Finance

Finance manual

Introduction

Finance dashboard can be found under "Work" menu

home-finance-en.png

Dashboard

Following is an example dashboard

There are several major sections; Receivable, Customer, Payable, Supplier/Staff, Charge, Recurring-charge, Bank-account, Loan, Investment, Report, Tool.

Some sections may not be available from customization

finance-en.png

Receivable

Introduction

Following shows a sample window.

The chapter describes features available within the window.

finance-receivable-en.png

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

View Receivable

Click "View" button on the right of receivable

finance-receivable-en.png

Receivable modal appears

finance-receivable-view-en.png

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

Introduction

Following shows a sample window.

The chapter describes features available within the window.

finance-customer-en.png

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

Update Customer

Click "Update" button on the right of customer

finance-customer-en.png

Update information, then click "Update".

customer-update-modal-en.png

View Customer

Click "View" button on the right of customer

finance-customer-en.png

Customer modal appears

receivable-customer-view-modal-en.png

Customer Performance

Click "View" button on the right of receivable

finance-customer-en.png

Performance modal appears

customer-performance-en.png

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

Introduction

Following shows a sample window.

The chapter describes features available within the window.

finance-payable-en.png

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

View Payable

Click "View" button on the right of payable

finance-payable-en.png

Payable modal appears

payable-view-modal-en.png

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 / Employee

Introduction

Following shows a sample window.

The chapter describes features available within the window.

finance-employee-en.png

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

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

View Supplier / Employee

Click "View" button on the right of supplier

finance-employee-en.png

Supplier modal appears

supplier-view-modal-en.png

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

Introduction

Following shows a sample window.

The chapter describes features available within the window.

finance-expense-en.png

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

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

View Expense

Click "View" button on the right of expense

expense-view-en.png

Expense modal appears

expense-view-expense-en.png

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

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

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

Recurring Expense

Introduction

Following shows a sample window.

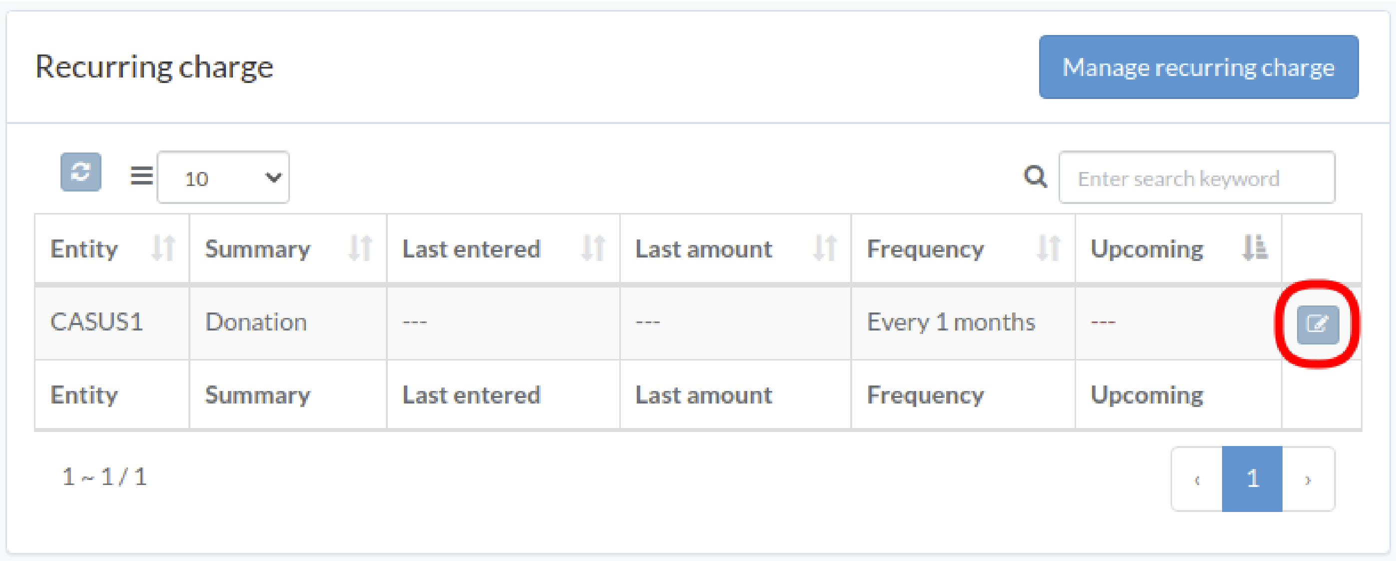
The chapter describes features available within the window.

