**SUSTAINABLE OUTREACH AND UNIVERSAL LEADERSHIP LIMITED  
(SOUL)**

****

**Material Management**

**REQUIREMENT DOCUMENT**

1. **Master Forms/ Screens**
   1. **Item**

Item can be a product or a service **offered by your company.** The term Item is also applicable to raw materials or components of products yet to be produced.

Details regarding the product will be entered in this form, which includes:

|  |  |  |  |
| --- | --- | --- | --- |
| **Label (Fields)** | **Type (Fields)** | **Options (Fields)** | **Mandatory** |
| Item Code | Data |  | Y |
| Item Name | Data |  |  |
| Item Group | Link | Item Group | Y |
| Default Unit of Measure | Link | UOM | Y |
| Opening Stock | Float |  |  |
| Valuation Rate | Currency |  |  |
| Standard Selling Rate | Currency |  |  |
| Is Fixed Asset | Check |  |  |
| Auto Create Assets on Purchase | Check |  |  |
| Asset Category | Link | Asset Category |  |
| Asset Naming Series | Select |  |  |
| Image | Attach Image | image |  |
| Description | Section Break |  |  |
| Brand | Link | Brand |  |
| Description | Text Editor |  |  |
| Barcodes | Table | Item Barcode |  |
| Shelf Life In Days | Int |  |  |
| End of Life | Date |  |  |
| Valuation Method | Select | FIFO Moving Average |  |
| Warranty Period (in days) | Data |  |  |
| Weight Per Unit | Float |  |  |
| Weight UOM | Link | UOM |  |
| Reorder level based on Warehouse | Table | Item Reorder |  |
| UOMs | Table | UOM Conversion Detail |  |
| Has Batch No | Check |  |  |
| Automatically Create New Batch | Check |  |  |
| Batch Number Series | Data |  |  |
| Has Expiry Date | Check |  |  |
| Retain Sample | Check |  |  |
| Has Serial No | Check |  |  |
| Serial Number Series | Data |  |  |
| Taxes | Table | Item Tax |  |

User will be able to Add items by entering data into this form. They can enter data about the item.

* 1. **Item Price**

**Item Price is the record in which user can log the buying rate of an item. Users should be able to create** multiple Price Lists for one Item.

Item Price form Would contain following fields:

|  |  |  |  |
| --- | --- | --- | --- |
| Label (Fields) | Type (Fields) | Options (Fields) | Mandatory |
| Item Code | Link | Item | Y |
| UOM | Link | UOM |  |
| Item Name | Data |  |  |
| Brand | Read Only |  |  |
| Item Description | Text |  |  |
| Price List | Link | Price List | Y |
| Batch No | Link | Batch |  |
| Buying | Check |  |  |
| Currency | Link | Currency |  |
| Rate | Currency | currency | Y |
| Valid From | Date |  |  |
| Valid Upto | Date |  |  |

* 1. **Item Group**

**An Item Group is a way to classify items based on types. Item Group should be visible in a tree view so that it becomes easier to view and differentiate between parent and child Item Group.**

**Item Group will contain fields for:**

|  |  |  |  |
| --- | --- | --- | --- |
| Label (Fields) | Type (Fields) | Options (Fields) | Mandatory |
| Item Group Name | Data |  | Y |
| Image | Attach Image |  |  |
| Taxes | Table | Item Tax |  |

* 1. **Warehouse**

**A warehouse is a commercial building for storage of goods.** They are usually large plain buildings in industrial areas of cities, towns, and villages. They mostly have loading docks to load and unload goods from trucks.

Warehouse form will have the following fields:

|  |  |  |  |
| --- | --- | --- | --- |
| Label (Fields) | Type (Fields) | Options (Fields) | Mandatory |
| Warehouse Name | Data |  | Y |
| Warehouse Type | Link | Warehouse Type |  |
| Parent Warehouse | Link | Warehouse |  |
| Default In-Transit Warehouse | Link | Warehouse |  |
| Is Group | Check |  |  |
| Account | Link | Account |  |
| Company | Link | Company | Y |
| Disabled | Check |  |  |
| Address HTML | Text |  |  |
| Contact HTML | Text |  |  |
| Email Address | Data |  |  |
| Phone No | Data | Phone |  |
| Mobile No | Data | Phone |  |
| Address Line 1 | Data |  |  |
| Address Line 2 | Data |  |  |
| City | Data |  |  |
| State | Data |  |  |
| PIN | Data |  |  |

