150	690.00

Menu path: Invoices > Customer Credit Note

To add new customer Credit Note:

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

→ | **Qaema** قائمة mbasouny

Invoices > Vendor Invoices > View Invoice > P000001 May 3, 2023

View Invoice Back

Draft Posted

Total After VAT
1,897.50 SAR

Remaining Amount
0.00 SAR

Reference
P000001

Document Type Supplier Purchase	Document Sub Type Classic Invoice	Company msaadcompany88
Printing Settings Company Print setting	Currency Saudi Riyal	Account 5110001msaadcompany88 - Cost of Material - المصاريف المادية

Invoicing Details

Vendor Invoice Number 5963	Origin Date 2023-04-26
Vendor	Payment Method
	Payment Term
	Address

There are two ways to create vendor invoice:

1- vendor invoice based on purchase order:

- System allows you to create vendor invoice based on confirmed purchase order from the same vendor/supplier.
- 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

→ | **Qaema** قائمة mbasouny

Purchase > Purchase Orders > Edit PO > P000002 May 3, 2023

Edit PO Back

Draft Confirmed Finished

Reference
P000002

Vendor Information

Vendor Suppl	Supplier Reference Code P0003	Mobile 966855888488
Currency Saudi Riyal	Payment Method Cash Payment	Payment Term Cash
Email Address s@gmt.com	Address 1536 Fahd-SOLYMIYAH-RYADH-158753	

Content

Total Before VAT 550.00 SAR

Total VAT 82.50 SAR

Total After VAT 632.50 SAR

Create Supplier Invoice

Finish Order

Cancel

2- Direct vendor Invoice

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

→ | **Qaema** قائمة mbasouny

Invoices > Vendor Invoices > View Invoice > P100001 May 3, 2023

View Invoice Back

Draft Posted

Total After VAT
1,897.50 SAR

Remaining Amount
0.00 SAR

Reference			
P100001			
Document Type	Document Sub Type	Company	
Supplier Purchase	Classic Invoice	masadcompany68	
Printing Settings	Currency	Account	
Company Print setting	Saudi Riyal	51110001_masadcompany68 - Cost of Material - تكلفة البضاعة المباعة	

Invoicing Details

Vendor Invoice Number	Origin Date
5963	2023-04-26

Vendor	Payment Method	Payment Term	Address
Supp1	Cash Payment	Cash	1536 Fahd SOLYMEYAH 4RIYADH-158753

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.

The screenshot displays the 'View Debit Note' interface in the Qaema system. The breadcrumb trail at the top indicates the path: Invoices > Debit Notes > View Debit Note > PR00002. The user 'mbasouny' is logged in, and the date is May 3, 2023. The form is currently in 'Draft' status, with a 'Posted' button available. Key financial figures are shown: 'Total After VAT' of 1,897.50 SAR and 'Remaining Amount' of 0.00 SAR. The form fields are organized into sections: Reference (PR00002), Document Type (Supplier Refund), Document Sub Type (Classic Invoice), Company (masadcompany88), Printing Settings (Company Print setting), Currency (Saudi Riyal), Account (51100001_masadcompany88 - Cost of Material), Invoicing Details (Vendor Invoice Number 532398, Origin Date 2023-04-28), Vendor (Suppl), Payment Method (Cash Collection), Payment Term (Cash), and Address (1536 Fahd-SOLYMIYAH-RIYADH-150753).

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.

Invoices > Incoming Payments > View Incoming Payment

May 3, 2023

SI00012

Invoice Number
SI00012

Amount
2,070.00

Currency
Saudi Riyal

Payment Method
Cash Collection

Payment Date
2023-04-28

Company Bank Details

Move
PV00012

Status
Confirmed

Description

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

Invoices > Customers Invoices > Edit Invoice

May 3, 2023

Edit Invoice

Back Payment Registration Refund Report To ZATCA

Draft

Posted

Total After VAT
690.00 SAR

Remaining Amount
690.00 SAR

Zatca Reporting Status
Not Reported

Zatca Error Message

Invalid Uri 'S(BASE_URL_ZATCA_DOTNET)Http://localhost:5120/Api/Zatca/ZatcaReporting': Incorrect Scheme

Reference
SI00014

Document Type Customer Sale	Document Sub Type Classic Invoice	Company msaadcompany88
Printing Settings Company Print setting	Currency Saudi Riyal	Account 41110001_msaadcompany88 - Revenues - الإيرادات المبيعات