finance-recurring-en.png

Recurring Expense

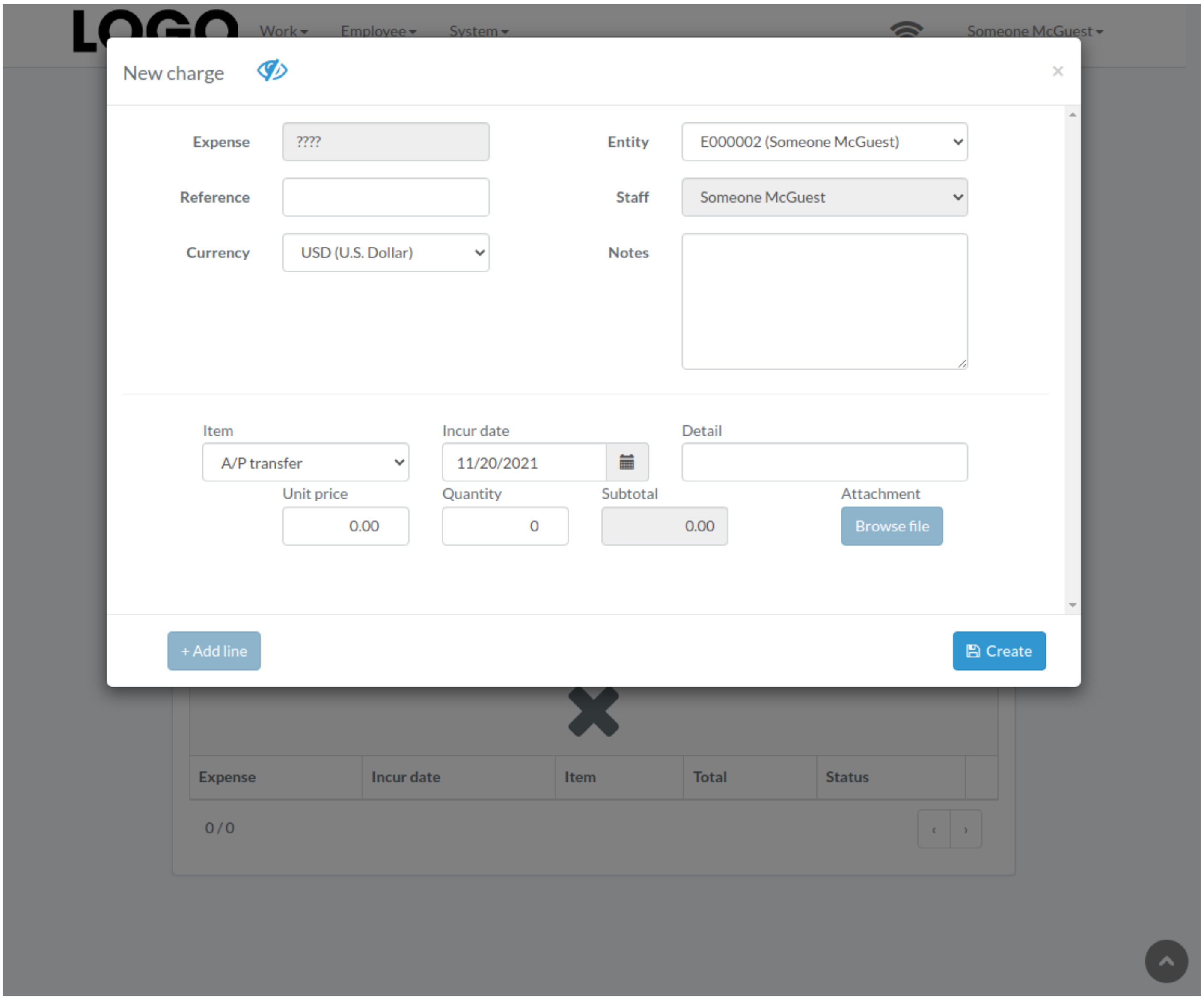
Create expense

Click "Record" button on the right of recurring expense



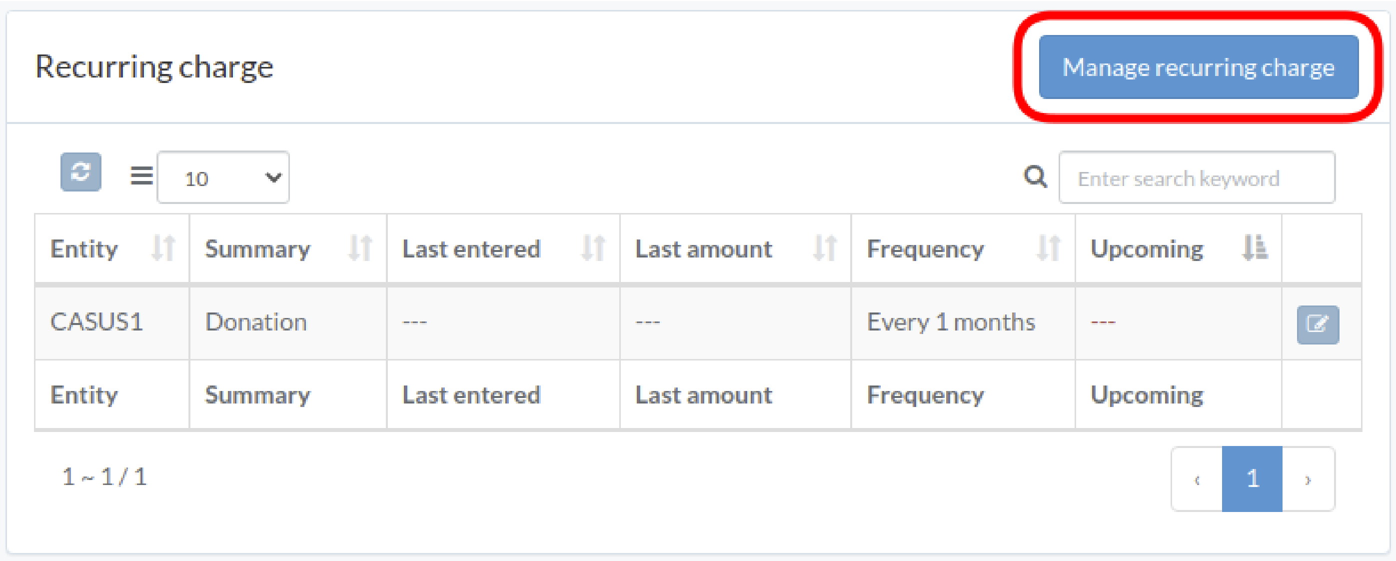
When expense modal appears, some fields are pre-filled; enter all information and click "Create" button.

Click "+ Add line" if needed


LOGO
Work
Employee
System
Someone McGuest
New charge
Expense
????
Entity
E000002 (Someone McGuest)
Reference
Staff
Someone McGuest
Currency
USD (U.S. Dollar)
Notes
Item
A/P transfer
Incur date
11/20/2021
Detail
Unit price
0.00
Quantity
0
Subtotal
0.00
Attachment
Browse file
+ Add line
Create
Expense
Incur date
Item
Total
Status
0 / 0

