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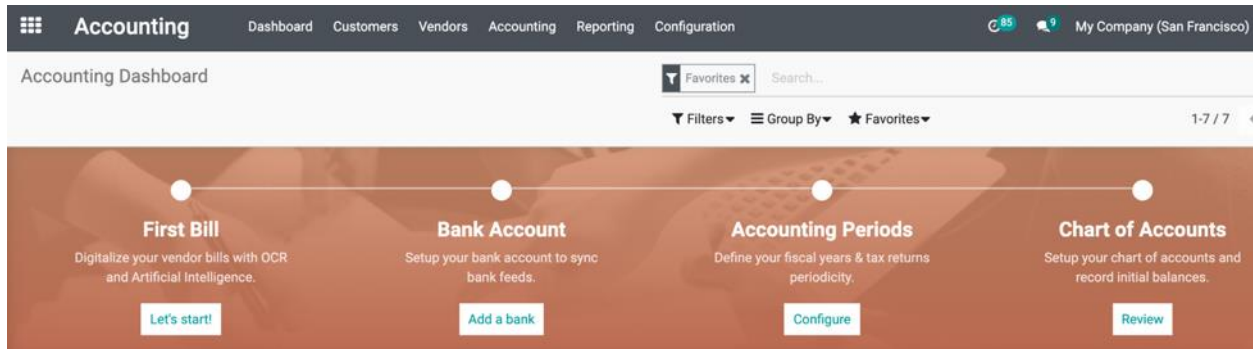
Accounting Module

The Invoicing & Accounting module, when purchased together the functions will be merged into one module – Accounting Module. The Invoicing module, if used alone with Sales Module or Purchase module, will appear as invoicing, and its main function is to allow you to open sales invoices/ vendor bills, whether directly from Sales/Purchase Orders, or on its own.

The accounting module's main function are to allow you to issue invoices/vendor bills, register payments from your front end operation – and thereafter allow you to manage and view relevant journal entries, and financial reports based on your accounting configurations (bank accounts, chart of accounts etc.,)

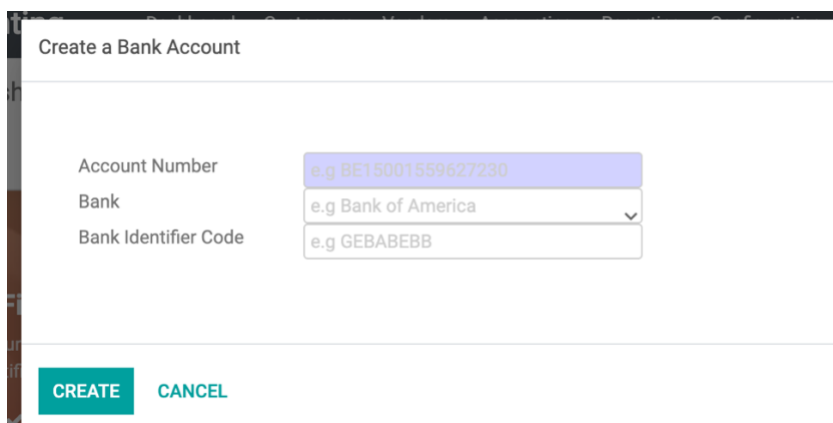
1. General Settings

When entering to Accounting module you will see an accounting onboarding banner. This is a four steps procedure that you can follow to start setting up your accounting module. (This banner is displayed until you closed it; the same configurations can be done in **Configuration → Settings**).



i. Set up a bank account

You can either click on the banner **Add a bank**, or go to **Configuration → Add a bank account**. Insert the Account number, Bank name, and the Bank Identifier Code.



The screenshot shows the 'Create a Bank Account' form with the following fields:

- Account Number**: e.g. BE15001559627230
- Bank**: e.g. Bank of America (dropdown menu)
- Bank Identifier Code**: e.g. GEBABEBB

At the bottom of the form are two buttons: **CREATE** and **CANCEL**.

ii. Set up accounting periods

Here you can set up your Fiscal years' opening and year end dates*. Or you can also set up your accounting periods by going to **Configuration → Settings → Fiscal Periods**.

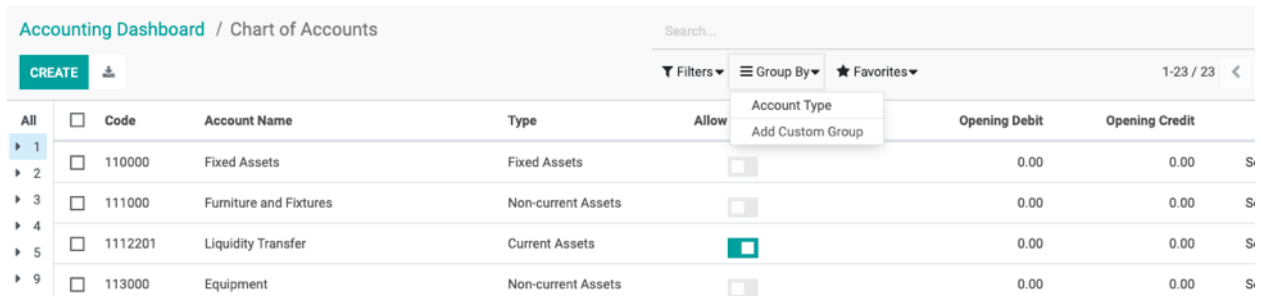
*By default the opening date is set on Jan 1st and the closing date on Dec 31st.



The 'Accounting Periods' window shows the 'Fiscal Years' section. It includes two dropdown menus: 'Opening Date' set to '01/01/2020' and 'Fiscal Year End' set to '31' and 'December'. At the bottom, there are 'APPLY' and 'CANCEL' buttons.

iii. Set up Chart of Accounts

The Chart of Accounts (COA) is the list of all the accounts used to record financial transactions in the general ledger of an organization. When browsing your COA, you can filter the accounts by number in the left column, and also group them by Account Type.

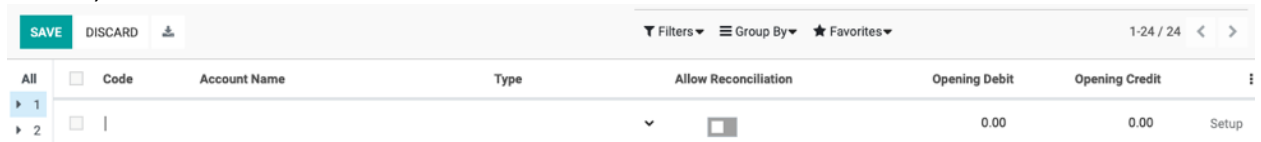


The screenshot shows the 'Accounting Dashboard / Chart of Accounts' interface. It includes a search bar, a 'CREATE' button, and a table of accounts. A dropdown menu is open over the 'Allow' column, showing 'Account Type' and 'Add Custom Group' options.

	<input type="checkbox"/>	Code	Account Name	Type	Allow	Opening Debit	Opening Credit	
1	<input type="checkbox"/>	110000	Fixed Assets	Fixed Assets	<input type="checkbox"/>	0.00	0.00	\$
2	<input type="checkbox"/>	111000	Furniture and Fixtures	Non-current Assets	<input type="checkbox"/>	0.00	0.00	\$
3	<input type="checkbox"/>	1112201	Liquidity Transfer	Current Assets	<input checked="" type="checkbox"/>	0.00	0.00	\$
4	<input type="checkbox"/>	113000	Equipment	Non-current Assets	<input type="checkbox"/>	0.00	0.00	\$

W+ ERP includes a standard COA already configured according to your country's regulation. You can use it directly or set it according to your company's needs.

To create a new COA, go to **Accounting module → Configuration → Chart of Accounts**, click on **Create**, and fill out the form.