Then

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

Payment Registration

Amount *

Currency

Payment Method *

Date *

Company Bank Details

Description

Close

Ok

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

Invoices > Incoming Payments

May 3, 2023

Incoming Payments

Per Page 10

Search

Invoice Number	Amount	Payment Date	Payment Method	Company Bank Details	Currency
SI00012	2,070.00	2023-04-28	Cash Collection		Saudi Riyal
SI00011	690.00	2023-04-26	Cash Collection		Saudi Riyal
PR00002	1,897.50	2023-04-26	Cash Collection		Saudi Riyal
PR00001	632.50	2023-04-26	Cash Collection		Saudi Riyal
SI00006	2,140.00	2023-04-12	Cash Collection		Saudi Riyal
SI00006	2,000.00	2023-04-12	Cash Collection		Saudi Riyal
SI00008	690.00	2023-04-12	Cash Collection		Saudi Riyal
SI00005	6,900.00	2023-04-12	Cash Collection		Saudi Riyal

< 1 >

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.

Invoices > Outgoing Payments > View Outgoing Payment

May 3, 2023

PI00003

Back

Invoice Number	PI00003		
Amount	3,162.50	Currency	Saudi Riyal
Payment Method	Cash Payment	Payment Date	2023-04-28
Company Bank Details			
Move	PV0001	Status	Confirmed
Description			

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

Invoices > Vendor Invoices > Edit Invoice

May 3, 2023

Edit Invoice

Back Payment Registration Refund

Draft

Total After VAT: 632.50 SAR

Remaining Amount: 632.50 SAR

Reference: PI00004

Document Type: Supplier Purchase

Document Sub Type: Classic Invoice

Company: msaadcompany88

Printing Settings: Company Print setting

Currency: Saudi Riyal

Account: 5110001_msaadcompany88 - Cost of Material - 5110001 - 5110001 - 5110001

Invoicing Details

Vendor Invoice Number: 123456

Origin Date: 03/05/2023

Vendor: Supp1

Payment Method: Cash Payment

Payment Term: Cash

Address: 1536 Fahd SOLIMYAH RIYADH-159753

Then

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

Payment Registration

Amount *

Currency

Payment Method *

Date *

Company Bank Details

Description

Close

Ok

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

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

6. Accounting

6.1 Journal Entries

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

Accounting > Journal Entries

Journal Entries

Per Page 10

Search

<input type="checkbox"/>	Reference	Journal	Period	Date	Partner	Company	Status
<input type="checkbox"/>	PI00006	Purchase Journal	05/2023	2023-05-03	P0003 - Supp1	Msaadcompany88	Confirmed
<input type="checkbox"/>	SI00016	Sales Journal	05/2023	2023-05-02	P0002 - Real	Msaadcompany88	Confirmed
<input type="checkbox"/>	SI00015	Sales Journal	05/2023	2023-05-01	P0002 - Real	Msaadcompany88	Confirmed
<input type="checkbox"/>	PV00012	Payment Journal	04/2023	2023-04-28	P0002 - Real	Msaadcompany88	Confirmed
<input type="checkbox"/>	SI00014	Sales Journal	04/2023	2023-04-28	P0002 - Real	Msaadcompany88	Confirmed
<input type="checkbox"/>	PV00011	Payment Journal	04/2023	2023-04-26	P0003 - Supp1	Msaadcompany88	Confirmed
<input type="checkbox"/>	PI00005	Purchase Journal	04/2023	2023-04-26	P0003 - Supp1	Msaadcompany88	Confirmed
<input type="checkbox"/>	PV00010	Payment Journal	04/2023	2023-04-26	P0003 - Supp1	Msaadcompany88	Confirmed
<input type="checkbox"/>	PI00004	Purchase Journal	04/2023	2023-04-26	P0003 - Supp1	Msaadcompany88	Confirmed
<input type="checkbox"/>	PV00009	Payment Journal	04/2023	2023-04-26	P0002 - Real	Msaadcompany88	Confirmed

< 1 2 3 >

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.

Accounting > Journal Entries > View Journal Entry

Journal Entry

Back Reverse

Draft Confirmed

Reference
JM00005

Company
msaadcompany88

Journal
Manual journal moves

Period
04/2023

Accounting Date
2023-04-09

Currency
Saud Riyal

Payment Method

Description

Move Lines

Line Number	Account	Partner	Amount	Currency Rate	Debit	Credit	VAT
1	11120003_msaadcompany88 - Bank 3		1,000.00	1.00	0.00	1,000.00	
2	11170001_msaadcompany88 - VAT Payables - ضريبة القيمة المضافة		1,000.00	1.00	1,000.00	0.00	

Total Lines
2

Total Debit
1,000.00

Total Credit
1,000.00

Difference
0.00

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.

