

Accounting

Accounting manual

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Introduction

Accounting dashboard can be found under "Work" menu

home-account-en.png

Dashboard

Following is an example dashboard

There are several major sections; Receivable, Customer, Payable, Supplier, Charge, Inventory, chart-account, Report, Tool.

Some sections may not be available from customization

accounting-en.png

Receivable

Receivable

Introduction

Following shows a sample window.

The chapter describes features available within the window.

accounting-receivable-en.png

Receivable

Create Receivable

Click "New receivable" on upper right corner of receivable table

finance-receivable-en.png

Click on title of which receivable should be generated from

finance-receivable-new-en.png

Enter incur-date and processing quantity, then click "Create".

finance-receivable-create-en.png

Receivable

View Receivable

Click "View" button on the right of receivable

finance-receivable-en.png

Receivable modal appears

finance-receivable-view-en.png

Receivable

Void Receivable

Click "Void" button on the right of receivable

If no "Void" button, the receivable can not be voided.

finance-receivable-void-en.png

When receivable modal appears, click "Void" button to confirm

finance-receivable-void-modal-en.png

Customer

Customer

Introduction

Following shows a sample window.

The chapter describes features available within the window.

accounting-customer-en.png

Customer

Create Customer

Click "New customer" on upper right corner of customer table

finance-customer-en.png

Enter customer data, then click "Create".

modal-new-customer-en.png

Customer

Update Customer

Click "Update" button on the right of customer

finance-customer-en.png

Update information, then click "Update".

customer-update-modal-en.png

Customer

View Customer

Click "View" button on the right of customer

finance-customer-en.png

Customer modal appears

receivable-customer-view-modal-en.png

Customer

Customer Performance

Click "View" button on the right of receivable

finance-customer-en.png

Performance modal appears

customer-performance-en.png

Customer

Receive Payment

Click "Receive" button on the right of customer

finance-customer-en.png

Enter date, bank-account, received-amount, applied-amount, etc., then click "Update"

receive-payment-en.png

Payable

Payable

Introduction

Following shows a sample window.

The chapter describes features available within the window.

accounting-payable-en.png

Payable

Create Payable

Click "New payable" on upper right corner of payable table

finance-payable-en.png

Click on title of which payable should be generated from

payable-new-step1-en.png

Enter process-date and processing-quantity, then click "Create".

payable-new-modal-en.png

Payable

View Payable

Click "View" button on the right of payable

finance-payable-en.png

Payable modal appears

payable-view-modal-en.png

Payable

Void Payable

Click "Void" button on the right of payable

If no "Void" button, the payable can not be voided.

finance-payable-en.png

When payable modal appears, click "Void" button to confirm

payable-void-modal-en.png

Supplier

Supplier

Introduction

Following shows a sample window.

The chapter describes features available within the window.

accounting-supplier-en.png

Supplier

Create Supplier

Click "New supplier" on upper right corner of Supplier/Staff table

finance-employee-en.png

Enter supplier data, then click "Create".

supplier-new-modal-en.png

Supplier

Update Supplier / Employee

Click "Update" button on the right of supplier

finance-employee-en.png

Update information, then click "Update".

supplier-update-modal-en.png

Supplier

View Supplier / Employee

Click "View" button on the right of supplier

finance-employee-en.png

Supplier modal appears

supplier-view-modal-en.png

Supplier

Pay Supplier / Employee

Click "Pay" button on the right of Supplier / Employee

finance-employee-en.png

Enter date, bank-account, pay-amount, etc., then click "Update"

payment-modal-en.png

Expense

Expense

Introduction

Following shows a sample window.

The chapter describes features available within the window.

accounting-expense-en.png

Expense

Create Expense

Click "New expense" on upper right corner of expense table

expense-new-en.png

When expense modal appears, enter all information and click "Create" button.

