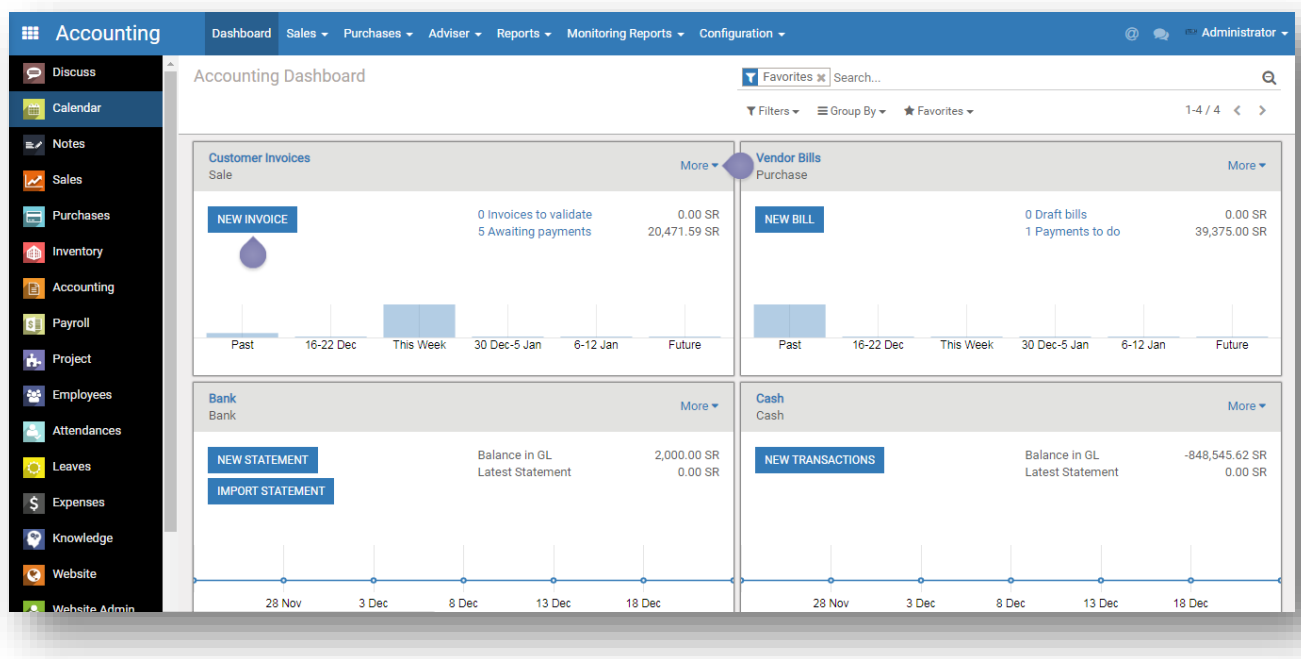


# Accounting

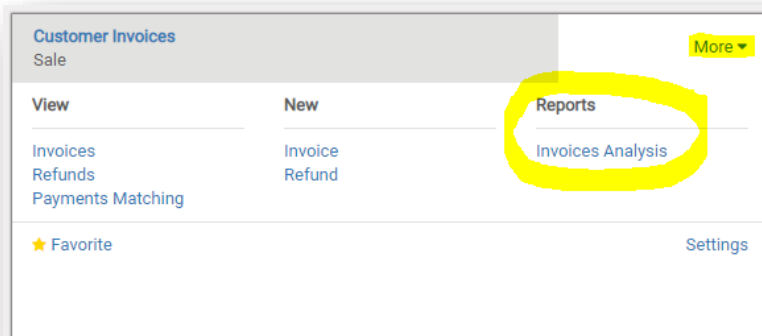
## Accounting:

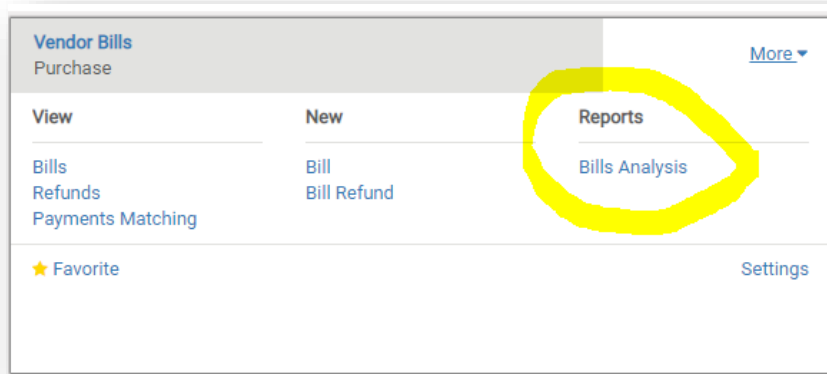
### a. Accounting Dashboard

From accounting dashboard you can control customer invoices (& refunds – credit note - Payments), Vendor Bills (& refunds - Payments), Banks accounts and cash






You can print invoice analysis and bills analysis





Report view (customer analysis)

Accounting Dashboard / Invoices Analysis	
MEASURES ▾   	
	— Total
	+ December 2018
	Total Without Tax
— Total	175,599.75
— All	175,599.75
+ Al Hasa Hospital	259.25
+ AL MANA GENERAL HOSPITAL (KHOBAR)	2,337.50
+ CUST1	2,000.00
+ cust test	165,000.00
+ Cust_x	20,000.00
+ hospital1	-13,997.00

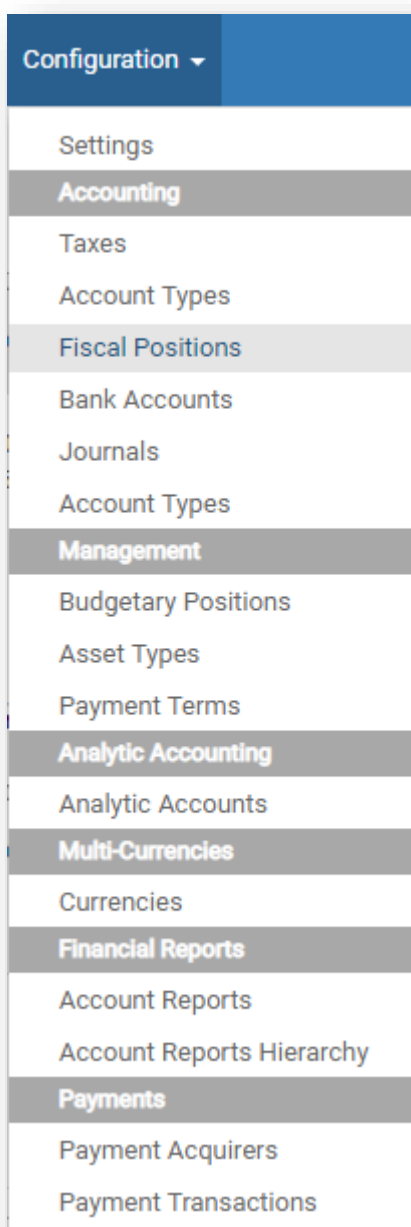
Record Cash Transactions, send money, receive money and internal transfer if you have multiples cash registers...

Cash			More ▼
Cash			
View	New	Reconciliation	
Cash Statements	Transaction	Reconcile	
Search Operations	Send Money	Reconciliation Models	
	Receive Money		
	Internal Transfer		
★ Favorite			Settings

The same into Bank accounts... but here you can import statement from your bank side if this service available in your bank

Bank			More ▼
Bank			
View	New	Reconciliation	
Bank Statements	Transaction	Nothing to Reconcile	
Search Operations	Import Statement	Reconciliation Models	
	Send Money		
	Receive Money		
	Internal Transfer		
★ Favorite			Settings

# Accounting Configuration:



## 1. Settings

### a. **Fiscal Years**

You can view and create the “**Fiscal Years**” from following steps

*Accounting › Configuration › Settings › Fiscal Years*

## Fiscal Year

Fiscal Year Last Day

December ▼ 31

Lock Entries

Lock Date for Non-Advisers

Lock Date

### b. Chart of accounting and company data

## Chart of Accounts

Chart of Account

Configure your company data

Saudi Arabia - Chart of Accounts

How can I change my chart of accounts?