Accounting > Journal Entries > View Journal Entry

Journal Entry

Reference: JM00005

Company: msaadcompany68

Journal: Manual journal moves

Period: 04/2023

Accounting Date: 2023-04-09

Currency: Saudi Riyal

Payment Method: Payment Method

Description: Description

Line Number	Account	Partner	Amount	Currency Rate	Debit	Credit	VAT
1	11120003_msaadcompany68 - Bank 3		1,000.00	1.00	0.00	1,000.00	
2	11170001_msaadcompany68 - VAT Payables - ضريبة القيمة المضافة		1,000.00	1.00	1,000.00	0.00	

Total Lines: 2

Total Debit: 1,000.00

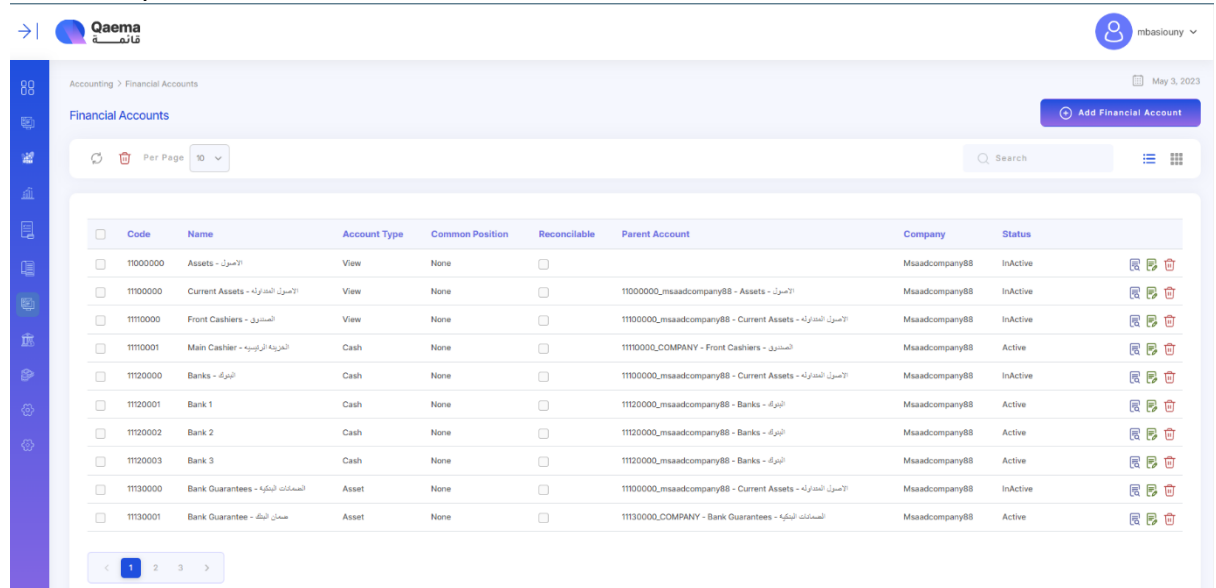
Total Credit: 1,000.00

Difference: 0.00

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

6.3 Financial Accounts

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



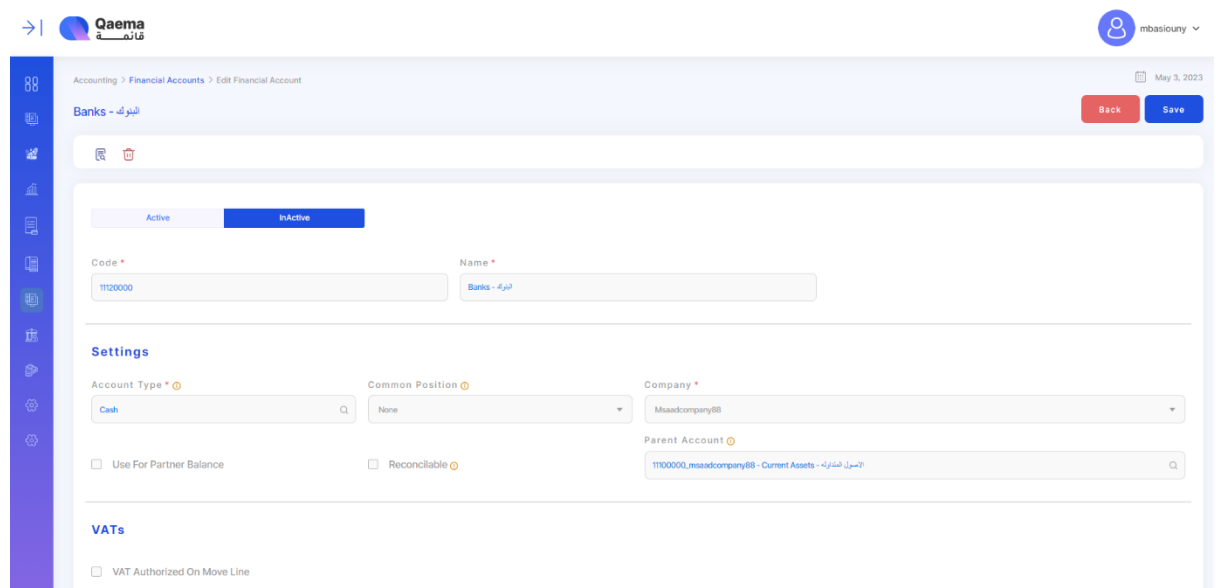
The screenshot shows the 'Financial Accounts' screen in the Qaema system. It features a table with columns: Code, Name, Account Type, Common Position, Reconcilable, Parent Account, Company, and Status. The table lists various accounts such as 'Assets', 'Current Assets', 'Front Cashiers', 'Main Cashier', 'Banks', and 'Bank Guarantees'. Each row includes a checkbox for selection and icons for editing and deleting. A sidebar on the left contains navigation icons, and a top bar shows the user 'mbasiouny' and the date 'May 3, 2023'.

Code	Name	Account Type	Common Position	Reconcilable	Parent Account	Company	Status
11000000	Assets - الأصول	View	None	<input type="checkbox"/>		Msaadcompany88	InActive
11000000	Current Assets - الأصول الحالية	View	None	<input type="checkbox"/>	11000000_msaadcompany88 - Assets - الأصول	Msaadcompany88	InActive
11100000	Front Cashiers - الصناديق	View	None	<input type="checkbox"/>	11100000_msaadcompany88 - Current Assets - الأصول الحالية	Msaadcompany88	InActive