Click "+ Add line" if needed

expense-new-expense-en.png

Expense

Update Expense

Click "Update" button on the right of expense

If no "Update" button, the expense can not be updated.

expense-update-en.png

when expense modal appears, update expense data and click "Update" button

Click "+ Add line" if needed

expense-update-expense-en.png

Expense

View Expense

Click "View" button on the right of expense

expense-view-en.png

Expense modal appears

expense-view-expense-en.png

Expense

Submit Expense

Click "Submit" button on the right of expense

If no "Submit" button, the expense can not be submitted.

expense-submit-en.png

When expense modal appears, click "Submit" button to confirm submission

expense-submit-expense-en.png

Expense

Retract Expense

Click "Retract" button on the right of expense

If no "Retract" button, the expense can not be retracted.

expense-retract-en.png

When expense modal appears, click "Retract" button to confirm retraction

expense-retract-expense-en.png

Expense

Approve Expense

Click "Approve" button on the right of expense

expense-approve-en.png

When expense modal appears, click "Approve" or "Disapprove" button to confirm

expense-approve-expense-en.png

Inventory

Introduction

Following shows a sample window.

The chapter describes features available within the window.

accounting-inventory-en.png

Inventory

Inventory

Click "View" button on the right of inventory item

warehouse-inventory-en.png

inventory transaction modal of the item appears

inventory-transaction-modal-en.png

Chart account

Chart account

Introduction

Following shows a sample window.

The chapter describes features available within the window.

accounting-chart-en.png

Create account

Click "New chart account" on upper right corner of chart account table

Chart account

New chart account

10

Q

Enter search keyword

Account	Type	Currency	Description	
00000	unknown	USD	pseudo T account created for linking	
100003-006	asset	USD	inventory of main warehouse	
10001-001	asset	USD	checking account (x????)	
20000	liability	USD	sales-tax liability	
21000-0002	liability	USD	transactable account of Someone McGuest	
21000-0003	liability	USD	transactable account of CASUS1	
21000-0004	asset	USD	transactable account of CCIUS2	
21000-0005	liability	USD	transactable account of Eric	
21000-0006	liability	USD	transactable account of Xavier Hernandez	
21000-0007	liability	USD	transactable account of E000007	
Account	Type	Currency	Description	

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>

Enter chart account data, then click "Submit".

Create chart-account



Account

Type

Unknown



Currency



Active

☐

Description

 Submit

Update account

Click "Update" button on the right of chart account

Chart account

New chart account

10

Enter search keyword

Account	Type	Currency	Description	
00000	unknown	USD	pseudo T account created for linking	
100003-006	asset	USD	inventory of main warehouse	
10001-001	asset	USD	checking account (x????)	
20000	liability	USD	sales-tax liability	
21000-0002	liability	USD	transactable account of Someone McGuest	
21000-0003	liability	USD	transactable account of CASUS1	
21000-0004	asset	USD	transactable account of CCIUS2	
21000-0005	liability	USD	transactable account of Eric	
21000-0006	liability	USD	transactable account of Xavier Hernandez	
21000-0007	liability	USD	transactable account of E000007	
Account	Type	Currency	Description	

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>

Update information, then click "Update".

Edit chart-account



Account	10003-006
Type	Asset
Currency	USD (U.S. Dollar)
Active	☒
Description	inventory of main warehouse

 Update

View transaction

Click "View" button on the right of accounting chart account

Chart account

New chart account

10

Enter search keyword

Account	Type	Currency	Description	
00000	unknown	USD	pseudo T account created for linking	
100003-006	asset	USD	inventory of main warehouse	
10001-001	asset	USD	checking account (x????)	
20000	liability	USD	sales-tax liability	
21000-0002	liability	USD	transactable account of Someone McGuest	
21000-0003	liability	USD	transactable account of CASUS1	
21000-0004	asset	USD	transactable account of CCIUS2	
21000-0005	liability	USD	transactable account of Eric	
21000-0006	liability	USD	transactable account of Xavier Hernandez	
21000-0007	liability	USD	transactable account of E000007	
Account	Type	Currency	Description	