The screenshot shows the 'Chart of Accounts' configuration form. It includes a 'SAVE' button, a 'DISCARD' button, and a table of accounts. A dropdown menu is open over the 'Allow Reconciliation' column, showing 'Account Type' and 'Add Custom Group' options.

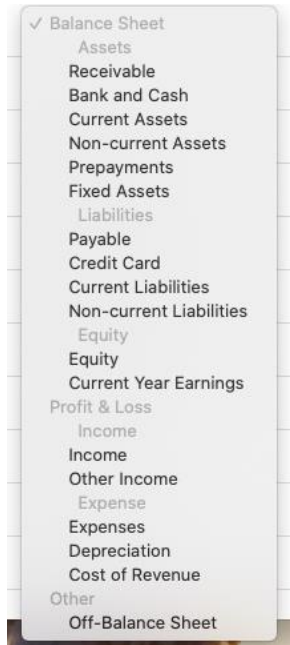
	<input type="checkbox"/>	Code	Account Name	Type	Allow Reconciliation	Opening Debit	Opening Credit	
1	<input type="checkbox"/>				<input type="checkbox"/>	0.00	0.00	Setup

Each account is identified by its **Code** and **Name**, which also indicates the account's purpose.

Configure correctly the **Account Type** is critical as it serves multiple purposes:

- Information on the account's purpose and behavior
- Generate country-specific legal and financial reports
- Set the rules to close a fiscal year
- Generate opening entries

To configure an account type, open the **Type** field's drop-down selector and select the right type among the following list:



Some accounts, such as accounts made to record the transactions of a payment method, can be used for the reconciliation of journal entries. To do so, check on the **Allow Reconciliation** box and save.

iv. Currencies and Multi-currencies

To select the main currency of your company go to **Accounting Module→Configuration→Settings→Currencies.**

Currencies

Main Currency ⓘ
Main currency of your company

Currency

HKD

☒
Multi-Currencies
Record transactions in foreign currencies
[→ Activate Other Currencies](#)

Post Exchange difference entries in:

Journal

Exchange Difference

Gain Account

424000 Foreign Exchange Gai

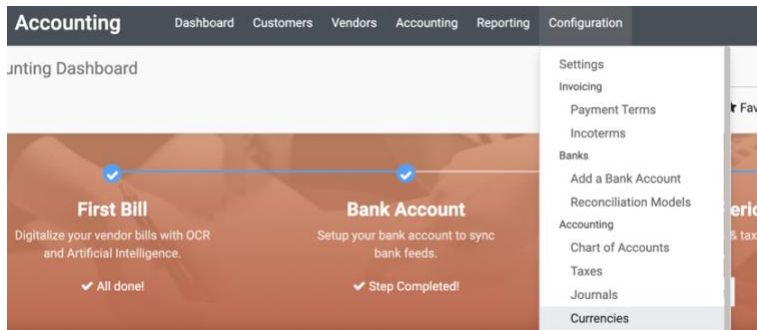
Loss Account

524000 Foreign Exchange Lo

If you company's transactions require multi-currency, you can also choose to use the multi-currency option in W+ ERP, this will allow you to send sales invoices, quotes and purchase orders or receive bills and payments in currencies other than your own. Just check on the Multi-currency box to allow multi-currencies.

a. Activate a currency

Go to **Accounting Module→Configuration→Currencies.**

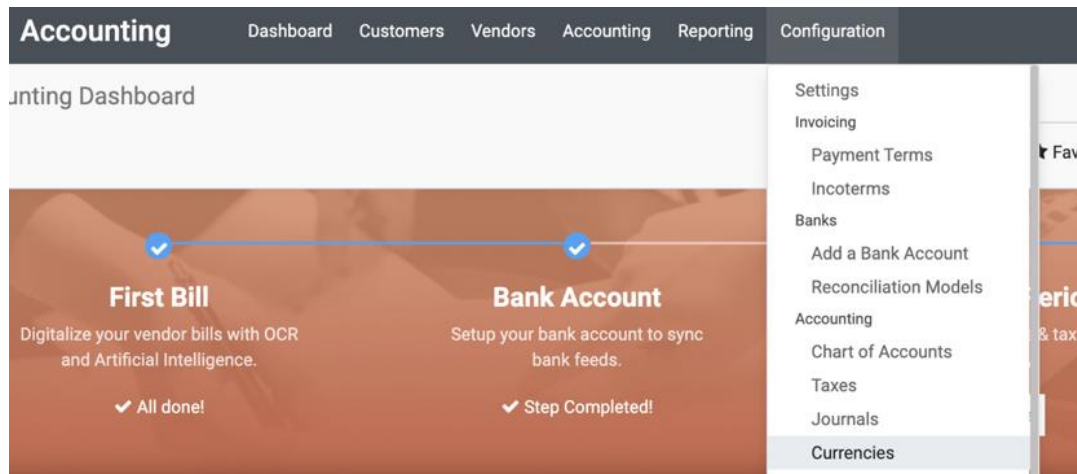


A list of currencies will be shown, click on the currency you wish to activate. And click on the **Active** button to activate the currency.

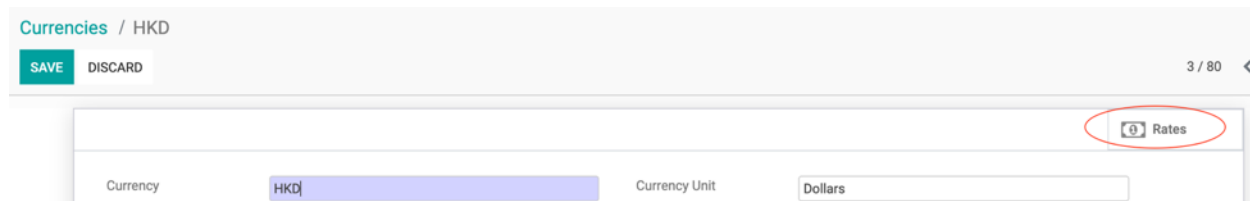
te Active	
10	<input checked="" type="checkbox"/>
10	<input checked="" type="checkbox"/>
10	<input checked="" type="checkbox"/>
10	<input checked="" type="checkbox"/>
12	<input type="checkbox"/>

b. Edit a currency rate

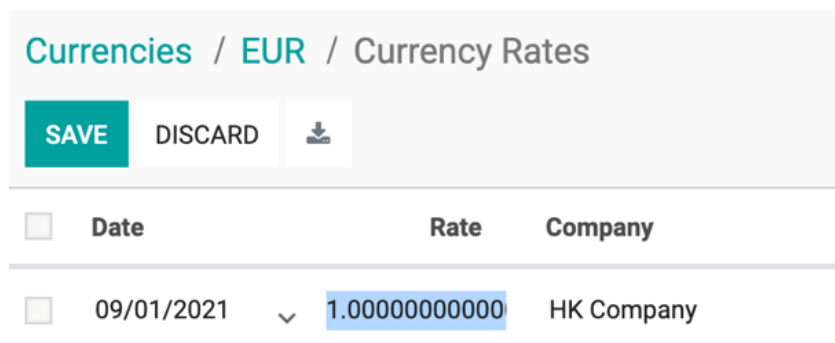
Go to **Accounting Module**→**Configuration**→**Currencies**.



Select the currency and click on the **Edit** button. And on the **Rate** button on the upper right corner and click on the **Create** button to create a new currency rate.