Dashboard Sales Purchases Adviser Reports Monitoring Reports Configuration		
Chart of Accounts		
CREATE IMPORT		
Journal Entries		
Chart of Accounts		
Chart of Accounts Heirarchy		
Manual Payments & Invoices Matching		
Analytic Accounts		
Make Manual Tax Adjustments		
Analytic Entries		
Budgets		
Assets		
<input type="checkbox"/> 617000	Computer and Inte	Expenses
<input type="checkbox"/> 620000	Continuing Educat	Expenses
<input type="checkbox"/> 624000	Depreciation Expe	Expenses
<input type="checkbox"/> 625000	Dues and Subscrip	Expenses
<input type="checkbox"/> 626000	Equipment Rental	Expenses
<input type="checkbox"/> 632000	Gasoline, Fuel and	Expenses
<input type="checkbox"/> 634000	Interest Expense	Expenses
<input type="checkbox"/> 642000	Marketing Expense	Expenses
<input type="checkbox"/> 643000	Meals and Entertainment	Expenses
<input type="checkbox"/> 649000	Office Supplies	Expenses
<input type="checkbox"/> 660000	Payroll Expenses	Expenses
<input type="checkbox"/> 665000	Postage and Delivery	Expenses
<input type="checkbox"/> 666000	Printing and Reproduction	Expenses
<input type="checkbox"/> 667000	Professional Fees	Expenses
<input type="checkbox"/> 671000	Rent Expense	Expenses
<input type="checkbox"/> 672000	Repairs and Maintenance	Expenses
<input type="checkbox"/> 680000	Taxes - Property	Expenses
<input type="checkbox"/> 681000	Telephone Expense	Expenses

