ERP App Suite User Guide
Financial Accounting System

1 INTRODUCTION

Financial Accounting System is an application which enables recording the transactions of a firm. Hereunder is the *Financial Accounting System* menu:-

SETUP	ACCOUNTS I	ACCOUNTS II	LEDGER TRANSACTIONS	UTILITIES

Set Home Currency Symbol

Get Home Currency Symbol

Figure 1

Depending upon the country in which your organization is located, you can register the home currency, by clicking **Set Home Currency Symbol** under the **SETUP** tab (Figure 1).
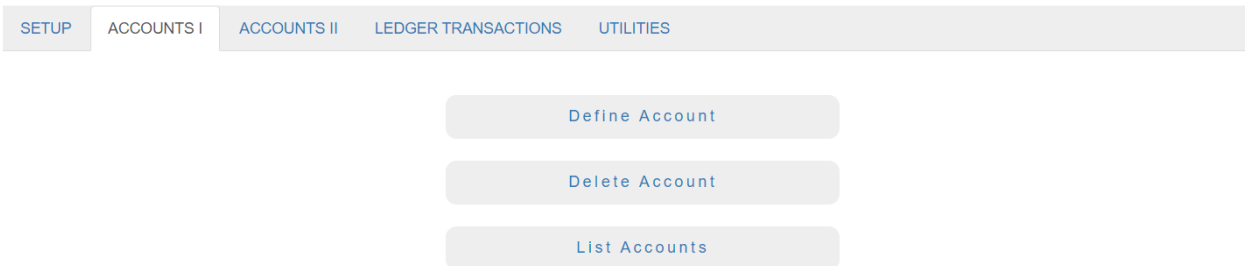
2 ACCOUNTS I TAB

SETUP	ACCOUNTS I	ACCOUNTS II	LEDGER TRANSACTIONS	UTILITIES

Define Account

Delete Account

List Accounts

Figure 2

Under this tab, the required balance sheet accounts can be created. For example, see Figure 3 below:-

List of accounts

Account ID	Account Name
LoanPayable	Loan Payable
AccReceivable	Accounts Receivable
AccPayable	Accounts Payable
Inventory	Inventory
Equipment	Equipment
WagesPayable	Wages Payable
RetainedEarnings	Retained Earnings
Cash	Cash
Truck	Truck
CapitalStock	Capital Stock

Figure 3

3   ACCOUNTS II TAB

SETUP	ACCOUNTS I	ACCOUNTS II	LEDGER TRANSACTIONS	UTILITIES

Credit / Debit Account
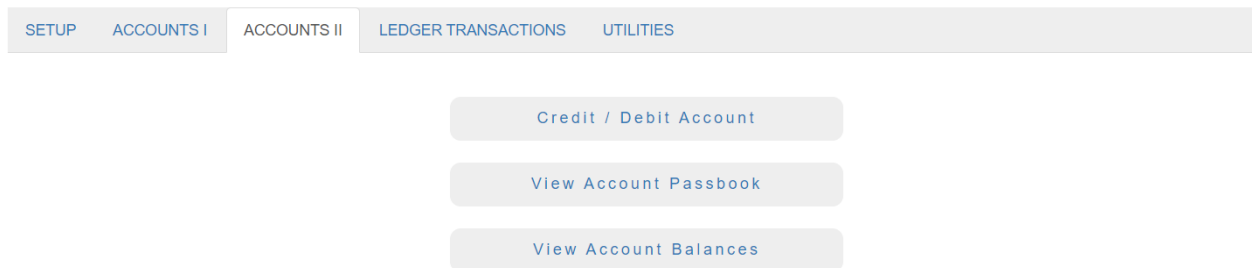
View Account Passbook

View Account Balances

Figure 4

Under this tab, individual accounts can be credited or debited. This is *not recommended*, since it does not ensure balance. It should be done only to make corrections and to initialize accounts.
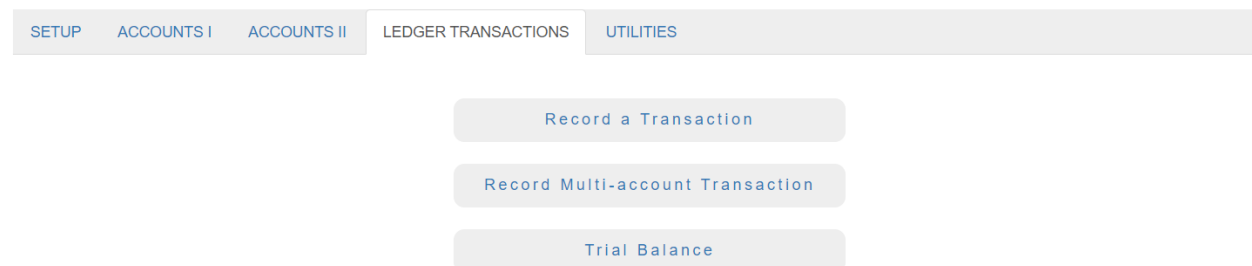
4   LEDGER TRANSACTIONS TAB

SETUP	ACCOUNTS I	ACCOUNTS II	LEDGER TRANSACTIONS	UTILITIES

Record a Transaction

Record Multi-account Transaction

Trial Balance

Figure 5

This is the main tab, and is used for recording transactions. It ensures that accounts are always under balance.

5   UTILITIES TAB

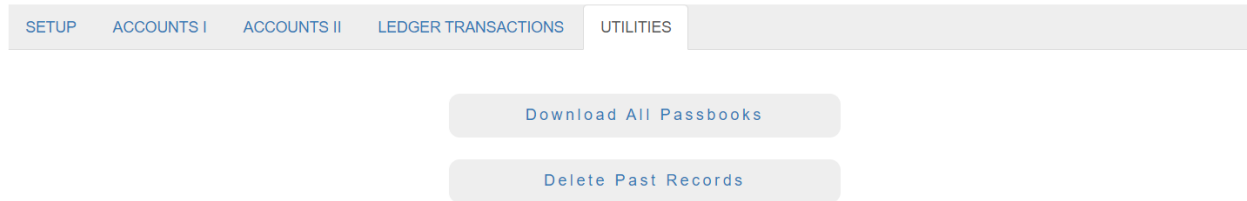| SETUP	ACCOUNTS I	ACCOUNTS II	LEDGER TRANSACTIONS	UTILITIES	

Download All Passbooks

Delete Past Records

Figure 6

Under this tab, all accounts can be downloaded. Thereafter, they can be copy / pasted into Excel for generating required reports.