* 1. **Suppliers**

**Suppliers are companies or individuals who provide you with products or services.**

**Supplier form will have the following fields:**

|  |  |  |  |
| --- | --- | --- | --- |
| Label (Fields) | Type (Fields) | Options (Fields) | Mandatory |
| Supplier Name | Data |  | Y |
| Country | Link | Country |  |
| Default Company Bank Account | Link | Bank Account |  |
| Tax ID | Data |  |  |
| Tax Category | Link | Tax Category |  |
| Tax Withholding Category | Link | Tax Withholding Category |  |
| Is Transporter | Check |  |  |
| Is Internal Supplier | Check |  |  |
| Supplier Type | Select | Company Individual | Y |
| Disabled | Check |  |  |
| Default Payment Terms Template | Link | Payment Terms Template |  |
| Supplier Primary Contact | Link | Contact |  |
| Mobile No | Read Only |  |  |
| Email Id | Read Only |  |  |
| Supplier Primary Address | Link | Address |  |
| Primary Address | Text |  |  |
| Default Payable Accounts | Section Break |  |  |
| Accounts | Table | Party Account |  |

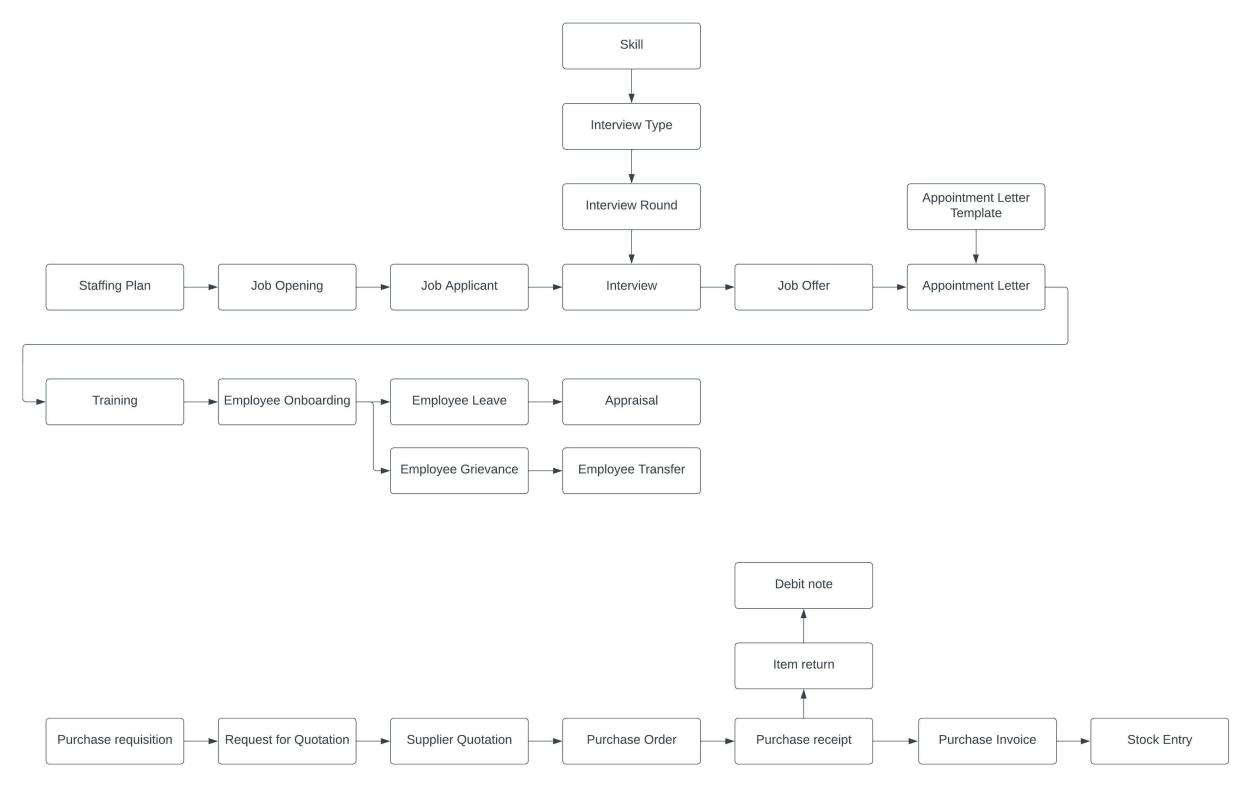
1. **Purchase Requisitions**
   1. **Material Request**

