Accounts Module

1. Account Type
   a. Accounts Receivable
   b. Cash
   c. Cost of Sales
   d. Expenses
   e. Fixed Assets
   f. Inventory
   g. Other Assets
   h. Other Current Assets
   i. Accounts Payable
   j. Accumulated Depreciation
   k. Equity Doesn't Close
   l. Equity Retained Earnings
   m. Income
   n. Long Term Liabilities
   o. Provisions & Accruals
   p. Other Current Liabilities

2. Charts of Accounts
   a. Account ID (Manual Entry)
   b. Account Name (Manual Entry)
   c. Account Type (Drop Down List)

3. Receipt – (Cash / Cheque / Post dated Cheque)
   a. Reference Number (Automatic)
   b. Date
   c. Debit Account
   d. Receipt Number (Manual)
   e. Receipt method (Drop down list, Cheque / Cash / Transfer / L/C)
   f. Cheque Number (Inactive if the payment method is other than Cheque)
   g. Cheque Date

h. Bank (Drop Down List, list available banks)

i. Collected by (Drop down list)

j. Credit Account (Tables starts from here)

k. Amount

l. List all outstanding invoices if we select against invoices (for customers receipt) and must be able to select invoices for current receipt.

m. Narration

n. Total (Fill automatically)

o. Amount in Words

p. Attach cheque copy

q. Print / Save

4. Payment – (Cash / Cheque / Post dated Cheque)

a. Reference Number (Automatic)

b. Date

c. Credit Account

d. Payment method (Drop down list, Cheque / Cash / Transfer / L/C)

e. Cheque Number (Inactive if the payment method is other than Cheque)

f. Cheque Date

g. Bank (Drop Down List, list available banks)

h. Debit Account (Tables starts from here)

i. Amount

j. List all outstanding invoices if we select against invoices (for supplier receipt) and must be able to select invoices for current payment.

k. Narration

l. Total (Fill automatically)

m. Amount in Words

n. Print Cheque

r. Attach cheque copy

s. Print / Save

5. Journal Voucher

a. Voucher No – Auto

b. Date

c. Sales order No – Drop down list (Table starts from here)

   d. Account – Drop Down List

   e. Debit

   f. Credit

   g. Narration

   h. Save / Print

6. Petty cash voucher

   a. Voucher No. – Auto

   b. Date

   c. Credit Account – Drop down list

   d. Sales order No – Drop down list (Table starts from here)

   e. Debit Account – Drop Down List

   f. Amount

   g. Narration

   h. Total

   i. Save / Print

7. Reports

   a. Ledger

      1. Select Account – Drop Down List (Selection Window)

      2. Date range (Selection Window)

      3. Date

      4. Voucher No

      5. Voucher Type

      6. Related Account

      7. Debit

      8. Credit

      9. Balance

   b. Trial Balance, Profit & Loss, Balance Sheet

      1. Report format provided, need to select the date range only, data should fill automatically

   c. Fixed Asset Schedule

      1. Excel design provided

   d. Accounts Receivable/Payable Summery

      1. Select Account Type (Selection Window)

2. Date (Selection Window)

3. Receivable / Payable / Both (Selection Window)

4. Customer/Vendor Name

5. Balance

6. Age Analysis

7. Need to set up scheduled report to send by mail

e. Customer/Vendor Statement

1. Select Account (Selection Window)

2. Date Range (Selection Window)

3. Receivable / Payable / Both (Selection Window)

4. Date

5. Voucher No

6. Voucher Type

7. Reference Number (LPO, Cheque No. etc.)

8. Debit

9. Credit

10. Balance

11. Due Date

12. Need to send to customer by mail

f. Ages Receivables/Payables

1. Select Account (Selection Window)

2. Date (Selection window)

3. Receivable / Payable / Both (Selection Window)

4. Date

5. Voucher No

6. LPO Number

7. Amount

8. Receipt

9. Balance

10. PDC Allocation

11. Cumulative Balance

12. Age

13. Due Date

14. Total

15. Need to send to customer by mail

g. Bank reconciliation

1. Select date & account from selection window

2. Date (Fill automatically)

3. GL Balance (Fill automatically)

4. Bank balance (Manual entry)

5. Deposit in transit (Fill automatically)

6. Outstanding cheques (Fill automatically)

7. Unreconciled difference (Fill automatically)

8. Following table should fill automatically

9. Date, Voucher Ref, Account, Cheque No, Debit, Credit

10. Cleared check box in each line (tick & untick options)

11. Cleared date (manual Entry)

h. Bank reconciliation statement

1. Select date & account from selection window

2. Design provided in excel

i. Year end transaction

1. Select date from selection box

2. Tick year end process

3. Transfer the balance of all expenses & income accounts to Retained earnings