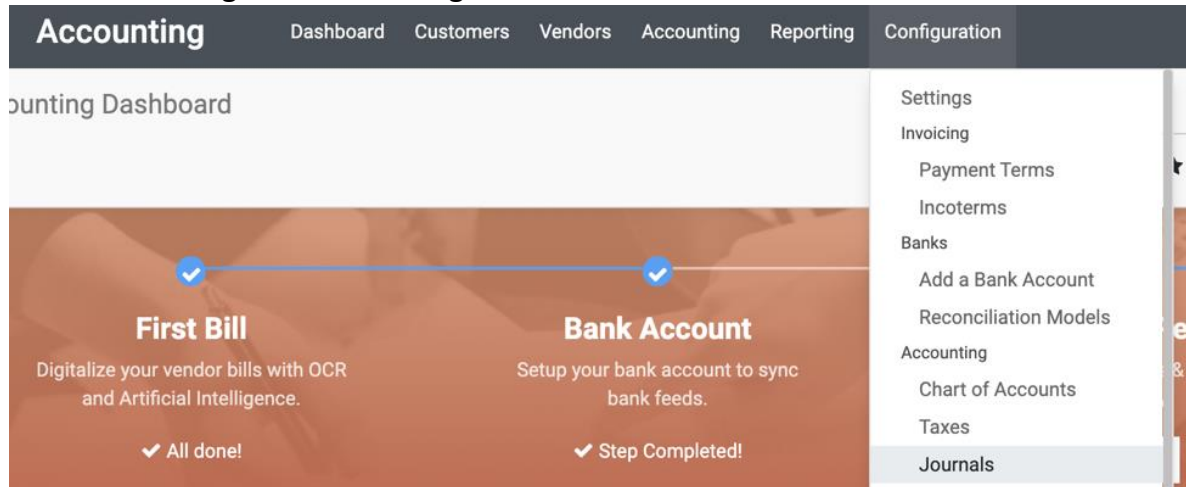


Insert the date and the Rate for the currency. Please be noted that only a rate can be created per date. The system will not create a second rate from the same date. To assign the rate for the currency, tick on the box shown at the beginning of the rate line.



v. Create a journal

Go to **Accounting Module**→**Configuration**→**Journals**.



Click on the **Create** button to create a new Journal. Fill in the “Journal Name”, insert the “Journal Name”, select the “Type” whether it is a Sales, Purchase, Cash, Bank or Miscellaneous Journal, fill in a “Short Code”, and select the “Currency”. Click on [Save] to save the newly created Journal.

Journals / New

SAVE **DISCARD**

Journal Name

Type ▼ Company **HK Company**

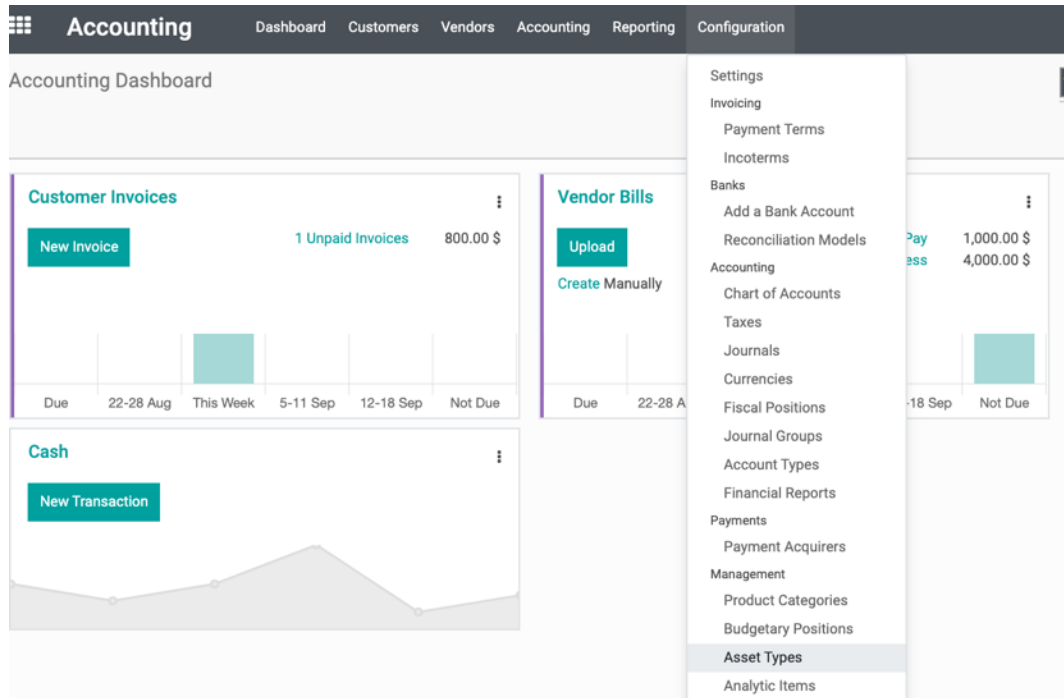
JOURNAL ENTRIES **PAYMENTS CONFIGURATION** **ADVANCED SETTINGS**

Accounting information

Short Code

i. Set up asset type

Go to **Accounting** module → **Configuration** → **Asset types**.



Click on the **Create** button to create a new Asset Type. Insert “Asset Type” name, select “Journal” as Miscellaneous operations, select “Depreciation Entries: Asset Account”, “Depreciation Entries: Expense Account”, “Number of Entries”, “One Entry Every _ months”, “Depreciation Dates” and tick “Prorata Temporis” to indicate that the first depreciation entry for this asset has to be done from the purchase date instead of the January first.

Asset Type: Company:

Journal Entries

Journal:

Asset Account:

Depreciation Entries: Asset Account:

Depreciation Entries: Expense Account:

Analytic Account:

Analytic Tag:

Periodicity

Time Method Based: ☒ Number of Entries ☐ Ending Date

Number of Entries:

One Entry Every: months

Additional Options

Auto-Confirm Assets: ☐

Group Journal Entries: ☐

Depreciation Dates:

Depreciation Method

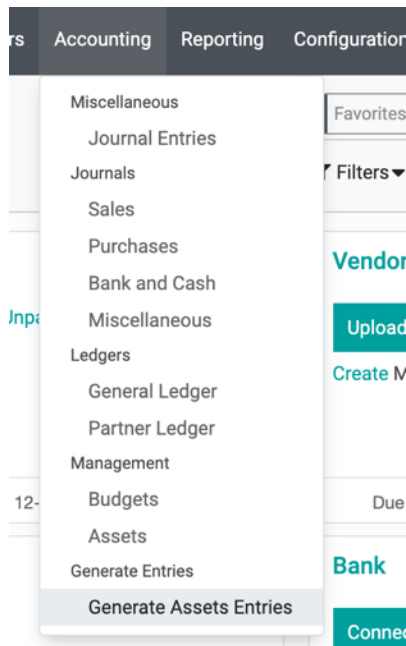
Computation Method: ☒ Linear ☐ Degressive

Prorata Temporis: ☐

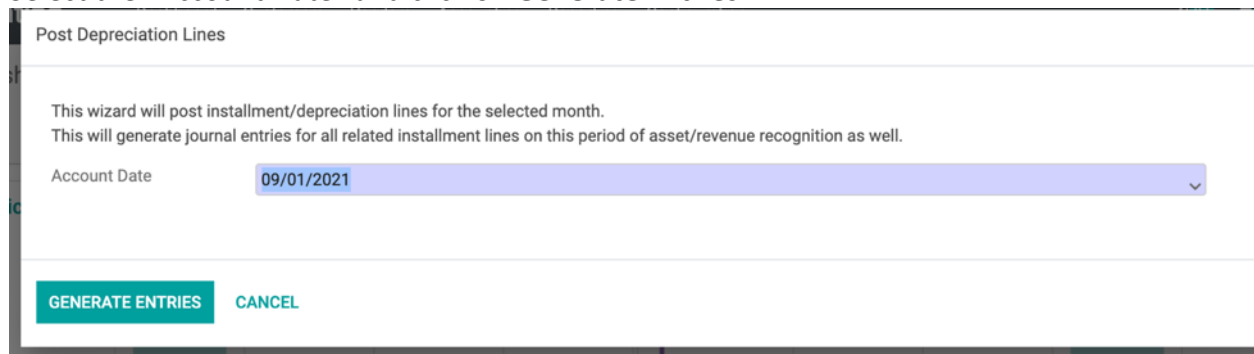
After inserting all the details, click on **Save** button, and the new created asset type will be shown in the asset types list.

ii. Generate asset entries

Go to **Accounting Module**→ **Accounting**→ **Generate Asset entries**.