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▶

Transaction modal appears

Account transaction

inventory of main warehouse
(USD) ×

Date	Source	Debit	Credit	Balance
2022-03-01	#500619	\$13.06		\$20,875.13
2022-03-01	#500618		\$9.20	\$20,862.07
2021-11-12		\$1.25		\$20,871.27
2021-11-12	A/P transfer	\$46.00	\$46.00	\$20,870.02
2021-10-20		\$2.50		\$20,824.02
2021-10-20	A/P transfer	\$30.00	\$30.00	\$20,821.52
2021-07-29			\$0.00	\$20,791.52
2020-04-30	#400434		\$0.75	\$20,791.52
2020-04-27	#500391	\$4.06		\$20,792.27
2020-04-18	#500378		\$10.49	\$20,788.21
Date	Source	Debit	Credit	Balance

[Load more transactions](#)

Expendable

Introduction

Following shows a sample window.

The chapter describes features available within the window.

Expendable

New Expendable

10

Q Enter search keyword

Item	Account	
Expense - Advertising	Advertising expense (60100)	
Expense - Auto(maintenance)	Auto(maintenance) expense (61000)	
Expense - Auto(gasoline)	Auto(gasoline) expense (61010)	
Expense - Auto(registration)	Auto(registration) expense (61020)	
Expense - Bad Debt	Bad Debt expense (61500)	
Expense - Bank Charges	Bank Charges expense (62000)	
Expense - Credit Card	Credit Card expense (62100)	
Expense - Commission	Commission expense (63000)	
Expense - Depreciation	Depreciation expense (63500)	
Expense - Employee(salary)	Employee(salary) expense (64000)	
Item	Account	

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Create expendable

Click "New expendable" on upper right corner of expendable table

Expendable

New Expendable

10

Q

Enter search keyword

Item	Account	
Expense - Advertising 	Advertising expense (60100)	 
Expense - Auto(maintenance) 	Auto(maintenance) expense (61000)	 
Expense - Auto(gasoline) 	Auto(gasoline) expense (61010)	 
Expense - Auto(registration) 	Auto(registration) expense (61020)	 
Expense - Bad Debt 	Bad Debt expense (61500)	 
Expense - Bank Charges 	Bank Charges expense (62000)	 
Expense - Credit Card 	Credit Card expense (62100)	 
Expense - Commission 	Commission expense (63000)	 
Expense - Depreciation 	Depreciation expense (63500)	 
Expense - Employee(salary) 	Employee(salary) expense (64000)	 
Item	Account	

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Enter expendable data, then click "Create"

Create expendable



Model / SKU

Expense -

Description

expense

Expense account

Create expendable



Account

Currency



Active



Create

Update expendable

Click "Update" button on the right of expendable

Expendable

New Expendable

10

Q Enter search keyword

Item	Account	
Expense - Advertising	Advertising expense (60100)	
Expense - Auto(maintenance)	Auto(maintenance) expense (61000)	
Expense - Auto(gasoline)	Auto(gasoline) expense (61010)	
Expense - Auto(registration)	Auto(registration) expense (61020)	
Expense - Bad Debt	Bad Debt expense (61500)	
Expense - Bank Charges	Bank Charges expense (62000)	
Expense - Credit Card	Credit Card expense (62100)	
Expense - Commission	Commission expense (63000)	
Expense - Depreciation	Depreciation expense (63500)	
Expense - Employee(salary)	Employee(salary) expense (64000)	
Item	Account	

1 ~ 10 / 44

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>

Update information, then click "Update".