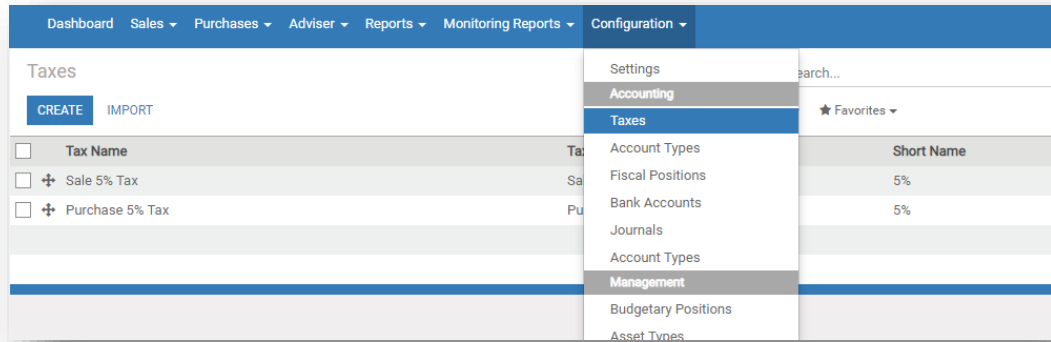
### c. Taxes

Taxes

Default Sale Tax Sale 5% Tax

Default Purchase Tax Purchase 5% Tax

To create a new taxes



#### d. Cost Centers (Analytic Accounting):

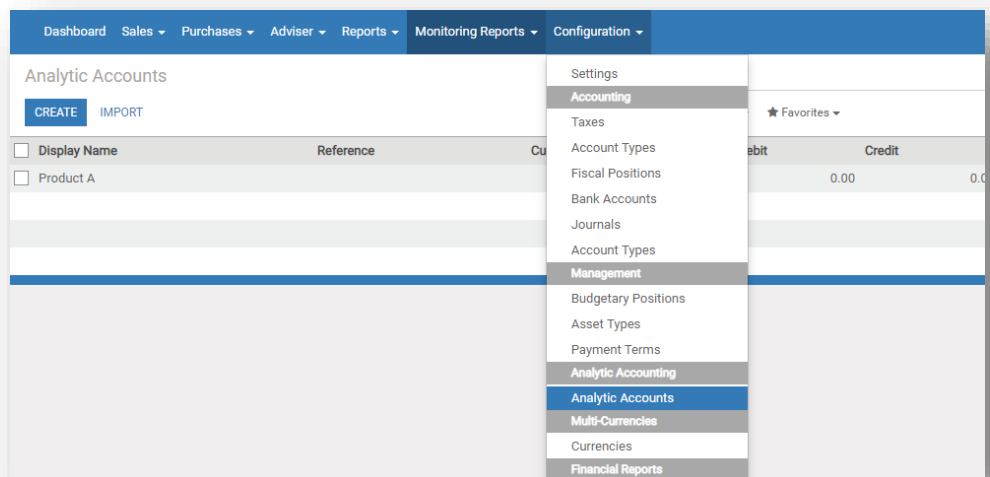
## Analytic Accounting

**Sale** ☐ Analytic accounting for sales

**Purchase** ☐ Analytic accounting for purchases

**Use Anglo-Saxon Accounting \*** ☐

Create analytic accounting



## 2. Journals

The default journals that you will find it into the system...

Journals	
<input type="checkbox"/> + Journal Name	Type
<input type="checkbox"/> + Customer Invoices	Sale
<input type="checkbox"/> + Vendor Bills	Purchase
<input type="checkbox"/> + Miscellaneous Operations	Miscellaneous
<input type="checkbox"/> + Stock Journal	Miscellaneous
<input type="checkbox"/> + Exchange Difference	Miscellaneous
<input type="checkbox"/> + Bank	Bank
<input type="checkbox"/> + Cash	Cash

Create a journal:

Journals / New

SAVE DISCARD

Journal Name

Type

Journal Entries Advanced Settings

Short Code

Default Debit Account

Default Credit Account

Currency

Create a journal entries:

From adviser ➔ Journal Entries

Journal Entries / New

SAVE DISCARD

POST

Unposted Posted

Reconciled entries

Journal

Date

Reference

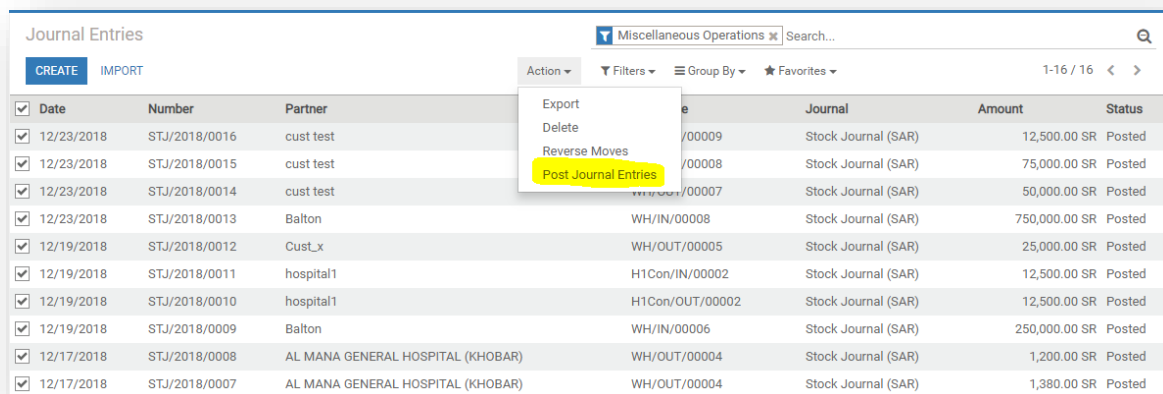
Journal Items

Account	Partner	Label	Analytic Account	Amount currency	Currency	Debit	Credit	Due date
				0.00		0.00		

Add an internal note...