Select the “Account Date” and click on **Generate Entries**.



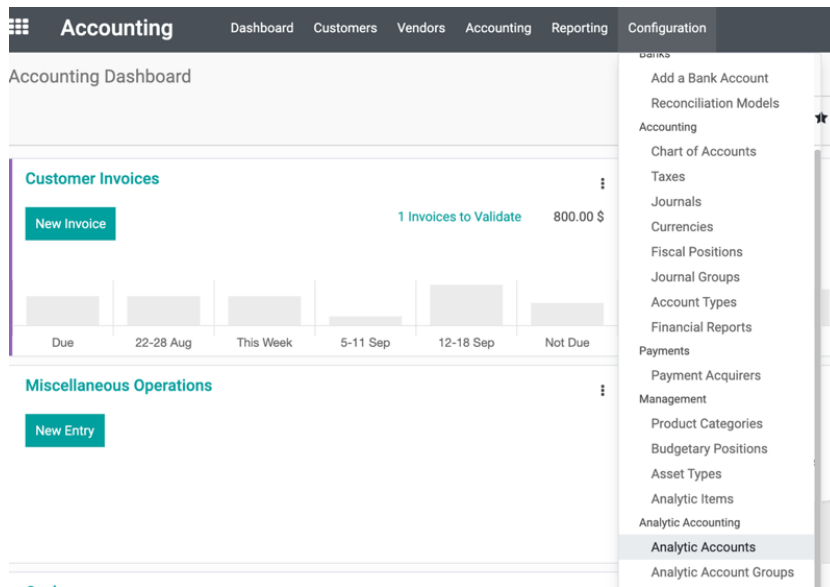
iii. Create an analytic account

An analytic account allows you to track all the income & expenditure for a specific account or project. When you have selected the corresponding analytic account across different modules, Sales for income, Purchase or Expenses for expenditures, you will be able to view your project P&L generated by the system’s data.

There are different ways to create analytic accounts, as these analytic accounts can be based on Projects, Sales Order, or just as a general budgeting status for departments or campaigns.

- General Budget under Accounting: This means you are creating a general item, such as an original budget, and you can enter all the incomes & expenditures accordingly to keep track of the budgetary status.

Go to **Accounting Module**→**Configuration**→**Analytic Accounts**



Click on the **Create** button to create a new analytic account. Insert the name of the employee in the “Analytic Account” field.

Analytic Accounts / New

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

Analytic Account

Reference

Customer

Group

Company

Currency

BUDGET ITEMS

BUDGET	BUDGETARY POSITION	START DATE	END DATE	PAID DATE	PLANNED AMOUNT	PRACTICAL AMOUNT	THEORETICAL AMOUNT	ACHIEVEMENT
Add a line								

Click on “Add a line” to add a budget detail. Assign the “Budgetary position” as Sales Target and click the external link next to Sales Target to select the budgetary positions related to the created budget.

BUDGET ITEMS

BUDGET	BUDGETARY POSITION	START DATE	END DATE	PAID DATE	PLANNED AMOUNT	PRACTICAL AMOUNT	THEORETICAL AMOUNT	ACHIEVEMENT
▼	▼	▼	▼	▼	0.00	0.00	0.00	0.00 🗑
Add a line								

Insert other details such as “Start date”, “End Date” and “Planned Amount”. Click on the [Save] button to save the new analytic account.

- b. From Sales Order: This means you would like to use the Sales Order as a base, to track based on this SO income, how much you can earn when taking into account all the other expenditures through purchase or expenses.

Upon confirmation of a sales order, you can select Analytic Account, and search for this specific order or create it.

One created, this will be a project analytic account you can pin other items to. For example, if you go to Purchase module or expenses module, you can select the Analytic Account, and they will be pinned to it.

Expenses My Expenses Expense Reports Reporting Configuration My Company (San Francisco)

My Expenses to Report / New

SAVE **DISCARD**

CREATE REPORT 0 RECEIPTS

Description

[EXP_CT] Car Travel Expenses

Product: [EXP_CT] Car Travel Expenses

Unit Price: 0.32 \$

Quantity: 1.00 km

Taxes: 0.32 \$

Total: 0.32 \$

Paid By: ☒ Employee (to reimburse) ☐ Company

Notes:

Bill Reference:

Expense Date: 09/02/2021

Account: 510600 Costs of Transportation

Employee: On going

Currency: HKD

Customer to Reinvoice:

Analytic Account:

Analytic Tags: [AGR] SERV_89744: S00020 - Deco Addict

Company: [DPC] SERV_89665: S00021 - Ready Mat

[INT] After-Sales Services

Administrative

Asustek - Wood Corner

Camp to Camp - Azure Interior

CampToCamp - Azure Interior

[Search More...](#)

Start typing...

[Send message](#) [Log note](#) [Schedule activity](#) 0 Follow 0

Purchase Orders Products Reporting Configuration My Company (San Francisco)

Requests for Quotation / P00025

SAVE **DISCARD** 1 / 24

CREATE BILL SEND PO BY EMAIL CANCEL LOCK RFQ RFQ SENT PURCHASE ORDER

Purchase Order

☆ **P00025**

Vendor: ABCDE

Vendor Reference:

Purchase Agreement:

Currency: HKD

Confirmation Date: 06/01/2021 14:03:07

Receipt Date: 06/01/2021 12:00:00

Effective Date: 06/01/2021 14:03:27

PRODUCTS **OTHER INFORMATION**

PRODUCT	DESCRIPTION	QUANTITY	RECEIVED	BILLED	UOM	UNIT PRICE	TAXES	SUBTOTAL
[S08180001] 燒賣	[S08180001] 燒賣	100.00	100.00	0.00	Units	26.00		

[Add a product](#) [Add a section](#) [Add a note](#)

Define your terms and conditions ...

☐ Delivery Date
☐ Analytic Account
☐ Analytic Tags
☒ Received
☒ Billed
☒ UoM
☒ Taxes

Untaxed Amount: 2,600.00 \$
 Taxes: 0.00 \$
Total: 2,600.00 \$

*If sometimes you don't see analytic account option in sales order or purchase order, you can refer to the three dots on the right hand side and tick it, so it will appear.

- c. From Project: This means you would like to track the P&L based on a project, and pin and account for income & expenditures across sales order, purchase, expenses, or even time sheet. This can be also used for R&D, marketing campaigns etc. ,

Upon creation of a project, go to the project settings by pressing three dots, “edit”, then under settings, and you can select or create your analytic account. Then you can select the same analytic account across other modules as per above.

iv. Create an analytic tag

An analytic tag allows you to track all the expenditure for specific departments or centers, so you can consolidate or track them as cost centers.

Go to Accounting Module→Configuration→Analytic Tags.

Click on **Create** button to create a new analytic tag. Insert the name for the “Analytic Tag” and click on **Save**.