**A Material Request is a simple document identifying a requirement of a set of Items (products or services) for a particular reason.**

**A Material Request can have the following purposes:**

* **Purchase: If the material being requested is to be purchased.**
* **Material Transfer: If the material being requested is to be shifted from one Warehouse to another.**
* **Material Issue: If the material being requested is to be Issued for some purpose like manufacturing.**

**The Material management flow should be like:**



**Material request form will have the following fields:**

|  |  |  |  |
| --- | --- | --- | --- |
| Label (Fields) | Type (Fields) | Options (Fields) | Mandatory |
| Title | Data |  |  |
| Purpose | Select | Purchase Material Transfer Material Issue Manufacture Customer Provided | Y |
| Transfer Status | Select | Not Started In Transit Completed |  |
| Status | Select | Draft Submitted Stopped Canceled Pending Partially Ordered Partially Received Ordered Issued Transferred Received |  |
| Transaction Date | Date |  | Y |
| Required By | Date |  |  |
| Company | Link | Company |  |
| Set Source Warehouse | Link | Warehouse |  |
| Set Target Warehouse | Link | Warehouse |  |
| Scan Barcode | Data | Barcode |  |
| Items | Table | Material Request Item | Y |
| Terms | Link | Terms and Conditions |  |
| Terms and Conditions Content | Text Editor |  |  |

**User should be able to create request for quotation, supplier quotation, purchase order from the Materials request form.**

* 1. ****Request for Quotation****

**A Request for Quotation is a document that an organization sends to one or more suppliers asking a quotation for items.**

**Request for Quotation form will have the following fields:**

|  |  |  |  |
| --- | --- | --- | --- |
| Label (Fields) | Type (Fields) | Options (Fields) | Mandatory |
| Company | Link | Company | Y |
| Supplier | Link | Supplier | Y |
| Date | Date |  | Y |
| Required Date | Date |  |  |
| Status | Select | Draft Submitted Cancelled |  |
| Suppliers | Table | Request for Quotation Supplier |  |
| Items | Table | Request for Quotation Item | Y |
| Salutation | Link | Salutation |  |
| Subject | Data |  |  |
| Email Template | Link | Email Template |  |
| Preview Email | Button |  |  |
| Message for Supplier | Text Editor |  |  |
| Terms | Link | Terms and Conditions |  |
| Terms and Conditions | Text Editor |  |  |

**User should be able to send email to supplier and also Download PDF from this form. Also they should be able to create supplier Quotation from this page itself by selecting the supplier who have been added in supplier table)**

* 1. ****Supplier Quotation****

**A Supplier Quotation is document by a potential supplier specifying the cost of goods or services they'll provide within a specified period.** A Supplier Quotation may also contain terms of sale, terms of payment, and warranties. Acceptance of quotation by the buyer can be considered as an agreement binding on both parties.