Edit expendable



Model / SKU

Expense - Advertising

Description

Advertising

expense

Expense account

60100 Advertising expense



Active



 Update

Expendable

View expendable

Click "View" button on the right of expendable

Expendable

New Expendable

10

Enter search keyword

Item	Account	
Expense - Advertising	Advertising expense (60100)	
Expense - Auto(maintenance)	Auto(maintenance) expense (61000)	
Expense - Auto(gasoline)	Auto(gasoline) expense (61010)	
Expense - Auto(registration)	Auto(registration) expense (61020)	
Expense - Bad Debt	Bad Debt expense (61500)	
Expense - Bank Charges	Bank Charges expense (62000)	
Expense - Credit Card	Credit Card expense (62100)	
Expense - Commission	Commission expense (63000)	
Expense - Depreciation	Depreciation expense (63500)	
Expense - Employee(salary)	Employee(salary) expense (64000)	
Item	Account	

1 ~ 10 / 44

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Expendable modal appears

View expendable

Model / SKU

Expense - Advertising

Description

Advertising expense

Expense account

60100 Advertising expense

Active

Expense - Auto(registration)

Auto(registration) expense (61020)

Report

Report

Introduction

Following shows a sample window.

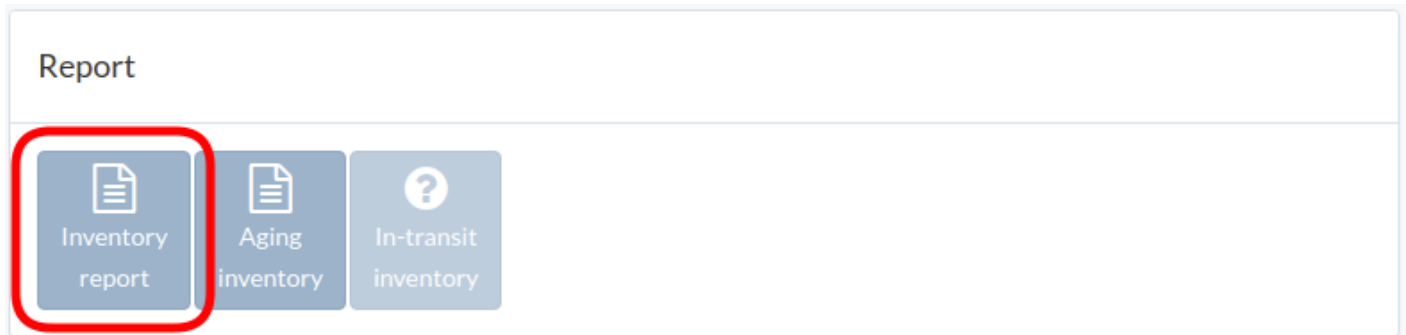
The chapter describes features available within the window.

accounting-report-en.png

Report

Inventory report

Click "Inventory Report"; then a PDF inventory report is downloaded.



Report

Aging inventory

Click "Aging inventory"

Report


Inventory
report


Aging
inventory


In-transit
inventory

Select date and then click "Update"

Aging inventory

Date

03/30/2022



 Update

main warehouse

SKU	Quantity	Days
A0001	209	972.0

Tool

Tool

Introduction

Following shows a sample window.

The chapter describes features available within the window.