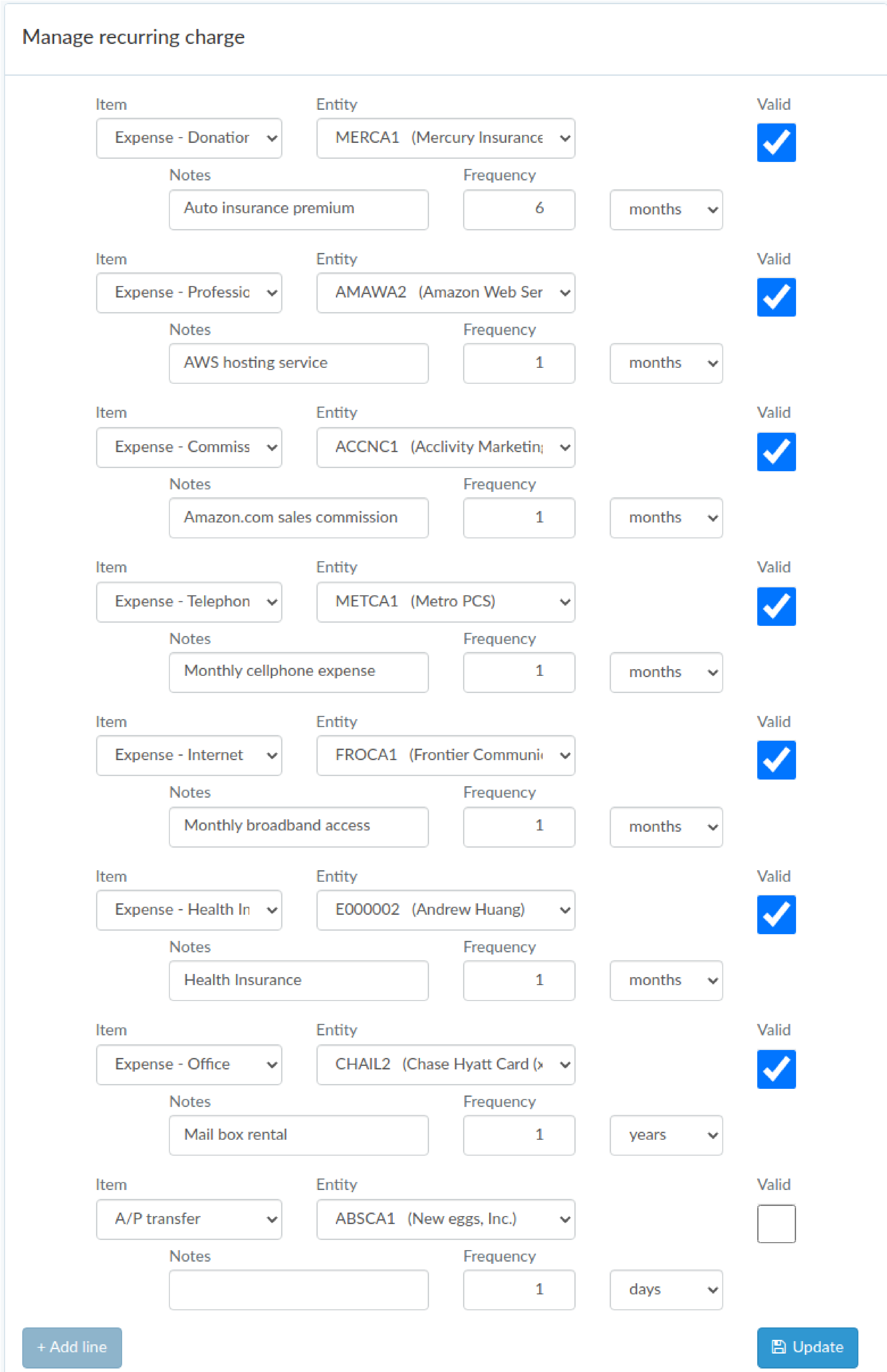
Manage recurring expense

Click "Manage recurring charge" on upper right corner of recurring charge table



Enter item, supplier, description, frequency, and validity, then click "Update".