You can post journals one by one or do it once by:

*Just open the journal entries from adviser, select whatever you need to post*



✓	Date	Number	Partner	Journal	Amount	Status
✓	12/23/2018	STJ/2018/0016	cust test	/00009	Stock Journal (SAR) 12,500.00 SR	Posted
✓	12/23/2018	STJ/2018/0015	cust test	/00008	Stock Journal (SAR) 75,000.00 SR	Posted
✓	12/23/2018	STJ/2018/0014	cust test	/00007	Stock Journal (SAR) 50,000.00 SR	Posted
✓	12/23/2018	STJ/2018/0013	Balton	WH/IN/00008	Stock Journal (SAR) 750,000.00 SR	Posted
✓	12/19/2018	STJ/2018/0012	Cust_x	WH/OUT/00005	Stock Journal (SAR) 25,000.00 SR	Posted
✓	12/19/2018	STJ/2018/0011	hospital1	H1Con/IN/00002	Stock Journal (SAR) 12,500.00 SR	Posted
✓	12/19/2018	STJ/2018/0010	hospital1	H1Con/OUT/00002	Stock Journal (SAR) 12,500.00 SR	Posted
✓	12/19/2018	STJ/2018/0009	Balton	WH/IN/00006	Stock Journal (SAR) 250,000.00 SR	Posted
✓	12/17/2018	STJ/2018/0008	AL MANA GENERAL HOSPITAL (KHOBAR)	WH/OUT/00004	Stock Journal (SAR) 1,200.00 SR	Posted
✓	12/17/2018	STJ/2018/0007	AL MANA GENERAL HOSPITAL (KHOBAR)	WH/OUT/00004	Stock Journal (SAR) 1,380.00 SR	Posted

### 3. Accounts:

- Create a new Account?

You can easily create new accounts or change existing accounts.

*Instead of creating an account from scratch, you can also duplicate an existing account in case of a predefined chart of accounts. If you duplicate an account like the one you need to create, you don't have to worry about parent account and account type.*

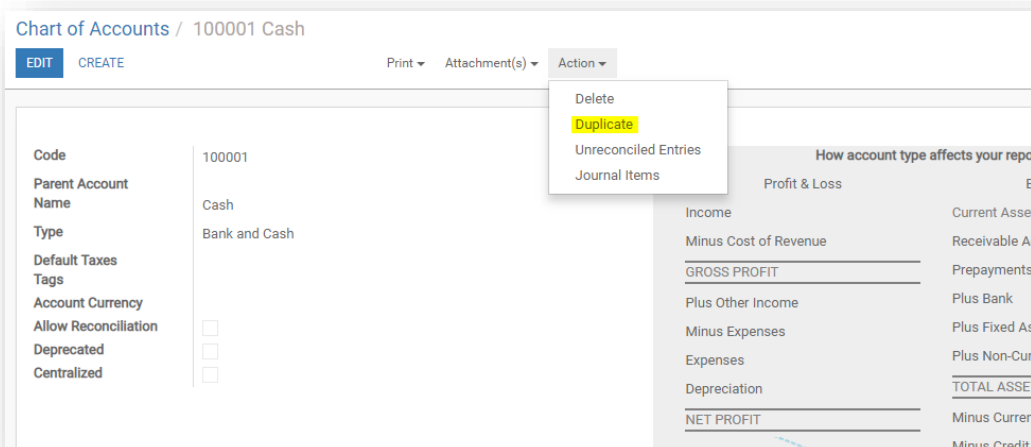


Chart of Accounts / 100001 Cash	
<b>Code</b>	100001
<b>Parent Account Name</b>	Cash
<b>Type</b>	Bank and Cash
<b>Default Taxes</b>	
<b>Tags</b>	
<b>Account Currency</b>	
<b>Allow Reconciliation</b>	<input type="checkbox"/>
<b>Depreciated</b>	<input type="checkbox"/>
<b>Centralized</b>	<input type="checkbox"/>

