

GUIDE ON ACCOUNTING MODULE OF ODOO



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LOGIN INTO ODOO

ACCESSING THE PORTAL

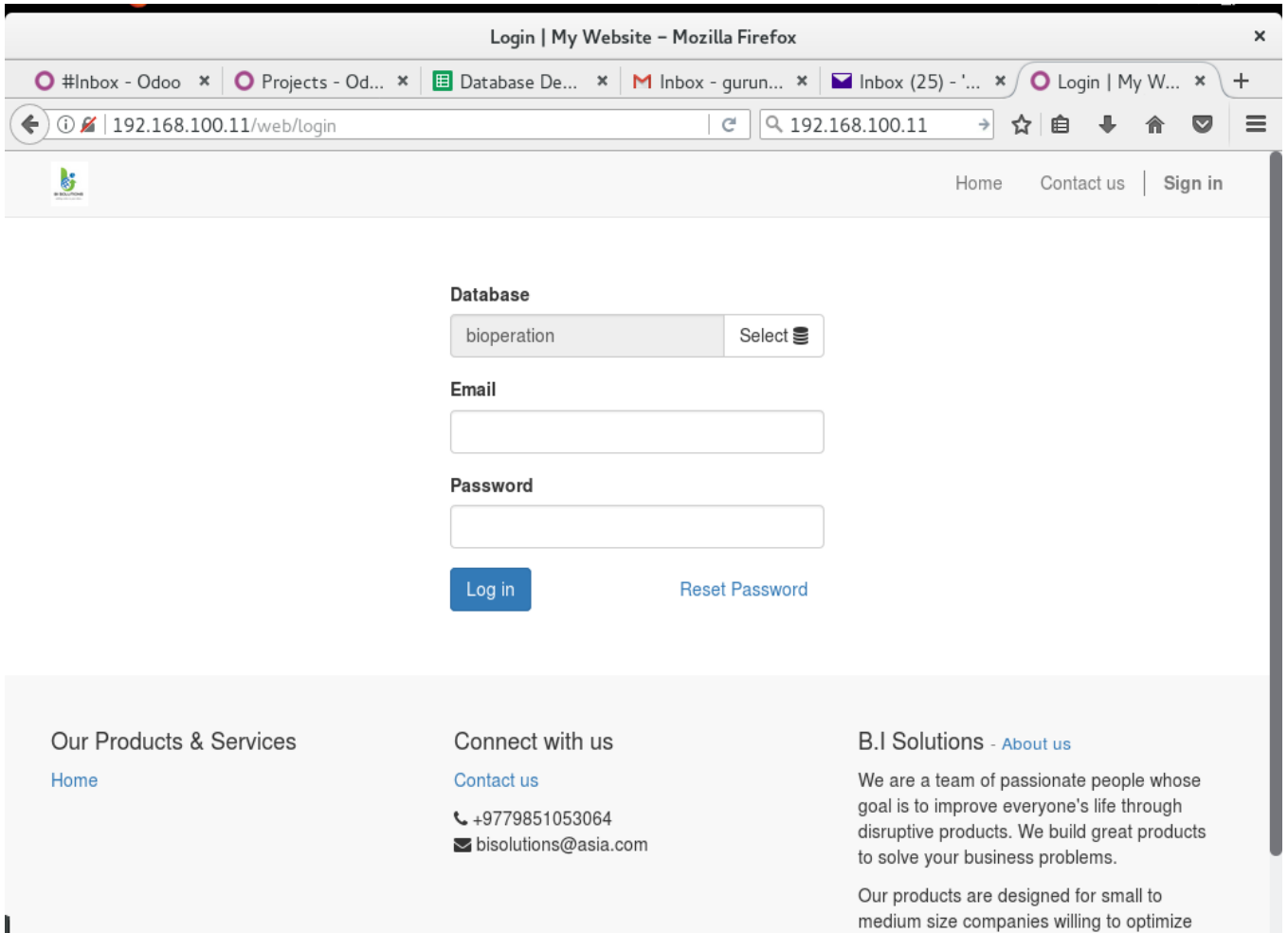


Figure: 1.1

- Step 1: Enter the Address in the URL of Your Browser.
- Step 2: Select your Desired Database(optional).
- Step 3: Click on **Sign in** Option.
- Step 4: Enter Your Email/Password and Click **Log in** button.

NAVIGATING BETWEEN MODULES

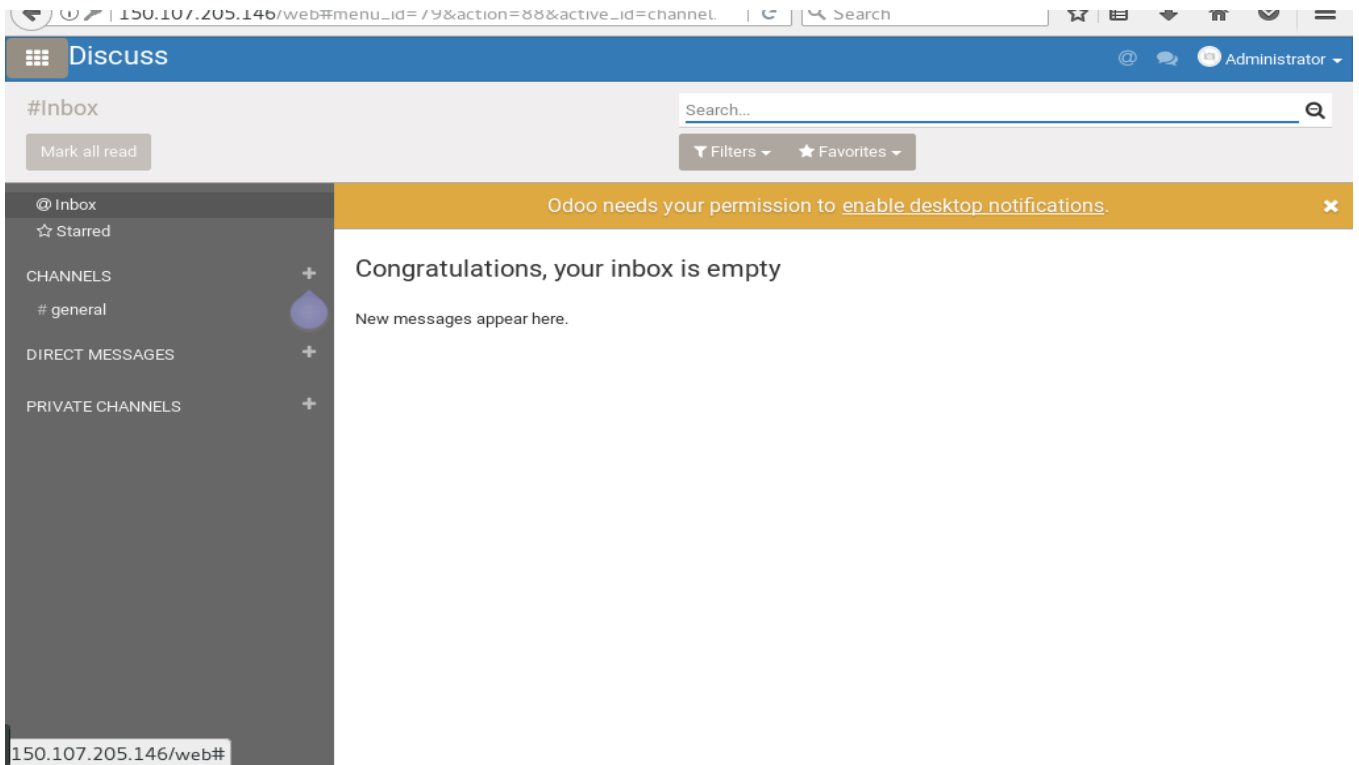


Figure: 1.2

After you log in, You'll be directed to the default module(**Discuss** in the figure above).

Step 1: Click on the Grid Icon, next to the **module name(Discuss)** on Menu bar.

Step 2: You'll see the installed modules, in a Grid View.

Step 3: Click on your required Module, to be directed to its page.

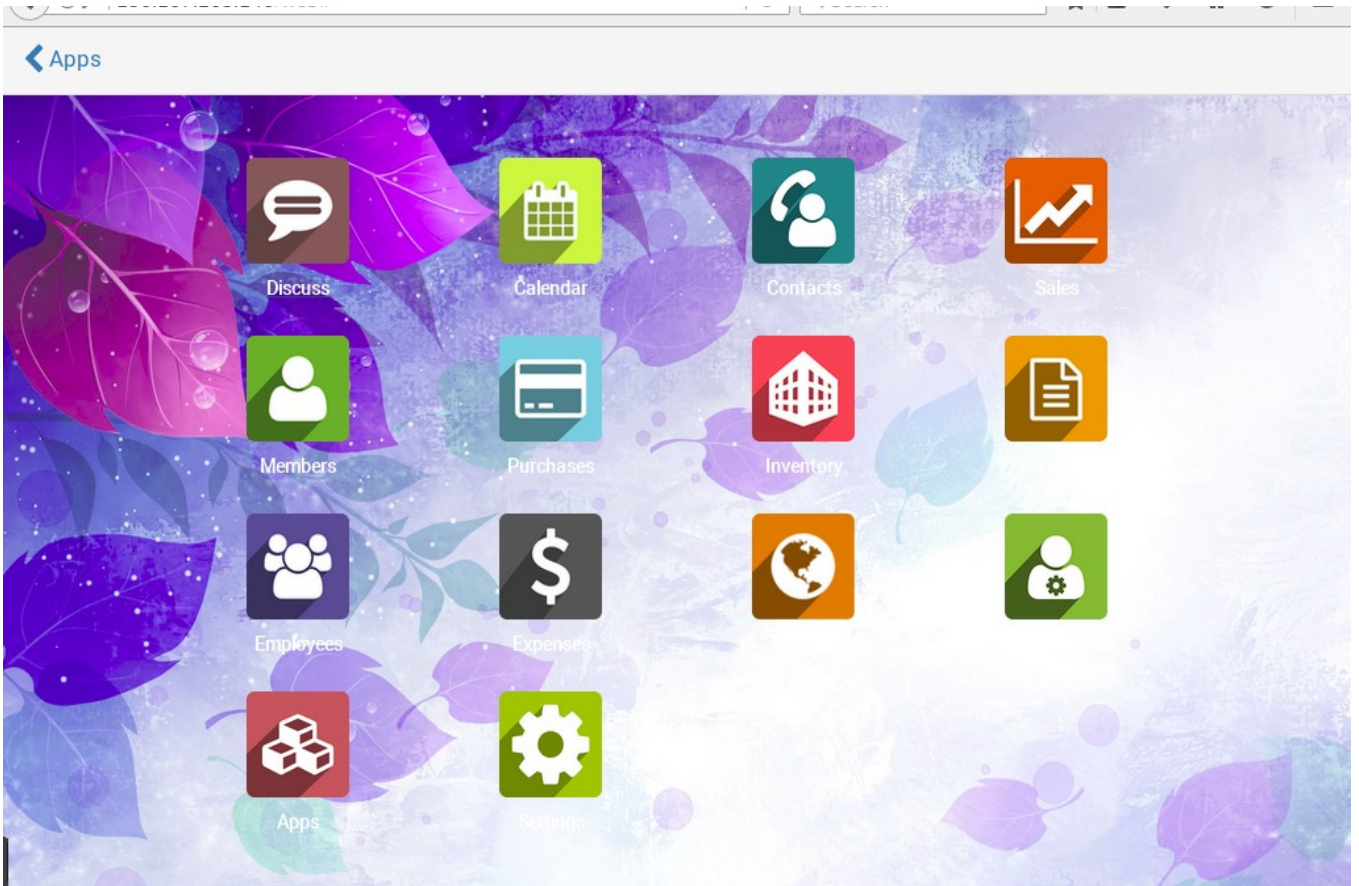


Figure: 1.3

Modules available for each system users maybe different, because of the access rights enabled per User.

USER MANUAL FOR ACCOUNT USER IN ODOO

USER: ADVISER

DASHBOARD

After You're logged in, the first menu screen that a User will be see after selecting Account module is Dashboard.

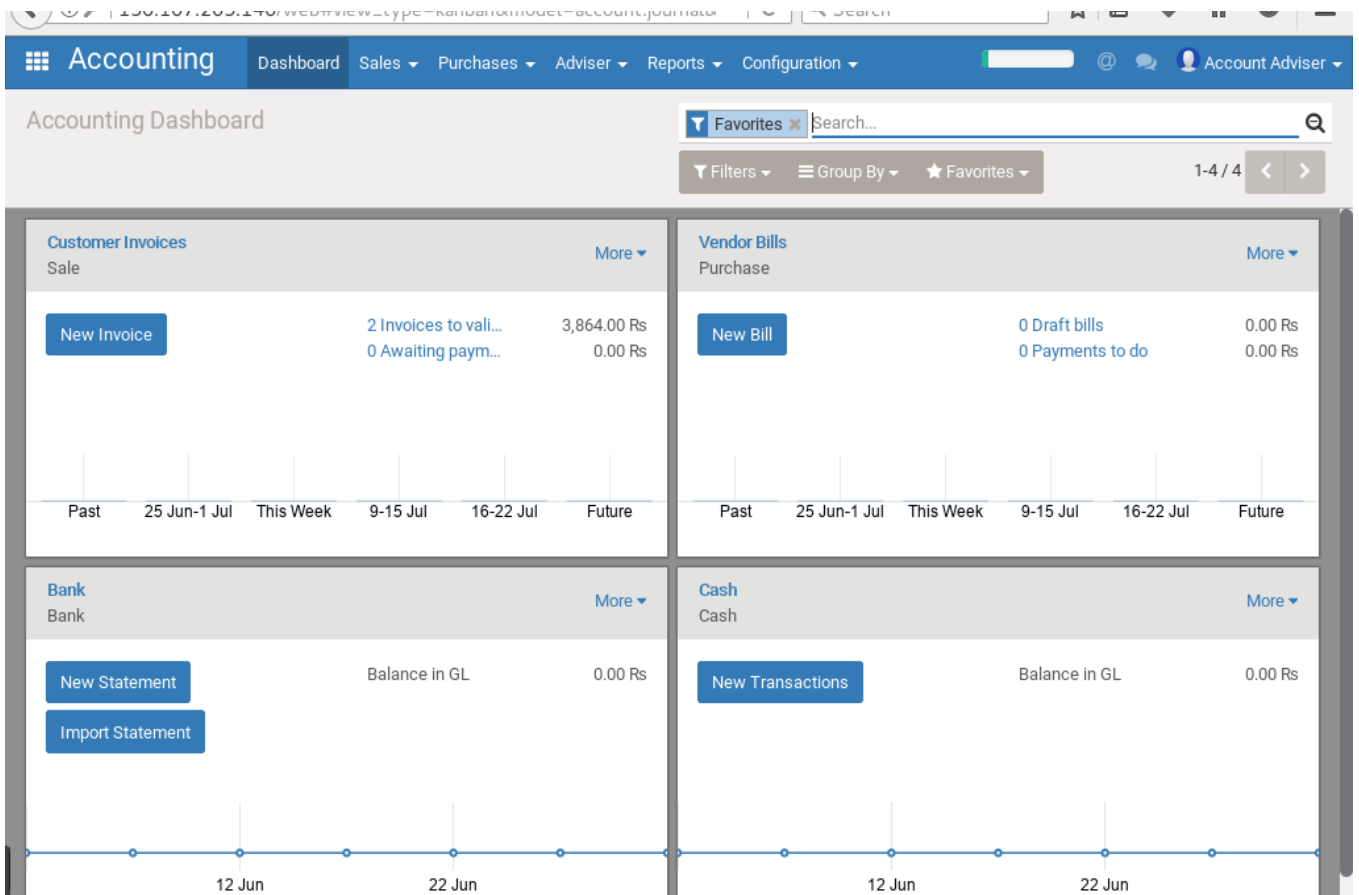


Figure: 2.1

SALES MENU

Customer Invoices

Customer invoice are document form seller to buyer. We can create customers by following the following steps:

Step 1: Click on **Sales** Menu.

Step 2: Now click on **Customers Invoice**.

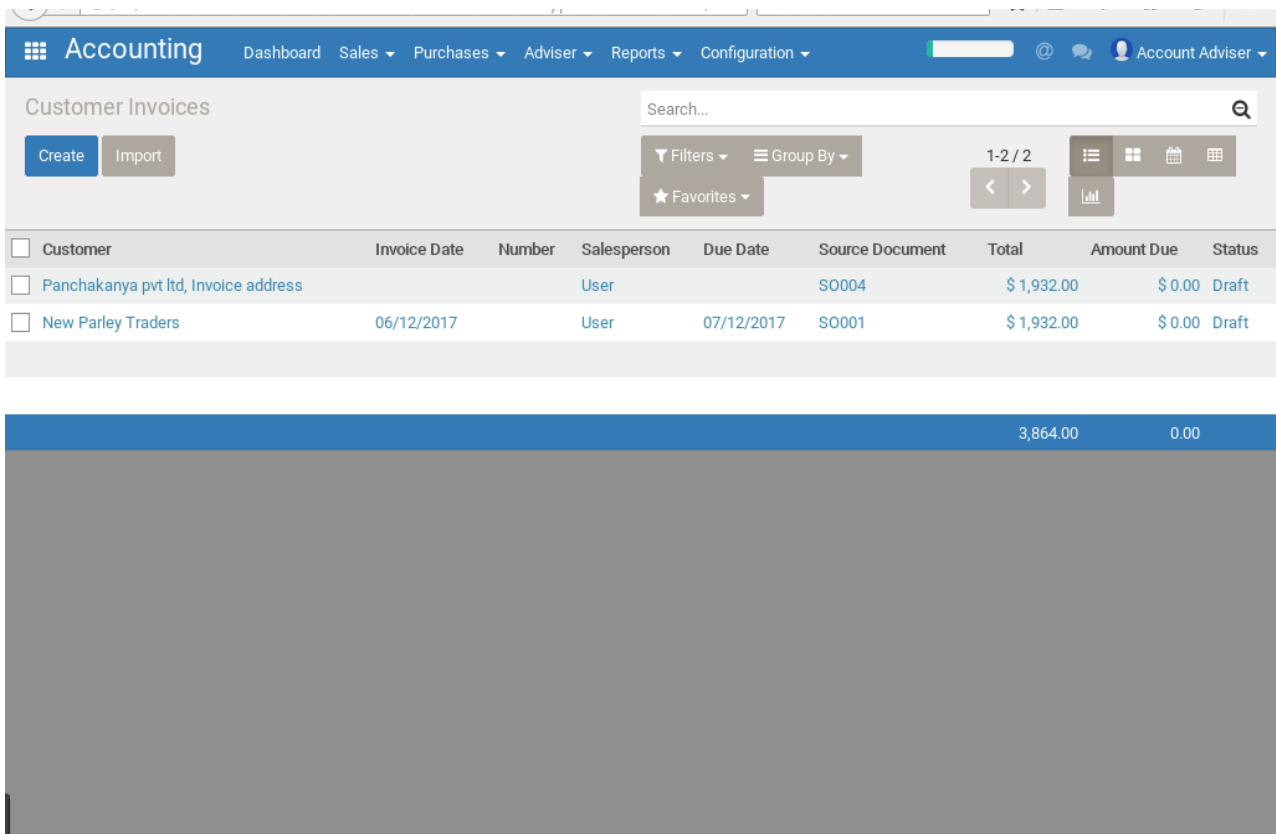


Figure: 2.2

Step 3: You will see a create Button. Now click on **Create**. Then you will see a form. Fill the form with details about the customers and their orders.

[Note: You can add payment terms, invoice date, sales person and sales Team.]

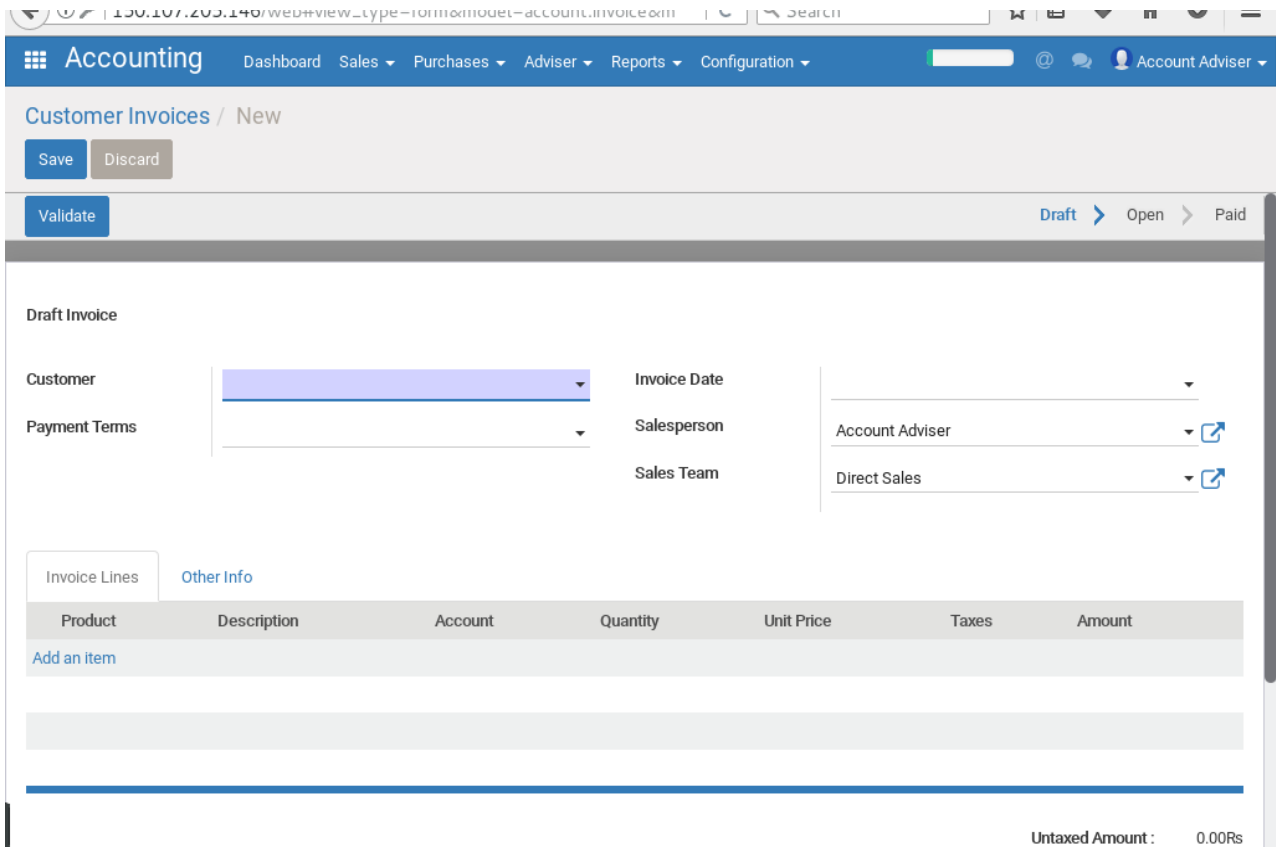


Figure: 2.3

Step 4: Now click on **save** button to save the information about the customer invoices.

Step 5: Saved invoices can also be validated, just click on the specific invoice, and after you're in the invoice page, click on 'Validate'.

Payments

Payments can also be created and has option of payment type, payment date, memo payment transaction, payment journal and payment amount.

The screenshot displays the 'Accounting' software interface for creating a new payment. The top navigation bar includes 'Accounting', 'Dashboard', 'Sales', 'Purchases', 'Adviser', 'Reports', and 'Configuration'. Below the navigation bar, there are buttons for 'Save', 'Discard', and 'Confirm'. The main form area contains the following fields:

- Payment Type:** Radio buttons for 'Send Money', 'Receive Money' (selected), and 'Internal Transfer'.
- Payment Date:** A date picker showing '07/02/2017'.
- Memo:** A text input field.
- Payment Transaction:** A dropdown menu.
- Payment Journal:** A dropdown menu.
- Payment Amount:** A text input field showing '0.00' with a 'Rs' unit indicator.

Figure: 2.4

Step 1: Click on Payment on sales menu.

Step 2: Now click on create payment and fill the required forms.

(note: specially you have to register the payment after the sales of the product.)

Step 3: Saved Payments can also be confirmed by the Account Adviser.

Customers

Customers are those who buy our products. They can be created and information about them can be edited later.