2. Customers Related Functions

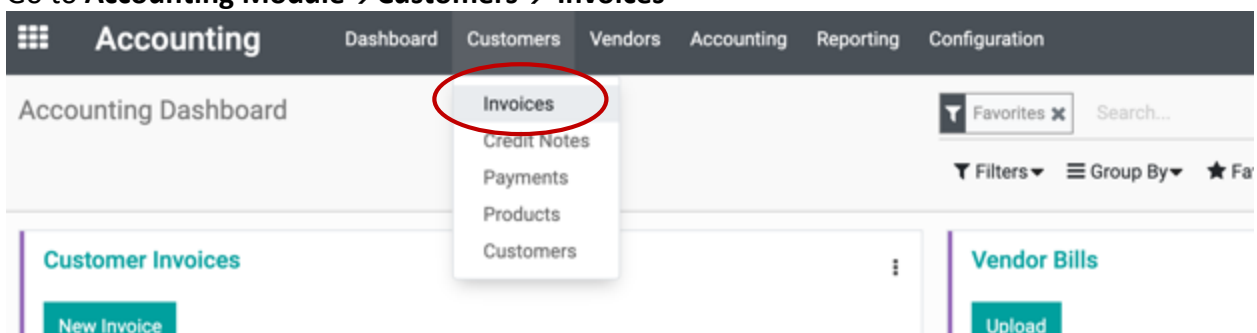
Under the Customers tab, it provides a shortcut for you to access your invoices, products & customers previously set or conducted in the Sales Module. Additionally, it will also allow you to manually create invoices, credit notes or register payments individually.

i. Invoices

a. Manually create invoices

In special cases, where you do not wish to generate invoices directly from sales order, you may still do it manually in the accounting module without it linking to any specific order.

Go to **Accounting Module**→**Customers**→ **Invoices**



Click on the **Create** button to create a new Invoice. Insert the details for the invoice such as Customer name, delivery address, invoice date. To add a product information, click on **Add a line** and insert the product name, quantity and price. Click on **Save** and later click on **Confirm** when the invoice has been confirmed by the client.

Invoices / New

SAVE DISCARD

CONFIRM PREVIEW POSTED

Customer Invoice

INV/2021/07/0001

Customer:

Delivery Address:

Payment Reference:

Invoice Date:

Due Date:

Journal:

Customer Invoices in HKD

INVOICE LINES JOURNAL ITEMS OTHER INFO

PRODUCT	LABEL	ASSET CATEGORY	ACCOUNT	ANALYTIC ACCOUNT	ANALYTIC TAGS	QUANTITY	UOM	PRICE	TAXES	SUBTOTAL
Add a line Add a section Add a note										

b. Register a payment for a confirmed invoice

Go to **Accounting Module**→**Customers**→**Invoices**. Click on the invoice you want to register a payment. (Remember you can only register payment for posted invoices)

Invoices

CREATE UPLOAD 1 selected REGISTER PAYMENT PRINT ACTION Filters Group By Favorites 1-1 / 1

Company Data

Set your company's data for documents header/footer.

[Let's start!](#)

Invoice Layout

Customize the look of your invoices.

[Customize](#)

Create Invoice

Create your first invoice.

[Create](#)

Number	Customer	Invoice Date	Due Date	Next Activity	Company	Tax Excluded	Total	Status	Payment Status
INV/2021/09/0001	Azure Interior, Brandon Freeman	09/01/2021	Today		HK Company	800.00 \$	800.00 \$	Posted	Not Paid

Click on **Register Payment**. And select the “Bank Journal”, and fill in other relevant information such as “Amount”, “Payment Date”, “Memo” and click on the **Create Payment** button.

Register Payment

Journal:

Recipient Bank Account:

Amount:

Payment Date:

Memo:

CREATE PAYMENT CANCEL

The Invoice will be marked as “Paid”. To see the Payment Info click on the ⓘ icon next to “Paid on”.

c. Unreconcile payment for an invoice

Go to **Accounting Module**→**Customers**→**Invoices**. Click on the invoice you want to register a payment. Click on the ⓘ icon next to “Paid on” and click on the **Unreconcile** button.

Click on the **Reset to draft** button.

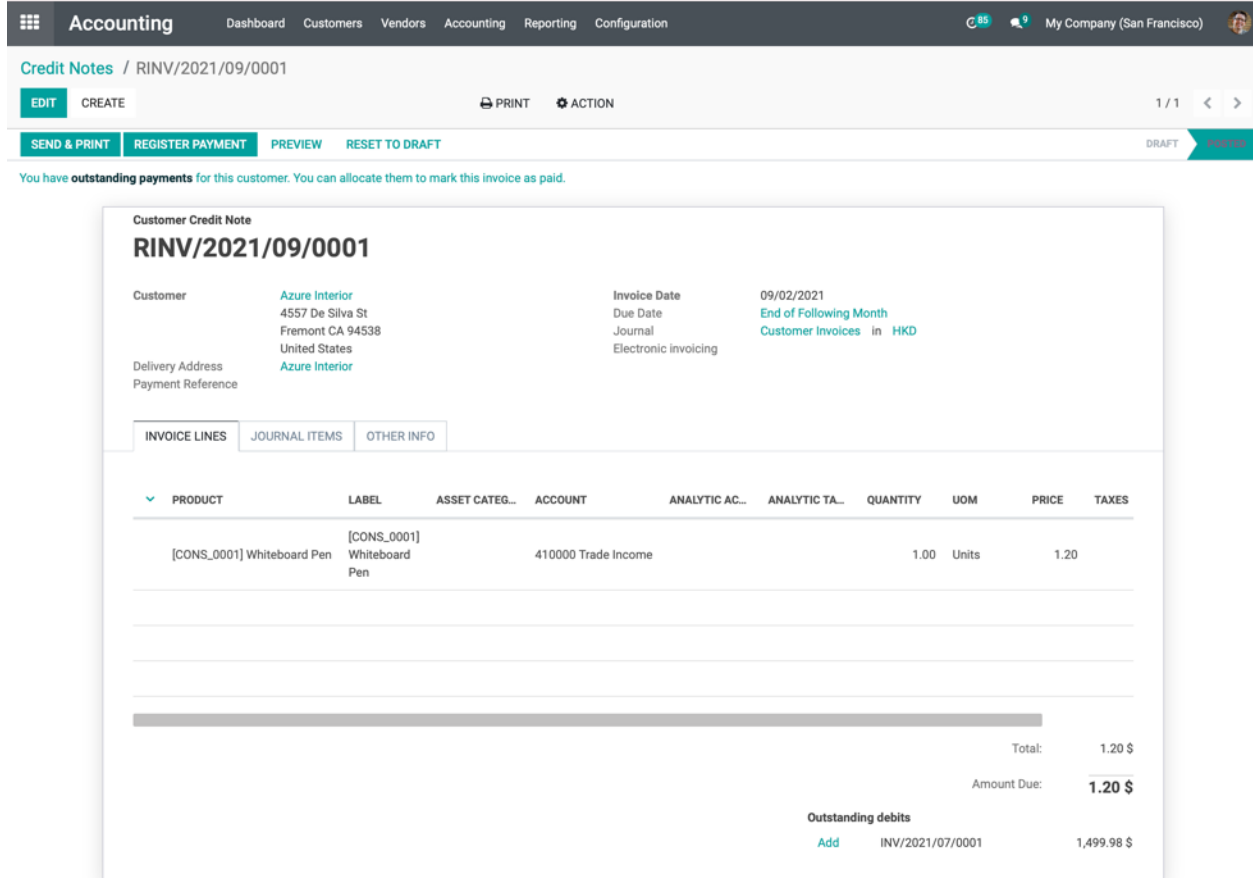
To edit the information of the invoice click on the **Edit** button. After editing the details, click on **Save** to save the updated invoice.

Click on **Confirm** and click on the **Add** button to add the “Outstanding Credits” assigned to invoice. And the Invoice will be marked as Paid.

ii. Credit Notes

If you wish to create credit notes to your customers to be further deducted, you may create them by going to **Accounting** → **Customers** → **Credit notes**

Fill in all relevant information, then you can confirm the credit note. You can see if you already have outstanding customers to this customer, there will be a reminder at the top so you can allocate to mark this invoice as paid.



Accounting Dashboard Customers Vendors Accounting Reporting Configuration C 85 9 My Company (San Francisco)

Credit Notes / RINV/2021/09/0001

EDIT CREATE PRINT ACTION

SEND & PRINT REGISTER PAYMENT PREVIEW RESET TO DRAFT DRAFT REGISTER

You have outstanding payments for this customer. You can allocate them to mark this invoice as paid.