11100001	Main Cashier - الخزينة الرئيسية	Cash	None	<input type="checkbox"/>	11100000_COMPANY - Front Cashiers - الصناديق	Msaadcompany88	Active
11120000	Banks - البنوك	Cash	None	<input type="checkbox"/>	11100000_msaadcompany88 - Current Assets - الأصول الحالية	Msaadcompany88	InActive
11120001	Bank 1	Cash	None	<input type="checkbox"/>	11120000_msaadcompany88 - Banks - البنوك	Msaadcompany88	Active
11120002	Bank 2	Cash	None	<input type="checkbox"/>	11120000_msaadcompany88 - Banks - البنوك	Msaadcompany88	Active
11120003	Bank 3	Cash	None	<input type="checkbox"/>	11120000_msaadcompany88 - Banks - البنوك	Msaadcompany88	Active
11130000	Bank Guarantees - الضمانات البنكية	Asset	None	<input type="checkbox"/>	11100000_msaadcompany88 - Current Assets - الأصول الحالية	Msaadcompany88	InActive
11130001	Bank Guarantee - ضمان البنك	Asset	None	<input type="checkbox"/>	11130000_COMPANY - Bank Guarantees - الضمانات البنكية	Msaadcompany88	Active

Meu path: Accounting > Financial Accounts

To add new account:

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



The screenshot shows the 'Edit Financial Account' screen in the Qaema system for the account 'Banks - البنوك'. It includes fields for 'Code' (11120000) and 'Name' (Banks - البنوك). Below these are 'Settings' for 'Account Type' (Cash), 'Common Position' (None), and 'Company' (Msaadcompany88). There are also checkboxes for 'Use For Partner Balance' and 'Reconcilable'. A 'Parent Account' dropdown is set to '11100000_msaadcompany88 - Current Assets - الأصول الحالية'. At the bottom, there is a 'VATs' section with a checkbox for 'VAT Authorized On Move Line'. The top bar shows the user 'mbasiouny' and the date 'May 3, 2023'.

- **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.