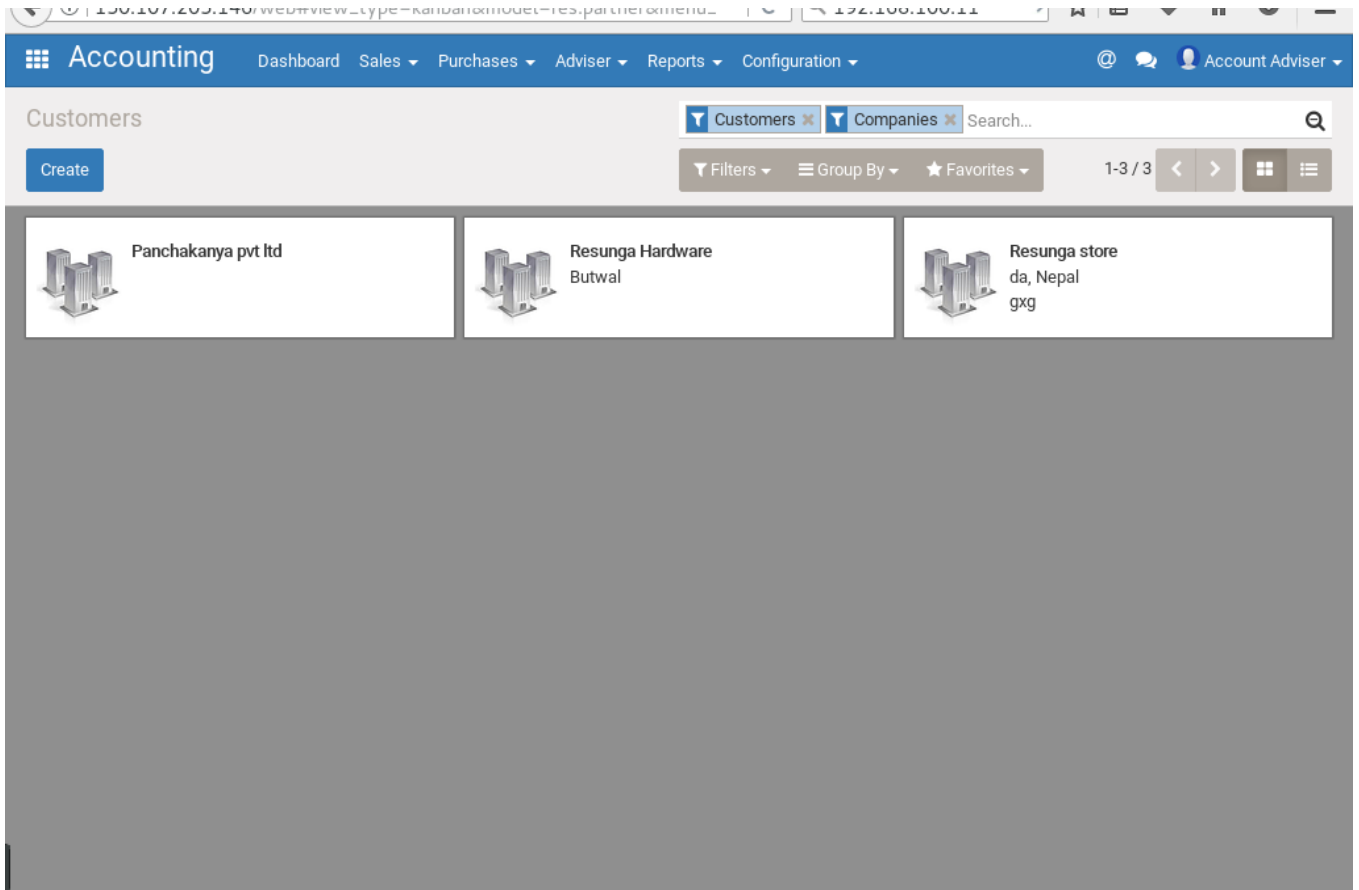


Figure: 2.5

Step 1: Click on Customers on sales menu.

Step 2: Click on create and fill up the customers details.

Step 3: Now click on save

(Note: Normally, customers are created on Sales Module. This additional feature of Account only provides us to create customers by the Account Department.)

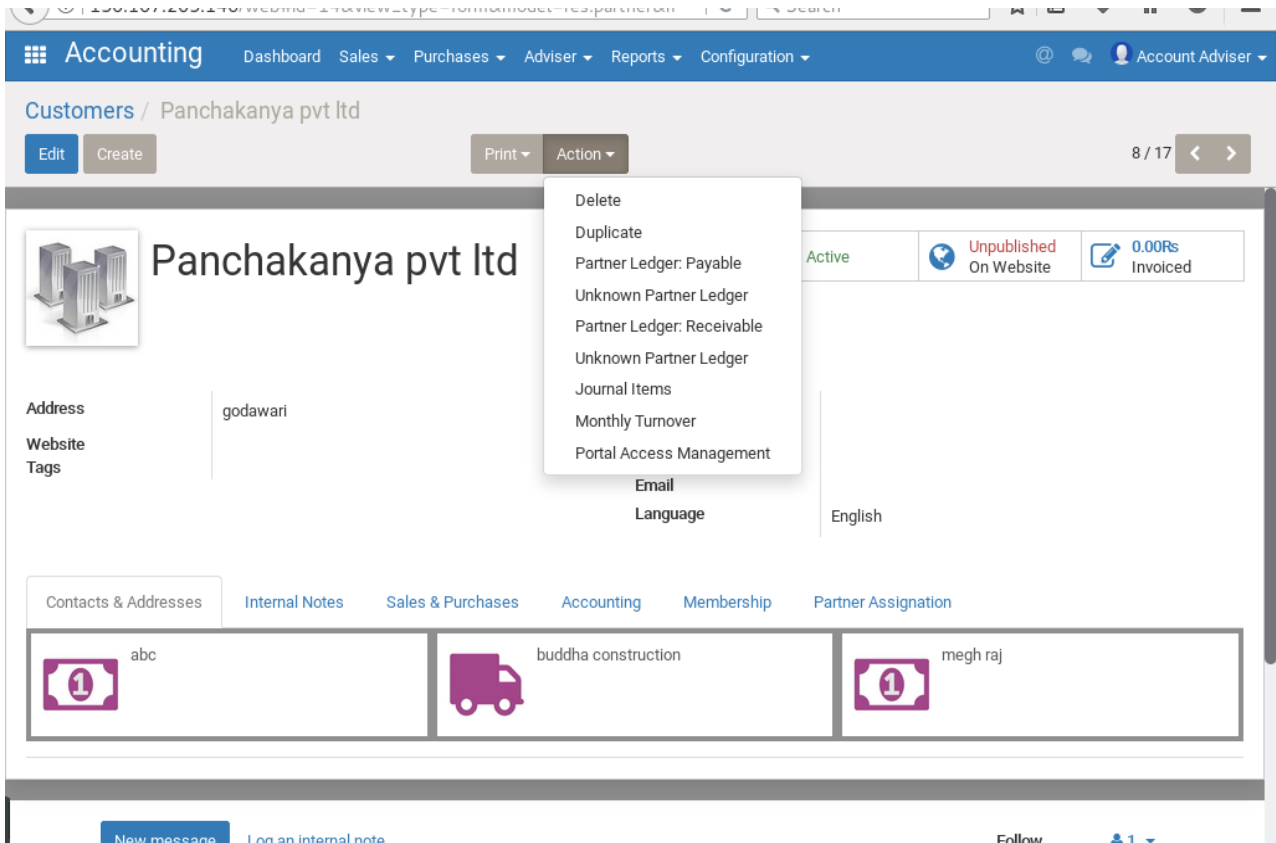


Figure: 2.6

Certain Actions on Customers can also be executed, through customer's page.

Sellable Products

Selleable products are the end products, which we either manufacture or buy to later sell it to our customers.

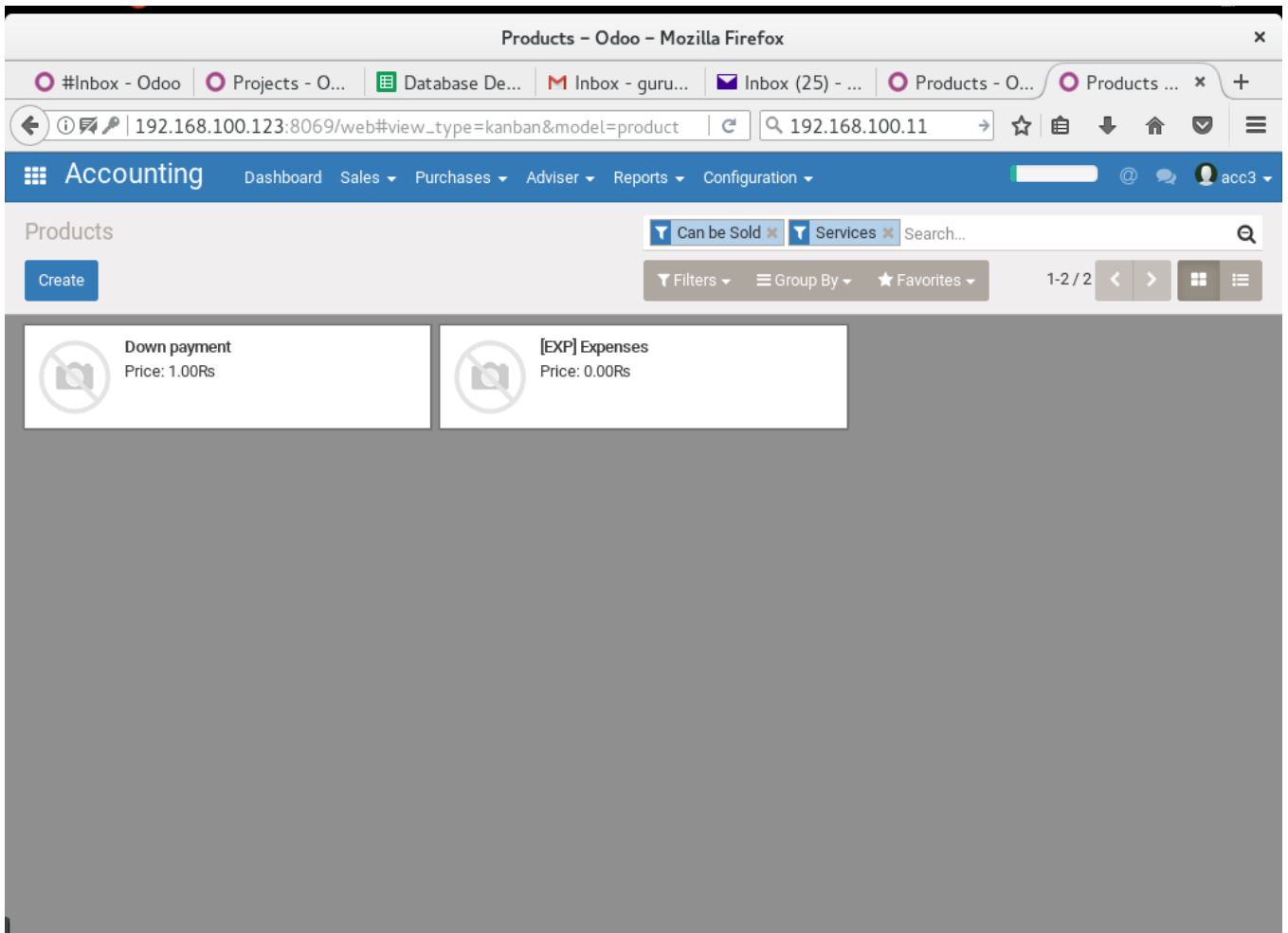


Figure: 2.7

Step 1: Click on Sellable Products on sales menu.

Step 2: Click on Create and fill up the Product's name.

Step 3: Now click on save, it will pop up a warning message but will create the product anyways.

(Note: Normally, products are created on Sales Module. This additional feature of Account only provides us to create products by the Account Department)

PURCHASES MENU

VENDOR BILLS

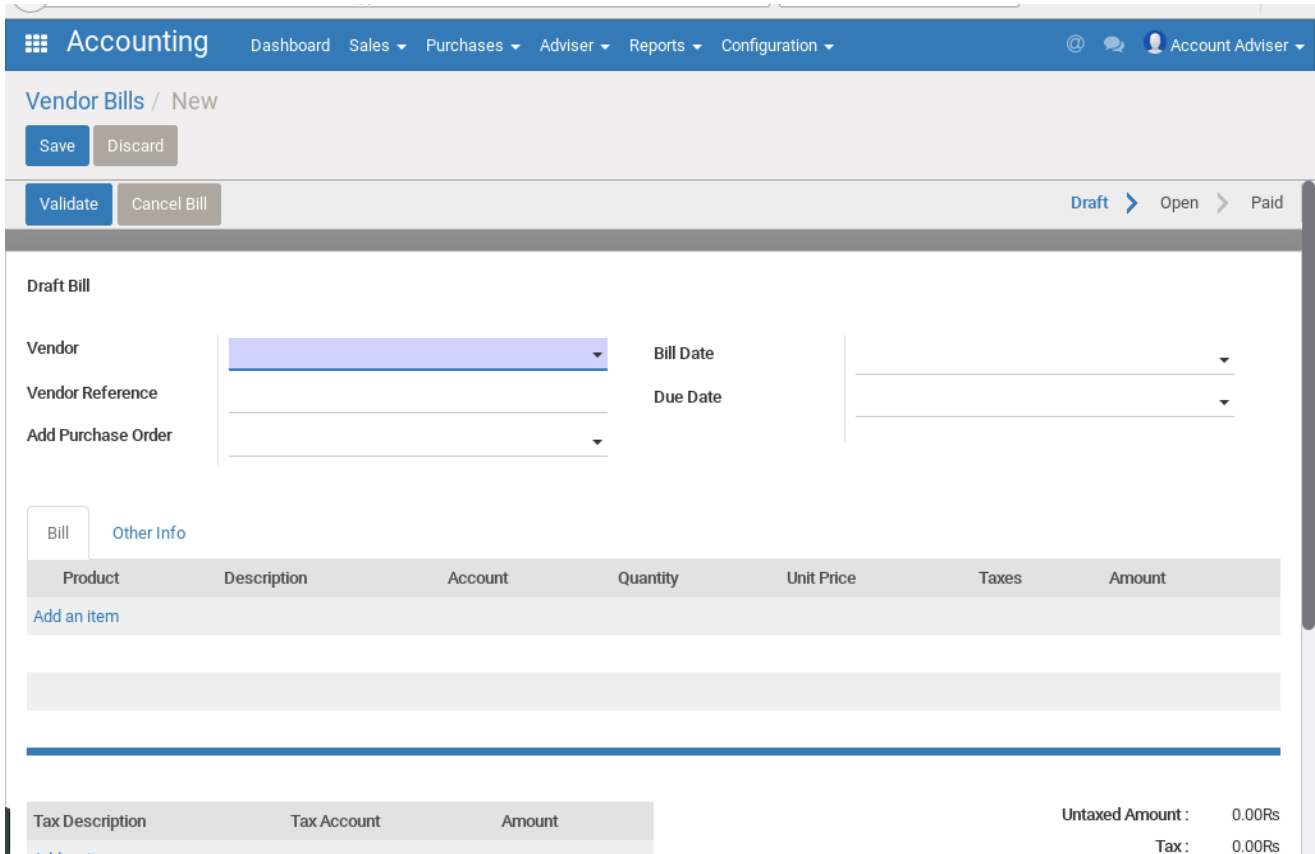


Figure: 2.8

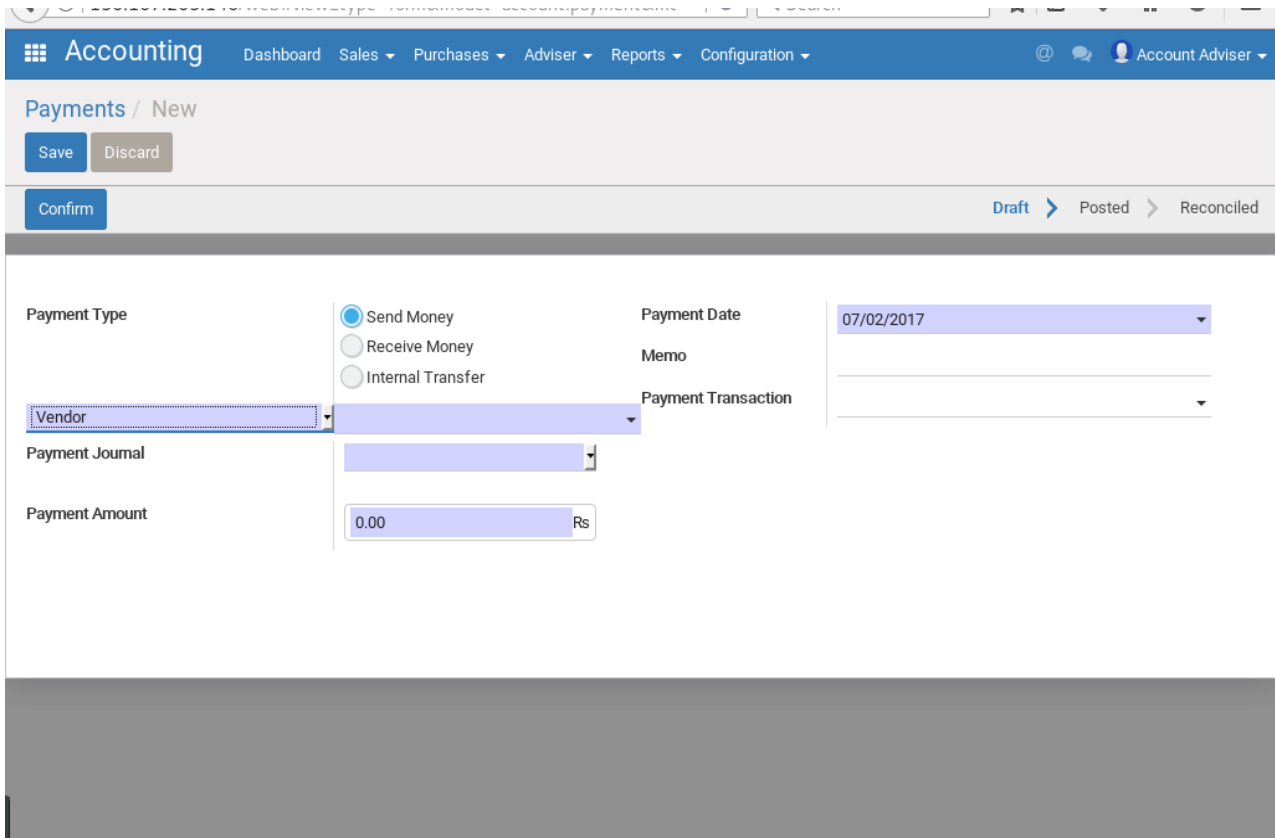
step 1: Click on purchase menu and click vendor bills

step 2: Click create and fill up the vendors details and purchase order.

Step 3: Click on validate it and save it.

Payment

Payments can also be created and has option of payment type, payment date, memo payment transaction, payment journal and payment amount.



The screenshot displays the 'Accounting' software interface for creating a new payment. The top navigation bar includes 'Accounting', 'Dashboard', 'Sales', 'Purchases', 'Adviser', 'Reports', and 'Configuration'. The main header shows 'Payments / New' with 'Save' and 'Discard' buttons. Below this is a 'Confirm' button and a status indicator showing 'Draft', 'Posted', and 'Reconciled'. The form fields are as follows:

- Payment Type:** Radio buttons for 'Send Money' (selected), 'Receive Money', and 'Internal Transfer'.
- Payment Date:** A date picker set to '07/02/2017'.
- Memo:** A text input field.
- Payment Transaction:** A dropdown menu.
- Vendor:** A dropdown menu with 'Vendor' selected.
- Payment Journal:** A dropdown menu.
- Payment Amount:** A text input field with '0.00' and a currency symbol 'Rs'.

Figure:2.9

Step 1: Click on Payment on Purchases menu.

Step 2: Now click on create payment and fill the required forms.

(note: specially you have to register the payment after the Purchase of the product. Payments to vendors or customers can be done by both payment options in either Sales or Purchases.)

Step 3: Saved Payments can also be confirmed by the Account Adviser.

VENDORS

Vendors are those who supplies us products. They can be created and information about them can be edited later.

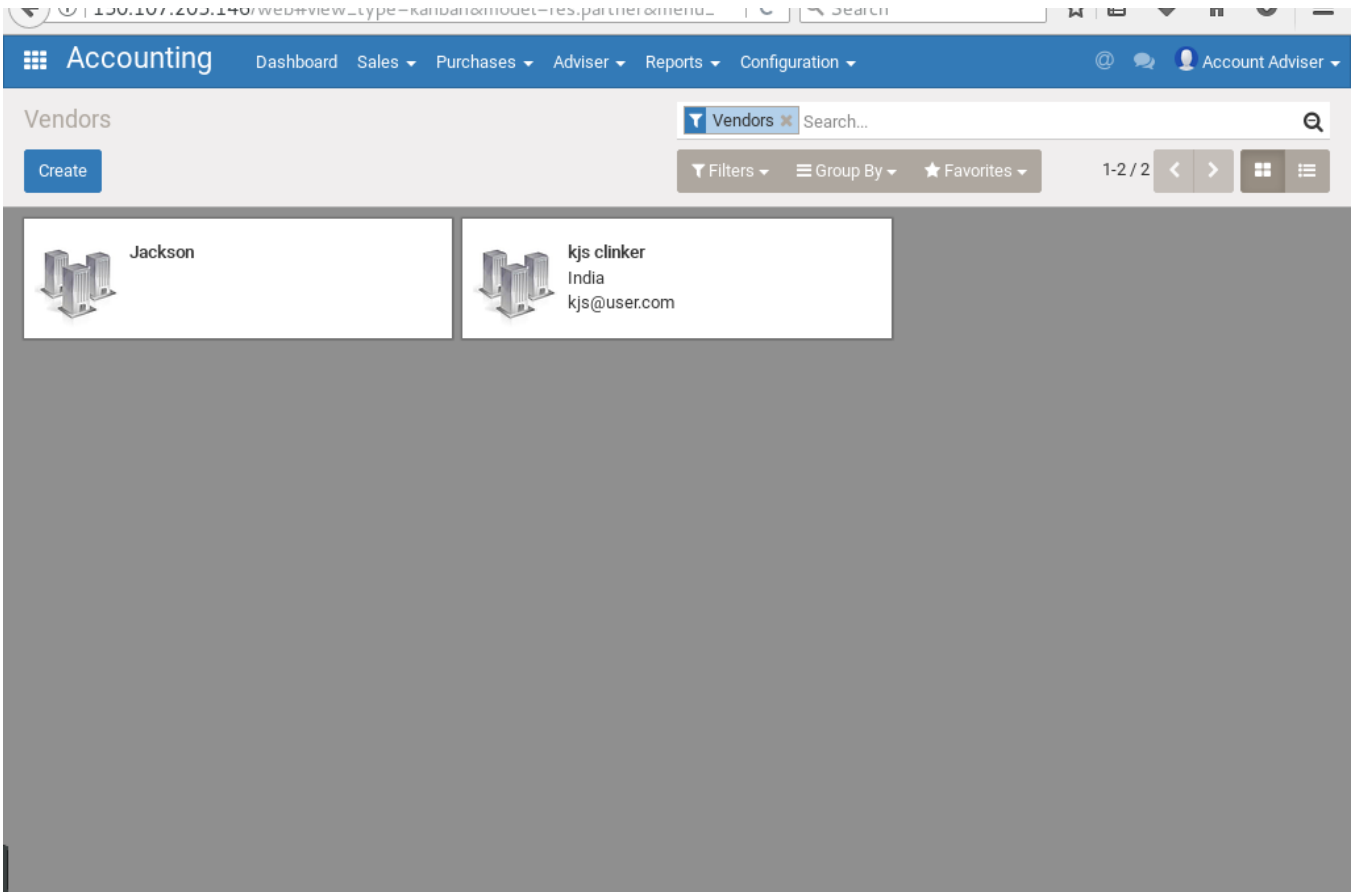


Figure:2.10

Step 1: Click on Purchase menu and click vendors.

Step 2: Click on Create and fill up the vendors details.

Step 3: Now click on save

(Note: Normally, vendors are created on Purchases Module. This additional feature of Account only provides us to create vendors by the Account Department. A single contact can be both customers and a client.)