Click "+ Add line" if needed


Manage recurring charge
Item
Expense - Donatior
Entity
MERCA1 (Mercury Insurance
Valid
Notes
Auto insurance premium
Frequency
6
months
Item
Expense - Professio
Entity
AMAWA2 (Amazon Web Ser
Valid
Notes
AWS hosting service
Frequency
1
months
Item
Expense - Commiss
Entity
ACCNC1 (Acclivity Marketin
Valid
Notes
Amazon.com sales commission
Frequency
1
months
Item
Expense - Telephon
Entity
METCA1 (Metro PCS)
Valid
Notes
Monthly cellphone expense
Frequency
1
months
Item
Expense - Internet
Entity
FROCA1 (Frontier Communi
Valid
Notes
Monthly broadband access
Frequency
1
months
Item
Expense - Health In
Entity
E000002 (Andrew Huang)
Valid
Notes
Health Insurance
Frequency
1
months
Item
Expense - Office
Entity
CHAIL2 (Chase Hyatt Card (
Valid
Notes
Mail box rental
Frequency
1
years
Item
A/P transfer
Entity
ABSCA1 (New eggs, Inc.)
Valid
Notes
Frequency
1
days
+ Add line
Update

Bank Account

Introduction

Following shows a sample window.

The chapter describes features available within the window.

finance-bank-en.png

Cash Transfer

Click "Transfer Cash" on upper right of the window

finance-bank-en.png

Enter From/To account, date, and amount, then click "Submit"

transfer-modal-en.png

View Transaction

Click "View" to the right of the bank account

finance-bank-en.png

Transaction modal appears

bank-transaction-modal-en.png

Reconcile Transaction

Click "Reconcile" to the right of the bank account

finance-bank-en.png

Check boxes on right of the transaction.   Click "Update" when finished.

reconcile-modal-en.png

Record Dividend

Click "Record Dividend" button to right of the account

finance-bank-en.png

Enter date, revenue/bank account, amount, etc. Then click "Submit"

dividend-modal-en.png

Loan

Introduction

Following shows a sample window.

The chapter describes features available within the window.

finance-loan-en.png

Create loan

Update loan

Loan

View loan

Record interest

Loan

Bad debt

Investment

Introduction

Create investment

Investment

Update holding

View investment

Report

Introduction

Following shows a sample window.

The chapter describes features available within the window.

finance-report-en.png

Finance Report

Click "Finance Statement"

finance-report-en.png

Enter period and currency, then click "Update"

finance-report-en.png

Inventory Report

Click "Inventory Report"

finance-report-en.png

Select date and then click "Update"

inventory-report-en.png

Outstanding A/P

Click "Outstanding A/P"

finance-report-en.png

Select cut-off date and then click "Update"

payable-report-en.png

Report

Outstanding A/R

Click "Outstanding A/R"

finance-report-en.png

Select cut-off date and then click "Update"