Accounting > Chart Of Accounts

Chart Of Accounts

May 3, 2023

Financial Accounts

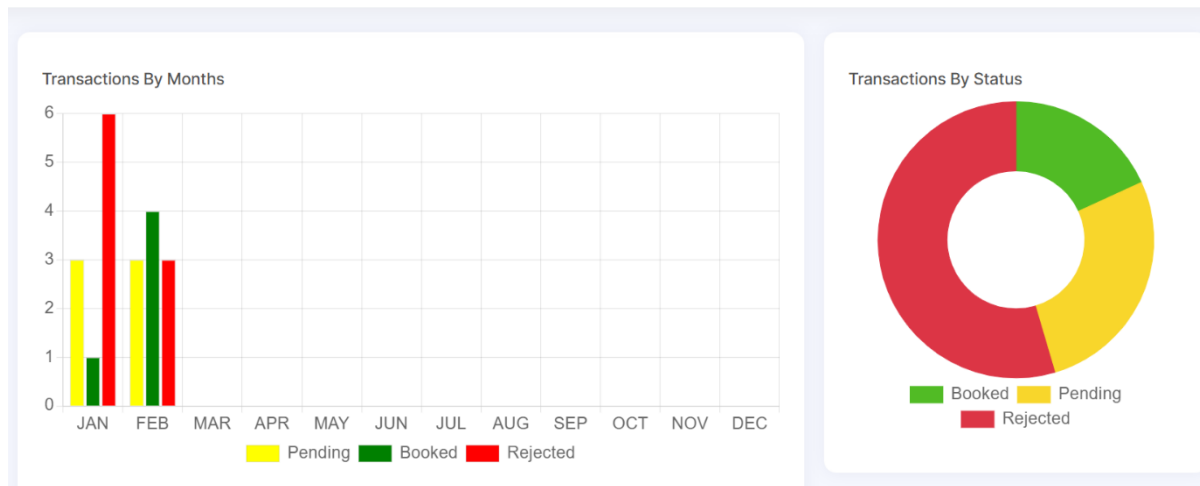
Name	Code	Company
Assets - الأصول	11000000	Msaadcompany88
Current Assets - الأصول الدائرية	11100000	Msaadcompany88
Front Cashiers - الصندوق	11110000	Msaadcompany88
Main Cashier - الخزينة الرئيسية	11110001	Msaadcompany88
Banks - البنوك	11120000	Msaadcompany88
Bank 1	11120001	Msaadcompany88
Bank 2	11120002	Msaadcompany88
Bank 3	11120003	Msaadcompany88
Bank Guarantees - الضمانات البنكية	11130000	Msaadcompany88
Bank Guarantee - ضمان البنك	11130001	Msaadcompany88
Inventory - المخزون	11140000	Msaadcompany88
Warehouse 1	11140001	Msaadcompany88
Warehouse 2	11140002	Msaadcompany88
Goods Clearing Account - حسابي بخاصة البضاعة	11140004	Msaadcompany88
Checks - شيكات	11150000	Msaadcompany88
Checks Under Collection - شيكات تحت التجميع	11150001	Msaadcompany88

Menu path: Accounting > Chart of Accounts

7. Banking

7.1 Dashboards

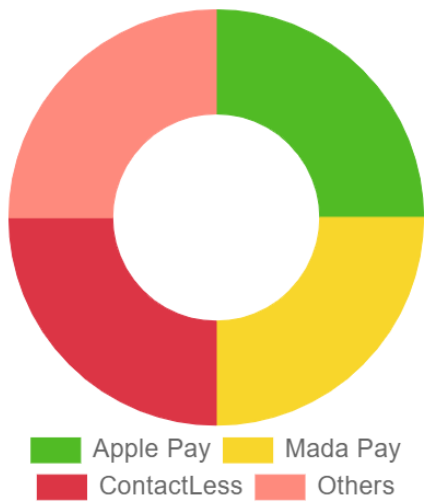
- A. Banking dashboard is a totally different from the mean dashboard in the Qaema system, as it's indicate to your bank transactions and shows you your different bank accounts either in the same bank or multiple banks.



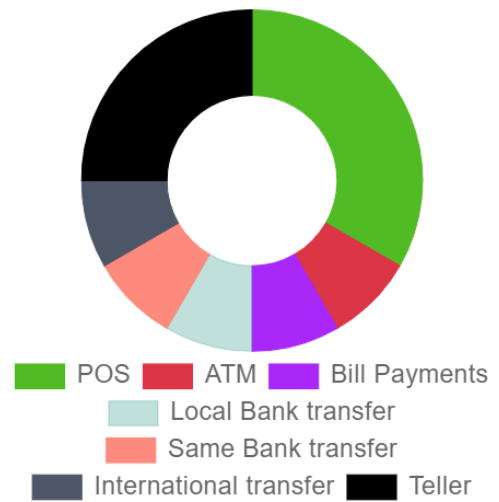
B.