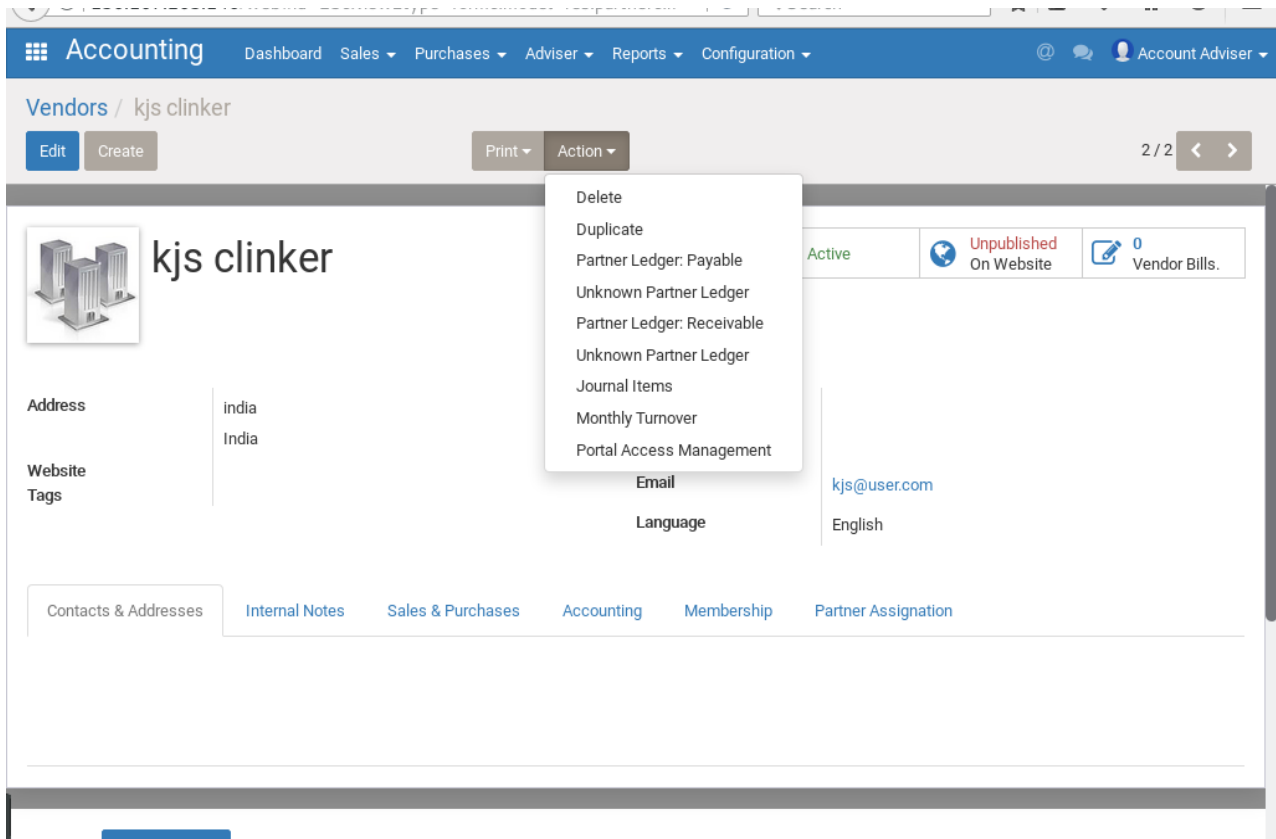


Figure:2.11

Certain Actions on Vendors can also be executed, through vendor's page.

Purchasable products

Purchasable products are the products, which we acquire from the vendors. They can only be viewed(abstract) or created, and information about them can be edited in other modules.

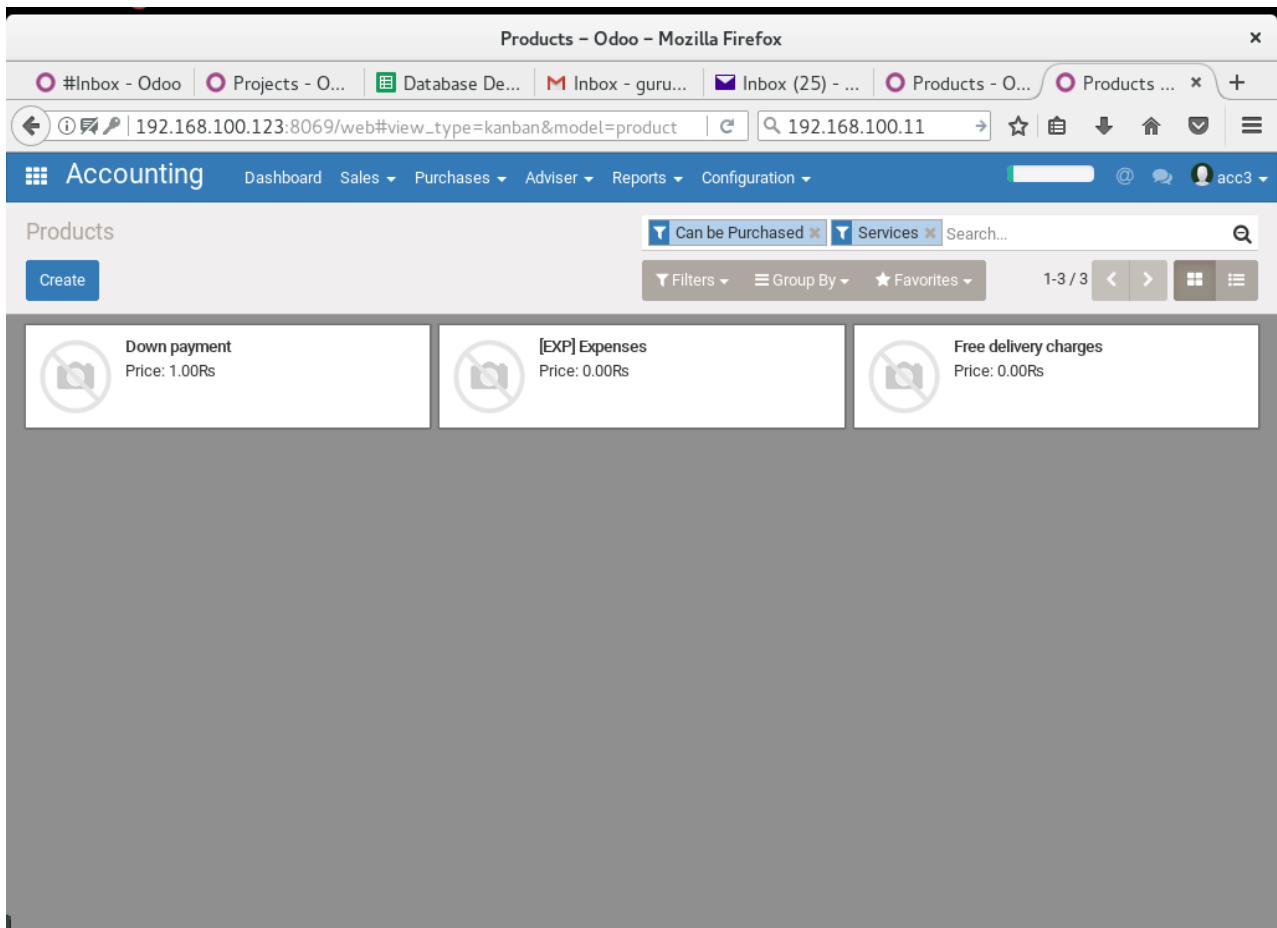


Figure: 2.12

We can add a new product by following these steps:

Step 1: Click on Purchasable Products on Purchases menu.

Step 2: Click on Create and fill up the Product's name.

Step 3: Now click on save, it will pop up a warning message but will create the product anyways.

(Note: Normally, products are created on Purchases Module. This additional feature of Account only provides us to create products by the Account Department. Products which can be Sold or Purchased can be created by both Sellable Products/Purchasable Products options in either Sales or Purchases respectively.)

ADVISER MENU

Journal entries

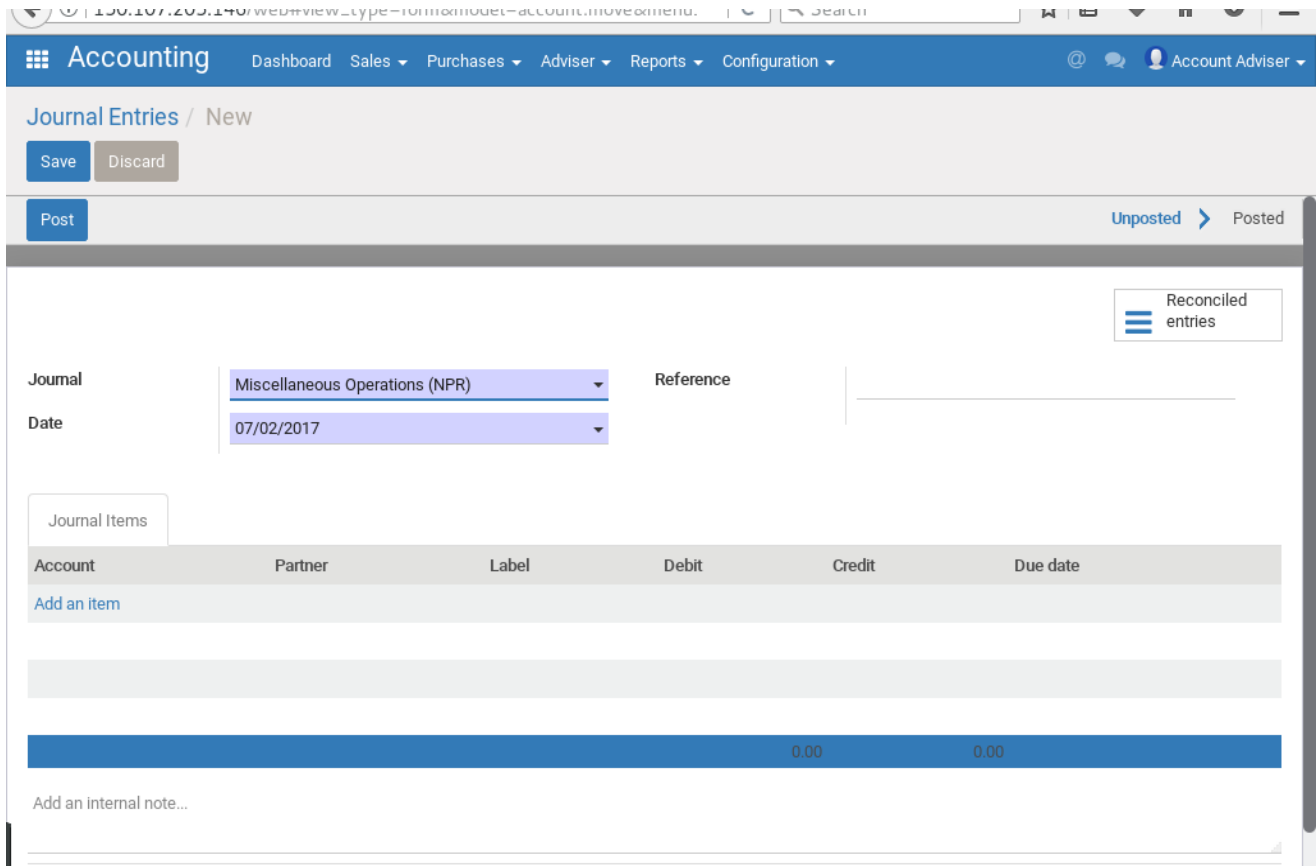


Figure:2.13

Step 1: Click on adviser menu

Step 2: Now click on journal entries and click create

Step 3: Select the journal types and fill the journal items based on double entry system.

Step 4: Post it.

Chart of accounts

The screenshot shows the 'Accounting' software interface. The top navigation bar includes 'Accounting', 'Dashboard', 'Sales', 'Purchases', 'Adviser', 'Reports', and 'Configuration'. The current page is 'Chart of Accounts / New'. Below the navigation bar are 'Save' and 'Discard' buttons. The main form area contains the following fields:

- Code:
- Name:
- Type:
- Default Taxes:
- Tags:
- Allow Reconciliation:
- Deprecated:

To the right, a preview window titled 'How account type affects your reports?' shows two columns: 'Profit & Loss' and 'Balance Sheet'. The 'Profit & Loss' column lists: Income, Minus Cost of Revenue, GROSS PROFIT, Plus Other Income, Minus Expenses, Expenses, Depreciation, and NET PROFIT. The 'Balance Sheet' column lists: Current Assets, Receivable Accounts, Prepayments, Plus Bank, Plus Fixed Assets, Plus Non-Current Assets, TOTAL ASSETS, Minus Current Liabilities, Minus Credit Card Accounts, Minus Payable Accounts, Minus Non-Current Liabilities, NET ASSETS, Equity, and Plus Net Profit. A blue dashed arrow points from 'NET PROFIT' in the Profit & Loss column to 'Plus Net Profit' in the Balance Sheet column.

Figure: 2.14

step 1: Click on adviser menu and click chart of account

step 2: Click on create and fill up the box.

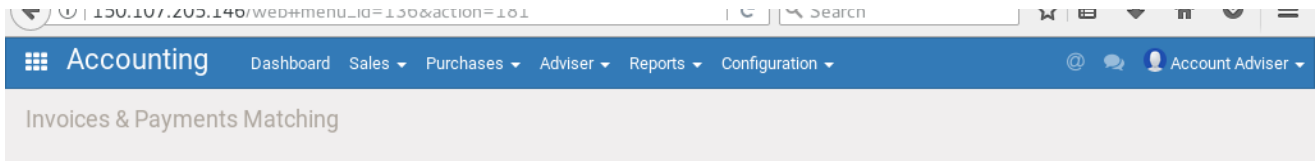
(note: Code, Name, Type are mandatory fields)

The screenshot displays the Accounting software interface. At the top, there is a navigation bar with 'Accounting' and various menu items like 'Dashboard', 'Sales', 'Purchases', 'Adviser', 'Reports', and 'Configuration'. Below this, the page title is 'Chart of Accounts / 100000 Fixed Asset Account'. A toolbar contains buttons for 'Edit', 'Create', 'Print', and 'Action'. The 'Action' dropdown menu is open, showing options: 'Delete', 'Duplicate', 'Unreconciled Entries', and 'Journal Items'. The main content area is divided into two sections. On the left, account details are listed: Code (100000), Name (Fixed Asset Account), Type (Fixed Assets), Default Taxes, Tags, Allow Reconciliation (checkbox), and Depreciated (checkbox). On the right, a section titled 'How account type affects your reports?' is shown, with two columns: 'Profit & Loss' and 'Balance Sheet'. The 'Profit & Loss' column includes items like Income, Minus Cost of Revenue, GROSS PROFIT, Plus Other Income, Minus Expenses, Expenses, Depreciation, and NET PROFIT. The 'Balance Sheet' column includes Current Assets, Receivable Accounts, Prepayments, Plus Bank, Plus Fixed Assets, Plus Non-Current Assets, TOTAL ASSETS, Minus Current Liabilities, Minus Credit Card Accounts, Minus Payable Accounts, Minus Non-Current Liabilities, NET ASSETS, Equity, and Plus Net Profit. A blue dashed line connects the 'NET PROFIT' item in the Profit & Loss column to the 'Plus Net Profit' item in the Balance Sheet column.

Figure: 2.15

Certain Actions on a record can also be executed, through Chart of Account's page.

Manual Payments & Invoices Matching



Good Job! There is nothing to reconcile.

All invoices and payments have been matched, your accounts' balances are clean.



Figure: 2.16

step 1: Click on Adviser menu bar

step 2: Click on Manual Payments and Invoices Matching

(Note: we can match the invoices and payments here, if available.)

Make Manual Tax Adjustments

The screenshot shows a software interface with a top navigation bar containing 'Accounting', 'Dashboard', 'Sales', 'Purchases', 'Adviser', 'Reports', and 'Configuration'. A modal window titled 'Make Manual Tax Adjustments' is open, featuring a close button (X) in the top right corner. The dialog contains the following fields:

- Reason...:** A text input field.
- Amount:** A numeric input field with the value '0.00'.
- Adjustment Tax:** A dropdown menu.
- Accounts:** A section with two dropdown menus: 'Debit account' and 'Credit account'.
- Options:** A section with two dropdown menus: 'Journal' (set to 'Miscellaneous Operations (NPR)') and 'Date' (set to '07/02/2017').

At the bottom of the dialog, there are two buttons: 'Create and post move' (highlighted in blue) and 'Cancel', separated by the word 'or'.

Figure: 2.17

step 1: Click on Adviser menu bar

step 2: Click on make manual tax adjustment

step 3: Fill up the all details

(note: Here we can manually make the tax adjustment)

step 4: Click 'Create and Post Move'.

REPORTS MENU

Product margin

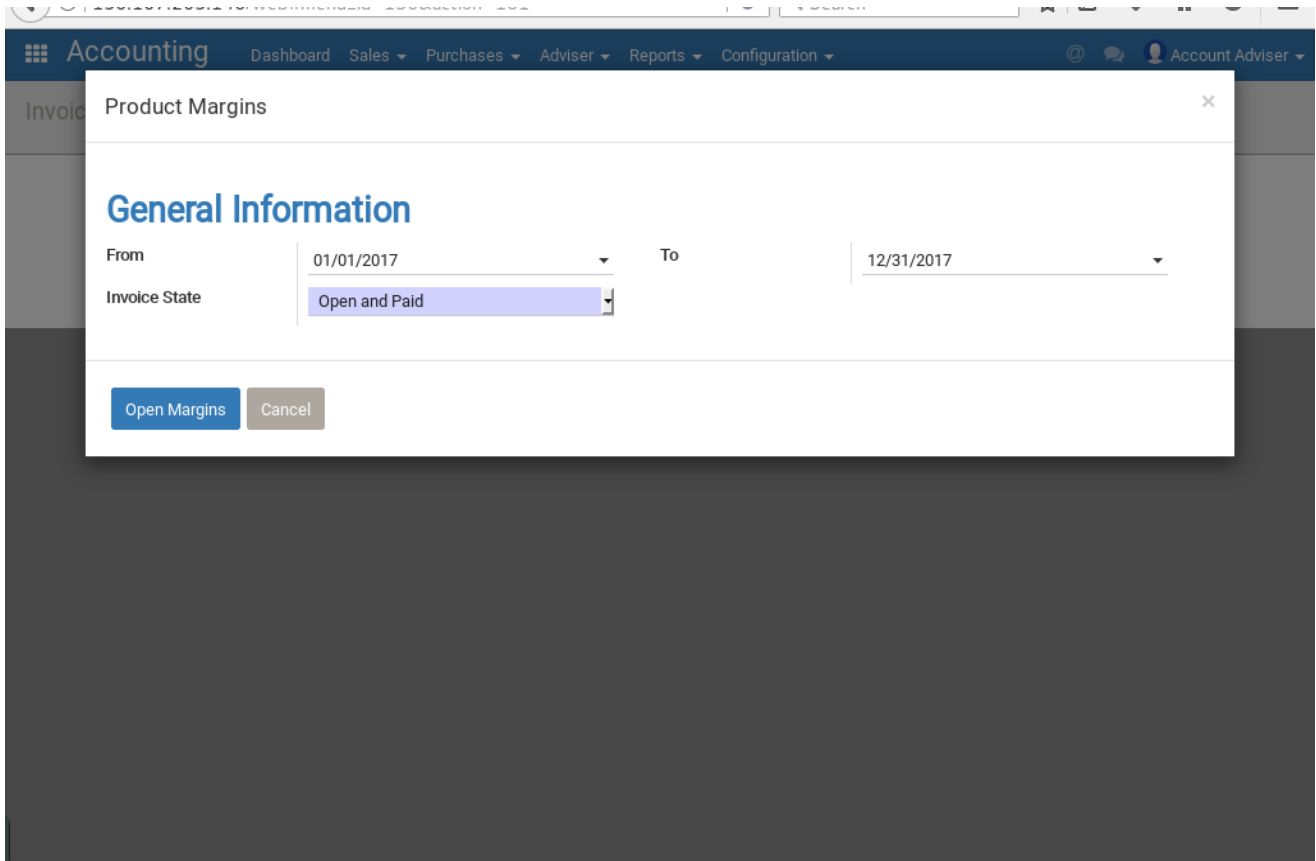


Figure:2.18

step 1: Click on report menu bar

step 2: Click on product margin and fill the date (from_____ to _____)

(note: here we know about general information of product margin)

Invoices

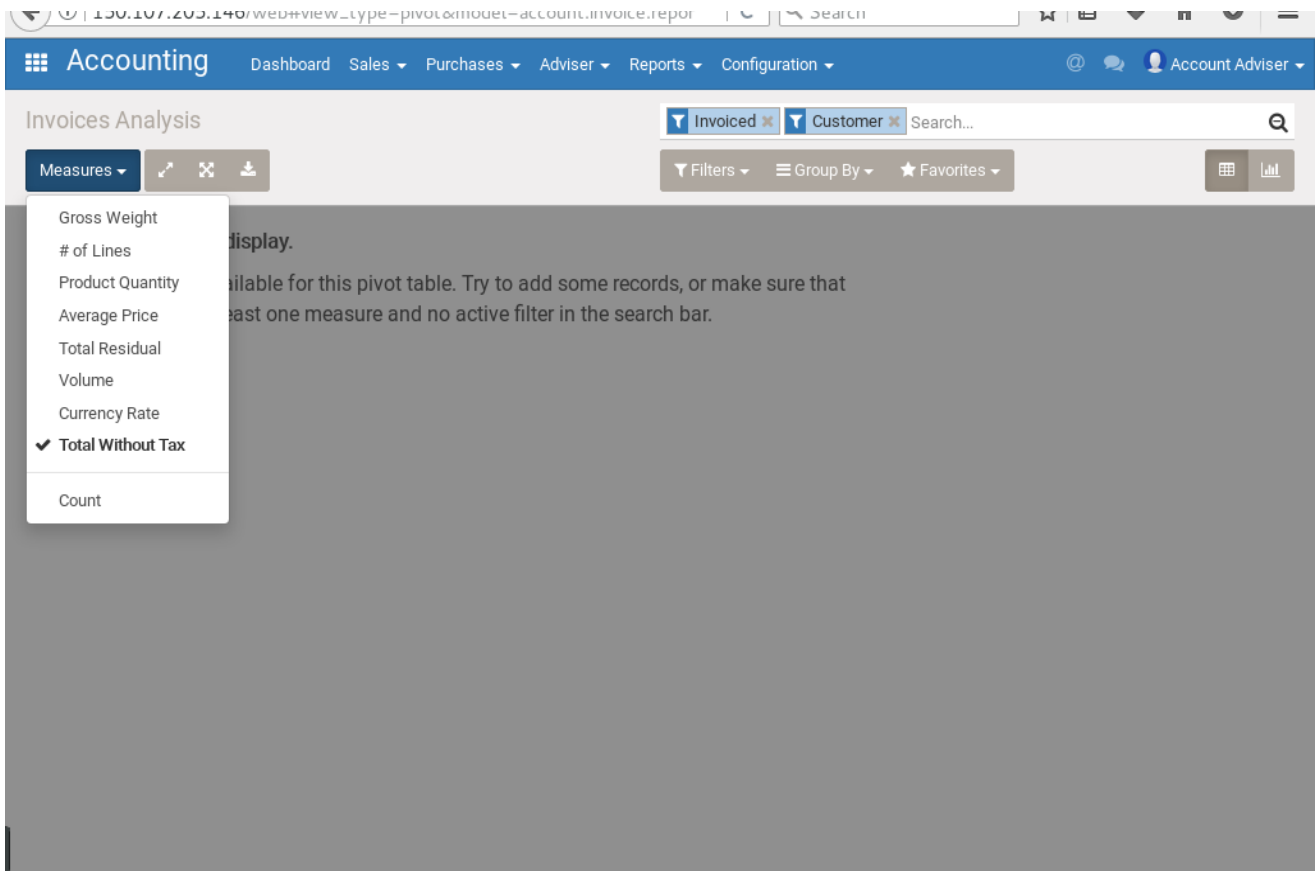


Figure: 2.19

step 1: Click on Reports menu bar.

step 2: Click on Invoices

(note: here we can do invoices analysis.)