|  |  |  |  |
| --- | --- | --- | --- |
| Label (Fields) | Type (Fields) | Options (Fields) | Mandatory |
| Title | Data |  |  |
| Supplier | Link | Supplier | Y |
| Name | Data |  |  |
| Company | Link | Company |  |
| Date | Date |  | Y |
| Valid Till | Date |  |  |
| Quotation Number | Data |  |  |
| Supplier Address | Link | Address |  |
| Contact Person | Link | Contact |  |
| Address | Small Text |  |  |
| Contact | Small Text |  |  |
| Mobile No | Small Text |  |  |
| Contact Email | Data | Email |  |
| Items | Table | Supplier Quotation Item | Y |
| Total Quantity | Float |  |  |
| Total (Company Currency) | Currency |  |  |
| Net Total (Company Currency) | Currency |  |  |
| Total | Currency |  |  |
| Net Total | Currency |  |  |
| Total Net Weight | Float |  |  |
| Taxes and Charges | Section Break | fa fa-money |  |
| Tax Category | Link | Tax Category |  |
| Purchase Taxes and Charges Template | Link | Purchase Taxes and Charges Template |  |
| Purchase Taxes and Charges | Table | Purchase Taxes and Charges |  |
| Tax Breakup | Section Break |  |  |
| Taxes and Charges Calculation | Long Text |  |  |
| Taxes and Charges Added (Company Currency) | Currency |  |  |
| Taxes and Charges Deducted (Company Currency) | Currency |  |  |
| Total Taxes and Charges (Company Currency) | Currency |  |  |
| Taxes and Charges Added | Currency |  |  |
| Taxes and Charges Deducted | Currency |  |  |
| Total Taxes and Charges | Currency |  |  |
| Apply Additional Discount On | Select | Grand Total Net Total |  |
| Additional Discount Amount (Company Currency) | Currency |  |  |
|  | Column Break |  |  |
| Additional Discount Percentage | Float |  |  |
| Additional Discount Amount | Currency |  |  |
| Grand Total (Company Currency) | Currency |  |  |
| Rounding Adjustment (Company Currency | Currency |  |  |
| Rounded Total (Company Currency) | Currency |  |  |
| In Words (Company Currency) | Data |  |  |
| Grand Total | Currency |  |  |
| Rounding Adjustment | Currency |  |  |
| Rounded Total | Currency |  |  |
| In Words | Data |  |  |
| Disable Rounded Total | Check |  |  |
| Terms | Link | Terms and Conditions |  |
| Terms and Conditions | Text Editor |  |  |

**Request for Quotation form will have the following fields:**

* 1. ****Purchase Order****

**A Purchase Order is a binding contract with your Supplier that you promise to buy a set of items under given conditions.**

**Purchase order form will have the following fields:**

|  |  |  |  |
| --- | --- | --- | --- |
| Label (Fields) | Type (Fields) | Options (Fields) | Mandatory |
| Title | Data |  |  |
| Supplier | Link | Supplier | Y |
| Get Items from Open Material Requests | Button |  |  |
| Supplier Name | Data |  | Y |
| Apply Tax Withholding Amount | Check |  |  |
| Tax Withholding Category | Link | Tax Withholding Category |  |
| Company | Link | Company |  |
| Date | Date |  |  |
| Required By | Date |  |  |
| Order Confirmation No | Data |  |  |
| Order Confirmation Date | Date |  |  |
| Cost Center | Link | Cost Center |  |
| Supplier Address | Link | Address |  |
| Supplier Address Details | Small Text |  |  |
| Supplier Contact Number | Data |  |  |
| Supplier Email | Small Text | Email |  |
| Company Shipping Address | Link | Address |  |
| Shipping Address Details | Small Text |  |  |
| Company Billing Address | Link | Address |  |
| Billing Address Details | Small Text |  |  |
| Price List | Link | Price List |  |
| Scan Barcode | Data | Barcode |  |
| Set Target Warehouse | Link | Warehouse |  |
| Items | Table | Purchase Order Item |  |
| Total Quantity | Float |  |  |
| Total (Company Currency) | Currency |  |  |
| Net Total (Company Currency) | Currency | Company:company:default\_currency |  |
| Total Net Weight | Float |  |  |
| Total | Currency | currency |  |
| Net Total | Currency | currency |  |
| Tax Category | Link | Tax Category |  |
| Shipping Rule | Link | Shipping Rule |  |
| Purchase Taxes and Charges Template | Link | Purchase Taxes and Charges Template |  |
| Purchase Taxes and Charges | Table | Purchase Taxes and Charges |  |
| Taxes and Charges Calculation | Long Text |  |  |
| Taxes and Charges Added (Company Currency) | Currency |  |  |
| Taxes and Charges Deducted (Company Currency) | Currency |  |  |
| Total Taxes and Charges (Company Currency) | Currency |  |  |
| Taxes and Charges Added | Currency | currency |  |
| Taxes and Charges Deducted | Currency | currency |  |
| Total Taxes and Charges | Currency | currency |  |
| Apply Additional Discount On | Select | Grand Total Net Total |  |
| Additional Discount Amount (Company Currency) | Currency |  |  |
| Additional Discount Percentage | Float |  |  |
| Additional Discount Amount | Currency | currency |  |
| Grand Total (Company Currency) | Currency |  |  |
| Rounding Adjustment (Company Currency) | Currency |  |  |
| In Words (Company Currency) | Data |  |  |
| Rounded Total (Company Currency) | Currency |  |  |
| Grand Total | Currency | currency |  |
| Rounding Adjustment | Currency | currency |  |
| Rounded Total | Currency | currency |  |
| Disable Rounded Total | Check |  |  |
| In Words | Data |  |  |
| Advance Paid | Currency | party\_account\_currency |  |
| Payment Terms Template | Link | Payment Terms Template |  |
| Payment Schedule | Table | Payment Schedule |  |
| Order Status | Select | Draft On Hold To Receive and Bill To Bill To Receive Completed Cancelled Closed Delivered |  |
| % Billed | Percent |  |  |
| % Received | Percent |  |  |
| Terms | Link | Terms and Conditions |  |
| Terms and Conditions | Text Editor |  |  |