Tool



Adjust
inventory



Adjust
consignment



Calculate
commission



Receivable
download



Expense
download

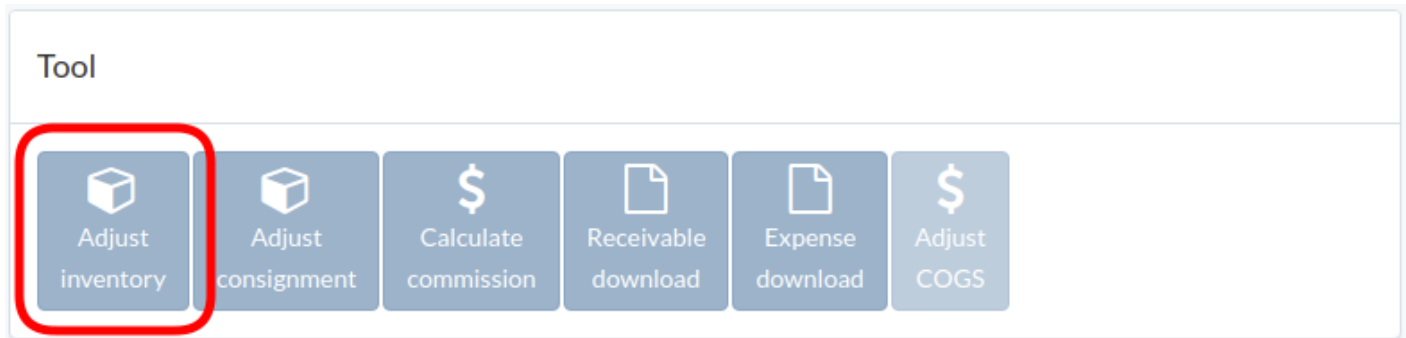


Adjust
COGS

Tool

Adjust inventory

Click "Adjust inventory" in tool window



Update unit price, select an expense account, and click "Submit"

Adjust inventory

Show 10 entries

Search:

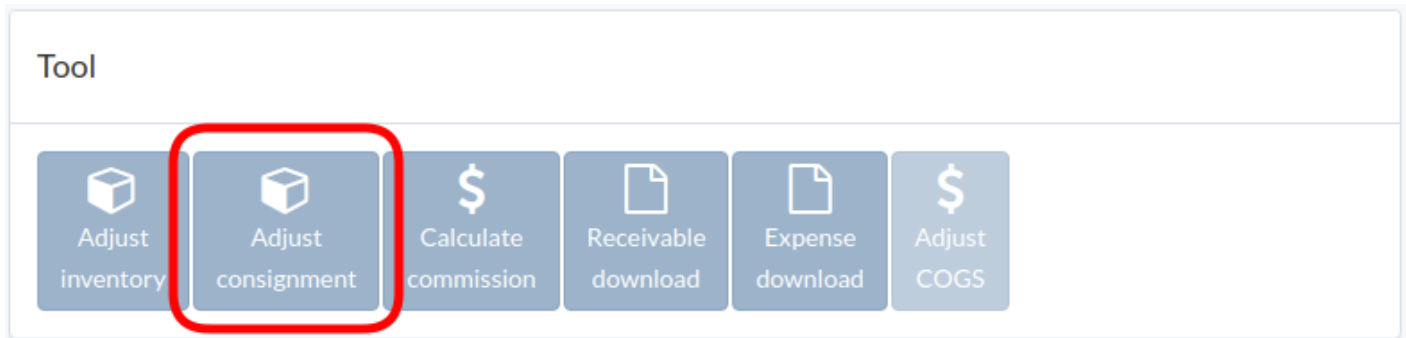
SKU	Location	Unit price	Quantity	Subtotal
ENCA-CCDN:NPEN	main warehouse	19.55	15	\$293.25
ENCA-MDH2:NPEN	main warehouse	6.80	1	\$6.80
ENCA-MDV:NPEN	main warehouse	13.30	10	\$133.00
ENHGS-500P	main warehouse	11.24	13	\$146.17
ENHGS-500P	10th warehouse	13.00	1	\$13.00
ENL832-TX-RENT:NPENV4	main warehouse	2.50	200	\$500.00
ENUAM	main warehouse	0.00	-2	\$0.00
ENUCM-013	main warehouse	3.00	80	\$240.00
ENUCR-U3:NPEN	main warehouse	0.00	-5	-\$30.00
ENUUH-354:NPEN	main warehouse	6.96	66	\$459.12
SKU	Location	Unit price	Quantity	Subtotal

Showing 1 to 10 of 33 entries

Tool

Adjust consignment

Click "Adjust consignment" in tool window



Select appropriate supplier, warehouse

Update unit price, quantity, and click "Submit"