Pdf reports as final account

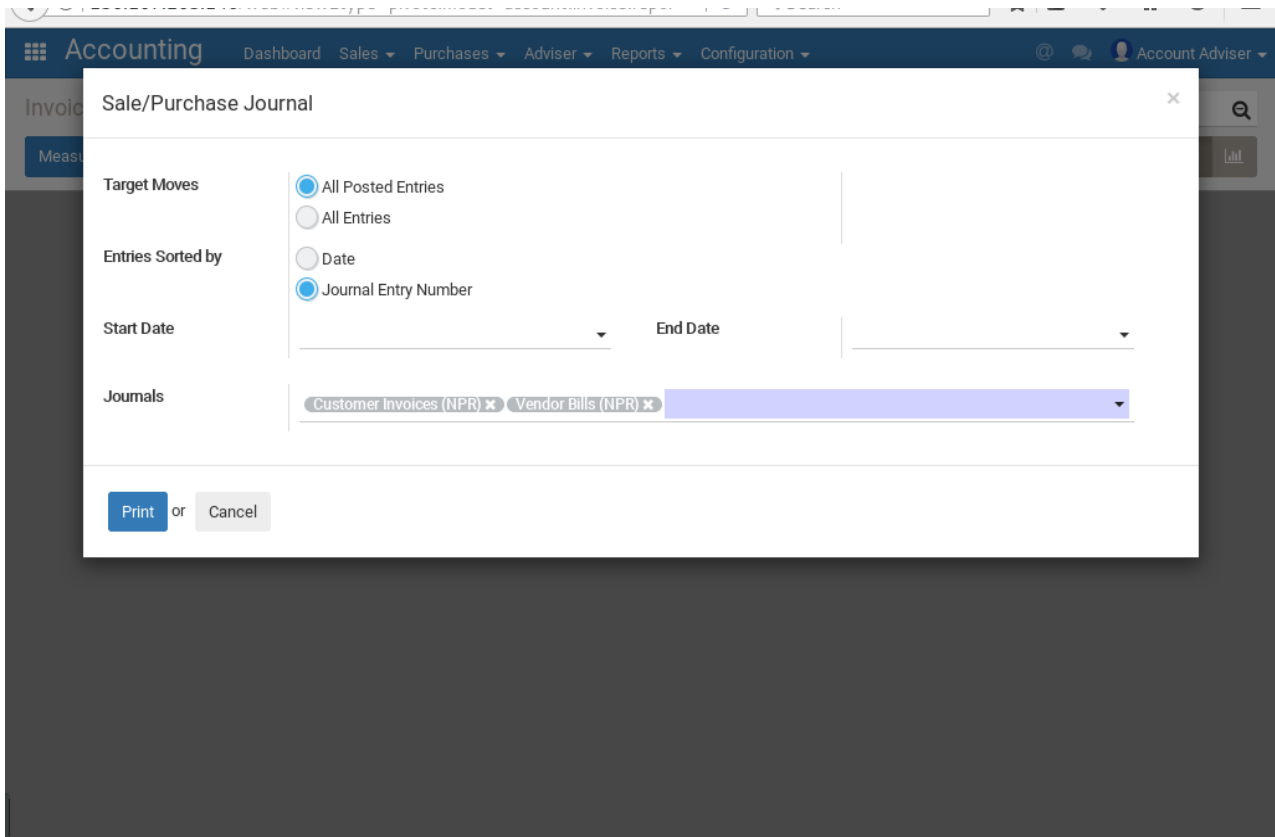


Figure: 2.21

Step 1: Click on Reports menu bar

Step 2: Under PDF Reports, click any of the report which you want as applied date

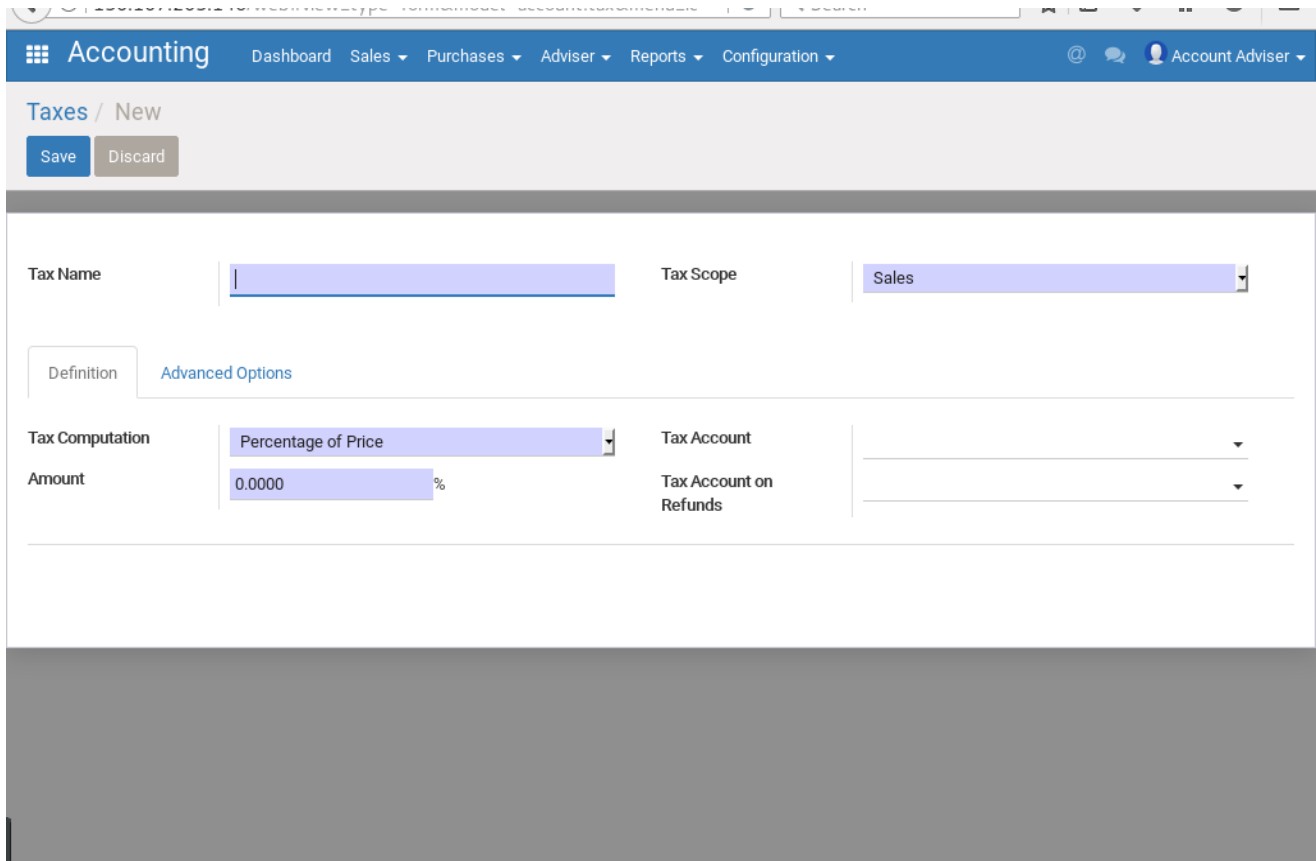
(from _____ to _____)

(note: we can get report of sales/purchase journal, partner ledger, general ledger, trial balance, balance sheet, profit and loss, aged partner balance, financial reports)

CONFIGURATION MENU

Here we can configure the followings:

Taxes



The screenshot displays the 'Accounting' software interface. The top navigation bar includes 'Accounting', 'Dashboard', 'Sales', 'Purchases', 'Adviser', 'Reports', and 'Configuration'. The user is logged in as 'Account Adviser'. The main content area is titled 'Taxes / New' and features 'Save' and 'Discard' buttons. The form is divided into two tabs: 'Definition' (selected) and 'Advanced Options'. Under the 'Definition' tab, the following fields are visible: 'Tax Name' (text input), 'Tax Scope' (dropdown menu set to 'Sales'), 'Tax Computation' (dropdown menu set to 'Percentage of Price'), 'Amount' (text input set to '0.0000 %'), 'Tax Account' (dropdown menu), and 'Tax Account on Refunds' (dropdown menu).

Figure: 2.22

Step 1: Click on configuration menu bar.

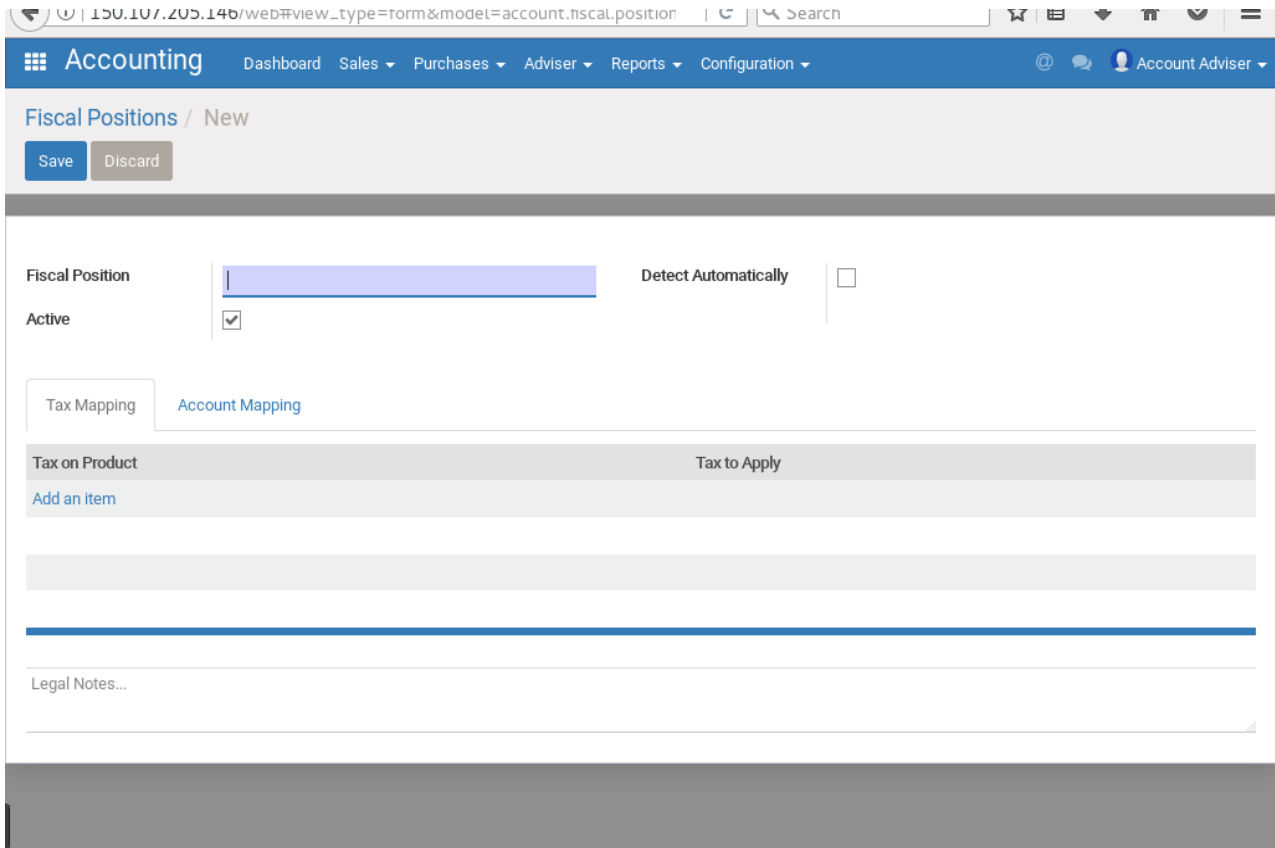
Step 2: Click on taxes and click create

Step 3: Fill in the details and save.

(note: Tax name, Tax scope, Tax computation, Tax account, Amount, Tax accounts on reports.)

Fiscal position

Here we can create our fiscal position.



The screenshot shows the 'Accounting' software interface. The top navigation bar includes 'Dashboard', 'Sales', 'Purchases', 'Adviser', 'Reports', and 'Configuration'. The main header displays 'Fiscal Positions / New' with 'Save' and 'Discard' buttons. The form contains the following elements:

- Fiscal Position:** A text input field with a blue highlight.
- Active:** A checked checkbox.
- Detect Automatically:** An unchecked checkbox.
- Tabs:** 'Tax Mapping' (selected) and 'Account Mapping'.
- Table:** A table with two columns: 'Tax on Product' and 'Tax to Apply'. A blue link 'Add an item' is located below the first row.
- Legal Notes...:** A text area at the bottom of the form.

Figure: 2.23

step 1: Click on configuration menu bar.

Step 2: Click on fiscal position and click create.

Step 3: fill up the details and Save it.

Bank accounts

The screenshot shows the 'Accounting' software interface. At the top, there is a navigation bar with 'Accounting' and a menu with 'Dashboard', 'Sales', 'Purchases', 'Adviser', 'Reports', and 'Configuration'. On the right of the navigation bar, there are icons for a search, a user profile, and 'Account Adviser'. Below the navigation bar, the page title is 'Bank Accounts / New'. There are two buttons: 'Save' (blue) and 'Discard' (grey). The main form area contains the following fields and options:

- Account Number:** A large, empty text input field with a light blue background.
- Bank:** A dropdown menu.
- Debit Methods:** Two checkboxes: Manual and Electronic.
- Show in Invoices Footer:** A checkbox that is checked ().
- Payment Methods:** A checkbox that is checked (Manual).

Figure: 2.24

- Step 1: Click on configuration menu bar.
- Step 2: Click on bank accounts and click create
- Step 3: Enter your account number of selected bank.
- Step 4: Click on save.

Journals

The screenshot shows the 'Accounting' software interface. The top navigation bar includes 'Accounting', 'Dashboard', 'Sales', 'Purchases', 'Adviser', 'Reports', and 'Configuration'. The user is logged in as 'Account Adviser'. The main content area is titled 'Journals / New' and contains a form with the following fields and controls:

- Journal Name:** A text input field.
- Type:** A dropdown menu.
- Journal Entries / Advanced Settings:** Two tabs, with 'Advanced Settings' currently selected.
- Short Code:** A text input field.
- Default Debit Account:** A dropdown menu.
- Default Credit Account:** A dropdown menu.

At the top left of the form area, there are 'Save' and 'Discard' buttons.

Figure: 2.25

Step 1: Click on configuration menu bar.

Step 2: Click on journal and click create.

step 3: Fill the details as journal name, type, code and default debit and credit accounts.

step 4: Click on save.

Payment Terms

Accounting Dashboard Sales Purchases Adviser Reports Configuration Account Adviser

Payment Terms / New

Save Discard

Payment Terms [] Active

Description on the Invoice
Payment term explanation for the customer...

Terms

The last line's computation type should be "Balance" to ensure that the whole amount will be allocated.

Due Type	Value	Number of Days
+ Balance	0.000000	0 Day(s) after the invoice date

Add an item

Figure: 2.26

Step 1: Click on configuration menu bar.

Step 2: Click on payments terms

(note: its for the payment term explanation for the customer)

Step 3: Click on save.

Financial Reports

Accounting Dashboard Sales Purchases Adviser Reports Configuration Account Adviser

Financial Reports / New

Save Discard

Report Name

Sequence 0

Sign on Reports Preserve balance sign

Parent

Type View

Financial Report Style

Figure: 2.27

step 1: Click on configuration menu bar.

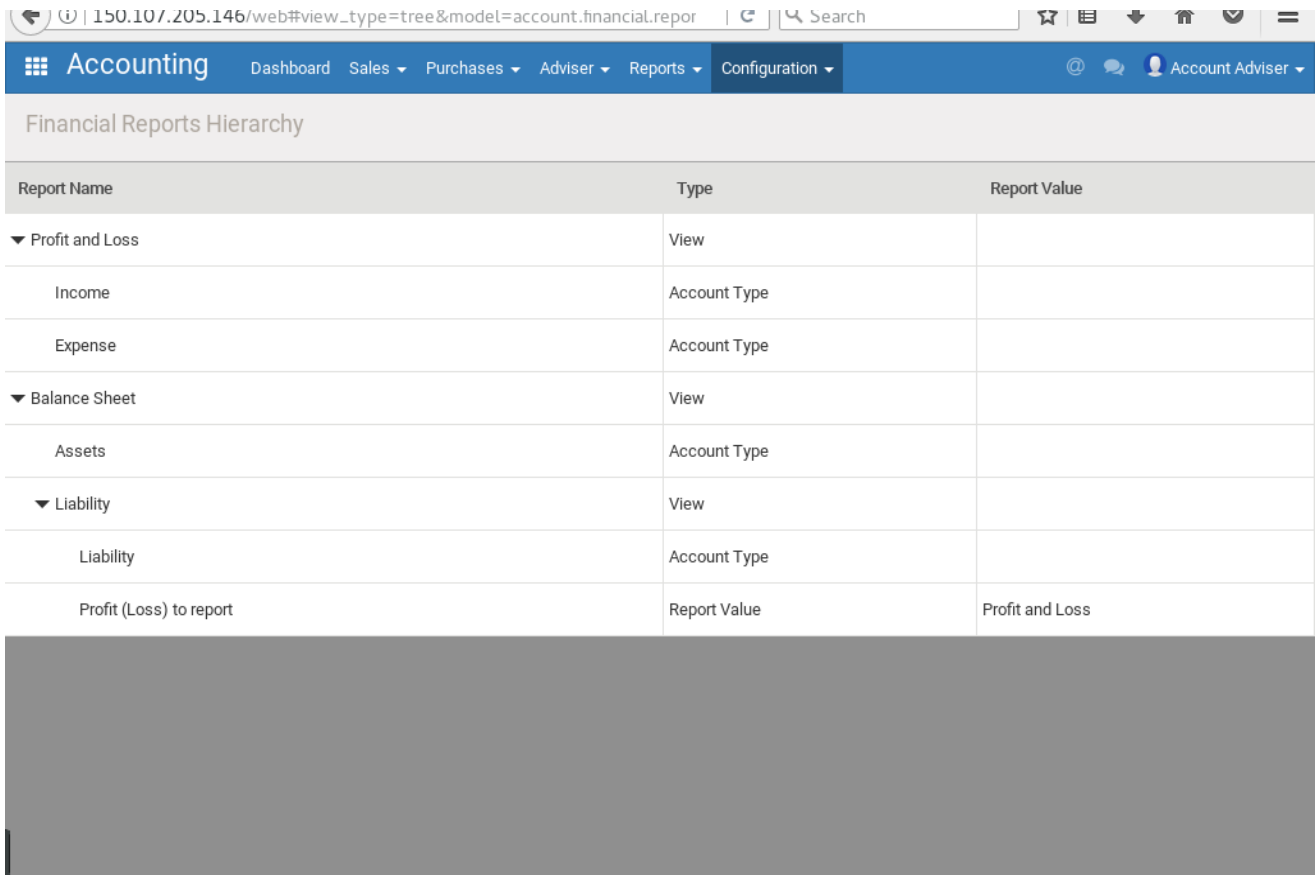
Step 2: Click on account reports

step 3: Click on create and fill in the details

(note: we can also edit the created financial reports)

Step 4: Save it.

Account report hierarchy



The screenshot shows a web browser window with the URL `150.107.205.146/web#view_type=tree&model=account.financial.repor`. The page title is "Accounting" and the navigation menu includes "Dashboard", "Sales", "Purchases", "Adviser", "Reports", and "Configuration". The "Configuration" menu is active, and the "Account Adviser" user is logged in. The main content area is titled "Financial Reports Hierarchy" and contains a table with the following data:

Report Name	Type	Report Value
▼ Profit and Loss	View	
Income	Account Type	
Expense	Account Type	
▼ Balance Sheet	View	
Assets	Account Type	
▼ Liability	View	
Liability	Account Type	
Profit (Loss) to report	Report Value	Profit and Loss

Figure: 2.28

step 1: Click on configuration menu bar.

Step 2: Click on account report hierarchy.

(note: we can see report value.)

Payments Acquirers

The screenshot displays the 'Accounting' software interface for creating a new 'Payment Acquirer'. The top navigation bar includes 'Accounting', 'Dashboard', 'Sales', 'Purchases', 'Adviser', 'Reports', and 'Configuration'. The main header shows 'Payment Acquirers / New' with 'Save' and 'Discard' buttons. A 'Name' field is highlighted in purple. The 'Test Environment' and 'Payments' tabs are visible. The 'Configuration' tab is active, showing 'Order Confirmation' options:

- No automatic confirmation
- Authorize the amount and confirm the SO on acquirer confirmation (capture manually)
- Authorize & capture the amount and confirm the SO on acquirer confirmation
- Authorize & capture the amount, confirm the SO and auto-validate the invoice on acquirer confirmation

Figure: 2.29

step 1: click on configuration menu bar.

Step 2: click on payments acquires and click create

Payment transaction

The screenshot shows the 'Accounting' software interface. The top navigation bar includes 'Accounting', 'Dashboard', 'Sales', 'Purchases', 'Adviser', 'Reports', and 'Configuration'. The main header displays 'Payment Transactions / New' with 'Save' and 'Discard' buttons. A status bar below the header shows a sequence of steps: Draft > Pending > Authorized > Done > Error > Canceled. The main form area is divided into two columns. The left column contains fields for 'Reference', 'Amount' (set to 0.00), 'Fees' (set to 0.00), 'Partner', and 'Customer Details' (with sub-fields for Name, Address, City, ZIP, Country set to 'Nepal', Language set to 'English', and E-mail). The right column contains fields for 'Acquirer', 'Payment Token', 'Acquirer Reference', 'Creation Date', and 'Validation Date'. A 'Message' section is visible at the bottom left of the form area.

Figure: 2.30

Step 1: Click on configuration menu bar.

Step 2: Click on payment transaction and click create and fill the details.

Step 3: Save it.

USER: BILLING

SALES MENU

Customers Invoices

Customer invoice are document form seller to buyer. We can create customers by following the following steps:

The screenshot shows the 'Accounting' software interface for creating a new Customer Invoice. The top navigation bar includes 'Sales', 'Purchases', 'Reports', and 'Configuration'. The user is logged in as 'Account Biller'. The main heading is 'Customer Invoices / New'. Below this are buttons for 'Save', 'Discard', and 'Validate'. A progress bar shows 'Draft' as the current step, with 'Open' and 'Paid' as subsequent steps. The 'Draft Invoice' section contains several fields: 'Customer' (a dropdown menu), 'Payment Terms' (a dropdown menu), 'Invoice Date' (a date field), 'Salesperson' (a dropdown menu), 'Sales Team' (a dropdown menu), 'Account Biller' (a dropdown menu with an external link icon), and 'Direct Sales' (a dropdown menu with an external link icon). Below these fields are two tabs: 'Invoice Lines' (selected) and 'Other Info'. The 'Invoice Lines' tab displays a table with columns: 'Product', 'Description', 'Quantity', 'Unit Price', 'Taxes', and 'Amount'. There is an 'Add an item' link below the table. At the bottom right, the 'Untaxed Amount' is displayed as '0.00Rs'.

Figure: 3.1

Step 1: Click on **sales** Menu.

Step 2: Now click on **Customers Invoice**.

(note: you cannot add payments terms)

Customers

Customers are the parties who buy our products. We can create customers by following the following steps:

The screenshot shows the Odoo Accounting interface for creating a new customer. The browser address bar shows the URL: 150.107.205.146/web+view_type=form&model=res.partner&menu. The page title is "Accounting" and the breadcrumb is "Customers / New". There are "Save" and "Discard" buttons at the top left. The form is for an "Individual" customer. The "Name" field is highlighted in blue. There are three status indicators: "Active" (green), "Unpublished On Website" (red), and "0.00 Invoiced" (blue). The form fields are: "Name" (text), "Company" (dropdown), "Address" (Street..., Street 2..., City, State, ZIP, Country), "Website" (e.g. www.odoo.com), "Tags" (Tags...), "Job Position" (e.g. Sales Director), "Phone", "Mobile", "Fax", "Email", "Title", and "Language" (English). At the bottom, there are tabs for "Contacts & Addresses", "Internal Notes", "Sales & Purchases", "Accounting", "Membership", and "Partner Assignment". A "Create" button is at the bottom left.

Figure: 3.2

Step 1: Click on **Sales** Menu.

Step 2: Now click on **Customers**.

Step 3: You will see a create Button. Now click on **Create**. Then you will see a form. Fill the form with details about the customers and save it.