How account type affects your report	
Income	Current Asset
Minus Cost of Revenue	Receivable Ac
GROSS PROFIT	Prepayments
Plus Other Income	Plus Bank
Minus Expenses	Plus Fixed As
Expenses	Plus Non-Cur
Depreciation	TOTAL ASSE
NET PROFIT	Minus Curren
	Minus Credit

**Note: Account Currency** - Forces all the moves for this account to have this currency. Note that you can define exchange rates from the menu: *Accounting ▸ Configuration ▸ Currencies.*



Currency		Symbol	Date	Current Rate	Active
<input type="checkbox"/>	SAR	SR		1.000000	<input checked="" type="checkbox"/>
<input type="checkbox"/>	USD	\$		1.000000	<input checked="" type="checkbox"/>
<input type="checkbox"/>	EUR	€		1.000000	<input checked="" type="checkbox"/>
<input type="checkbox"/>	BRL	R\$		1.000000	<input type="checkbox"/>

#### 4. Assets:

Asset types: needed for assets management (Depreciation)

From configuration ▸ Assets types

Asset Types / New

**SAVE** DISCARD

---

Asset Type

### Journal Entries

Journal

Asset Account

Depreciation Entries: Asset Account

Depreciation Entries: Expense Account

Analytic Account

### Periodicity

Time Method Based On

Number of Entries

One Entry Every  months

### Additional Options

Auto-confirm Assets ☐

Group Journal Entries ☐

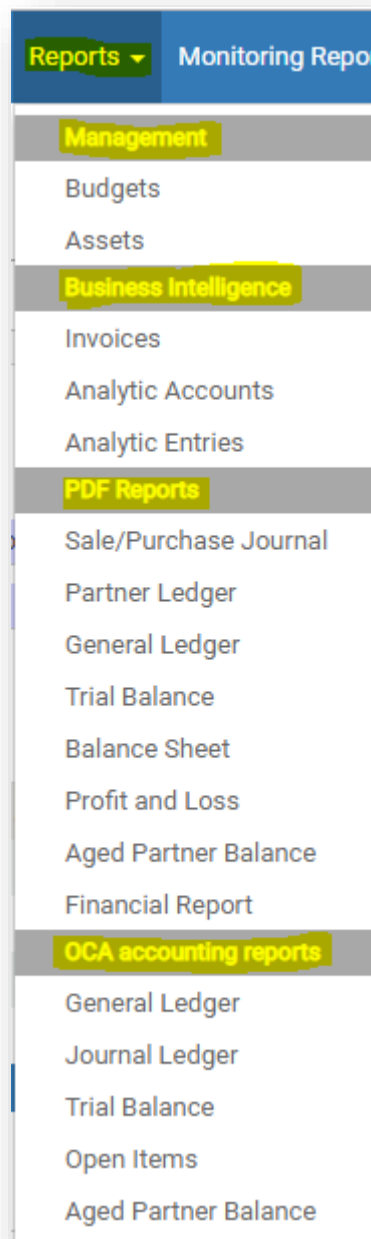
### Depreciation Method

Computation Method ☒ Linear ☐ Degressive

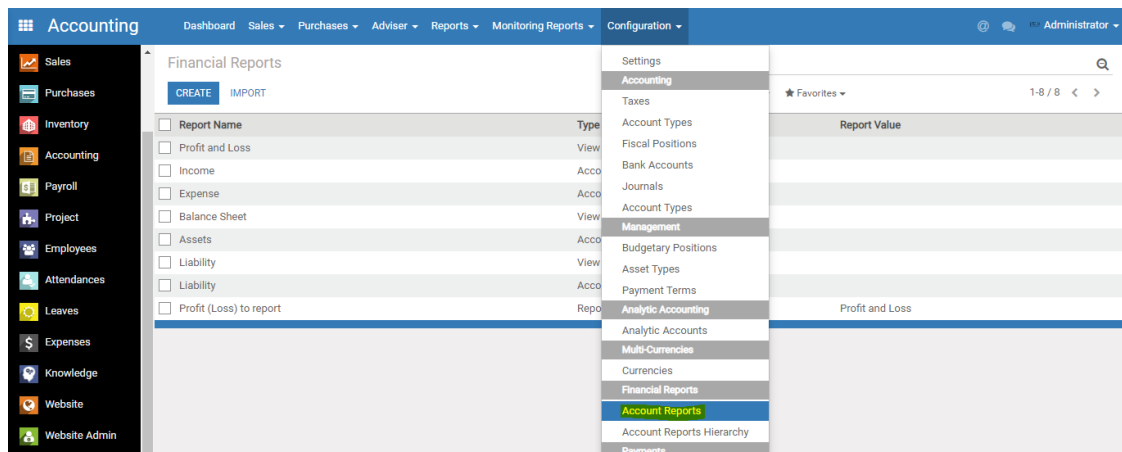
Prorata Temporis ☐

#### 5. Financial Reports

You can select whatever preset reports from the system...



You can create a custom financial report:



## Ex.: create "Treasury Analysis" Report

- Create your report view (Report Name)

Financial Reports / New

[SAVE](#) [DISCARD](#)

---

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"/>

---

- Create your report items:

Financial Reports / New

[SAVE](#) [DISCARD](#)

---

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

---

Report

Display details

---

Code	Name	Type	Account Currency
<a href="#">Add an item</a>			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			

---