1. **Receipt, verification & acceptance of goods**
   1. ****Purchase receipt****

**Purchase Receipts are made when you accept Items from your Supplier usually against a Purchase Order.**

**Purchase receipt form will have the following fields:**

|  |  |  |  |
| --- | --- | --- | --- |
| Label (Fields) | Type (Fields) | Options (Fields) | Mandatory |
| Title | Data |  |  |
| Supplier | Link | Supplier | y |
| Supplier Name | Data |  |  |
| Supplier Delivery Note | Data |  |  |
| Company | Link | Company |  |
| Date | Date |  | Y |
| Posting Time | Time |  | Y |
| Select Supplier Address | Link | Address |  |
| Contact Person | Link | Contact |  |
| Address | Small Text |  |  |
| Contact | Small Text |  |  |
| Mobile No | Small Text |  |  |
| Contact Email | Small Text | Email |  |
| Select Shipping Address | Link | Address |  |
| Shipping Address | Small Text |  |  |
| Select Billing Address | Link | Address |  |
| Billing Address | Small Text |  |  |
| Accepted Warehouse | Link | Warehouse |  |
| Rejected Warehouse | Link | Warehouse |  |
| Items | Table | Purchase Receipt Item |  |
| Total Quantity | Float |  |  |
| Total (Company Currency) | Currency |  |  |
| Net Total (Company Currency) | Currency |  |  |
| Total Net Weight | Float |  |  |
| Total | Currency | currency |  |
| Net Total | Currency | currency |  |
| Pricing Rules | Section Break |  |  |
| Pricing Rule Detail | Table | Pricing Rule Detail |  |
| Get Current Stock | Button | get\_current\_stock |  |
| Consumed Items | Table | Purchase Receipt Item Supplied |  |
| Tax Category | Link | Tax Category |  |
| Shipping Rule | Link | Shipping Rule |  |
| Purchase Taxes and Charges Template | Link | Purchase Taxes and Charges Template |  |
| Purchase Taxes and Charges | Table | Purchase Taxes and Charges |  |
| Taxes and Charges Calculation | Long Text |  |  |
| Taxes and Charges Added (Company Currency) | Currency |  |  |
| Taxes and Charges Deducted (Company Currency) | Currency |  |  |
| Total Taxes and Charges (Company Currency) | Currency |  |  |
| Taxes and Charges Added | Currency | currency |  |
| Taxes and Charges Deducted | Currency | currency |  |
| Total Taxes and Charges | Currency | currency |  |
| Apply Additional Discount On | Select | Grand Total Net Total |  |
| Additional Discount Amount (Company Currency) | Currency | Company:company:default\_currency |  |
| Additional Discount Percentage | Float |  |  |
| Additional Discount Amount | Currency |  |  |
| Grand Total (Company Currency) | Currency |  |  |
| Rounding Adjustment (Company Currency) | Currency |  |  |
| In Words (Company Currency) | Data |  |  |
| Rounded Total (Company Currency) | Currency |  |  |
| Grand Total | Currency |  |  |
| Rounding Adjustment | Currency |  |  |
| Rounded Total | Currency |  |  |
| In Words | Data |  |  |
| Disable Rounded Total | Check |  |  |
| Terms | Link | Terms and Conditions |  |
| Terms and Conditions | Text Editor |  |  |
| Status | Select | Draft To Bill Completed Return Issued Cancelled Closed | Y |
| % Amount Billed | Percent |  |  |
| % Returned | Percent |  |  |
| Transporter Name | Data |  |  |
| Vehicle Number | Data |  |  |
| Vehicle Date | Date |  |  |

* 1. ****Purchase return****

**A purchased Item being returned is known as a Purchase Return.**

On Creating a Purchase Return against a Purchase Receipt:

* **The Returned Quantity in the original Purchase Receipt along with any Purchase Order linked to it, is updated.**
* **The original Purchase Receipt's status is changed to Return Issued if 100% returned**
  1. ****Debit Note****

**A Debit Note is a document sent by a buyer to the Supplier notifying that a debit has been recorded against the goods returned to the Supplier.**

A Debit Note is issued for the value of the goods returned. In some cases, sellers are seen sending Debit Notes which should be treated as like another invoice. A Debit is for your record of the debit against the Items your return.