Sellable Products

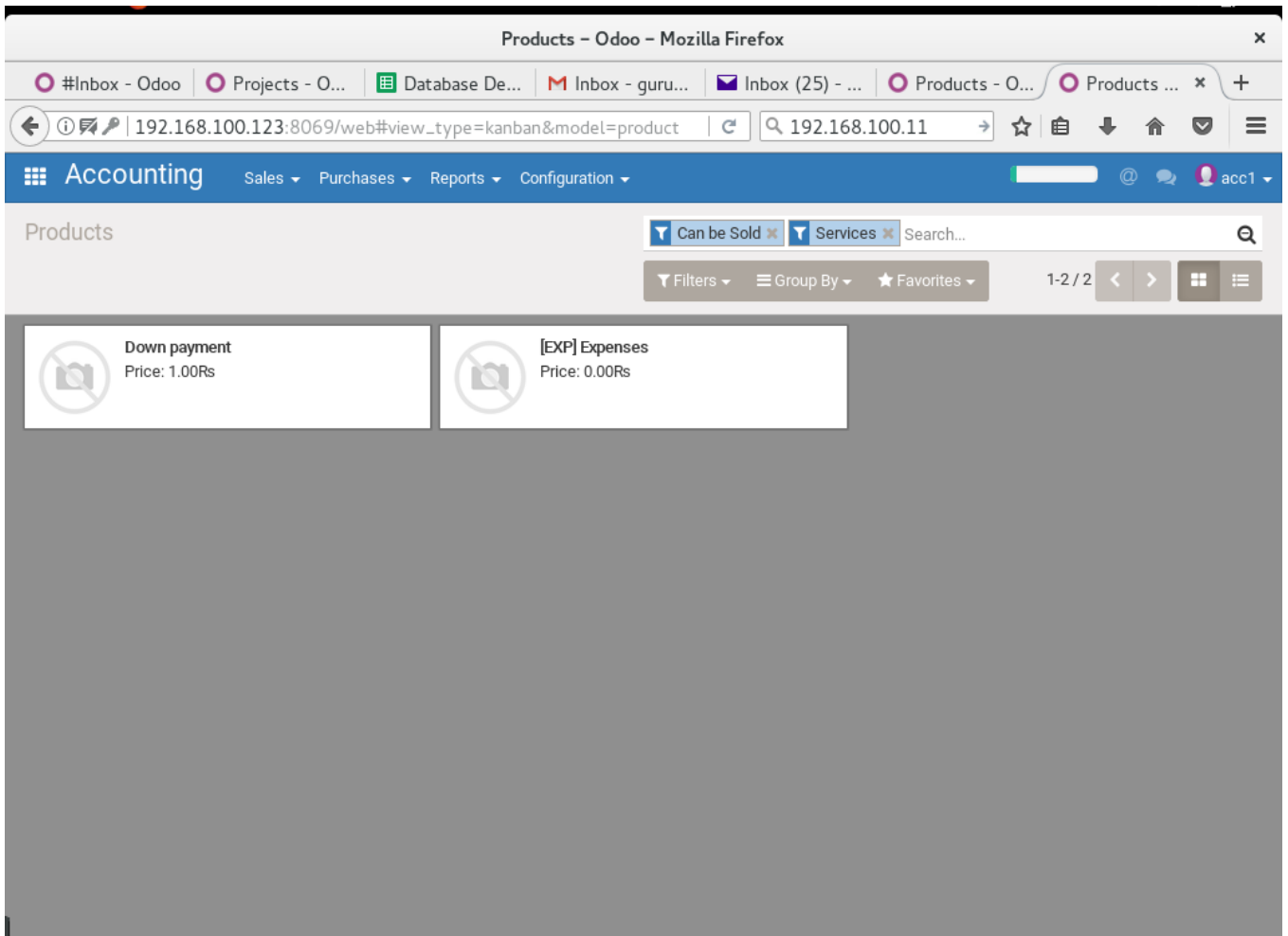


Figure: 3.3

Products are the things we sell to the customers. But you cannot add a new product. You can view (abstract) it. Account Biller can only create the invoice for the created products.

PURCHASES MENU

VENDOR BILLS

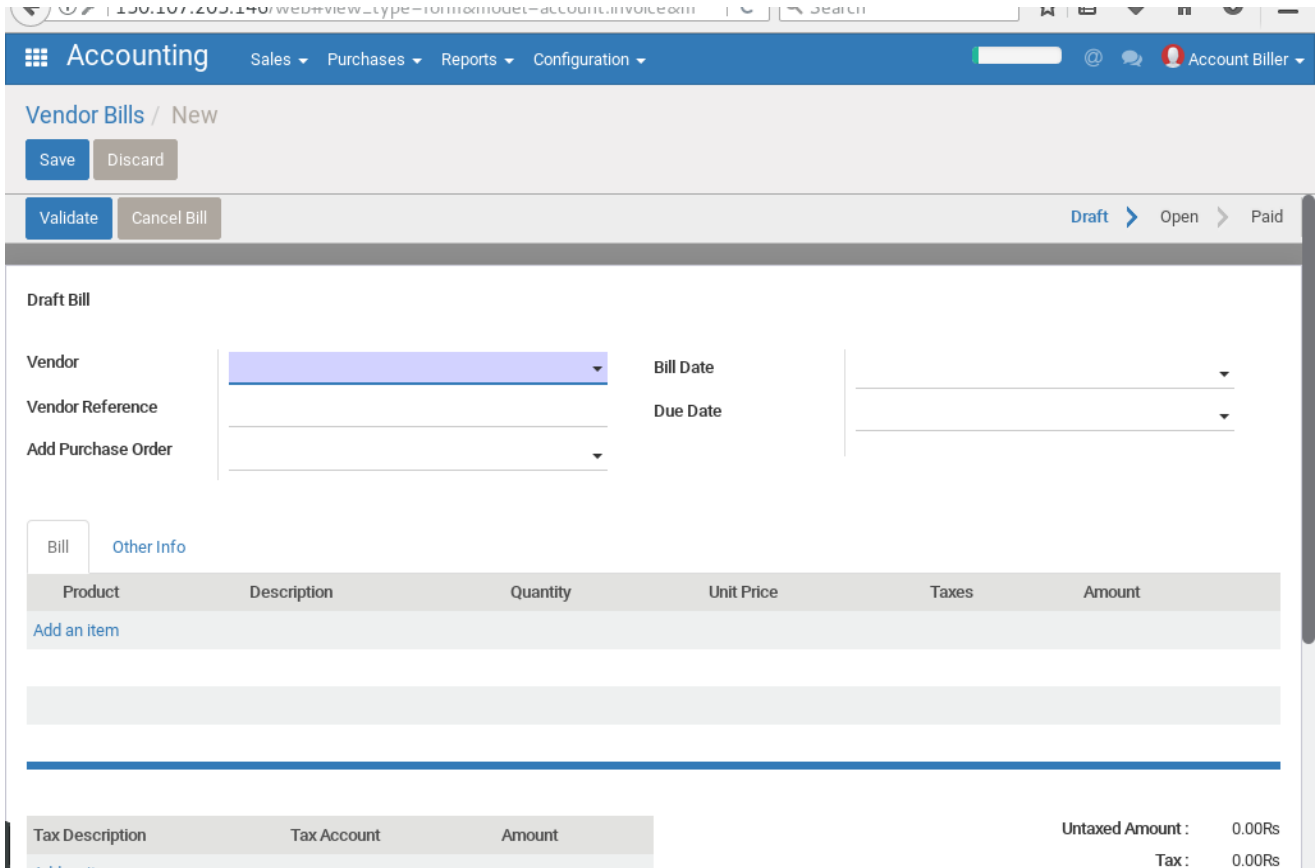


Figure: 3.4

step 1: click on purchase menu and click vendor bills

step 2: click create and fill up the vendors details and purchase order.

Step 3: click on validate it and save it.

VENDORS

Vendors are those who supplies us products.

The screenshot shows the Odoo Accounting interface for creating a new vendor. The top navigation bar includes 'Accounting', 'Sales', 'Purchases', 'Reports', and 'Configuration'. The user is logged in as 'Account Biller'. The page title is 'Vendors / New'. There are 'Save' and 'Discard' buttons. The form is for an 'Individual' vendor. The 'Name' field is highlighted in blue. The 'Company' dropdown is set to 'Company'. The 'Address' section includes fields for 'Street...', 'Street 2...', 'City', 'State', 'ZIP', 'Country', and 'Website'. The 'Job Position' section includes a field for 'Job Position' with the example 'e.g. Sales Director'. The 'Phone', 'Mobile', 'Fax', 'Email', 'Title', and 'Language' sections each have a corresponding input field. The 'Language' field is set to 'English'. At the bottom, there are tabs for 'Contacts & Addresses', 'Internal Notes', 'Sales & Purchases', 'Accounting', 'Membership', and 'Partner Assigination'. A 'Create' button is located at the bottom left.

Figure: 3.5

Step 1: click on purchase menu and click vendors

Step 2: click on create and fill up the vendors details.

Step 3: Now click on save

Purchasable Products

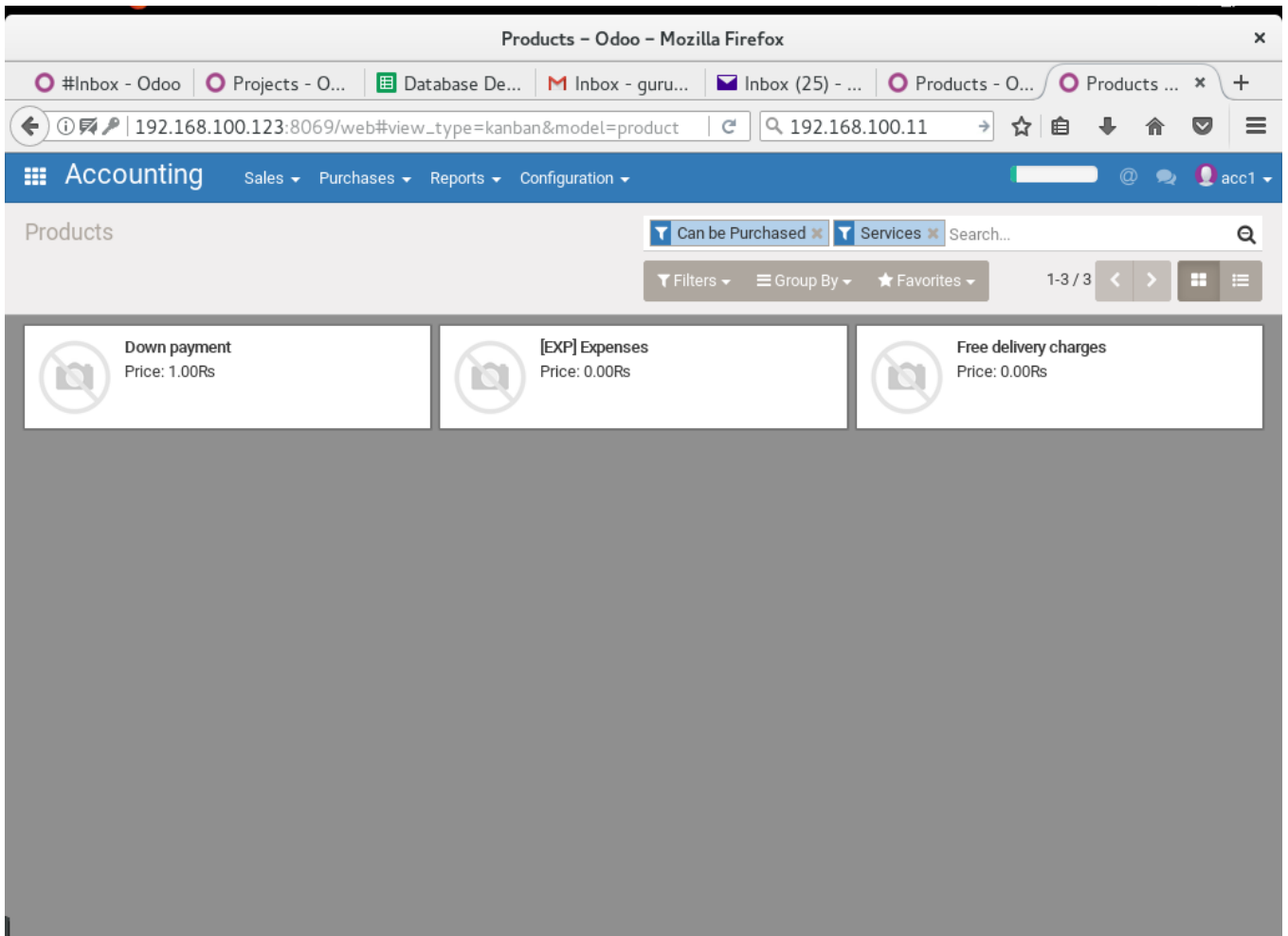


Figure: 3.6

Those Products which can be brought. You cannot add a new product.

You can view(abstract) it.

(note: you can only buy created product)

REPORTS MENU

Invoices

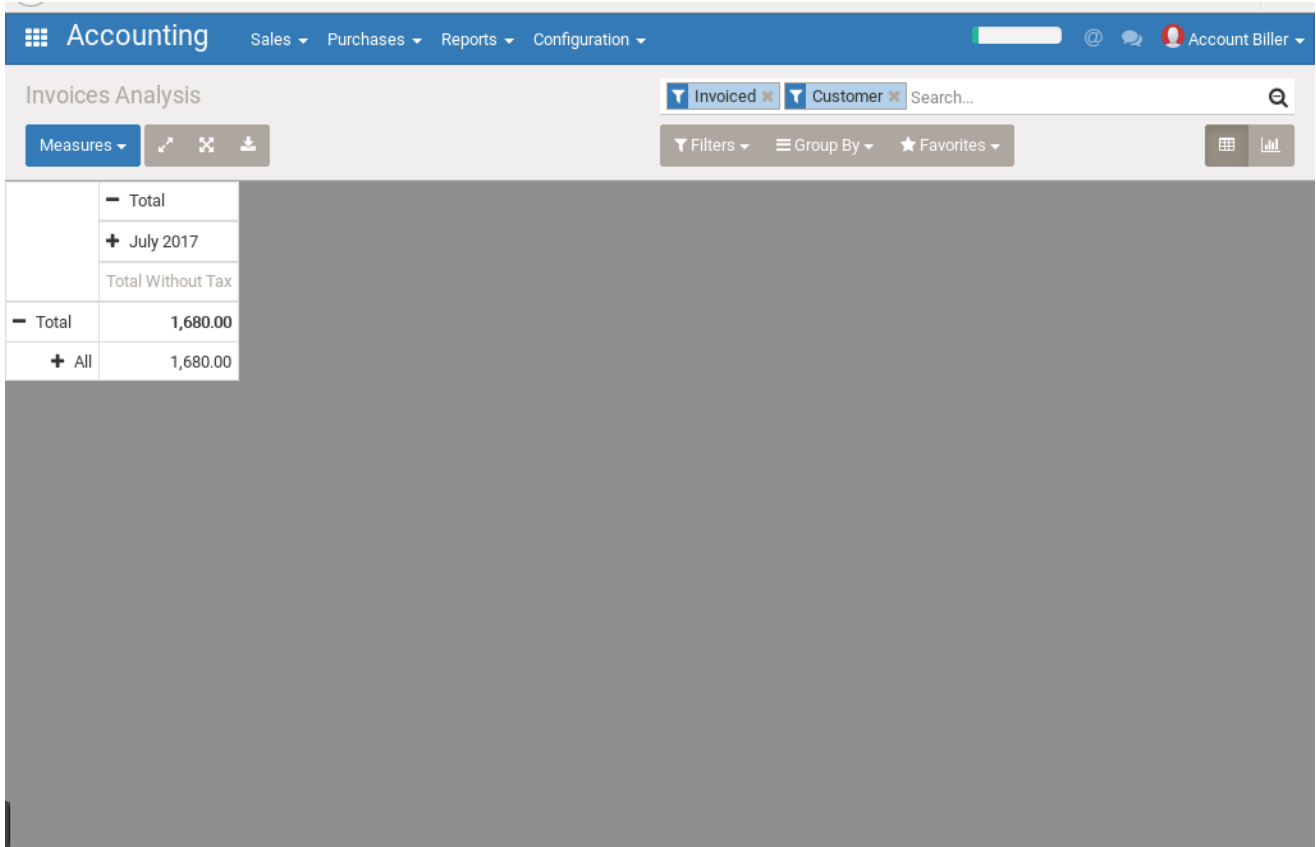


Figure: 3.7

step 1: click on report menu

step 2: click on invoice

(note: you can only measure the invoice)

CONFIGURATION MENU

Taxes

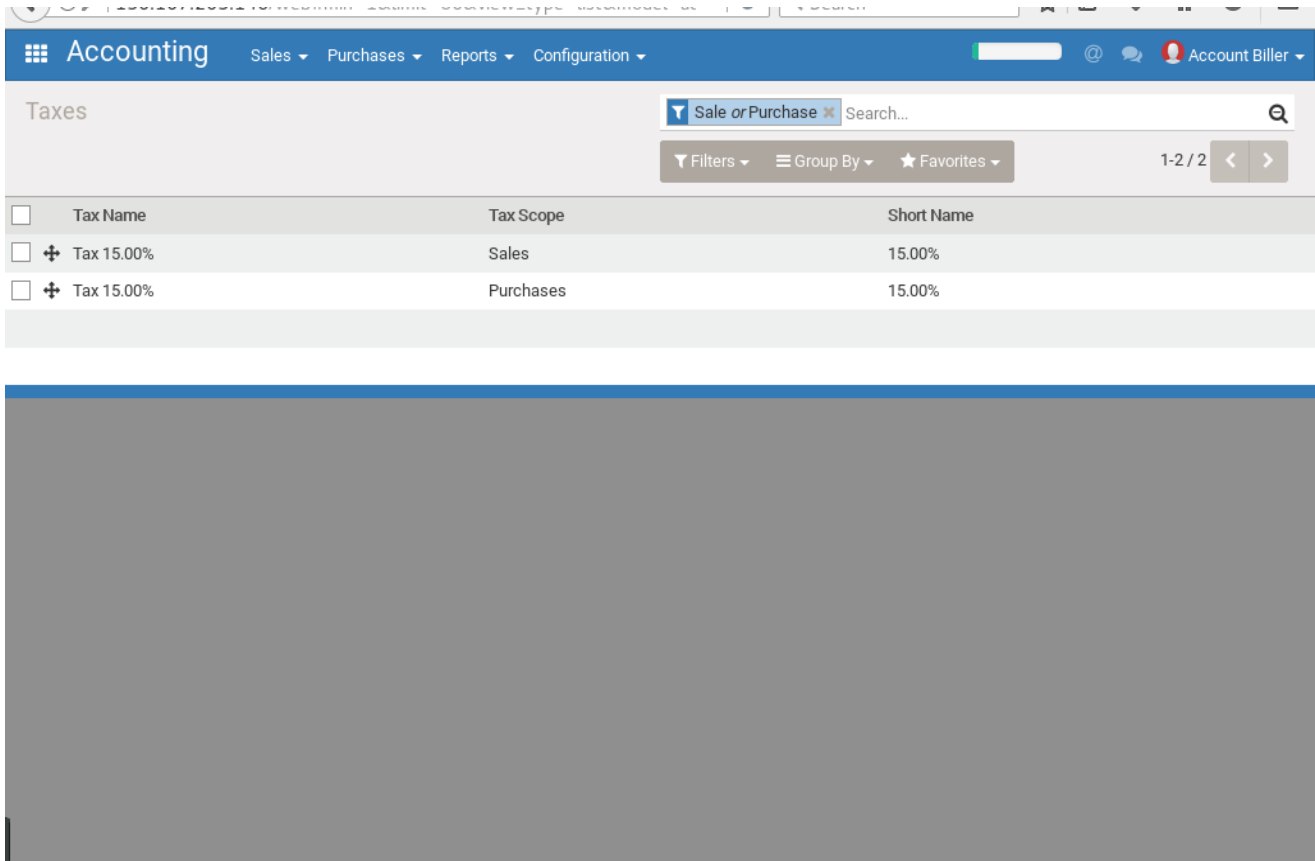


Figure: 3.8

step 1: click on configuration menu

step 2: click on taxes

(note: you cannot do tax adjustment)

You can view any existing one.

Fiscal Position

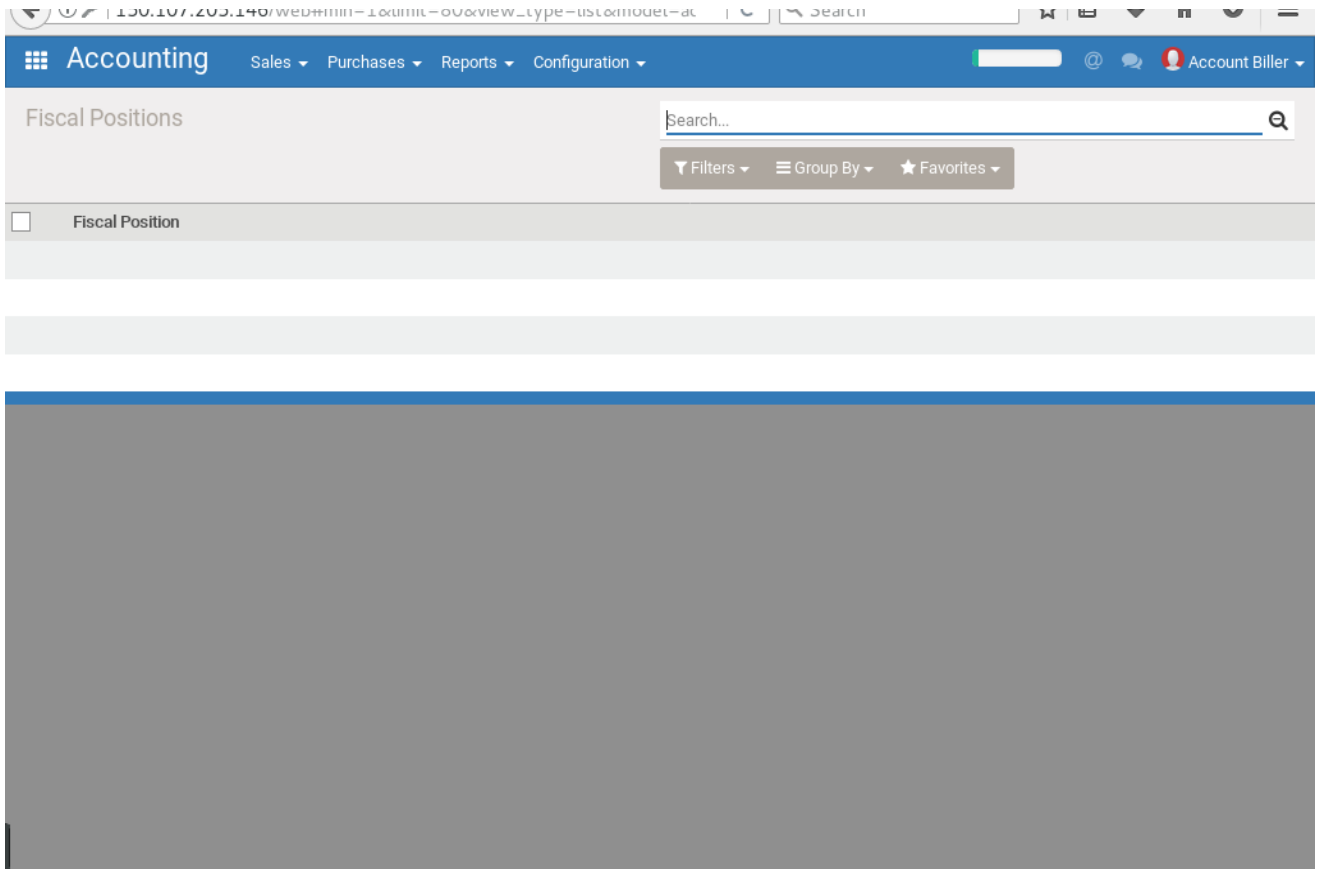


Figure: 3.9

(note: you cannot create fiscal position)

You can only View it.

