

PROFESSIONAL LEARNING GUIDE

ERP Accounting Module

Complete menu-by-menu operating manual, input reference, controls, workflows, reports, and practical accounting procedures.

Edition: Current application implementation

Scope: Active company and active branch

Audience: Accountants, finance managers, approvers, auditors, implementers, and trainers

How to use this manual

This manual documents the accounting portal as it exists in the source code. It explains what each menu displays, every user-facing input, available actions, validations, status changes, and ledger impact. Use it for onboarding, daily operations, control review, and user acceptance testing.

Core scope rule. Accounting work requires an active company and active branch. Transactions, accounts, vouchers, ledgers, periods, parties, and operational records are restricted to that context. Company-wide bank configurations may be visible inside each branch of the same company.

Configure master data → Open fiscal period → Enter or generate draft → Submit/approve → Post → Review ledger and reports → Reconcile → Close period

Key concepts

Concept	Meaning in this ERP
Debit / Credit	Every voucher must have equal debit and credit totals greater than zero. Each line contains one side only.
Draft	Saved but not yet posted to the ledger. Drafts can be submitted for approval.
Approved	Authorized and ready to post. Approval may be automatic when no matching workflow exists.
Posted	Permanent ledger entries have been created. Corrections use reversal rather than editing.
Postable account	A leaf account that can receive transactions. Group accounts organize the chart but cannot be posted to.
Party	An active user/contact belonging to the active company, attached where a control account requires customer/supplier detail.
Amounts	Displayed in currency units; stored internally in cents for accounting precision.

Contents and menu map

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Recommended implementation order

1. Select active company and branch; confirm permissions.
2. Configure currencies, chart of accounts, and postable leaf accounts.
3. Register cash/bank accounts and POS payment methods.
4. Create non-overlapping fiscal periods and cost centers.
5. Enter balanced opening balances, approve, then post them.
6. Configure taxes, approval thresholds, fixed assets, and recurring templates.
7. Process daily vouchers; submit, approve, and post.
8. Review reports, import bank statements, reconcile, and close periods.

MENU 1. Accounts Dashboard

Purpose: A live snapshot of the active company/branch and the ten most recent vouchers.

Area	What it shows / action
Assets	Sum of posted ledger debit less credit for asset accounts.
Liabilities	Absolute liability balance.
Income	Absolute income balance.
Expenses	Current expense balance.
Draft vouchers	Count of unposted drafts in the active branch.
Recent vouchers	Number, date, type, status, and debit total.
New journal	Shortcut to Journal Vouchers.

Daily check: investigate unexpected draft counts and confirm recent postings before relying on reports.

MENU 2. Chart of Accounts and Account Groups

Purpose: Maintain the branch-aware hierarchical ledger structure. "Account Groups" opens this same screen.

Input	Required / choices	Use and control
Account code	Required, text, max 100; unique within company	Stable reporting/sorting code.
Account name	Required, max 255	Human-readable ledger name.
Type	Asset, liability, equity, income, expense	Controls financial-statement classification. Default normal balance is debit for asset/expense, credit otherwise.
Sub type	Optional, e.g. cash or bank	Cash Book and Bank Book rely on these exact classifications.
Parent/group	Optional group account	Builds hierarchy.
Currency	Required	Voucher lines must use accounts with one common currency.
Group account	Checkbox	Group becomes non-postable; leaf accounts are postable.
Description	Optional	Internal explanation.

Actions: Save, Edit, Update, Cancel, Delete. Deletion is blocked if voucher lines already reference the account. Records are restricted to the active company and branch.

Design rule: never post directly to a group. Use concise permanent codes and create dedicated cash, bank, receivable, payable, tax, fixed-asset, depreciation, income, and expense leaf accounts.

MENU 3. Business Bank Accounts

Links a business cash drawer or bank account to an asset ledger account.

Input	Rules / choices
Account type	Cash drawer/cash book or Bank account.
Linked ledger account	Required active, non-group asset account in the active branch; one bank configuration per linked account/company.
Scope	Branch or Company-wide.
Bank name / Account title	Required, max 255.
Account number	Required for bank; optional drawer/reference for cash.
IBAN	Optional, max 100.
Currency	Required.
Category	Current, savings, credit card, loan, merchant.
Opening balance	Numeric. Cannot be changed after ledger transactions exist.
SWIFT / branch code / address	Optional banking details.
Allow manual posting	Checkbox.
Active / sort order	Status and presentation controls.

Actions: Create, Edit, Update, Cancel, Delete. Deletion is blocked when used by cheque, payment, receipt, payroll, expense, or related transactions; deactivate instead.

MENU 4. POS Payment Methods

Purpose: Connect checkout payment choices to configured cash/bank ledgers.