Transactions

Transactions By Channel



Transactions By Type



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.

Banking > Bank Statements

Bank Statements

Per Page 10

Search

Name	File Format	From Date	To Date	Status
BS Test Rjhi En V2	Al Rajhi Bank	2023-04-24	2023-04-25	Received
Tst	Al Rajhi Bank	2023-04-24	2023-04-25	Received
BS Test Rjhi En	Al Rajhi Bank	2023-04-24	2023-04-25	Imported
BS Test Rjhi Ar	Al Rajhi Bank	2023-04-02	2023-04-23	Imported
BS Inma Apr	Alinma Bank	2023-04-01	2023-04-03	Imported

1

Menu path: Banking > Bank Statement

To add new bank statement

- Press add bank statement.
- Press on download bank statement to download the template.

Banking > Bank Statements > Add Bank Statement

New Bank Statement

Cancel Save

Download Bank Statement Template

Name *

From To

dd/mm/yyyy dd/mm/yyyy

Bank Details * File Format *

Select Select

Please Upload Bank Statement As Mentioned Template *

Browse Please click on browse button and select a pdf file

By Clicking Save, You Will Save The Bank Statement As A Draft

By Clicking Import, You Will Save And Import The Bank Statement Lines And Start The Reconciliation Process

IMPORT

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

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

7.3 Bank Reconciliations

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

→ | **Qaema** قائمة mbasiouny

Banking > Bank Reconciliations May 6, 2023

Bank Reconciliations Add Bank Reconciliation

Per Page 10

<input type="checkbox"/>	Label	From Date	To Date	Bank Details	Currency	Starting Balance	Ending Balance	Status	
<input type="checkbox"/>	Msaadcompany88-SAR-12345678933-2023/04/24-2023/04/25	2023-04-24	2023-04-25	Company - SA1234567891234567893333	SAR	2,000.00	11,500.00	Draft	
<input type="checkbox"/>	BS	2023-04-24	2023-04-24	Company - SA1234567891234567893333	SAR	2,000.00	1,000.00		
<input type="checkbox"/>	Dsd	2023-04-24	2023-04-24	Company - SA1234567891234567893333	SAR	2,000.00	122.00		
<input type="checkbox"/>	Tst	2023-04-04	2023-04-04	Company - SA1234567891234567892222	SAR	4,500.00	6,000.00		
<input type="checkbox"/>	Msaadcompany88-SAR-12345678933-2023/04/02-2023/04/23	2023-04-02	2023-04-23	Company - SA1234567891234567893333	SAR	0.00	2,000.00	Confirmed	
<input type="checkbox"/>	Msaadcompany88-SAR-12345678922-2023/04/01-2023/04/03	2023-04-01	2023-04-03	Company - SA1234567891234567892222	SAR	0.00	4,500.00	Confirmed	

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.

→ | **Qaema** قائمة mbasiouny ▾

Banking > Bank Reconciliations > Edit Bank Reconciliation May 6, 2023

Msaadcompany88-SAR-12345678933-2023/04/24-2023/04/25 Back Save Confirm

📄 🗑️ Draft Confirmed

Label msaadcompany88-SAR-12345678933-2023/04/24-2023/04/25	Company msaadcompany88	Currency Saudi Riyal
Bank Details Company - SA1234567891234567893333	Bank Statement BS Test RJHI En	Cash Account 11120003_msaadcompany88 - Bank 3
From 2023-04-24	To 2023-04-25	Journal

Balance			
Total Paid 500.00	Total Cashed 10,000.00	Starting Balance 2,000.00	Ending Balance 11,500.00

- Press load move lines

→ | **Qaema** قائمة mbasiouny ▾

Banking > Bank Reconciliations > Add Bank Reconciliation May 6, 2023

New Bank Reconciliation Cancel Save Confirm

Draft Confirmed

Label * <input type="text" value="Enter label"/>	Company * msaadcompany88	Currency Saudi Riyal
Bank Details * <input type="text" value="Company - SA1234567891234567892222"/>	Cash Account * <input type="text" value="11120002_msaadcompany88 - Bank 2"/>	
From * 04/04/2023	To * 04/04/2023	
Starting Balance * 4,500.00	Ending Balance * 6000	

(Calculated From Your Previous Reconciliation)