Payments Acquirers

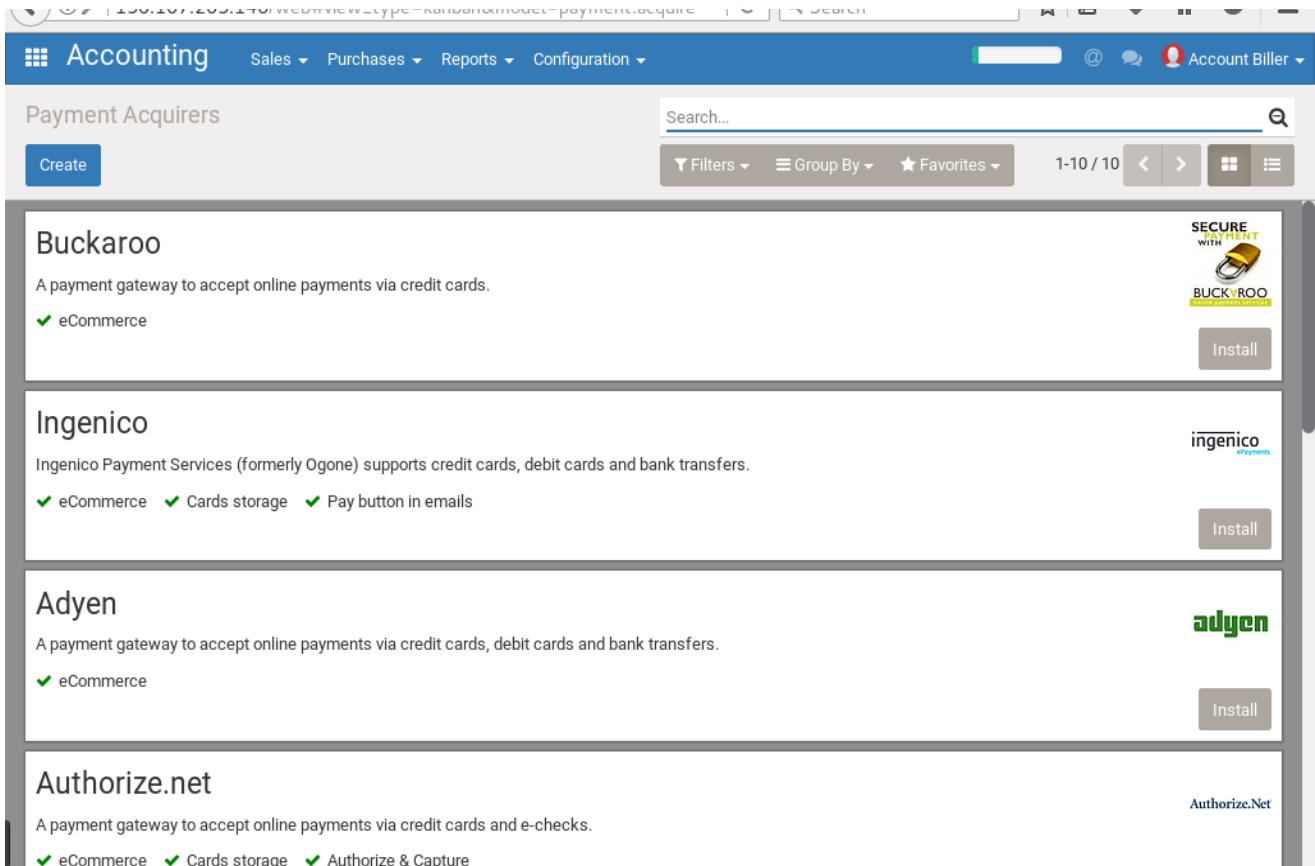


Figure: 3.10

step 1: Click on configuration menu bar.

Step 2: Click on payments acquires and Click Create.

Step 3: Fill in the form and save it.

Payment Transactions

The screenshot shows the 'Accounting' software interface for creating a new 'Payment Transaction'. The top navigation bar includes 'Accounting', 'Sales', 'Purchases', 'Reports', and 'Configuration'. The user is logged in as 'Account Biller'. The main header displays 'Payment Transactions / New' with 'Save' and 'Discard' buttons. A status bar shows the transaction flow: Draft > Pending > Authorized > Done > Error > Canceled.

The form is divided into several sections:

- Reference:** A text input field.
- Amount:** A numeric input field set to '0.00' with a dropdown arrow.
- Fees:** A numeric input field set to '0.00'.
- Partner:** A dropdown menu.
- Customer Details:** Fields for Name, Address, City, ZIP, Country (set to 'Nepal'), Language (set to 'English'), and E-mail.
- Acquirer:** A dropdown menu.
- Payment Token:** A dropdown menu.
- Acquirer Reference:** A text input field.
- Creation Date:** A text input field.
- Validation Date:** A dropdown menu.

A 'Message' section is visible at the bottom left of the form area.

Figure: 3.11

Step 1: click on configuration menu bar.

Step 2: click on payment transaction and click create and fill the details.

Step 3: Save it.

USER: ACCOUNTANT

DASHBOARD

After You're logged in, the first menu screen that a User will see after selecting Account module is Dashboard.

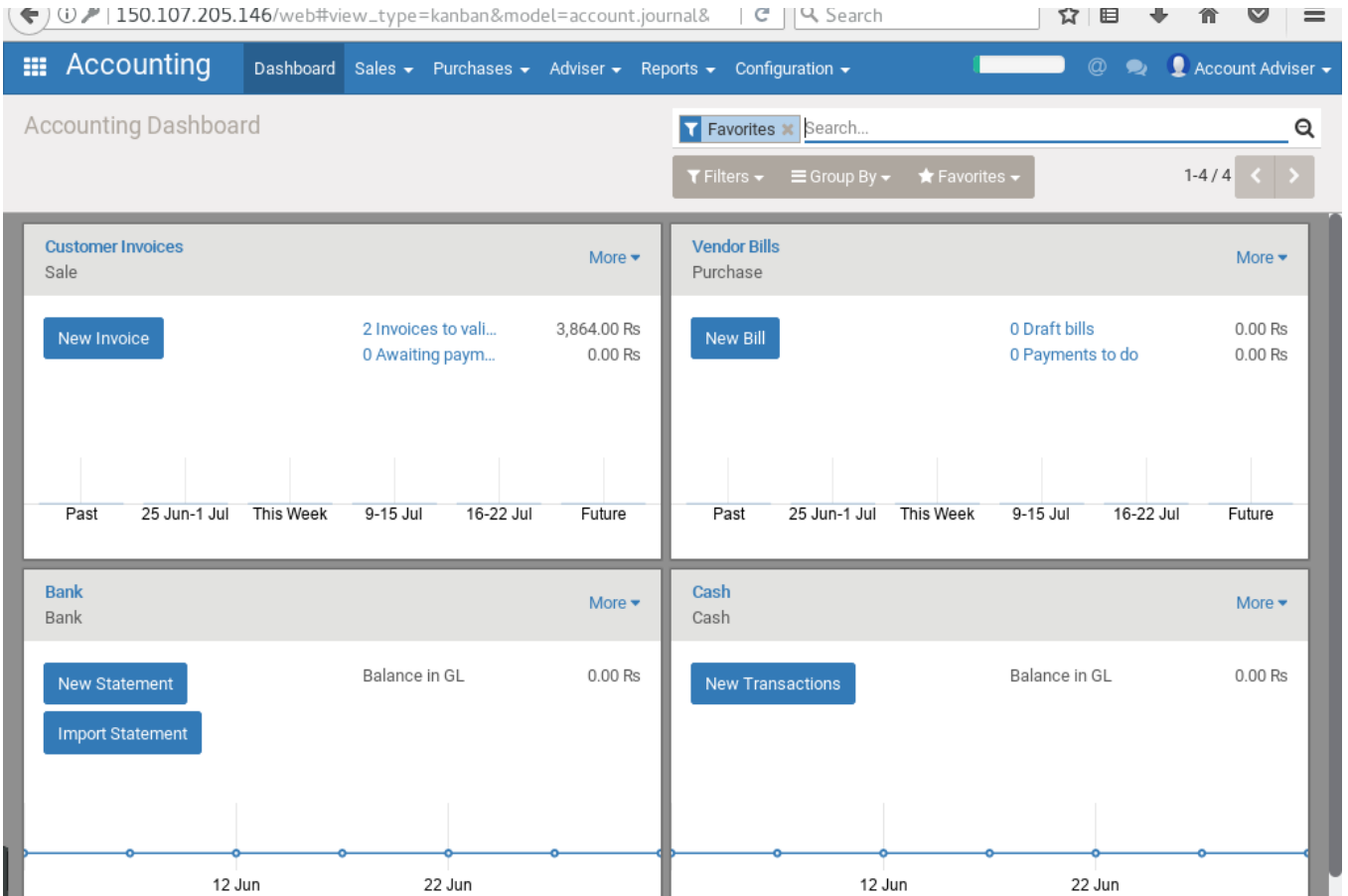


Figure: 4.1

SALES MENU

Customer Invoices

Customer invoice are document form seller to buyer. We can create customers by following the following steps:

Step 1: Click on **sales** Menu.

Step 2: Now click on **Customers Invoice**.

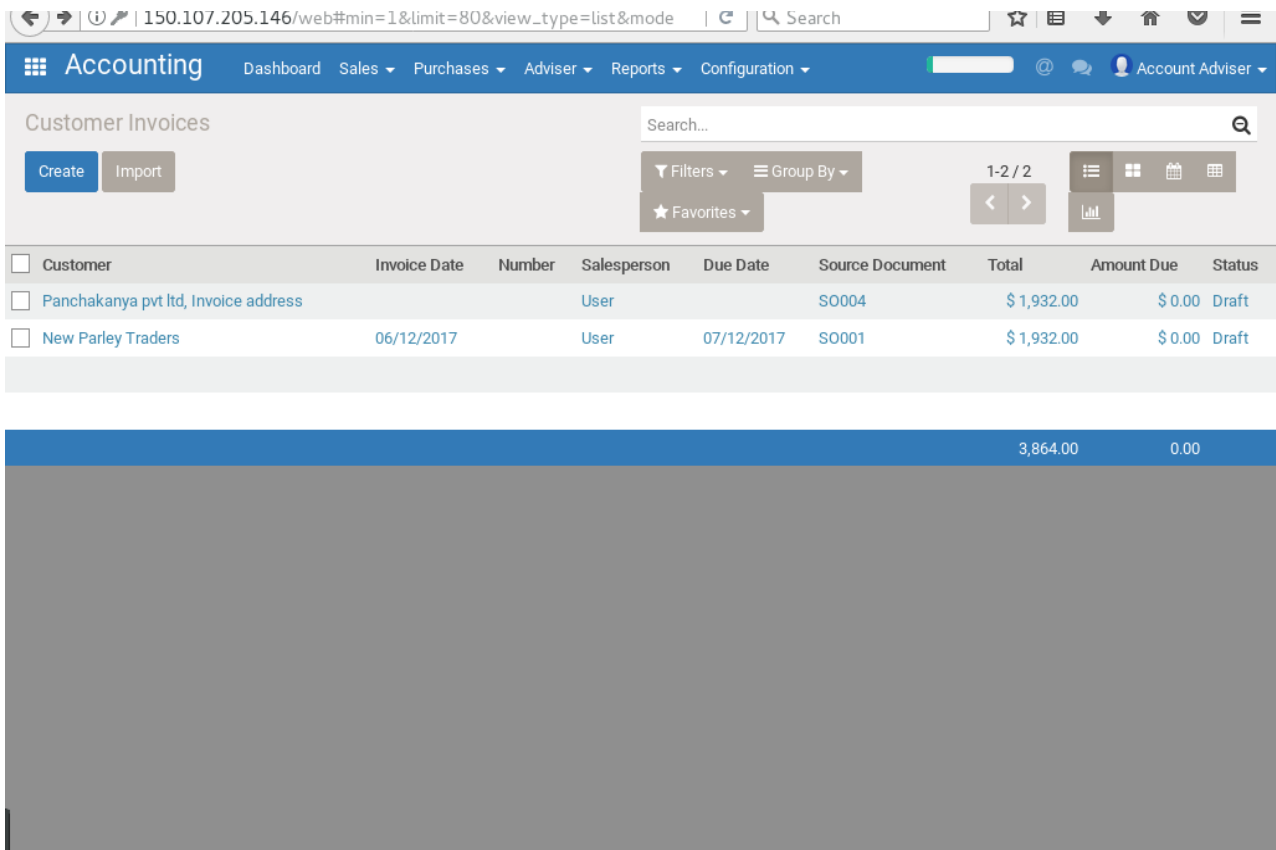


Figure: 4.2

Step 3: You will see a create Button. Now click on **Create**. Then you will see a form. Fill the form with details about the customers and their orders.

[Note: You can add payment terms, invoice date, sales person and sales Team.]

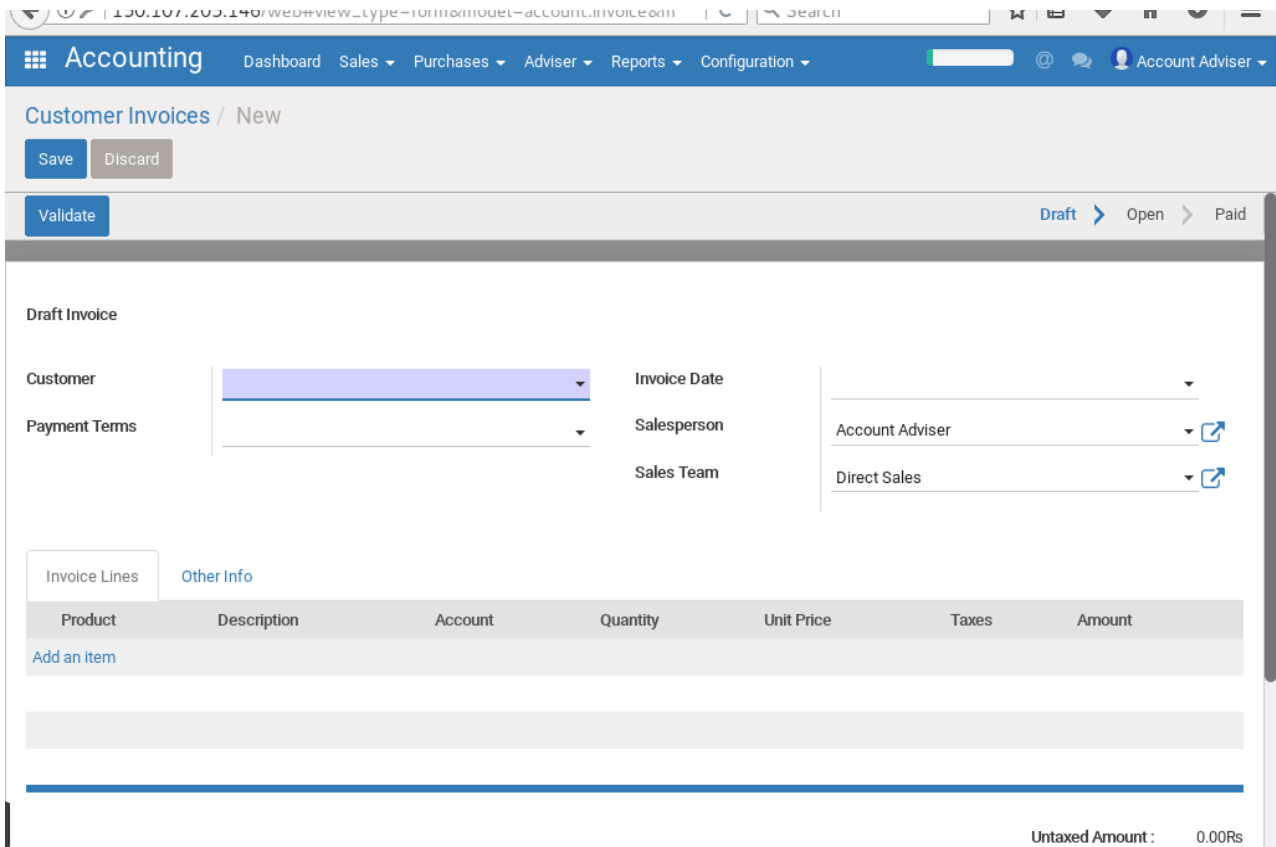


Figure: 4.3

Step 4: Now click on **save** button to save the information about the customer invoices.

Step 5: Saved invoices can also be validated, just click on the specific invoice, and after you're in the invoice page, click on 'Validate'.

Payments

Payments can also be created and has option of payment type, payment date, memo payment transaction, payment journal and payment amount.

The screenshot displays the 'Accounting' software interface for creating a new payment. The top navigation bar includes 'Accounting', 'Dashboard', 'Sales', 'Purchases', 'Adviser', 'Reports', and 'Configuration'. The main header shows 'Payments / New' with 'Save' and 'Discard' buttons. Below this is a 'Confirm' button and a status bar with 'Draft', 'Posted', and 'Reconciled' options. The form fields are as follows:

- Payment Type:** Radio buttons for 'Send Money', 'Receive Money' (selected), and 'Internal Transfer'.
- Payment Date:** A date picker set to '07/02/2017'.
- Memo:** A text input field.
- Payment Transaction:** A dropdown menu.
- Payment Journal:** A dropdown menu.
- Payment Amount:** A text input field containing '0.00' with a 'Rs' unit indicator.

Figure: 4.4

Step 1: Click on Payment on sales menu.

Step 2: Now click on create payment and fill the required forms.

(note: specially you have to register the payment after the sales of the product.)

Step 3: Saved Payments can also be confirmed by the Account Adviser.

Customers

Customers are those who buy our products. They can be created and edited.

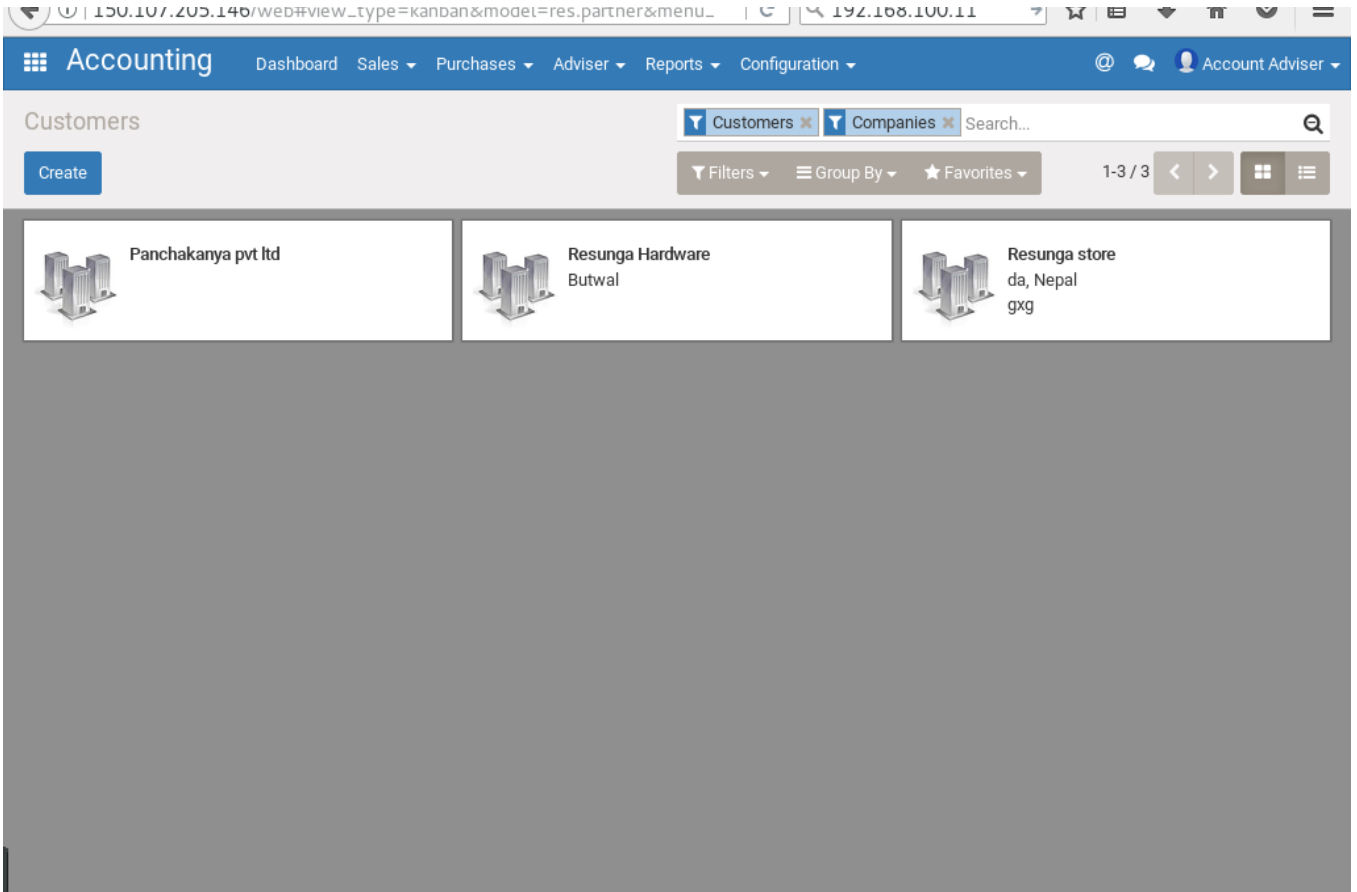


Figure: 4.5

Step 1: Click on Customers on sales menu.

Step 2: Click on create and fill up the customers details.

Step 3: Now click on save

(Note: Normally, customers are created on Sales Module. This additional feature of Account only provides us to create customers by the Account Department.)

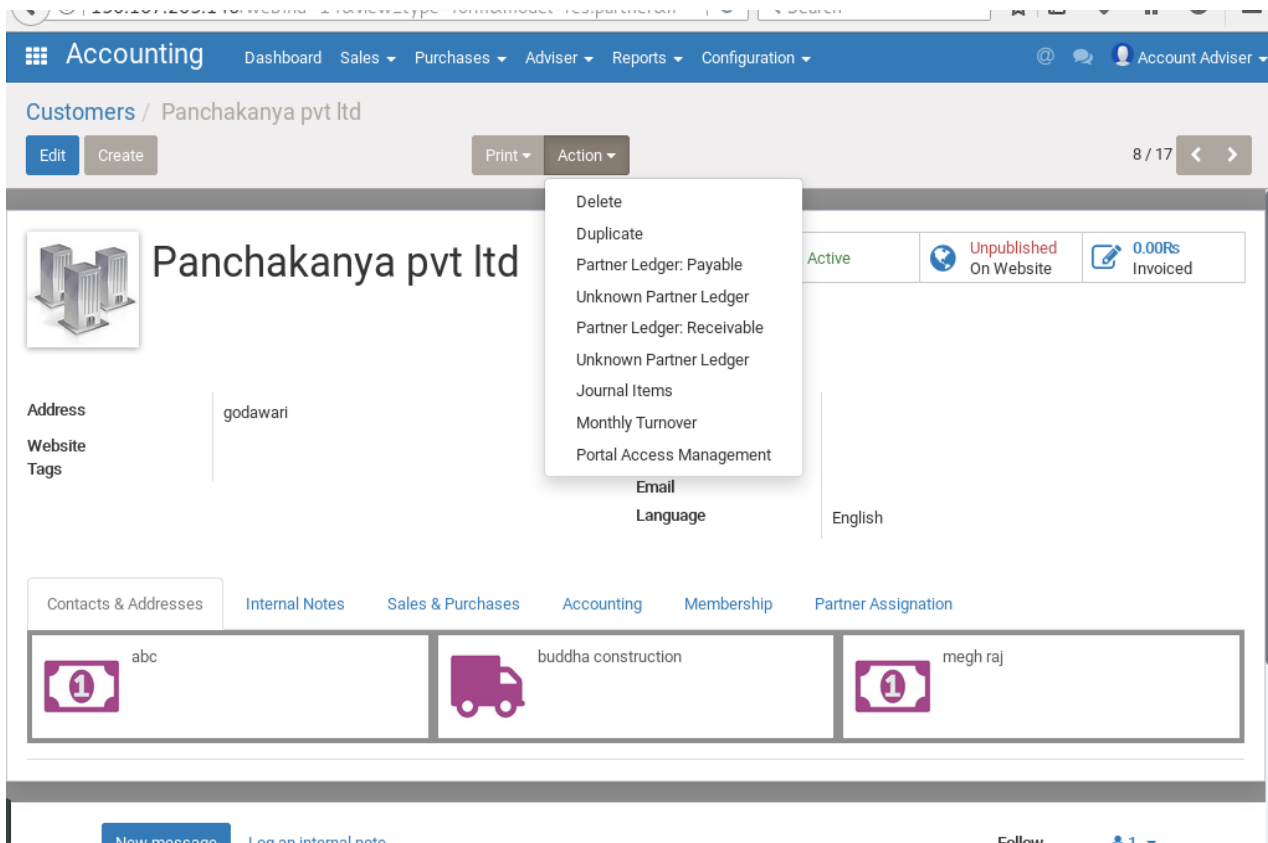


Figure: 4.6

Certain Actions on Customers can also be executed, through customer's page.