The Debit Note will reverse the impact of the purchase invoice.

If you had paid partially or fully, make a Payment Entry against the original Purchase Invoice.

In case **no payment** was made against the original invoice, you could just cancel the Sales Invoice. But, if only 5 out of 10 Items are being returned from an invoice, creating a Debit Note is useful for updating the ledger.

* 1. ****Purchase Invoice****

**A Purchase Invoice is a bill you receive from your Suppliers against which you need to make the payment.**

**Purchase invoice form will have the following fields:**

|  |  |  |  |
| --- | --- | --- | --- |
| Label (Fields) | Type (Fields) | Options (Fields) | Mandatory |
| Supplier | Link | Supplier | Y |
| Supplier Name | Data |  |  |
| Tax Id | Read Only |  |  |
| Due Date | Date |  | Y |
| Tax Withholding Category | Link | Tax Withholding Category |  |
| Company | Link | Company |  |
| Date | Date |  |  |
| Posting Time | Time |  |  |
| Is Paid | Check |  |  |
| Is Return (Debit Note) | Check |  |  |
| Apply Tax Withholding Amount | Check |  |  |
| Supplier Invoice No | Data |  |  |
| Shipping Address | Small Text |  |  |
| Price List | Link | Price List |  |
| Set Accepted Warehouse | Link | Warehouse |  |
| Rejected Warehouse | Link | Warehouse |  |
| Set From Warehouse | Link | Warehouse |  |
| Supplier Warehouse | Link | Warehouse |  |
| Update Stock | Check |  |  |
| Scan Barcode | Data | Barcode |  |
| Items | Table | Purchase Invoice Item | Y |
| Pricing Rule Detail | Table | Pricing Rule Detail |  |
| Total Quantity | Float |  |  |
| Total (Company Currency) | Currency |  |  |
| Net Total (Company Currency) | Currency |  |  |
| Total Net Weight | Float |  | Y |
| Total | Currency | currency | Y |
| Net Total | Currency | currency | Y |
| Tax Category | Link | Tax Category |  |
| Shipping Rule | Link | Shipping Rule |  |
| Purchase Taxes and Charges Template | Link | Purchase Taxes and Charges Template |  |
| Purchase Taxes and Charges | Table | Purchase Taxes and Charges |  |
| Tax Breakup | Section Break |  |  |
| Taxes and Charges Calculation | Long Text |  |  |
| Taxes and Charges Added (Company Currency) | Currency |  |  |
| Taxes and Charges Deducted (Company Currency) | Currency |  |  |
| Total Taxes and Charges (Company Currency) | Currency |  |  |
| Taxes and Charges Added | Currency |  |  |
| Taxes and Charges Deducted | Currency |  |  |
| Total Taxes and Charges | Currency |  |  |
| Apply Additional Discount On | Select | Grand Total Net Total |  |
| Additional Discount Amount (Company Currency) | Currency |  |  |
| Additional Discount Account | Link |  |  |
| Additional Discount Percentage | Float |  |  |
| Additional Discount Amount | Currency | currency |  |
| Grand Total (Company Currency) | Currency |  |  |
| Rounding Adjustment (Company Currency) | Currency |  |  |
| Rounded Total (Company Currency) | Currency |  |  |
| In Words (Company Currency) | Data |  |  |
| Grand Total | Currency | currency | Y |
| Rounding Adjustment | Currency | currency |  |
| Rounded Total | Currency | currency |  |
| In Words | Data |  |  |
| Total Advance | Currency | party\_account\_currency |  |
| Outstanding Amount | Currency | party\_account\_currency |  |
| Disable Rounded Total | Check |  |  |
| Payments | Section Break |  |  |
| Mode of Payment | Link | Mode of Payment |  |
| Cash/Bank Account | Link | Account |  |
| Clearance Date | Date |  |  |
| Paid Amount | Currency | currency |  |
| Paid Amount (Company Currency) | Currency |  |  |
| Write Off | Section Break |  |  |
| Write Off Amount (Company Currency) | Currency |  |  |
| Write Off Account | Link | Account |  |
| Write Off Cost Center | Link | Cost Center |  |
| Set Advances and Allocate (FIFO) | Check |  |  |
| Get Advances Paid | Button |  |  |
| Advances | Table | Purchase Invoice Advance |  |
| Advance Tax | Table | Advance Tax |  |
| Payment Terms Template | Link | Payment Terms Template |  |
| Ignore Default Payment Terms Template | Check |  |  |
| Payment Schedule | Table | Payment Schedule |  |
| Terms | Link | Terms and Conditions |  |
| Terms and Conditions1 | Text Editor |  |  |
| Status | Select | Draft Return Debit Note Issued Submitted Paid Partly Paid Unpaid Overdue Canceled Internal Transfer |  |