Input	Details
Method name	Required, max 100 (for example Cash, Visa Card, Bank Transfer).
Type	Cash, bank, card, cheque, online, wallet.
Business account	Required linked account. Cash type must use a cash configuration; non-cash must use a bank configuration.
Scope	Branch or company.
Settlement days	Integer 0–365.
Requires reference / Active	Supported status controls.

Actions: Add method and Remove method.

MENU 5. Commissions & Partners

Access: system/company administrators or users with account-update authority. The dashboard shows current-month net profit, unpaid commission, and active partner-share percentage.

Salesperson commission rule

Input	Rule
Salesperson	Required active operational user in this company.
Rule name	Required, max 255.
Basis	Net sales or gross profit.
Rate %	Greater than 0, maximum 100.
Maximum amount	Optional, non-negative.
Effective from/to	Start required; end cannot precede start.
Branch specific	True uses active branch; false creates company-wide rule.

Commission payment

Enter amount, payment date (not future), cash/bank payment account, and optional reference. Payment cannot exceed earned less reversed less already paid. Posting creates the accounting transaction and changes status to part-paid or paid.

Business partners and capital

Operation	Inputs and controls
Register partner	Company user, unique alphanumeric/dash/underscore code, profit share 0–100%, effective dates. Total active shares cannot exceed 100%.
Capital transaction	Contribution or withdrawal; date not future; amount ≥ 0.01 ; branch payment account; optional reference. Posts immediately.
Calculate draft shares	Period from/to. Requires positive net profit and active partners effective during period; duplicate period/partner drafts are not recreated.
Approve & post	Only a draft distribution; posts partner share accounting.
Pay distribution	Approved/part-paid only; amount cannot exceed unpaid share; date, payment account, reference.

MENU 6. Bank Operations

Reconcile statement

Input	Rule
Business bank	Active branch or company-wide bank belonging to the company.
Statement date	Required date.
Statement closing balance	Required numeric.
Cleared deposits / payments	Optional non-negative numbers.

The system computes ledger balance through the statement date and saves the difference. Zero difference becomes **completed** and updates the bank's last-reconciled information; otherwise status is **flagged**.

Cheque register

Inputs: bank, cheque number (max 100), cheque date, amount ≥ 0.01 , and initial status **issued** or **received**. Finalize using **cleared**, **bounced**, or **cancelled**. A finalized cheque cannot be changed again; cleared date defaults to today.

MENU 7. Tax Control

Input	Rules
Name / Code	Required; name max 255, globally unique code max 50.
Tax type	Sales, purchase, withholding, VAT, GST, service.
Rate	0–100.
Authority name	Optional.
Payable / receivable account	Ledger mapping selections.
Effective from/to	Optional; end cannot precede start.

Save creates an active branch tax and an audit event. Summary cards aggregate taxable base and tax by tax type; the register shows code, type, rate, authority, and status.

MENU 8. Fixed Assets

Input	Rules / meaning
Name / Asset code	Required; asset code unique.
Asset account	Balance-sheet asset ledger.
Accumulated depreciation account	Credit side of depreciation.
Depreciation expense account	Debit side of depreciation.
Purchase date/value	Required date and non-negative value.
Salvage value	Optional non-negative residual value.
Useful life months	Integer, at least 1.
Method	Straight line, reducing balance, or none.

Depreciate: uses today from the screen, calculates one month, never goes below salvage value, and creates a balanced journal draft (expense debit, accumulated depreciation credit). Posting that draft updates current and accumulated values. A second draft is blocked until the first is posted/cancelled; method "none" and zero remaining value cannot depreciate.

MENU 9. Recurring Vouchers

Input	Rules
Template name	Required.
Description	Optional.
Voucher type	Journal, payment, receipt, contra.
Frequency	Daily, weekly, monthly, quarterly, yearly.
Next run date	Required.
Lines	At least 2; account, debit, credit. Total debit must be positive and equal total credit.

Run now: available on active templates and generates a draft voucher for the active company/branch. Review, approve, and post it through the relevant voucher register.

MENU 10. Exchange Rates

Restricted: only the ERP administrator can open or save global exchange rates. Company users manage neither global currency definitions nor rates here.

Input	Meaning
Base currency	Currency being converted from.
Target currency	Currency being converted to.
Rate	Positive conversion factor, up to six displayed decimals.
Effective from	Date from which the rate applies.
Source	Optional reference/provider.

Voucher creation resolves the rate for its currency into the company base currency on the voucher date. All accounts on one voucher must share a currency.

MENU 11. Bank Statement Import

Select an active company bank account and upload a CSV/TXT file up to 5 MB.

CSV column	Required / interpretation
date	Required for an imported row.
amount	Required. Stored as absolute cents.
direction	Optional: deposit or payment. If absent, non-negative amount means deposit; negative means payment.
reference	Optional.
description	Optional.