## 6. Payment Terms:

Configure your usual payment terms. The description of the payment term is the one that appear on the invoice or the sale order.

A payment term may have one line (ex: 21 days) or several lines (10% within 3 days and the balance within 21 days). If you create a payment term with several lines, be sure the latest one is the balance.

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](#)

## Computation

Computation	Amount To Pay	Number of Days	Day of the Month	
Percent		0.060000	10	0
Percent		0.040000	20	0

## 7. Currencies:

You can manually configure the currency rates in *Configuration ▸ Currencies*. Open the currencies you want to use and edit it. Make sure the currency is active.

Currencies						
<a href="#">Create</a> or <a href="#">Import</a>		PDF or Excel 1-3 of 3				
<input type="checkbox"/> Currency	Date	Current Rate	Rounding Factor	Computational Accuracy	Symbol Position	Active
<input type="checkbox"/> EUR	06/30/2016	0.211685	0.010000		4 After Amount	<input checked="" type="checkbox"/>
<input type="checkbox"/> MYR	06/30/2016	1.000000	0.010000		4 After Amount	<input checked="" type="checkbox"/>
<input type="checkbox"/> USD	06/30/2016	0.225286	0.010000		4 Before Amount	<input checked="" type="checkbox"/>

Note that: If you purchase or sale with different currency you must change the rate first...

Currencies / EUR

**Save** or Discard 1 / 3

Currency: EUR Current Rate: 0.211685

**Price Accuracy**

Rounding Factor: 0.010000

Computational Accuracy: 4

**Display**

Symbol: €

Symbol Position: After Amount

**Miscellaneous**

Base: ☐

Active: ☒

Date	Rate
07/01/2016 00:00:00	0.211685

Add an item

8. Accounting Reporting: (Try it – notice the results)

Reports ▾

Monitoring Repo

**Management**

Budgets

Assets

**Business Intelligence**

Invoices

Analytic Accounts

Analytic Entries

**PDF Reports**

Sale/Purchase Journal

Partner Ledger

General Ledger

Trial Balance

Balance Sheet

Profit and Loss

Aged Partner Balance

Financial Report

**OCA accounting reports**

General Ledger

Journal Ledger

Trial Balance

Open Items

Aged Partner Balance