Adjust consignment

Entity

California Supplier, Inc. (CASUS1) ▼

Location

main warehouse ▼

Date

3/30/2022



Notes

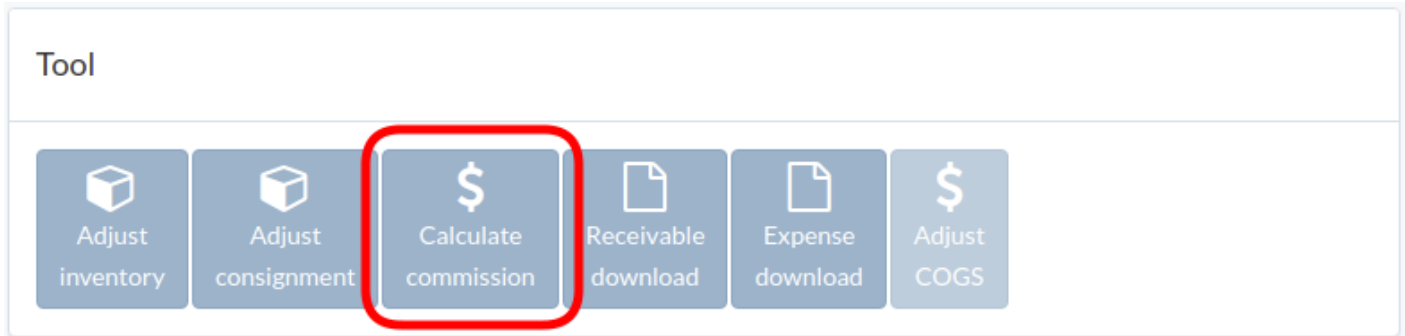
Item	Unit price	Balance	Quantity	Result
A0001	1.50	100	0	100
Item	Unit price	Balance	Quantity	Result
PEPSI-COLA-20	0.00	0	0	0
Item	Unit price	Balance	Quantity	Result
COCA-COLA-2L	0.00	0	0	0
Item	Unit price	Balance	Quantity	Result
DR-PEPPER-2L	0.00	0	0	0
Item	Unit price	Balance	Quantity	Result
A0001-CTN	0.00	0	0	0
Item	Unit price	Balance	Quantity	Result
A0002-CTN	0.00	0	0	0

 Submit

Tool

Calculate commission

Click "Calculate commission" in tool window



Follow guided steps to calculate commission.

Confirmed result can be converted into expense on last step.

Commission calculator

1. Profile

Is this commission profile already saved? If so, select the profile.

New profile

▼

Next »

