

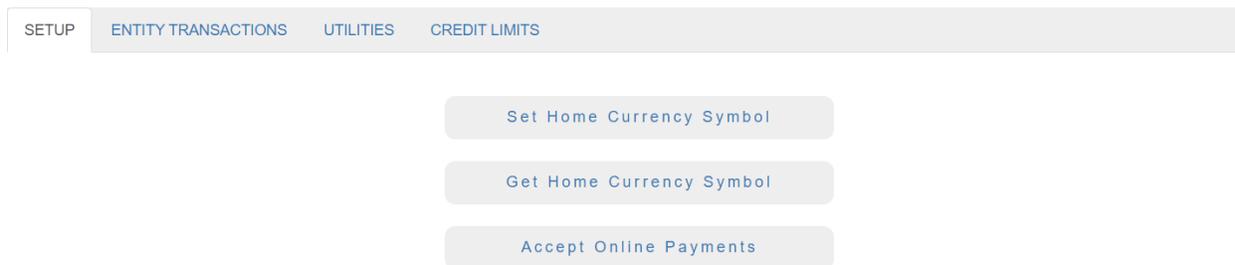
# Club Management System User Guide

## Entity Accounting System

### 1 INTRODUCTION

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*Entity Accounting System* enables maintenance of the accounts of entities of three types, viz., Employee, Member and Vendor. The Entity Accounting System is accessible by any employee who has been assigned the role, “EntityAccSys” by the Administrator. The Entity Accounting System menu is shown hereunder:-



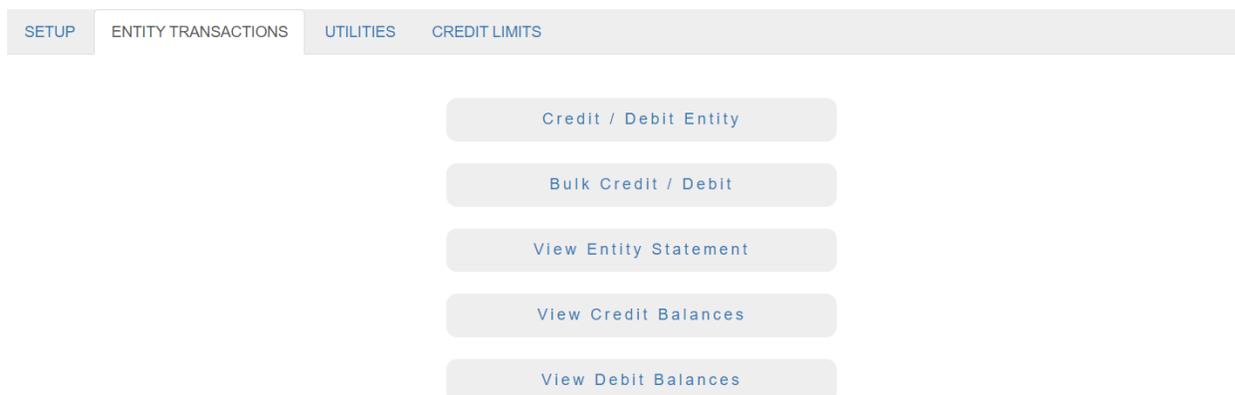
**Figure 1**

Depending upon the country in which your organization is located, you can register the home currency, from among 26 currencies, i.e., USD, EUR, SGD, GBP, INR, etc., by clicking **Set Home Currency Symbol** under the **SETUP** tab (Figure 1). Otherwise, by default, the Home Currency will be USD.

In case the Home Currency is INR, i.e., Indian Rupee, you can setup for acceptance of online payments from members, without yourself tying up with a payment gateway, by simply clicking **Accept Online Payments**, and inputting your bank account details, including account number and IFSC code.

### 2 ENTITY TRANSACTIONS TAB

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**Figure 2**

Under this tab, you can credit or debit entities of three types, viz., Employee, Member and Vendor, by clicking **Credit / Debit Entity** or **Bulk Credit / Debit**. By clicking **View Credit Balances** or **View Debit Balances**, you can know Accounts Payable or Accounts Receivable, respectively.

### 3 UTILITIES TAB

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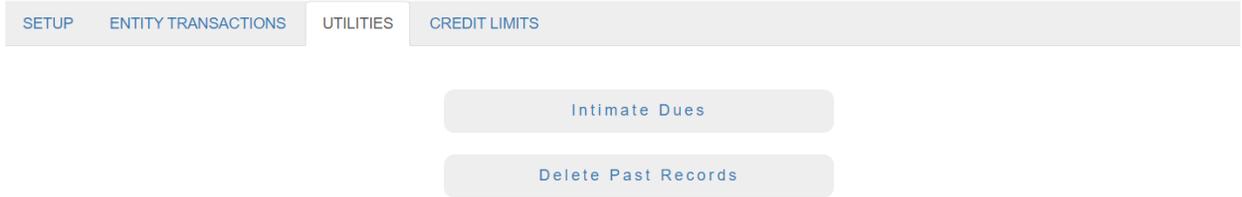


Figure 3

By clicking **Intimate Dues**, in one click all entities of type, Member, can be intimated their dues by email.

### 4 CREDIT LIMITS TAB

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Figure 4

By clicking **Set / Reset Credit Limit**, the credit limit for a member can be set.