Rows start **unmatched**. **Auto-match** looks for an unused ledger line on the same account, date, direction, and exact amount. On success it links the ledger ID, user, and time and changes status to **matched**.

Clean the CSV header and date/amount formats before import. Rows missing date or amount are silently skipped.

12. Accounting Audit and Approval Rules

The screen shows up to 500 recent company/branch accounting audit records and manages voucher approval thresholds.

Approval input	Rule
Document type	Journal, payment, receipt, contra, credit note, debit note.
Minimum amount	Required, non-negative.
Maximum amount	Optional and not below minimum.
Approver	Required user; creates one approval step.

When a submitted voucher matches an active rule by company, type, and debit total, the assigned approver must approve before posting. Without a matching rule, submission auto-approves. Audit rows expose timestamp, action, table, record, actor/user, and severity.

MENU 13–18. Voucher menus

The six menus share one input screen and register. Only the accounting meaning differs.

Menu / type	Typical use	Common entry
Journal Voucher	Adjustments, accruals, transfers, depreciation	Debit affected account; credit balancing account.
Payment Voucher	Cash/bank outflow	Debit expense/payable; credit cash/bank.
Receipt Voucher	Cash/bank inflow	Debit cash/bank; credit receivable/customer.
Contra Voucher	Transfer between cash and bank	Debit receiving cash/bank; credit giving cash/bank.
Credit Note	Credit adjustment	Use accounts appropriate to the business event.
Debit Note	Debit adjustment	Use accounts appropriate to the business event.

Header and line inputs

Input	Rules
Voucher date	Required; must fall inside an open fiscal period for this branch.
Reference	Optional, max 255.
Description	Optional overall narration.
Account	Required active postable account in active company/branch.
Party	Optional active user in active company; mandatory when selected account requires a party.
Cost center	Optional active company cost center.
Line description	Optional narration.
Debit / Credit	Non-negative. Exactly one must be positive on each line.

At least two lines are required. Total debit must equal total credit and be greater than zero. All account currencies must match, the company must have a base currency, and an effective conversion rate must exist.

Status workflow and actions

Save draft → Submit → Pending assigned approval OR auto-approved → Approve/Reject → Post → Reverse if correction is required

- **Submit:** evaluates approval rules. A rejected voucher can be resubmitted.
- **Approve / Reject:** shown after submission; configured workflow validates the assigned approver.
- **Post:** only approved drafts in an open period. Creates journal entries and account-ledger lines, recalculates balances, and updates cash/bank balances.
- **Reverse:** posted vouchers require a reason. A dated reversal draft is created with debit/credit swapped and then posted; the original becomes reversed.

Special receipt behavior

If a receipt has a party, the party line must credit Accounts Receivable and the balancing cash/bank line must debit. On posting, the system creates a customer receipt, applies it FIFO to the oldest unpaid invoices, and retains excess as unallocated customer credit. Reversal restores invoice balances and marks the generated receipt reversed.

MENU 19–26. Accounting Reports

All reports use posted ledger data for the active company/branch. Controls include From, To, Apply, and Print. The Party Ledger also includes party search and selection.

Report	Date basis / content
General Ledger	Transactions between From and To, ordered by date/ID, with account, reference, description, debit, credit, and running balance including pre-period opening balance.
Party Ledger	Only party-tagged ledger lines. Filter active company customers/suppliers; computes running balance separately per party including opening balances.
Trial Balance	All ledger activity through To, grouped by account with debit and credit totals.
Profit & Loss	Income and expense accounts between From and To.
Balance Sheet	Asset, liability, and equity accounts through To.
Cash Book	General-ledger format restricted to account sub type <code>cash</code> .
Bank Book	General-ledger format restricted to account sub type <code>bank</code> .
Bank Reconciliation	Currently uses the same posted bank-ledger row view as Bank Book; detailed statement comparison history is in Bank Operations.

Defaults: From is the first day of the current month; To is today. Summary reports show code, account, type, debit, credit. Transaction reports show running balance.

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27. Fiscal Periods

Input	Rules
Name	Required.
Period type	Year, quarter, month, special.
Start / end date	Required; end on/after start; cannot overlap another period in the active company/branch.

New periods are **open**. **Close** is blocked while drafts exist in that period, then locks sales, purchases, inventory, and payroll and records closing user/time. **Reopen** removes those locks.

Period close is a high-control action. Review drafts, bank reconciliation, opening balances, and final reports first.

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28. Cost Centers

Input	Rules
Name	Required.
Code	Required.
Cost center type	Department, project, branch, division, team.
Budget limit	Optional numeric.

New cost centers are active. They appear as optional analytical dimensions on voucher lines, allowing costs and revenues to be attributed without expanding the chart of accounts.