Sellable Products

Sellable products are the end products, which we either manufacture or buy to later sell it to our customers.

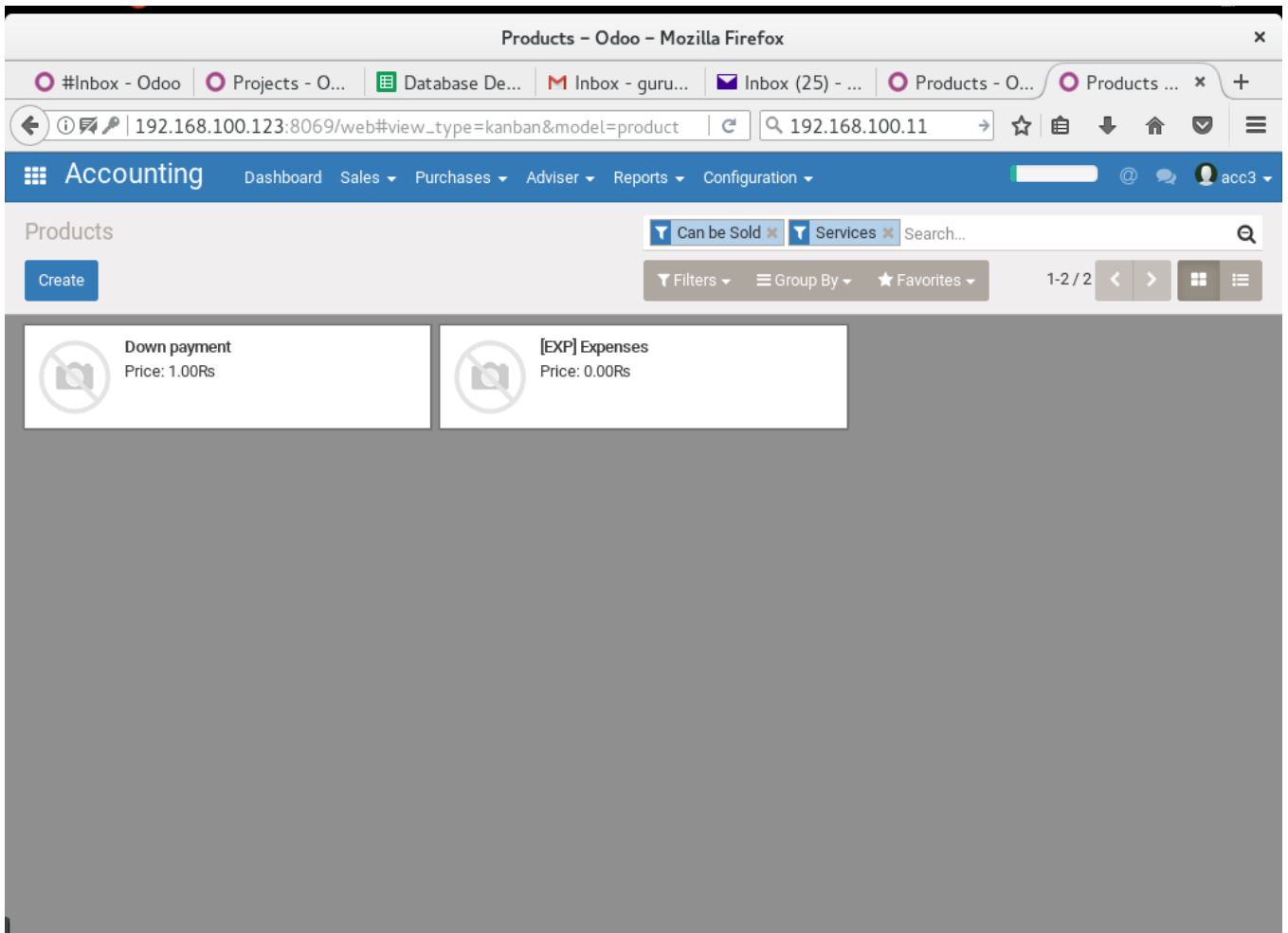


Figure: 4.7

Step 1: Click on Sellable Products on sales menu.

Step 2: Click on Create and fill up the Product's name.

Step 3: Now click on save, it will pop up a warning message but will create the product anyways.

(Note: Normally, products are created on Sales Module. This additional feature of Account only provides us to create products by the Account Department)

PURCHASES MENU

VENDOR BILLS

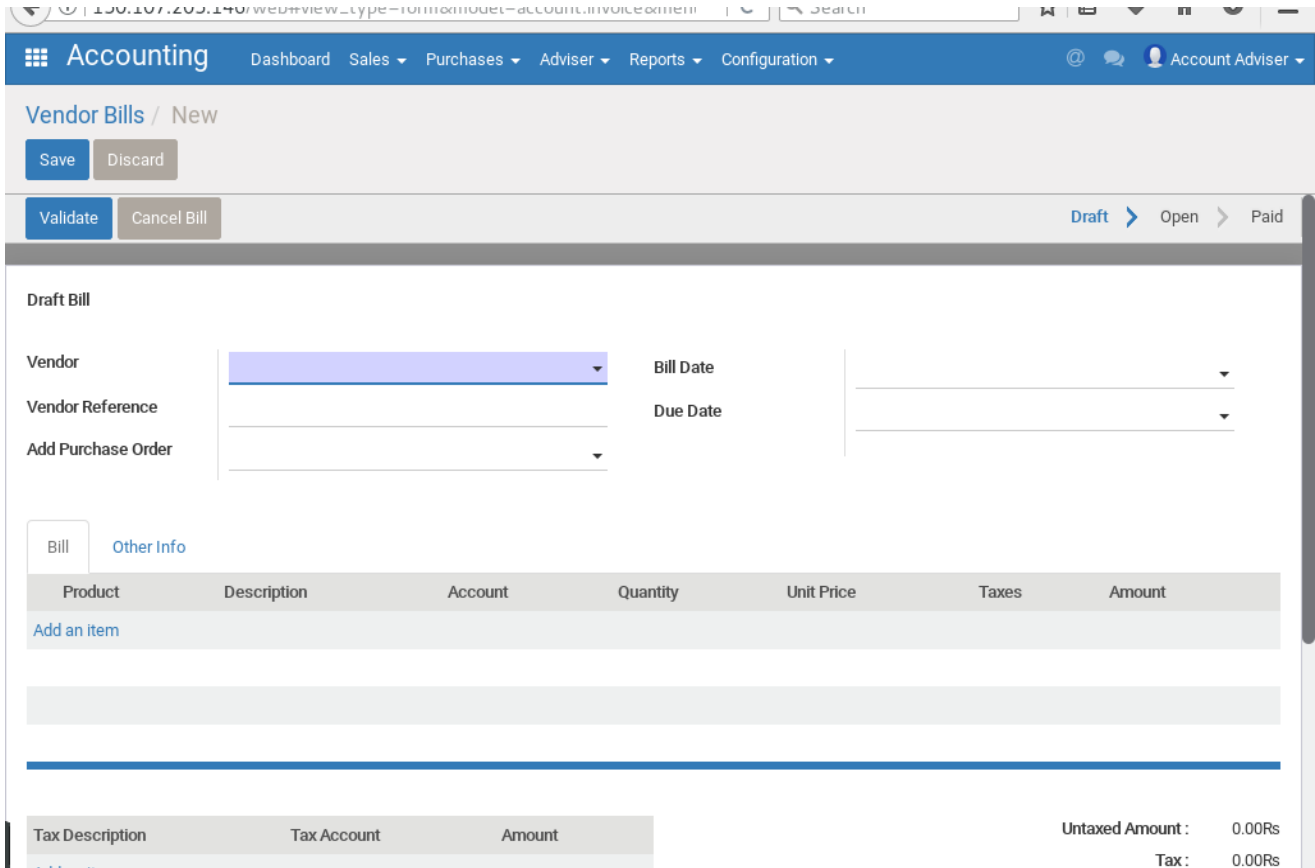


Figure: 4.8

step 1: Click on purchase menu and click vendor bills

step 2: Click create and fill up the vendors details and purchase order.

Step 3: Click on validate it and save it.

Payment

Payments can also be created and has option of payment type, payment date, memo payment transaction, payment journal and payment amount.

The screenshot displays the 'Accounting' software interface for creating a new payment. The top navigation bar includes 'Accounting', 'Dashboard', 'Sales', 'Purchases', 'Adviser', 'Reports', and 'Configuration'. The main header shows 'Payments / New' with 'Save' and 'Discard' buttons. Below this is a 'Confirm' button and a status indicator showing 'Draft', 'Posted', and 'Reconciled'. The form fields are as follows:

- Payment Type:** Radio buttons for 'Send Money' (selected), 'Receive Money', and 'Internal Transfer'.
- Payment Date:** A date picker set to '07/02/2017'.
- Memo:** A text input field.
- Payment Transaction:** A dropdown menu.
- Vendor:** A dropdown menu with 'Vendor' selected.
- Payment Journal:** A dropdown menu.
- Payment Amount:** A text input field with '0.00' and a currency symbol 'Rs'.

Figure: 4.9

Step 1: Click on Payment on Purchases menu.

Step 2: Now click on create payment and fill the required forms.

(note: specially you have to register the payment after the Purchase of the product. Payments to vendors or customers can be done by both payment options in either Sales or Purchases.)

Step 3: Saved Payments can also be confirmed by the Account Adviser.

VENDORS

Vendors are those who supplies us products. They can be created and information about them can be edited later.

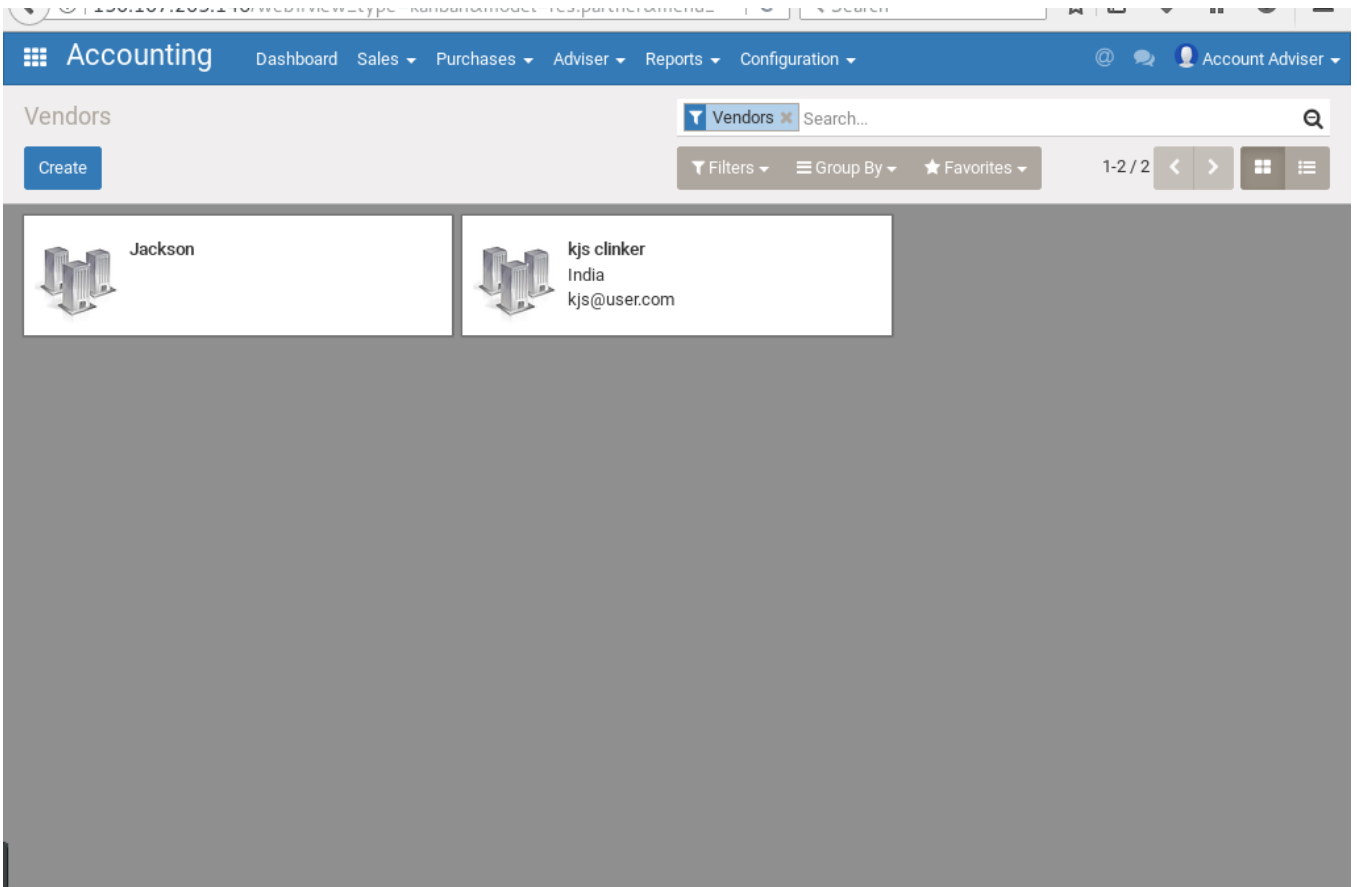


Figure: 4.10

Step 1: Click on Purchase menu and click vendors.

Step 2: Click on Create and fill up the vendors details.

Step 3: Now click on save

(Note: Normally, vendors are created on Purchases Module. This additional feature of Account only provides us to create vendors by the Account Department. A single contact can be both customers and a client.)

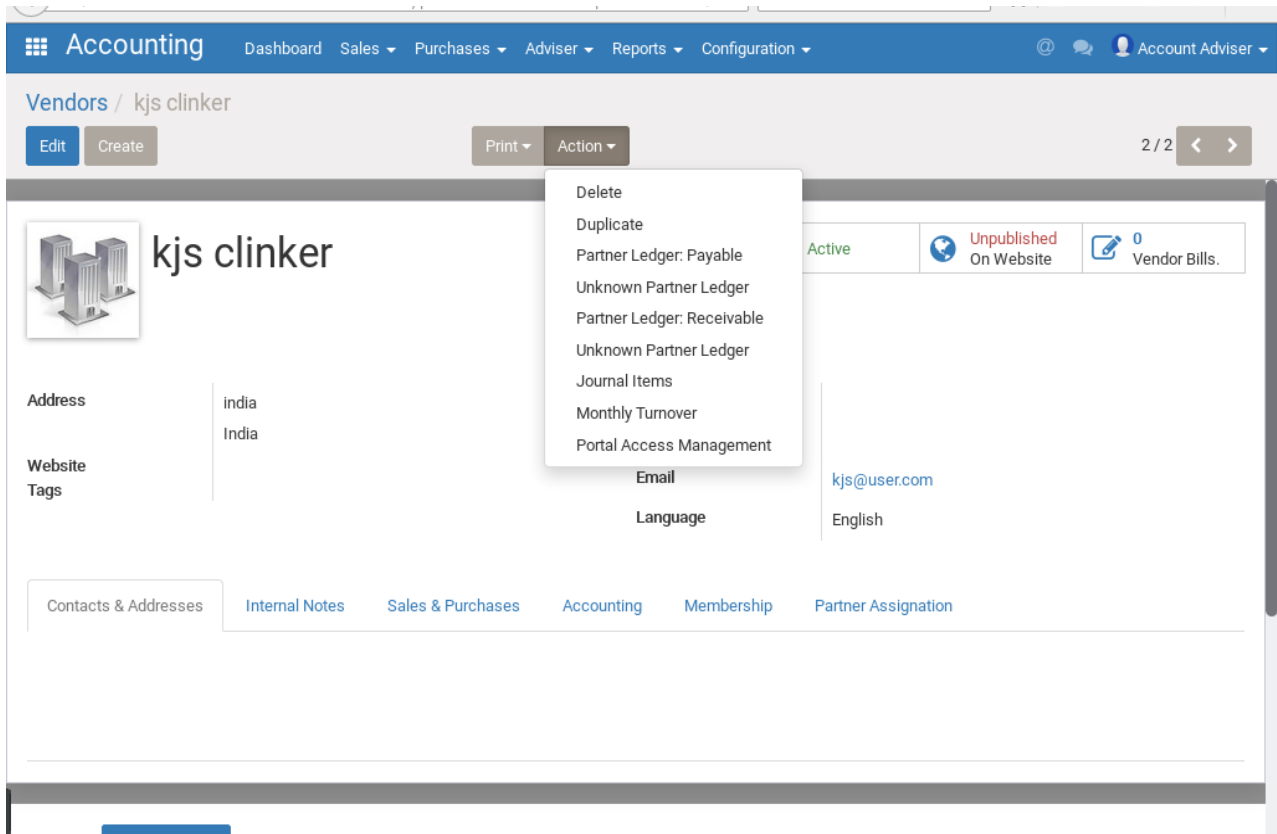


Figure: 4.11

Certain Actions on Vendors can also be executed, through vendor's page.

Purchasable products

Purchasable products are the products, which we acquire from the vendors. They can only be viewed(abstract) or created, and information about them can be edited in other modules.

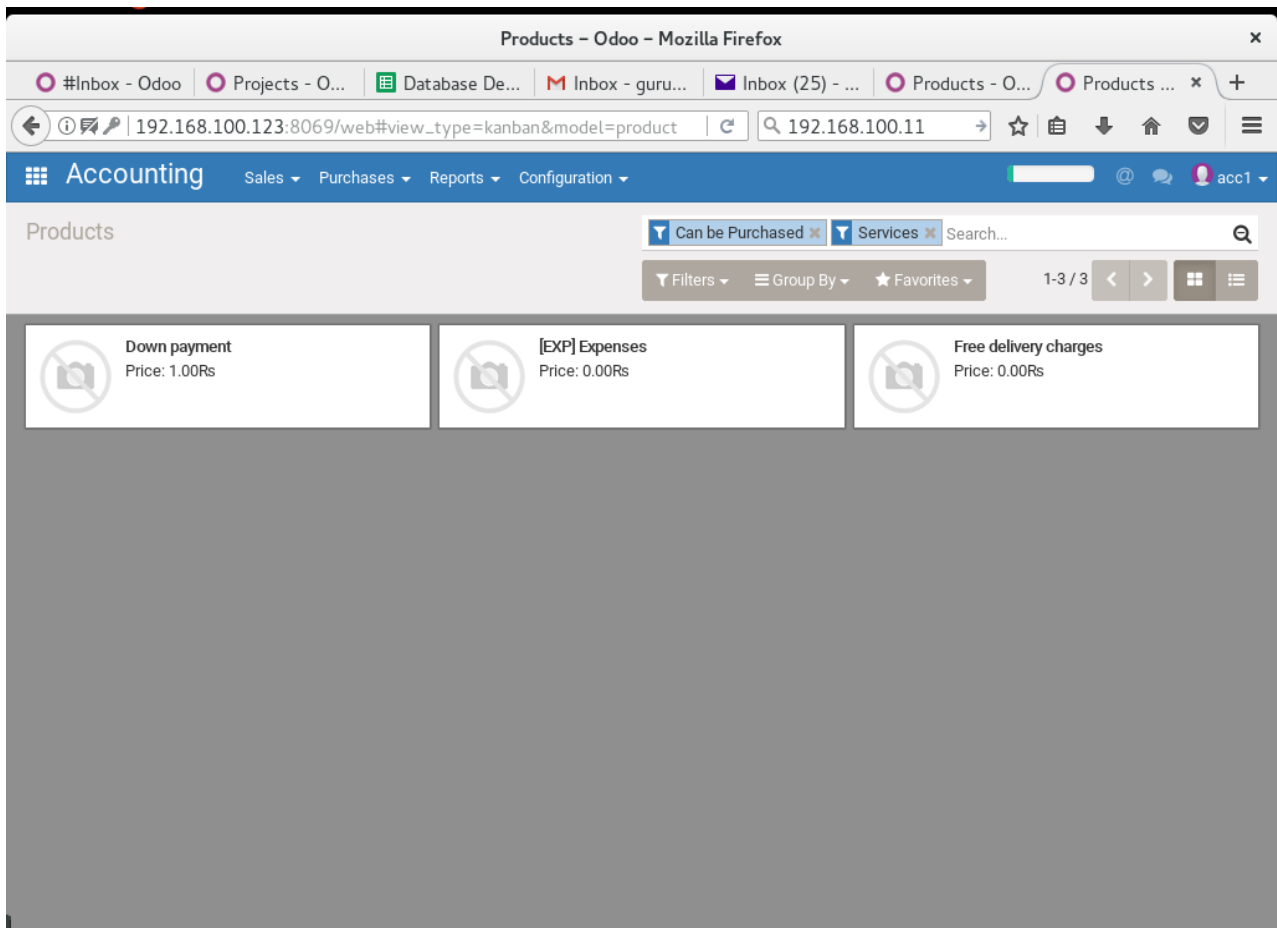


Figure: 4.12

We can add a new product by following these steps:

Step 1: Click on Purchasable Products on Purchases menu.

Step 2: Click on Create and fill up the Product's name.

Step 3: Now click on save, it will pop up a warning message but will create the product anyways.

(Note: Normally, products are created on Purchases Module. This additional feature of Account only provides us to create products by the Account Department. Products which can be Sold or Purchased can be created by both Sellable Products/Purchasable Products options in either Sales or Purchases respectively.)