2. Base

3. Payable entity

4. Entity, product, & rate (1/1)

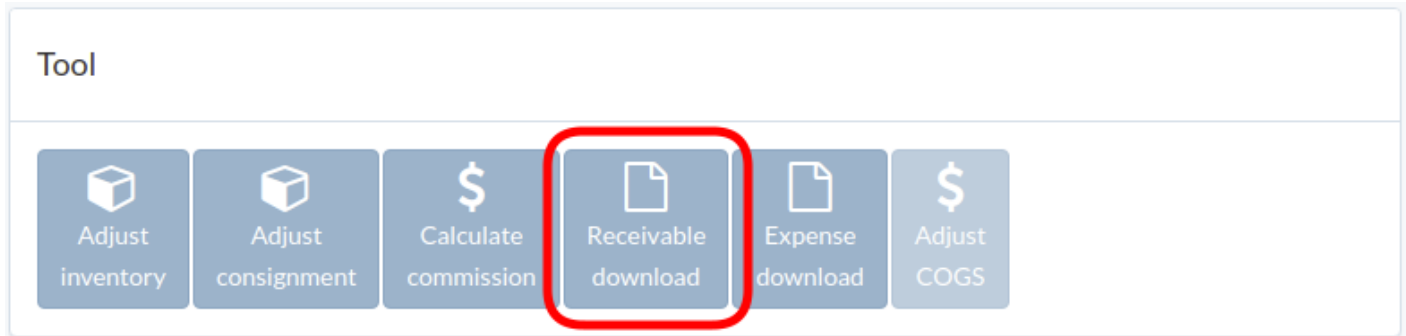
5. Date-range

6. Result

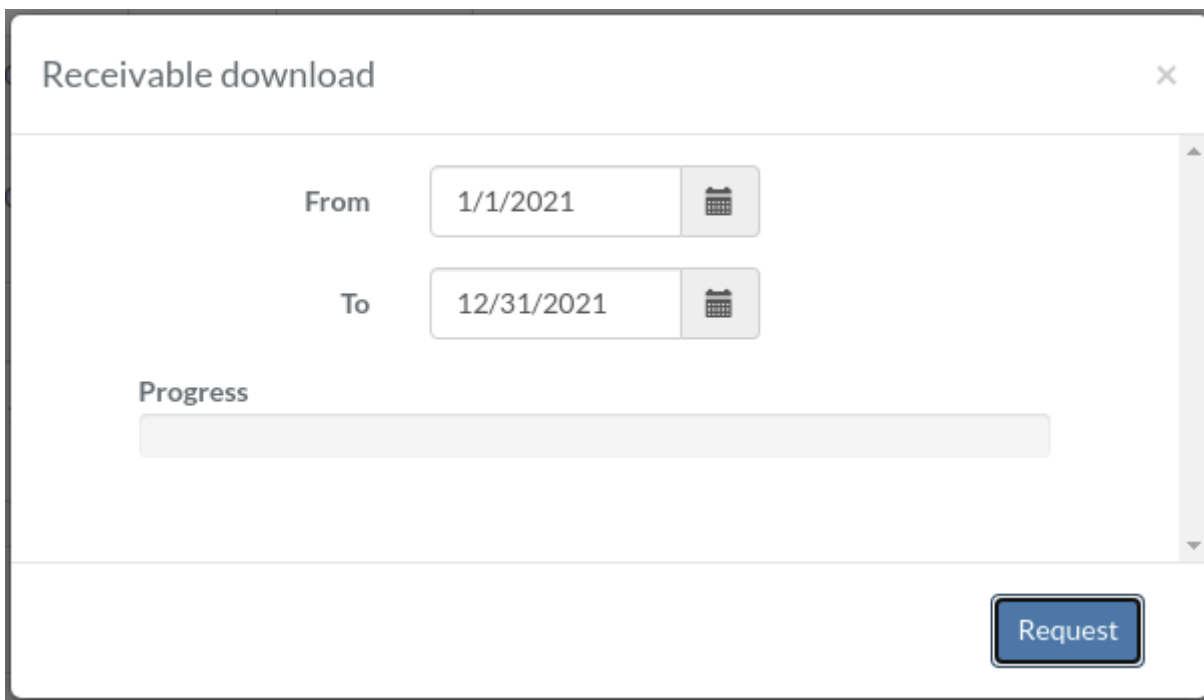
Tool

Receivable download

Click "Receivable download" in tool window



Select date range, and click "Request"

A screenshot of a dialog box titled "Receivable download" with a close button (X) in the top right corner. The dialog contains two date selection fields. The first field is labeled "From" and has a text input with "1/1/2021" and a calendar icon to its right. The second field is labeled "To" and has a text input with "12/31/2021" and a calendar icon to its right. Below these fields is a section labeled "Progress" with a long, empty horizontal progress bar. At the bottom right of the dialog is a blue button with the text "Request".