MENU 29. Budgets

Input	Rules
Budget name	Required.
Account	Required valid postable account in the active branch.
Fiscal period	Required valid branch period.
Amount	Required, non-negative.

New budgets are **draft**. Available transitions: draft → **approve**; approved → **close**. The amount is stored as allocated cents.

MENU 30. Opening Balances

Input	Rules
Account	Required postable active-branch account.
Fiscal period	Required branch period.
Debit / Credit	Enter exactly one positive side, never both.

Only one non-cancelled opening balance per account/period is allowed. Workflow: **draft** → **approve** → **post**, or cancel. Before any item can post, total approved/posted opening debits for the period must equal total credits and be positive. Posting creates an opening-balance ledger line on the period start date and updates account balances. Duplicate posting is blocked.

Prepare the complete balanced trial balance first, enter all lines, verify totals, approve every line, then post.

MENU 31. Professional operating procedures

Daily processing checklist

- ☐ Confirm active company and branch before entry.
- ☐ Check fiscal period is open and voucher date is correct.
- ☐ Use a meaningful external reference and narration.
- ☐ Select postable accounts and the correct party/cost center.
- ☐ Verify one debit/credit side per line and balanced totals.
- ☐ Submit and obtain approval where required.
- ☐ Post only after supporting evidence is checked.
- ☐ Review recent vouchers and relevant ledger report.

Month-end checklist

- ☐ Run recurring vouchers and fixed-asset depreciation.
- ☐ Post or resolve all draft/rejected vouchers.
- ☐ Import and auto-match bank statement lines.
- ☐ Complete bank reconciliation; investigate flagged differences.
- ☐ Review cheque statuses and unallocated customer credits.
- ☐ Approve/post balanced opening records if applicable.
- ☐ Review General Ledger, Party Ledger, Trial Balance, P&L, and Balance Sheet.
- ☐ Generate/approve partner distributions where applicable.
- ☐ Close the fiscal period after finance approval.

Common errors and resolution

Message / symptom	Resolution
Select an active company/branch	Choose the correct context in the portal before opening accounting.
Voucher debit and credit totals must be equal	Correct line values; each line must use only one side.
Party required on control account	Select the company customer/supplier on that line.
No open fiscal period	Create/reopen a non-overlapping period covering the date.
Configure base currency / currency rate	Set company base currency and an effective conversion rate.
Requires approval	Submit and have the assigned approver approve it.
Opening balances must balance	Ensure approved/posted debits equal credits for the period.
No exact bank match	Confirm bank, date, direction, and exact amount; then inspect the ledger.

Internal control principles

- Separate preparation, approval, and posting duties where staffing permits.
- Never share user accounts; audit accountability depends on the acting user.
- Use reversal for posted mistakes and retain the reason.
- Restrict company-wide bank accounts and approval authority.
- Reconcile subledgers and bank records before closing.
- Back up supporting documents outside this screen where document retention is required.

MENU Quick reference: actions and outcomes

Action	Immediate outcome	Ledger impact
Save account/master	Creates configuration record	None
Save voucher	Draft, pending approval state	None
Submit voucher	Pending assigned approval or automatically approved	None
Approve voucher	Ready to post	None
Post voucher	Posted journal and register entry	Yes
Reverse voucher	Opposite posted transaction; original marked reversed	Yes
Depreciate asset	Creates depreciation draft	Only after draft is posted
Run recurring	Creates scheduled draft	Only after draft is posted
Post opening balance	Opening record marked posted	Yes
Capital/distribution/commission payment	Business record plus accounting posting	Yes
Reconcile	Saves completed or flagged comparison	No
Close period	Locks operational modules	No new line; prevents further normal work

End of manual. This document reflects application behavior inspected on 18 August 2026 and should be regenerated when accounting screens or validation rules materially change.

MENU Global company and branch reporting

Chart scope: The Chart of Accounts is maintained once per legal company. Accounts are shared by company branches; legacy branch accounts remain available to their original branch when duplicate historical codes prevent safe consolidation.

Transaction scope: Every voucher and ledger line retains its company and branch. Company owners, company administrators, delegated administrators, and users granted all-branch access can filter accounting reports by one branch or select **All branches — consolidated**. Ordinary staff are restricted server-side to their assigned branch.

Stock scope: Products and SKUs are company master data. Posted stock transactions retain branch, warehouse, location, batch, and SKU. Authorized administrators can run the Stock Ledger for one branch or all branches combined; CSV exports include the branch column. Consolidated quantities are calculated from branch transactions and are never stored as a duplicate company-stock balance.

Control rule: Separate legal entities use separate companies. Branches of one legal company share master data while accounting and stock activity remain traceable through branch and warehouse dimensions.