1. ****Stock Entry****

**A Stock Entry lets you record Item movement between Warehouses.**

Stock Entries can be made for the following purposes:

* Material Issue
* Material Receipt
* Material Transfer

You can also create a Stock Entry Type where only the name will be different, for example 'Scrap Entry'. The purpose will be Material Transfer but the name will be different. This is useful if you want certain Users to have access only to specific actions related to stock.

**Stock Entry form will have the following fields:**

|  |  |  |  |
| --- | --- | --- | --- |
| Label (Fields) | Type (Fields) | Options (Fields) | Mandatory |
| Stock Entry Type | Link | Stock Entry Type | Y |
| Purpose | Select | Material Issue Material Receipt Material Transfer | Y |
| Purchase Order | Link | Purchase Order |  |
| Delivery Note No | Link | Delivery Note |  |
| Sales Invoice No | Link | Sales Invoice |  |
| Pick List | Link | Pick List |  |
| Purchase Receipt No | Link | Purchase Receipt |  |
| Company | Link | Company |  |
| Posting Date | Date |  |  |
| Posting Time | Time |  |  |
| Default Source Warehouse | Link | Warehouse |  |
| Source Warehouse Address | Link | Address |  |
| Source Warehouse Address | Small Text |  |  |
| Default Target Warehouse | Link | Warehouse |  |
| Target Warehouse Address | Link | Address |  |
| Target Warehouse Address | Small Text |  |  |
| Scan Barcode | Data | Barcode |  |
| Items | Table | Stock Entry Detail |  |
| Update Rate and Availability | Button | get\_stock\_and\_rate |  |
| Total Outgoing Value (Consumption) | Currency |  |  |
|  | Column Break |  |  |
| Total Incoming Value (Receipt) | Currency |  |  |
| Total Value Difference (Incoming - Outgoing) | Currency |  |  |
| Additional Costs | Section Break |  |  |
| Total Additional Costs | Currency |  |  |
| Supplier | Link | Supplier |  |
| Supplier Name | Data |  |  |
| Supplier Address | Link | Address |  |
| Address | Small Text |  |  |
| Total Amount | Currency |  |  |

1. ****Journal Entry****

**A Journal Entry is an entry made in the general ledger and it indicates the affected accounts.**

A Journal Entry is a multi purpose transaction where the debit and credit accounts can be selected.

All types of accounting entries other than Sales and Purchase transactions are made using the **Journal Entry**. A **Journal Entry** is a standard accounting transaction that affects multiple Accounts and the sum of debits is equal to the sum of credits. A Journal Entry Impacts the main ledger.

Journal Entries can be used for entering expenses, opening entries, contra entries, bank payments, excise entries, etc. For example, booking running expenses, direct expenses like petrol/transport, sundry expenses, adjustment entries, and adjusting invoice amount.