Customer Credit Note
RINV/2021/09/0001

Customer: Azure Interior
4557 De Silva St
Fremont CA 94538
United States
Delivery Address: Azure Interior
Payment Reference:

Invoice Date: 09/02/2021
Due Date: End of Following Month
Journal: Customer Invoices in HKD
Electronic Invoicing

INVOICE LINES JOURNAL ITEMS OTHER INFO

PRODUCT	LABEL	ASSET CATEG...	ACCOUNT	ANALYTIC AC...	ANALYTIC TA...	QUANTITY	UOM	PRICE	TAXES
[CONS_0001] Whiteboard Pen	[CONS_0001] Whiteboard Pen		410000 Trade Income			1.00	Units	1.20	

Total: 1.20 \$
Amount Due: 1.20 \$

Outstanding debits
Add INV/2021/07/0001 1,499.98 \$

iii. Manual / Individual Payments

When there are payments which you will receive without any specific invoices, you may manually register them by going to **Accounting** → **Customers** → **Payments**.

Click on **Create**, fill in the relevant information, save, and confirm it.

Accounting

Dashboard Customers Vendors Accounting Reporting Configuration

85

9

My Company (San Francisco)

Payments / New

SAVE

DISCARD

CONFIRM

CANCEL

POSTED

Payment Type

☐ Send Money
 ☒ Receive Money

Partner Type

Customer/Vendor

Destination Account

Is Internal Transfer

Company

Amount

0.00

\$ HKD

Date

09/02/2021

Memo

Journal

123456789

Recipient Bank

Account

Send message

Log note

Schedule activity

0

Follow

0

3. Vendors related functions

Under the Vendors tab, it provides a shortcut for you to access your vendor bills, employee expenses, products & vendors previously set or conducted in the Purchase & Expenses Module. Additionally, it will also allow you to manually create bills, refunds or payments individually.

i. Vendor Bills

a. Create bills

In special cases, where you do not wish to generate vendor bills directly from purchase order, you may still do it manually in the accounting module without it linking to any specific order. Go to **Accounting Module→Vendors→Bills**. Click on the **Create** button to create a new Bill.

Accounting

Dashboard Customers Vendors Accounting Reporting

Bills

CREATE

UPLOAD

Number

Vendor

Bill Date

REF0001

10/22/2021

Bills

Refunds

Payments

Employee Expenses

Products

Vendors

Insert the details for the vendor bill such as “Vendor” name, to add a product information click on “Add a line” and insert the product name, quantity and price. Click on **Save** and later to **Confirm** when the bill has been confirmed by the vendor.

Vendor Bill

BILL/2021/09/0001

Vendor

Delivery Address

Bill Reference

Payment Reference

Recipient Bank

Auto-Complete

Select a purchase order or an old bill

Bill Date

Accounting Date

Due Date

Journal

09/01/2021

Date

or

Terms

Vendor Bills

in

HKD

INVOICE LINES

JOURNAL ITEMS

OTHER INFO

<

PRODUCT

LABEL

LANDED COS...

ASSET CATEG...

ACCOUNT

ANALYTIC AC...

ANALYTIC TA...

QUANTITY

UOM

PRICE

TAXES

SUBTOTAL

!

Add a line

Add a section

Add a note

Terms and Conditions

Total: 0.00 \$

b. Register a payment for a confirmed bill

Go to **Accounting Module→Vendors→Bills**. Click on the bill you want to register a payment. Click on the **Register Payment**.

BILL/2021/09/0001

Search...

Q

CREATE

UPLOAD

1 selected

REGISTER PAYMENT

PRINT

ACTION

Filters

Group By

Favorites

1-1 / 1

<input checked="" type="checkbox"/>	Number	Vendor	Bill Date	Due Date	Reference	Next Activity	Company	Tax Excluded	Total	Status
<input checked="" type="checkbox"/>	BILL/2021/09/0001	Bloem GmbH	09/22/2021	In 21 days			HK Company	-500.00 \$	-500.00 \$	Posted

Select the “Bank Journal”, and fill in other information such as “Amount”, “Payment Date”, “Memo” and click on the **Create Payment** button.

Register Payment

Journal

Bank

Amount

500.00

\$

HKD

Recipient Bank

Payment Date

09/01/2021

Account

Memo

BILL/2021/09/0001

CREATE PAYMENT

CANCEL

The bill will be marked as Paid. Click on the ⓘ icon next to “Paid on” to see the Payment Info.

Vendor Bill
BILL/2021/09/0001

Vendor
Bloem GmbH
Behrenstraße 55
10117 Berlin
Germany
Delivery Address
Bill Reference
Payment Reference
Recipient Bank

Bill Date: 09/22/2021
Accounting Date: 09/01/2021
Due Date: 09/22/2021
Journal: Vendor Bills in HKD

INVOICE LINES
JOURNAL ITEMS
OTHER INFO

PRODUCT	LABEL	LANDED CO...	ASSET CAT...	ACCOUNT	ANALYTIC ...	ANALYTIC ...	QUANTITY
[DESK0004] Customizable Desk (CONFIG) (Aluminium, Black)	[DESK0004] Customizable Desk (CONFIG) (Aluminium, Black)	<input type="checkbox"/>		510000 Costs			50.00

Payment Info
Amount: 500.00 \$
Memo: BNK1/2021/09/0002 (BILL/2021/09/0001)
Date: 09/01/2021
Payment: Bank (Manual)
Journal:
Unreconcile

View

Total: 500.00 \$
Paid on 09/01/2021 500.00 \$
Amount Due: 0.00 \$

c. Unreconcile payment for a bill

Go to Accounting Module→Vendors→Bills. Click on the bill you want to register a payment. Click on the ⓘ icon next to “Paid on” and click on the **Unreconcile** button.

Vendor Bill
BILL/2021/09/0001

Vendor
Bloem GmbH
Behrenstraße 55
10117 Berlin
Germany
Delivery Address
Bill Reference
Payment Reference
Recipient Bank

Bill Date: 09/22/2021
Accounting Date: 09/01/2021
Due Date: 09/22/2021
Journal: Vendor Bills in HKD

INVOICE LINES
JOURNAL ITEMS
OTHER INFO

PRODUCT	LABEL	LANDED CO...	ASSET CAT...	ACCOUNT	ANALYTIC ...	ANALYTIC ...	QUANTITY
[DESK0004] Customizable Desk (CONFIG) (Aluminium, Black)	[DESK0004] Customizable Desk (CONFIG) (Aluminium, Black)	<input type="checkbox"/>		510000 Costs			50.00

Payment Info
Amount: 500.00 \$
Memo: BNK1/2021/09/0002 (BILL/2021/09/0001)
Date: 09/01/2021
Payment: Bank (Manual)
Journal:
Unreconcile

View

Total: 500.00 \$
Paid on 09/01/2021 500.00 \$
Amount Due: 0.00 \$

Click on **Reset to Draft** button.

Bills / [BNK1/2021/09/0002](#) / [BILL/2021/09/0001](#)

[EDIT](#)

[REGISTER PAYMENT](#) [ADD CREDIT NOTE](#) [RESET TO DRAFT](#)

You have **outstanding debits** for this vendor. You can allocate them to mark this bill as paid.