LOAD MOVELINES

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

Qaema قانمة

mbasiouny

88

Bank Reconciliation Lines

	Posted Number	Effect Date	Label	Debit ▼	Credit ▲	Move Line
<input type="checkbox"/>	13	2023-04-24	POS Purchase Apple Pay (Domestic)	500.00	0.00	JM00007-1
<input type="checkbox"/>	14	2023-04-24	Transfer	0.00	6,000.00	JM00006-1
<input type="checkbox"/>	15	2023-04-25	Transfer	0.00	4,000.00	JM00010-2

Account Move Lines

	Posted Number	Date	Name	Debit ▲	Credit ▼
<input type="checkbox"/>	13	2023-04-24	JM00007-1	0.00	500.00
<input type="checkbox"/>	14	2023-04-24	JM00006-1	6,000.00	0.00
<input type="checkbox"/>	15	2023-04-25	JM00010-2	4,000.00	0.00

Auto Reconcile

Reconcile Selected

Unreconcile Selected

COMPUTE BALANCES

Bank Statement	Accounting
2,000.00	2,000.00

8. Reports

8.1 Customer Aging

- 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.
- 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

- 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

- 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.

The screenshot shows the 'Company Profile' configuration page for 'Msaadcompany88'. The page has a sidebar with various icons and a top navigation bar. The main content area is divided into three tabs: 'Main Details', 'Configuration', and 'Bank Details'. The 'Main Details' tab is active, showing a form with the following fields:

- Company Name ***: msaadcompany88
- Code ***: msaadcompany88
- Company Logo**: A placeholder image with an upload icon.
- Width (Px)**: 0
- Height (Px)**: 0
- Parent Company**: Select company (dropdown menu)
- Partner**: P0001 - Company (dropdown menu)
- VAT Number ***: 123456789123456
- Tier**: Standard
- Mobile**: +966 268 596 358
- Fax**: +966
- Website**: Website
- Zatca Code**: 01234567810
- Zatca Enabled**: ☒

The top right corner shows the user 'mbasiouny' and the date 'May 6, 2023'. A 'Save' button is located in the top right corner of the form area.

Menu path: Application Config > Company details

- The company details includes:
 - Company name
 - VAT number
 - Address
 - Phone number
 - Company Mail
 - 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.

→ | **Qaema** قائمة mbasiouny

Application Config > Units May 6, 2023

Units Add Unit

Per Page 10 Search

Unit	Label To Printing	Unit Type
Box/علبة	Box/علبة	
Carton/كرتونة	Carton/كرتونة	
Cm/سم	Cm/سم	Length Unit
Dozen/دزينة	Dozen/دزينة	
Each/وحدة	Each/وحدة	
Gm/جم	Gm/جم	Mass Unit
Kg/كجم	Kg/كجم	Mass Unit

Menu path: Application Config > Units

To add new unit of measure

- Add name.
- Unit of measure type.

→ | **Qaema** قائمة mbasiouny

Application Config > Units > Edit Unit May 6, 2023

Carton/كرتونة Back Save

Name * Label To Printing *

carton/كرتونة carton/كرتونة

Unit Type

Select Unit 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.

The screenshot shows the 'New Fiscal Year' form in the Qaema system. The form is titled 'New Fiscal Year' and is located under the 'Application Config > Fiscal Years > Add Fiscal Year' path. The form includes the following fields:

- Name ***: A text input field.
- Company ***: A dropdown menu with 'Msaadcompany88' selected.
- Dates**: A section containing two date pickers:
 - From ***: A date picker with the format 'Dd/Mm/Yyyy'.
 - To ***: A date picker with the format 'Dd/Mm/Yyyy'.
- Reported Balance Date ***: A date picker with the format 'Dd/Mm/Yyyy'.
- Period Duration ***: A dropdown menu with 'Select Period' selected.

On the right side of the form, there is a summary box showing the 'Type' as 'Fiscal Year' and the 'Status' as 'Opened'. At the top right, there are 'Cancel' and 'Save' buttons. The top bar shows the user 'mbasiouny' and the date 'May 6, 2023'. The left sidebar contains navigation options: Quick Actions, Dashboard, Product Master Data, Sales, Purchase, Invoices, Accounting, Banking, Reports, and Application Config.

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.