REPORTS MENU

Product margin

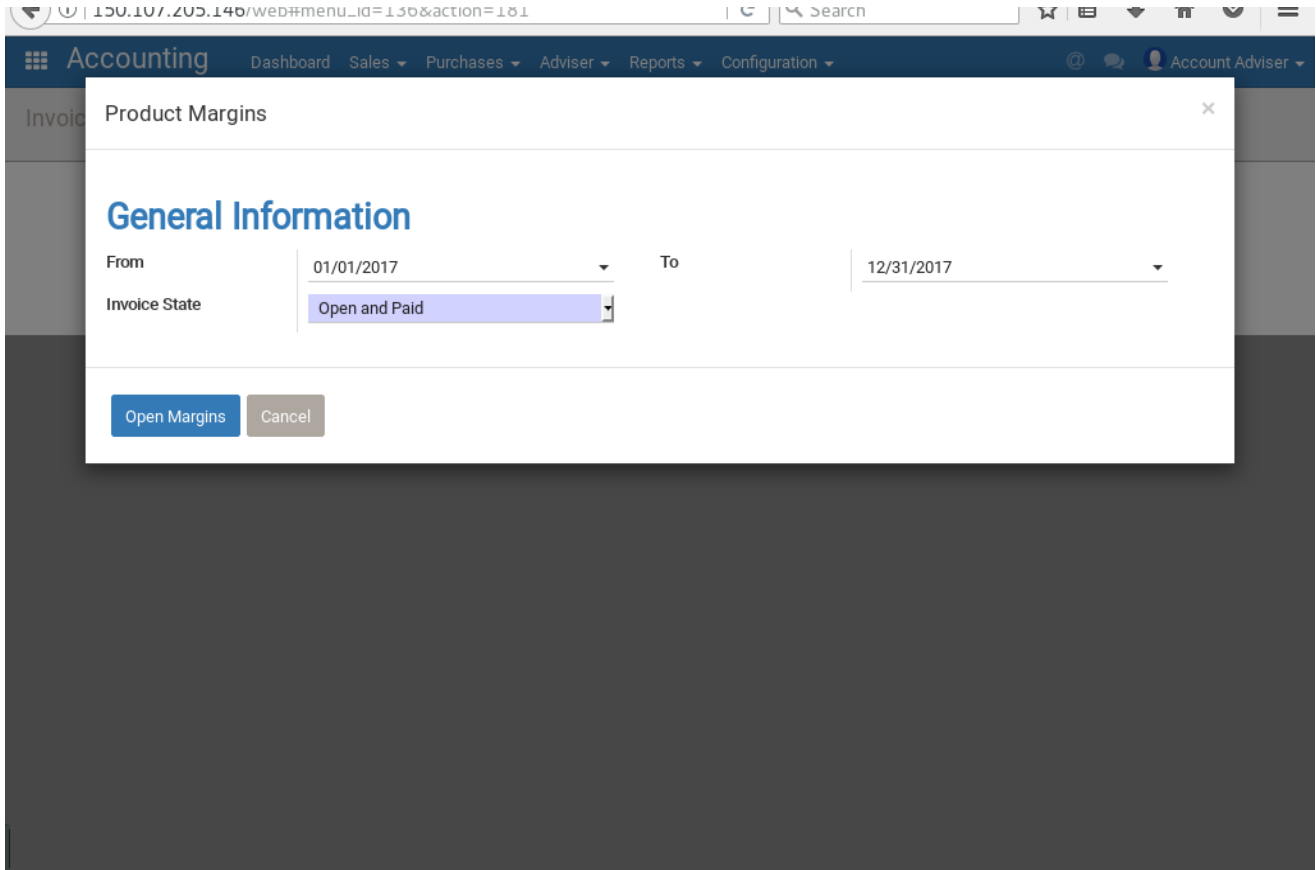


Figure: 4.13

step 1: Click on report menu bar

step 2: Click on product margin and fill the date (from_____ to _____)

(note: here we know about general information of product margin)

Invoices

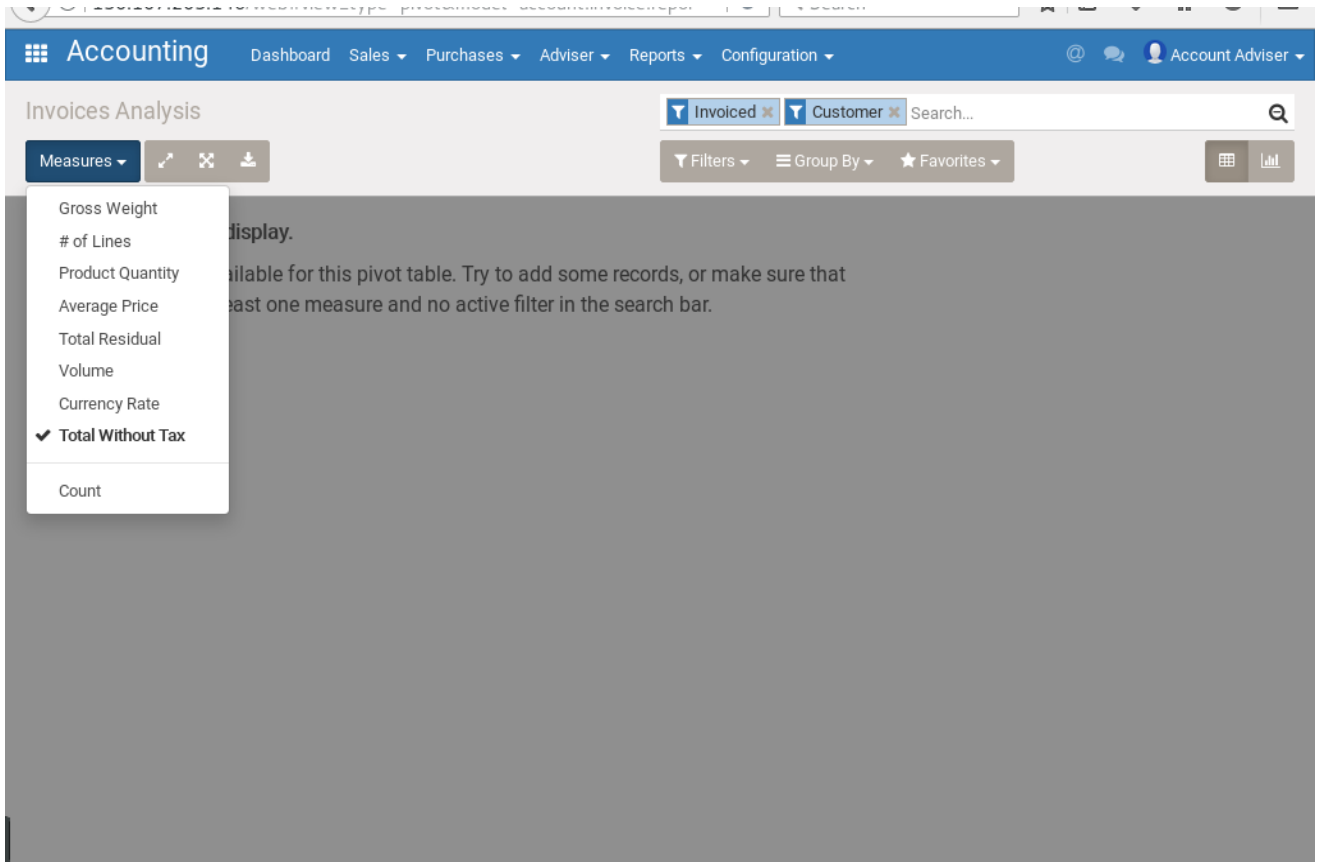


Figure: 4.14

step 1: Click on Reports menu bar.

step 2: Click on Invoices

(note: here we can do invoices analysis.)

Pdf reports as final account

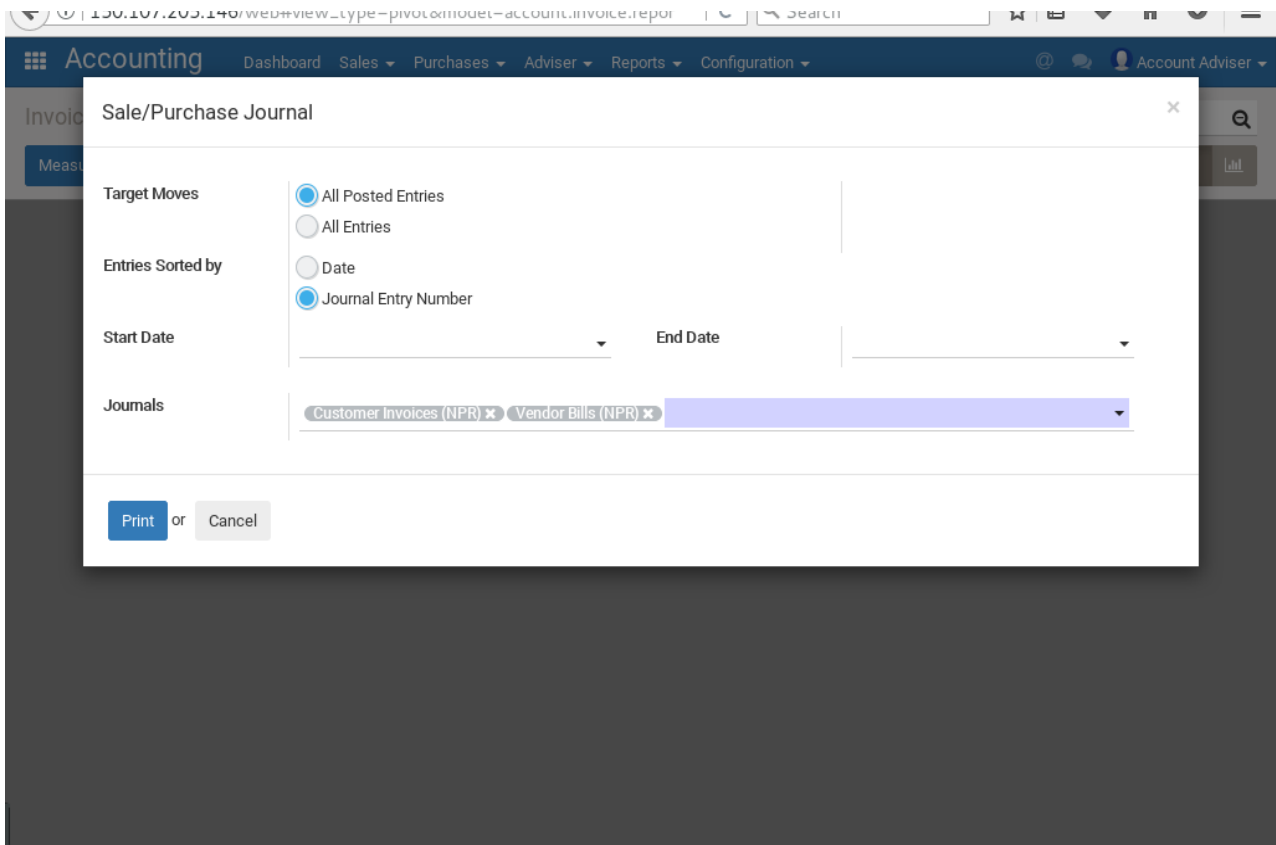


Figure: 4.15

Step 1: Click on Reports menu bar

Step 2: Under PDF Reports, click any of the report which you want as applied date

(from _____ to _____)

(note: we can get report of sales/purchase journal, partner ledger, general ledger, trial balance, balance sheet, profit and loss, aged partner balance, financial reports)

CONFIGURATION MENU

Taxes

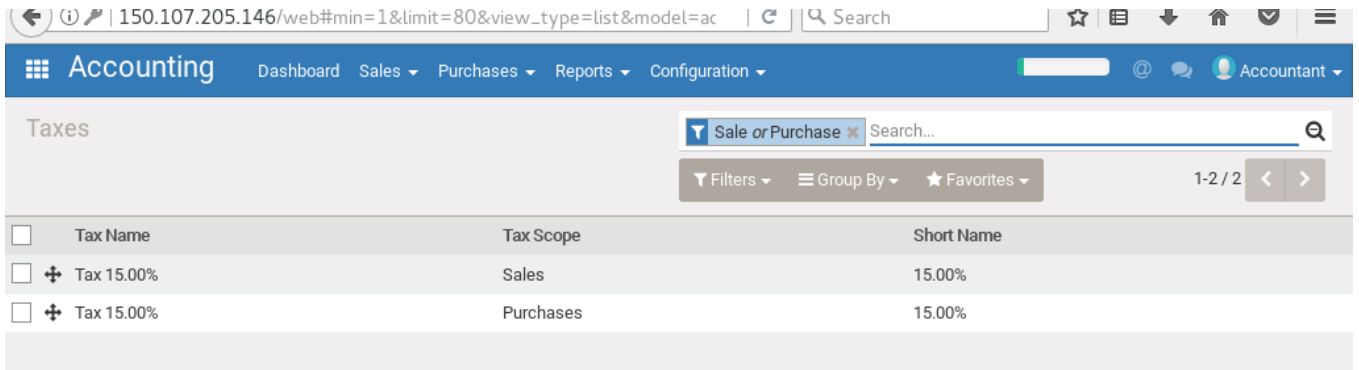


Figure: 4.16

step 1: Click on configuration menu bar.

Step 2: View the Taxes(*non-editable*).

Fiscal position

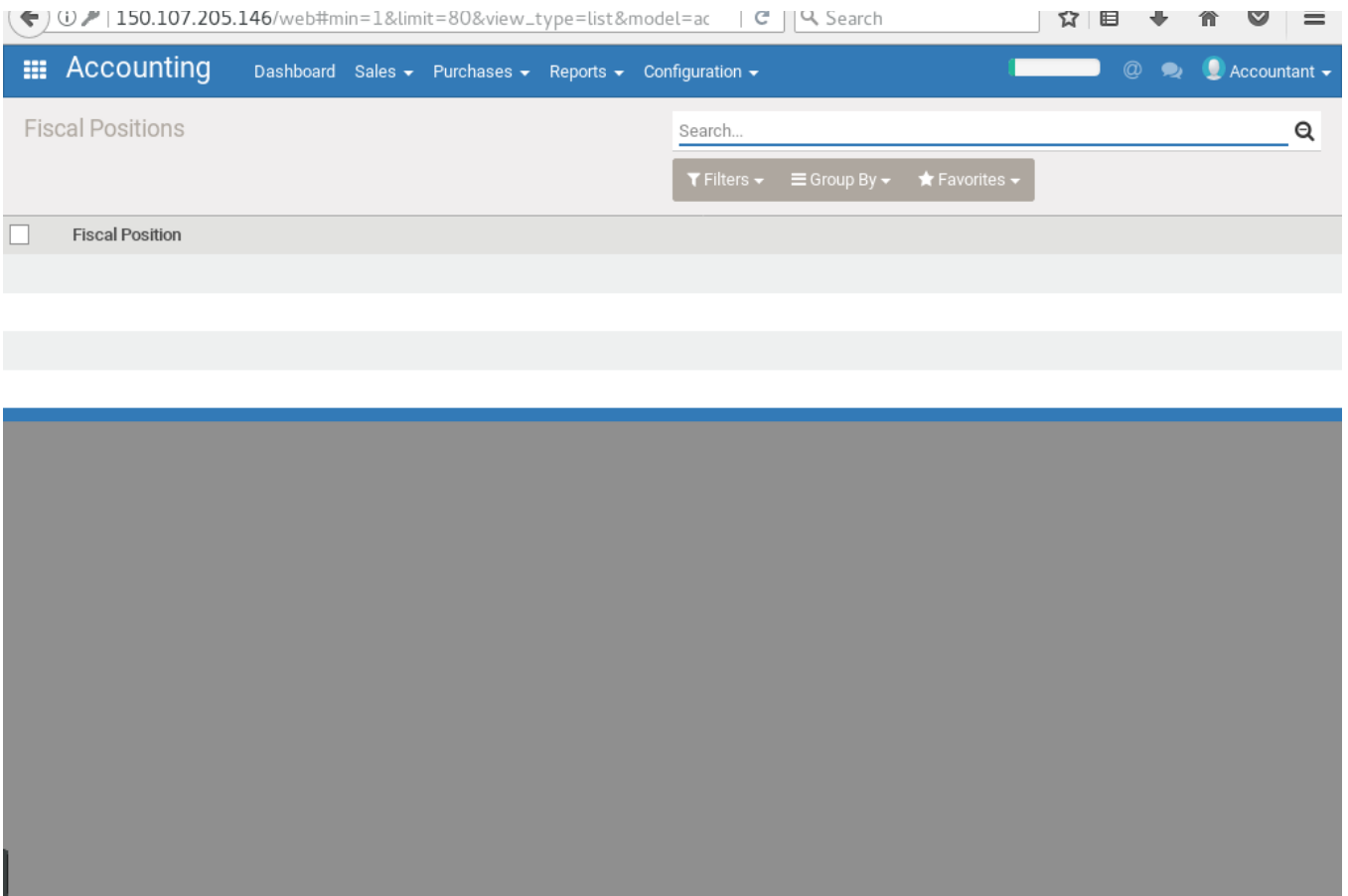


Figure: 4.17

step 1: Click on configuration menu bar.

Step 2: View the Fiscal Positions(*non-editable*).

Financial Reports

The screenshot shows the 'Accounting' software interface. The top navigation bar includes 'Accounting', 'Dashboard', 'Sales', 'Purchases', 'Adviser', 'Reports', and 'Configuration'. The user is logged in as 'Account Adviser'. The current page is 'Financial Reports / New'. Below the navigation bar, there are 'Save' and 'Discard' buttons. The main form area contains several input fields and dropdown menus:

Report Name	<input type="text"/>	Parent	<input type="text"/>
Sequence	<input type="text" value="0"/>	Type	<input type="text" value="View"/>
Sign on Reports	<input type="text" value="Preserve balance sign"/>	Financial Report Style	<input type="text"/>

The bottom portion of the screenshot is a large greyed-out area, likely representing a preview or a disabled section of the interface.

Figure: 4.18

step 1: Click on configuration menu bar.

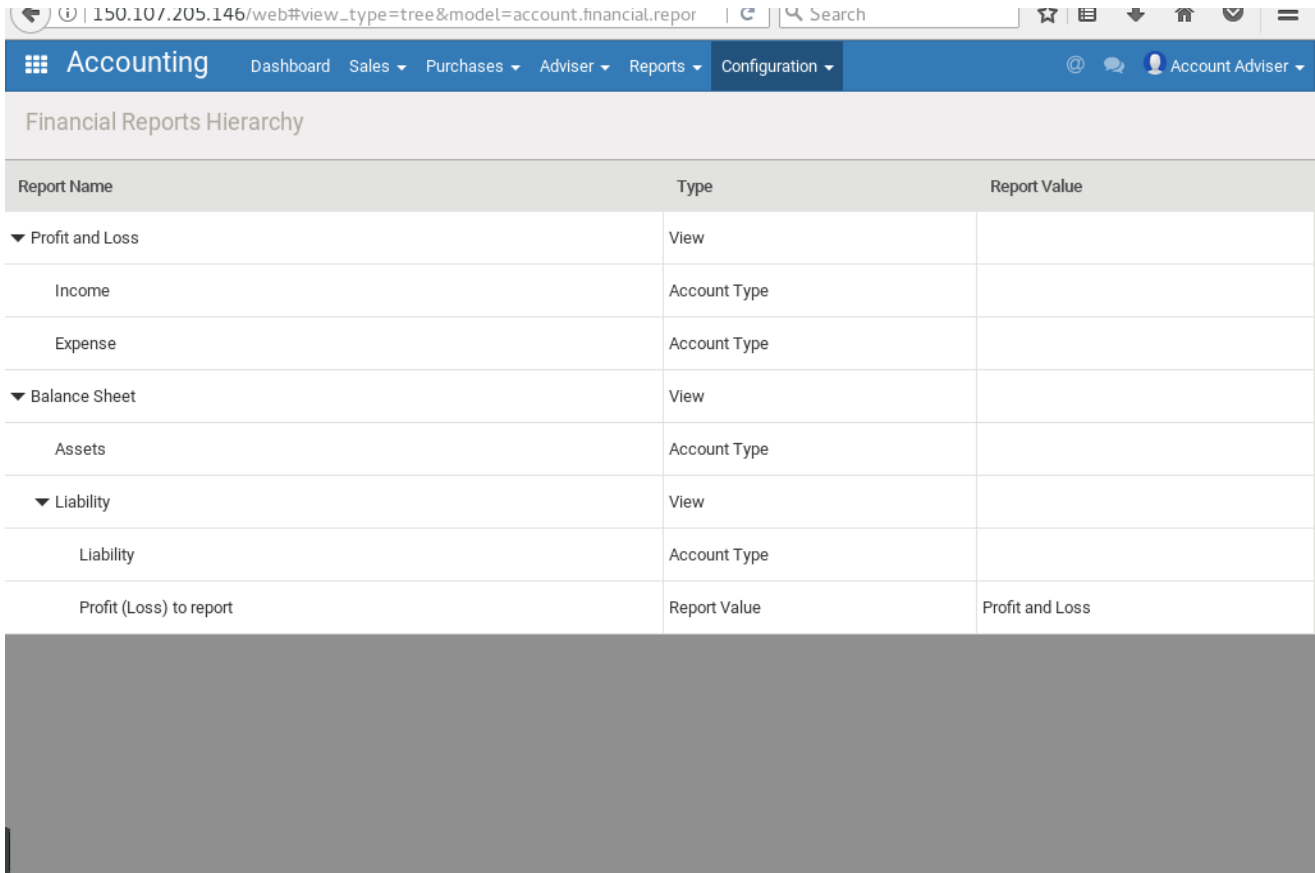
Step 2: Click on account reports

step 3: Click on create and fill in the details

(note: we can also edit the created financial reports)

Step 4: Save it.

Account report hierarchy



The screenshot shows a web application interface for Accounting. The top navigation bar includes 'Accounting', 'Dashboard', 'Sales', 'Purchases', 'Adviser', 'Reports', and 'Configuration'. The 'Configuration' menu is active. Below the navigation bar, the page title is 'Financial Reports Hierarchy'. A table displays the hierarchy of reports with columns for Report Name, Type, and Report Value.

Report Name	Type	Report Value
▼ Profit and Loss	View	
Income	Account Type	
Expense	Account Type	
▼ Balance Sheet	View	
Assets	Account Type	
▼ Liability	View	
Liability	Account Type	
Profit (Loss) to report	Report Value	Profit and Loss

Figure: 4.19

step 1: Click on configuration menu bar.

Step 2: Click on account report hierarchy.

(note: we can see report value.)

Payment Acquirers

The screenshot displays the 'Accounting' software interface for creating a new 'Payment Acquirer'. The browser address bar shows the URL: 150.107.205.146/web+view_type=form&model=payment.acquirer&me. The navigation bar includes 'Accounting', 'Dashboard', 'Sales', 'Purchases', 'Adviser', 'Reports', and 'Configuration'. The user is logged in as 'Account Adviser'. The page title is 'Payment Acquirers / New'. There are 'Save' and 'Discard' buttons. A 'Name' field is present, along with a 'Test Environment' indicator and a 'Payments' tab. The 'Configuration' tab is active, showing 'Order Confirmation' options:

- No automatic confirmation
- Authorize the amount and confirm the SO on acquirer confirmation (capture manually)
- Authorize & capture the amount and confirm the SO on acquirer confirmation
- Authorize & capture the amount, confirm the SO and auto-validate the invoice on acquirer confirmation

Figure: 4.20

step 1: click on configuration menu bar.

Step 2: click on payments acquires and click create

Payment Transaction

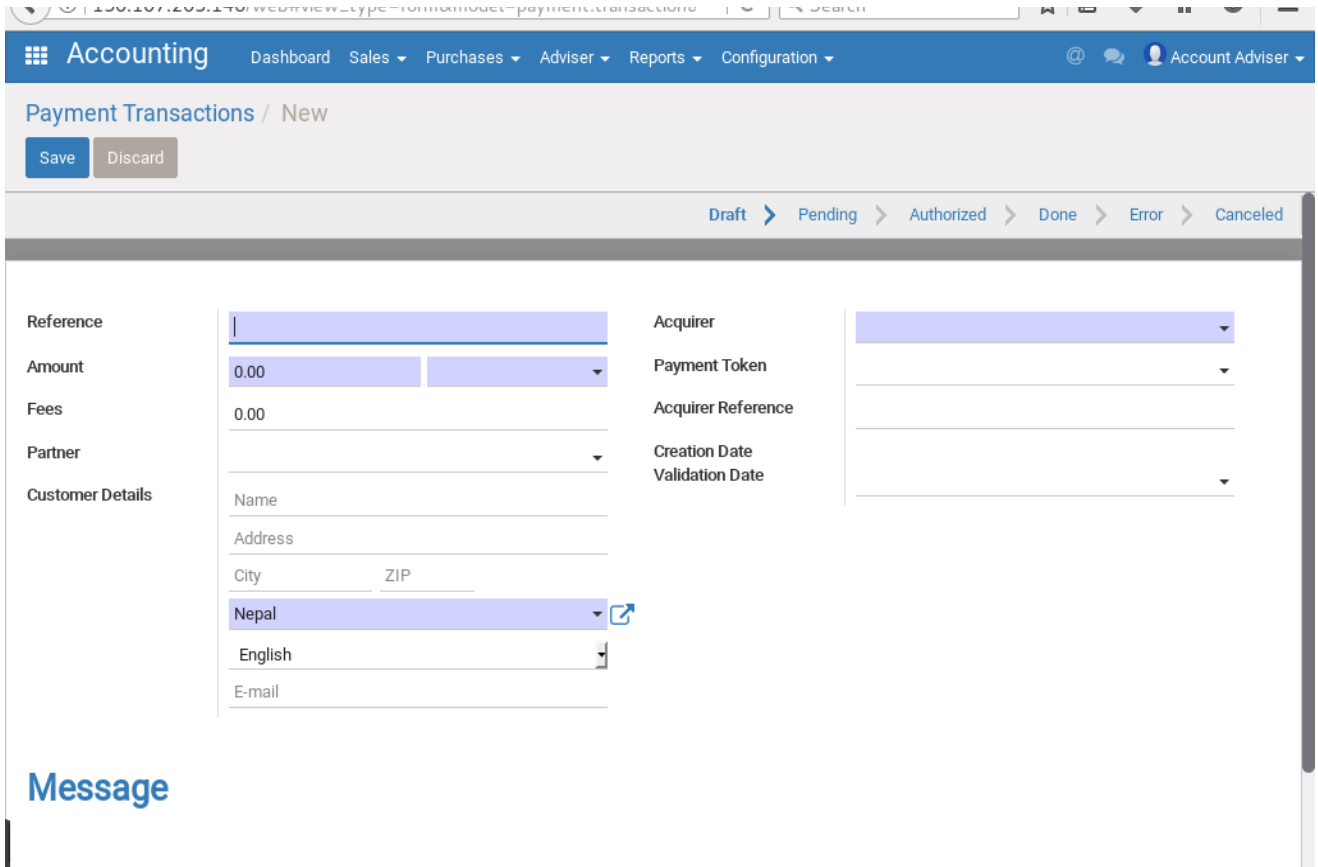


Figure: 4.21

Step 1: Click on configuration menu bar.

Step 2: Click on payment transaction and click create and fill the details.

Step 3: Save it.

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