Vendor Bill

BILL/2021/09/0001

Vendor [Bloem GmbH](#)
Behrenstraße 55
10117 Berlin

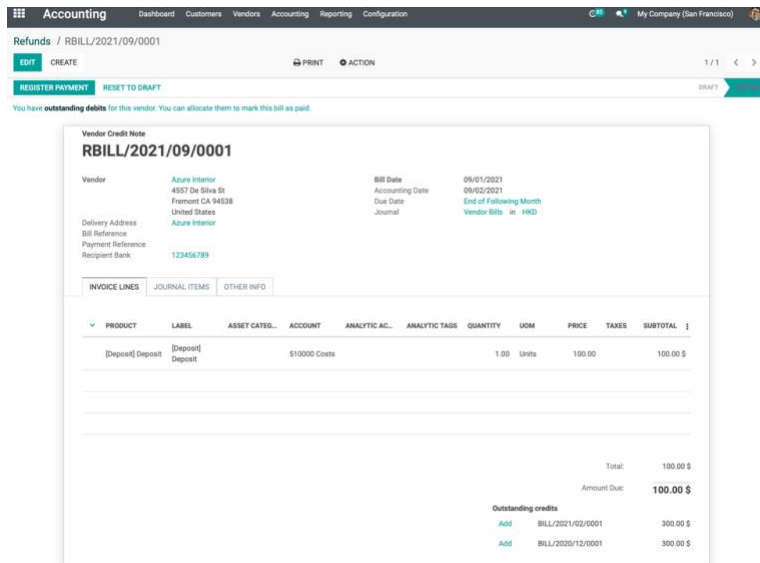
To edit the information of the bill click on the [Edit] button. After editing the details, click on **Save** to save the updated invoice. Click on **Confirm** and add the “Outstanding debits” to assign to invoice.

Total:	500.00 \$
Amount Due:	500.00 \$
Outstanding debits	
Add	BILL/2021/09/0002 600.00 \$

ii. Refunds

If you wish to create refunds, you may create them by going to Accounting → Vendors → Refunds

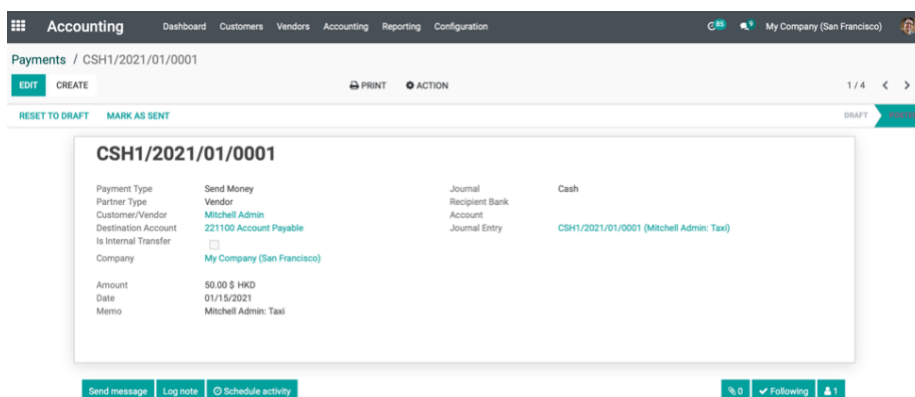
Fill in all relevant information, then you can confirm the Refund. You can see if you already have outstanding debts to this customer, there will be a reminder at the top so you can allocate to mark this bill as paid.



iii. Manual / Individual Payments

When there are payments which you will receive without any specific invoices, you may manually register them by going to **Accounting** → **Customers** → **Payments**.

Click on **Create**, fill in the relevant information, save, and confirm it.

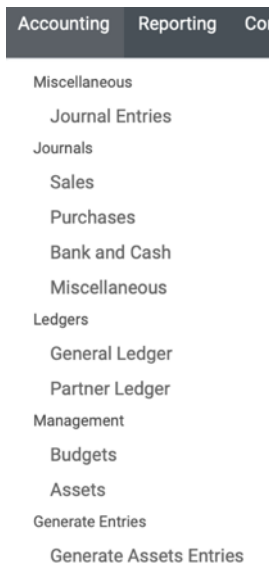


4. Accounting Reports

As the accounting module is mainly used to register and manage all the payment and journal entries information conducted by front end operations, you may review different accounting reports at anytime.

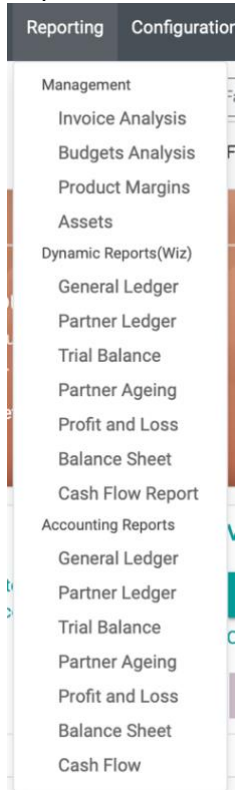
i. Journal Entries

By going to “Accounting tab”, you may review all the relevant categorized journal entries as you see in the pull down menu.

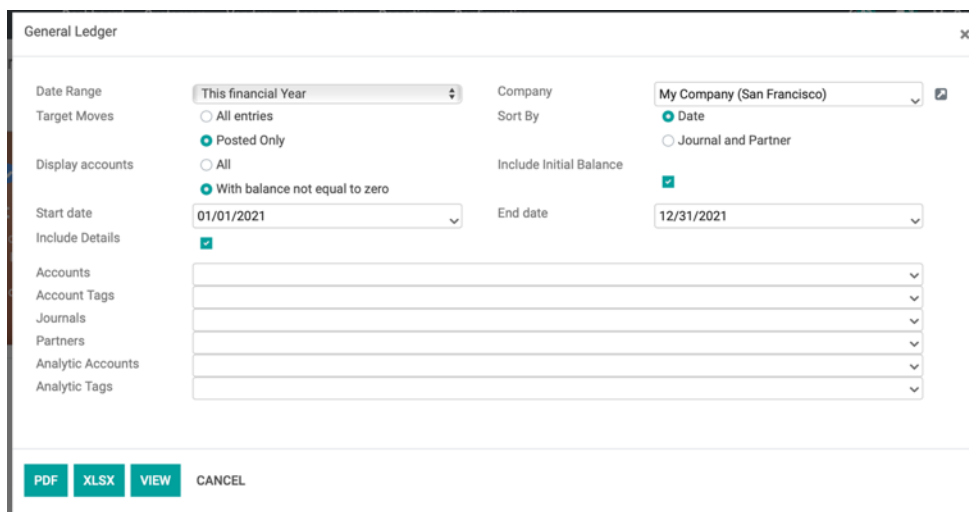


ii. Accounting Reports

By going to **Reporting**, you will be able to review all the standard accounting reports as you can see in the pull down menu. The difference between “Dynamic Reports” & “Accounting Reports”:



Dynamic Reports allows you to select different parameters, and directly download it onto PDF or Excel files.



The screenshot shows the 'General Ledger' report configuration window. It includes the following fields and options:

- Date Range:** This financial Year
- Company:** My Company (San Francisco)
- Target Moves:**
 - ☐ All entries
 - ☒ Posted Only
- Sort By:**
 - ☒ Date
 - ☐ Journal and Partner
- Display accounts:**
 - ☐ All
 - ☒ With balance not equal to zero
- Include Initial Balance:** ☒
- Start date:** 01/01/2021
- End date:** 12/31/2021
- Include Details:** ☒
- Accounts:** [Dropdown menu]
- Account Tags:** [Dropdown menu]
- Journals:** [Dropdown menu]
- Partners:** [Dropdown menu]
- Analytic Accounts:** [Dropdown menu]
- Analytic Tags:** [Dropdown menu]

At the bottom, there are buttons for PDF, XLSX, VIEW, and CANCEL.

Accounting Reports will pull up the report directly within the system, which can be altered and pulled down directly within the system for your review instead of having to download it. You can select your parameters on the top right hand row, and still download it if you wish.