→ | **Qaema** قائمة

mbasiouny ▾

Application Config > VATs

May 6, 2023

VATs

+ Add VAT

Per Page 10 ▾

Search

<input type="checkbox"/>	Name	Code	VAT Type	
<input type="checkbox"/>	Exempt Purchase	KSA_EP	Debit	
<input type="checkbox"/>	Exempt Sale	KSA_ES	Collection	
<input type="checkbox"/>	Standard Rate Purchase (15%)	KSA_SRP_15	Debit	
<input type="checkbox"/>	Standard Rate Sale (15%)	KSA_SRS_15	Collection	

Menu path: Application Config > VATs

To add new VAT

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

→ | **Qaema** قائمة

mbasiouny ▾

Application Config > VATs > Edit VAT

May 6, 2023

Exempt Purchase

Back Save

Name *

Exempt purchase

Code *

KSA_EP

VAT Type

Debit

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.

Application Config > Payment Terms

Payment Terms

Per Page 10

Search

<input type="checkbox"/>	Name	Code	Type	Payment Period (N Days / Month)	Period Type	
<input type="checkbox"/>	Cash	CASH	Net	0	Days	
<input type="checkbox"/>	Net30	NET30	Net	30	Days	

+ Add Payment Term

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.

Application Config > Payment Terms > Edit Payment Term

Cash

Back Save

Name *

Cash

Code *

CASH

Type ⓘ

Net

Payment Period (N Days / Month) ⓘ

0

Period Type ⓘ

Days

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

Application Config > Payment Methods

May 6, 2023

Payment Methods

Per Page 10

Search

<input type="checkbox"/>	Label	Code	In / Out	
<input type="checkbox"/>	Cash Collection	CC	In	
<input type="checkbox"/>	Cash Payment	CP	Out	

[Add Payment Method](#)

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.

Application Config > Payment Methods > Edit Payment Method

May 6, 2023

Cash Collection

[Back](#) [Save](#)

Name *

Code *

Payment Method Type *

In / Out *

☒ Use In Bank Transactions

Accounting Configuration *

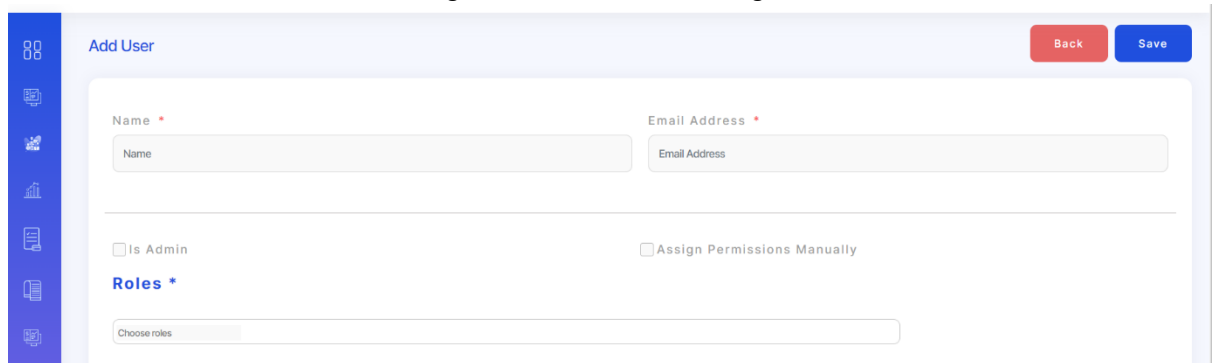
[+Add Row](#)

Company	Bank Details	Journal	Payment Account	Sequence	
Msaadcompany88		Payment Journal	11110001_msaadcompany88 - Main Cashier - الخزينة الرئيسية	PVXXXXX - Payment Voucher	

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.



The screenshot shows a web application interface for adding a new user. On the left is a blue sidebar with various icons. The main content area has a light blue header with the title 'Add User' and two buttons: 'Back' (red) and 'Save' (blue). Below the header is a form with the following fields:

- Name ***: A text input field with the placeholder 'Name'.
- Email Address ***: A text input field with the placeholder 'Email Address'.
- Is Admin**: A checkbox.
- Assign Permissions Manually**: A checkbox.
- Roles ***: A section header followed by a dropdown menu with the placeholder 'Choose roles'.


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

→ |  قائمة mbasiouny May 6, 2023

Application Config > Roles > Add Role

Add Role Back Save

Name *

Name

Permissions *

All	Service	View	Add	Edit	Delete	
<input type="checkbox"/>	Dashboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▼
<input type="checkbox"/>	Product Master Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▼
<input type="checkbox"/>	Sales	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▼
<input type="checkbox"/>	Purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▼
<input type="checkbox"/>	Invoices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▼
<input type="checkbox"/>	Accounting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▼

Menu path: Setting > Roles

To add new role

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