After progress is completed, click "Download" to download zipfile

Receivable download



From

1/1/2021



To

12/31/2021



Progress

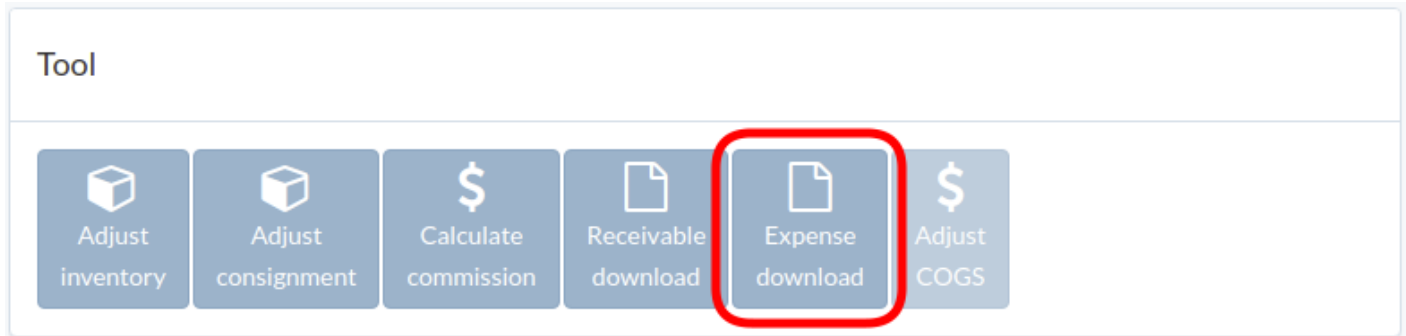


Download

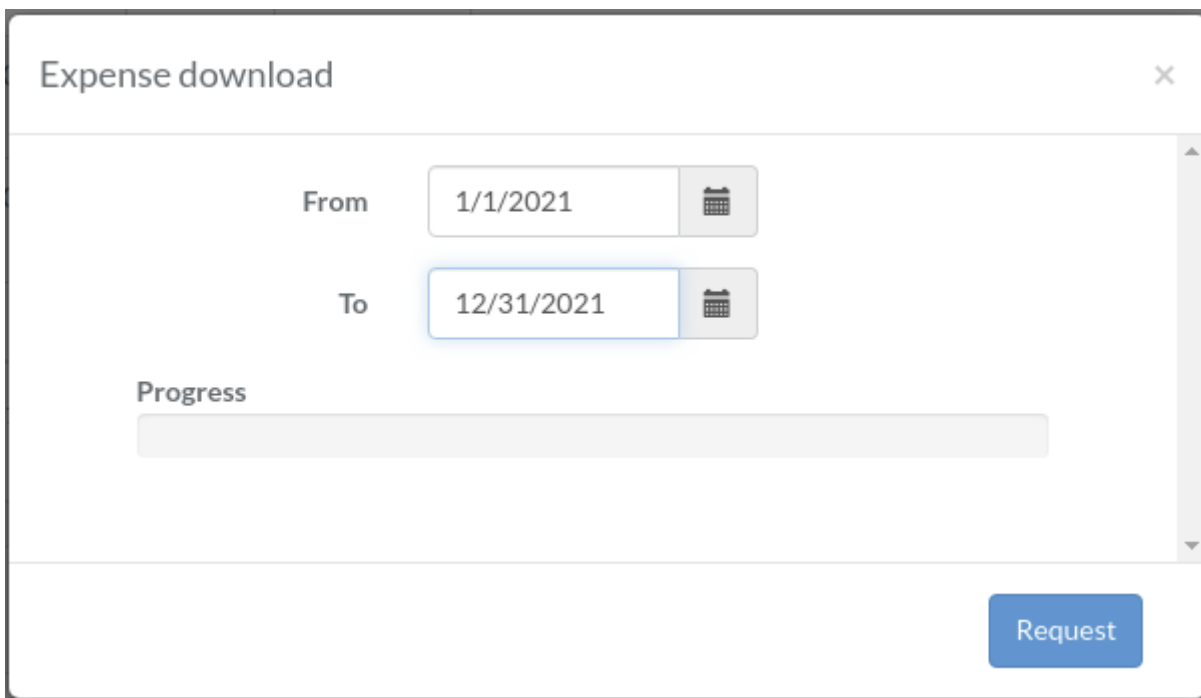
Tool

Expense download

Click "Expense download" in tool window



Select date range, and click "Request"

A screenshot of a dialog box titled "Expense download" with a close button (X) in the top right corner. The dialog contains two date selection fields. The "From" field is set to "1/1/2021" and the "To" field is set to "12/31/2021", both with calendar icons to their right. Below these fields is a "Progress" section with a horizontal progress bar that is currently empty. At the bottom right of the dialog is a blue button labeled "Request".

After progress is completed, click "Download" to download zipfile

Expense download



From

1/1/2021



To

12/31/2021



Progress



Download