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My Company (San Francisco)

General Ledger

Print (Pdf)

Export (XLSX)

Apply

Custom

Date Range:

Journals:

Accounts:

Account Tags:

Analytic:

Analytic Tags:

Options:

Account				Debit	Credit	Balance		
▼	120001 - Bank Suspense Account			300.00 \$	500.00 \$	- 200.00 \$		
Date	JRNL	Partner	Move	Entry Label	Debit	Credit	Balance	Balance in FC
Initial Balance								
02/08/2021 ▼	BNK1		BNK1/2021/02/0001	xxx	-	-	- 500.00 \$	
02/08/2021 ▼	BNK1		BNK1/2021/02/0002	yyyy	300.00 \$	-	- 200.00 \$	
Ending Balance								
▼	120002 - Bank			500.00 \$	300.00 \$	200.00 \$		
▼	120003 - Outstanding Receipts			21,401.14 \$	-	21,401.14 \$		
▼	120004 - Outstanding Payments			-	925.00 \$	- 925.00 \$		
▼	121001 - Cash			31.86 \$	-	31.86 \$		
▼	121002 - Outstanding Receipts			898,930.21 \$	-	898,930.21 \$		
▼	121003 - Outstanding Payments			-	50.00 \$	- 50.00 \$		
▼	124000 - Account Receivable			921,831.33 \$	920,332.55 \$	1,498.78 \$		
▼	221100 - Account Payable			1,075.00 \$	2,275.00 \$	- 1,200.00 \$		
▼	410000 - Trade Income			1.20 \$	921,863.19 \$	- 921,861.99 \$		
▼	510000 - Costs			1,425.00 \$	100.00 \$	1,325.00 \$		
▼	510600 - Costs of Transportation			850.00 \$	-	850.00 \$		

iii. Analytic Account (Project P&L)

If you wish to review your Analytic Account Project P&L, you can go to **Configuration → Analytic Account**. Here you can quickly see the financial standing of each Analytic Account P&L status.

Analytic Accounts						
Search...						
CREATE		Filters Group By Favorites			1-31 / 31	
<input type="checkbox"/> Name	Reference	Customer	Company	Debit	Credit	Balance
<input type="checkbox"/> SERV_89744: 500020	AGR	Deco Addict	My Company (San Francisco)	4,200.00	0.00	-4,200.00
<input type="checkbox"/> SERV_89665: 500021	DPC	Ready Mat	My Company (San Francisco)	4,275.00	0.00	-4,275.00
<input type="checkbox"/> After-Sales Services	INT		My Company (San Francisco)	0.00	0.00	0.00
<input type="checkbox"/> Administrative			My Company (San Francisco)	0.00	0.00	0.00
<input type="checkbox"/> Asustek		Wood Corner	My Company (San Francisco)	0.00	0.00	0.00
<input type="checkbox"/> Camp to Camp		Azure Interior	My Company (San Francisco)	0.00	0.00	0.00
<input type="checkbox"/> CampToCamp		Azure Interior	My Company (San Francisco)	0.00	0.00	0.00
<input type="checkbox"/> Commercial & Marketing			My Company (San Francisco)	0.00	0.00	0.00
<input type="checkbox"/> Deco Addict		Deco Addict	My Company (San Francisco)	0.00	0.00	0.00
<input type="checkbox"/> Delta PC		Ready Mat	My Company (San Francisco)	0.00	0.00	0.00
<input type="checkbox"/> Desertic - Hispafuentes		Azure Interior	My Company (San Francisco)	0.00	0.00	0.00
<input type="checkbox"/> Internal			My Company (San Francisco)	0.00	0.00	0.00
<input type="checkbox"/> Lumber Inc		Lumber Inc	My Company (San Francisco)	0.00	0.00	0.00
<input type="checkbox"/> Luminous Technologies		Gemini Furniture	My Company (San Francisco)	0.00	0.00	0.00
<input type="checkbox"/> Millennium Industries		Gemini Furniture	My Company (San Francisco)	0.00	0.00	0.00
<input type="checkbox"/> Nebula		Azure Interior	My Company (San Francisco)	0.00	0.00	0.00
<input type="checkbox"/> Office Design		YourCompany, Joel Willis	My Company (San Francisco)	4,775.00	0.00	-4,775.00

However if you press into each account, it will only show information that you might have entered through those you have created Analytic Accounts directly in the Accounting Module. So only entries you have entered in the accounting module for budget etc. will appear here.

[illegible]

If you wish to view the detailed entries (income & expenditures) for Analytic Accounts that you have created through Sales Order or Projects, you can go to **Accounting → Configuration → Analytic Items**.

Accounting					Dashboard Customers Vendors Accounting Reporting Configuration					My Company (San Francisco)				
Analytic Items					Search...									
CREATE					Filters Group By Favorites					1-80 / 528				
<input type="checkbox"/>	Date	Description	An		Analytic Account					Company				
<input type="checkbox"/>	01/22/2021	legaldocument	Off		Date					My Company (San Francisco)				
<input type="checkbox"/>	01/15/2021	Service on Timesheet	S0		Financial Account					My Company (San Francisco)				
<input type="checkbox"/>	01/15/2021	/	S0		Product					My Company (San Francisco)				
<input type="checkbox"/>	01/15/2021	Mitchell Admin: Taxi	S00056 - Deco Addict		Partner					My Company (San Francisco)				
<input type="checkbox"/>	01/15/2021	P00015: [E-COM07] Large Cabinet	S00056 - Deco Addict		Add Custom Group					My Company (San Francisco)				
<input type="checkbox"/>	01/15/2021	P00015: [CONS_0001] Whiteboard Pen	S00056 - Deco Addict							My Company (San Francisco)				
<input type="checkbox"/>	01/15/2021	Service on Timesheet	S00056 - Deco Addict							My Company (San Francisco)				
<input type="checkbox"/>	01/15/2021	First vetting of documents	S00055 - Azure Interior							My Company (San Francisco)				
<input type="checkbox"/>	01/15/2021	Mitchell Admin: Taxi	S00055 - Azure Interior							My Company (San Francisco)				
<input type="checkbox"/>	01/15/2021	P00013: [DESK0004] Customizable Desk (CONFIG) (Aluminium, Black)	S00055 - Azure Interior							My Company (San Francisco)				

Upon entering it will be a full list of all relevant entries and items related to Analytic Accounting, you can thereafter Filter and Group them based your preference.



For example, you can **Group by** → **Analytic Account**, then you will see each project grouped together, and all of their relevant transactions or entries can be pulled down.

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My Company (San Francisco)

Analytic Items

Analytic Account

Search...

CREATE

Filters

Group By

Favorites

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<

>

<input type="checkbox"/>	Date	Description	Analytic Account	Company	Amount
		▶ [AGR] SERV_89744: S00020 - Deco Addict (136)			-4,200.00
		▶ [DPC] SERV_89665: S00021 - Ready Mat (10)			-4,275.00
		▶ Internal (2)			0.00
		▶ Office Design - Joel Willis (185)			-4,775.00
		▶ Research & Development (185)			-3,700.00
		▶ S00055 - Azure Interior (4)			-750.00
		▼ S00056 - Deco Addict (5)			9,324.97
<input type="checkbox"/>	01/15/2021	/	S00056 - Deco Addict	My Company (San Francisco)	-300.00 \$
<input type="checkbox"/>	01/15/2021	Mitchell Admin: Taxi	S00056 - Deco Addict	My Company (San Francisco)	-50.00 \$
<input type="checkbox"/>	01/15/2021	P00015: [E-COM07] Large Cabinet	S00056 - Deco Addict	My Company (San Francisco)	-300.00 \$
<input type="checkbox"/>	01/15/2021	P00015: [CONS_0001] Whiteboard Pen	S00056 - Deco Addict	My Company (San Francisco)	-25.00 \$
<input type="checkbox"/>	01/15/2021	Service on Timesheet	S00056 - Deco Addict	My Company (San Francisco)	9,999.97 \$
		▶ S00057 - Azure Interior (1)			9,999.97
					1,624.94