**Journal Entry form will have the following fields:**

|  |  |  |  |
| --- | --- | --- | --- |
| Label (Fields) | Type (Fields) | Options (Fields) | Mandatory |
| Title | Data |  |  |
| Entry Type | Select | Journal Entry Inter Company Journal Entry Bank Entry Cash Entry Credit Card Entry Debit Note Credit Note Contra Entry Excise Entry Write Off Entry Opening Entry Depreciation Entry Exchange Rate Revaluation Deferred Revenue Deferred Expense | Y |
| Finance Book | Link | Finance Book |  |
| Process Deferred Accounting | Link | Process Deferred Accounting |  |
| Reversal Of | Link | Journal Entry |  |
| Tax Withholding Category | Link | Tax Withholding Category |  |
| From Template | Link | Journal Entry Template |  |
| Company | Link | Company | Y |
| Posting Date | Date |  | Y |
| Apply Tax Withholding Amount | Check |  |  |
| Accounting Entries | Table | Journal Entry Account |  |
| Reference Number | Data |  |  |
| Reference Date | Date |  |  |
| User Remark | Small Text |  |  |
| Total Debit | Currency |  |  |
| Total Credit | Currency |  |  |
| Difference (Dr - Cr) | Currency |  |  |
| Make Difference Entry | Button |  |  |
| Multi Currency | Check |  |  |
| Total Amount Currency | Link | Currency |  |
| Total Amount | Currency | total\_amount\_currency |  |
| Total Amount in Words | Data |  |  |
| Clearance Date | Date |  |  |
| Remark | Small Text |  |  |
| Paid Loan | Data |  |  |
| Inter Company Journal Entry Reference | Link | Journal Entry |  |
| Bill No | Data |  |  |
| Bill Date | Date |  |  |
| Due Date | Date |  |  |
| Write Off Based On | Select | Accounts Receivable Accounts Payable |  |
| Get Outstanding Invoices | Button | get\_outstanding\_invoices |  |
| Write Off Amount | Currency | Company:company:default\_currency |  |
| Pay To / Recd From | Data |  |  |
| Mode of Payment | Link | Mode of Payment |  |
| Payment Order | Link | Payment Order |  |
| Is Opening | Select | No Yes |  |
| Stock Entry | Link | Stock Entry |  |

1. ****Fixed assets Register****

****6.1 Asset List****

**An Asset is any valuable Item owned by a Company.**

Examples of Assets include furniture, computers, mobile phones, printers, cars, etc. Assets may be leased to be used by the employees of a Company. The Asset record is the heart of fixed asset management. All the transactions related to an Asset like purchasing, sales, depreciation, scrapping, movement, or maintenance will be managed against the Asset record.

**Asset form will have the following fields:**

|  |  |  |  |
| --- | --- | --- | --- |
| Label (Fields) | Type (Fields) | Options (Fields) | Mandatory |
| Company | Link | Company |  |
| Item Code | Link | Item | Y |
| Item Name | Read Only |  |  |
| Asset Owner | Select | Company Supplier Customer |  |
| Is Existing Asset | Check |  |  |
| Asset Name | Data |  | Y |
| Asset Category | Link | Asset Category |  |
| Location | Link | Location | Y |
| Custodian | Link | Employee |  |
| Department | Link | Department |  |
| Purchase Details | Section Break |  |  |
| Purchase Receipt | Link | Purchase Receipt | Y |
| Purchase Invoice | Link | Purchase Invoice | Y |
| Gross Purchase Amount | Currency |  |  |
| Purchase Date | Date |  |  |
| Calculate Depreciation | Check |  |  |
| Allow Monthly Depreciation | Check |  |  |
| Opening Accumulated Depreciation | Currency |  |  |
| Number of Depreciation's Booked | Int |  |  |
| Finance Books | Table | Asset Finance Book |  |
| Depreciation Method | Select | Straight Line Double Declining Balance Manual |  |
| Value After Depreciation | Currency |  |  |
| Total Number of Depreciation | Int |  |  |
| Frequency of Depreciation (Months) | Int |  |  |
| Next Depreciation Date | Date |  |  |
| Depreciation Schedule | Table | Depreciation Schedule |  |
| Policy number | Data |  |  |
| Insurer | Data |  |  |
| Insured value | Data |  |  |
| Insurance Start Date | Date |  |  |
| Insurance End Date | Date |  |  |
| Comprehensive Insurance | Data |  |  |
| Maintenance Required | Check |  |  |
| Status | Select | Draft Submitted Partially Depreciated Fully Depreciated Sold Scrapped In Maintenance Out of Order Issue Receipt |  |
| Booked Fixed Asset | Check |  |  |
| Purchase Receipt Amount | Currency |  |  |
| Default Finance Book | Link | Finance Book |  |

窗体底端

1. ****Sectional Indent Register****
2. ****Sectional Stock Register****