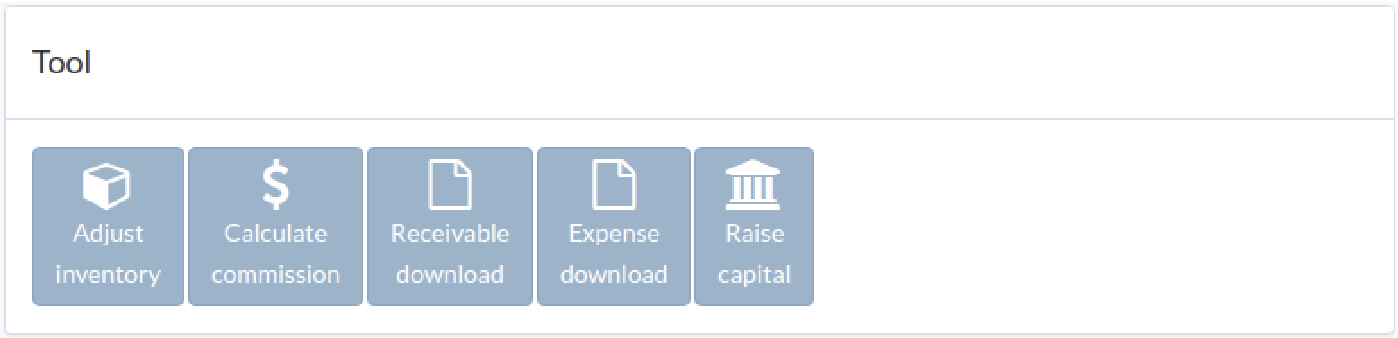
receivable-report-en.png

Tool

Introduction

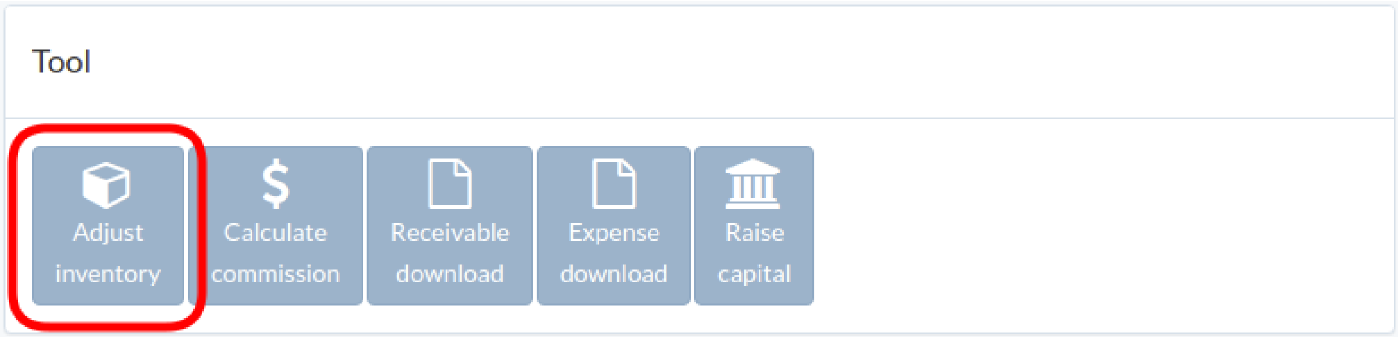
Following shows a sample window.

The chapter describes features available within the window.



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

Previous 1 2 3 4 Next

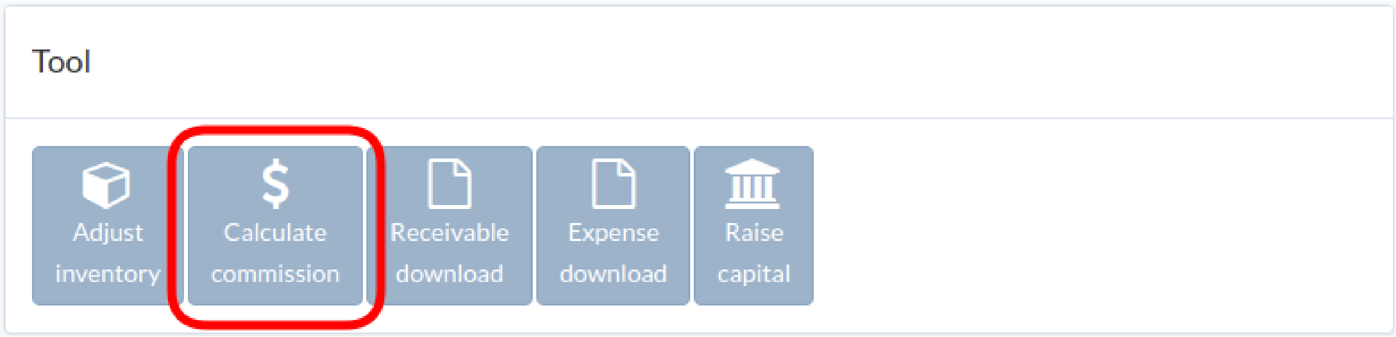
Select an expense account

Submit

Tool

Calculate commission

Click "Calculate commission" in tool window



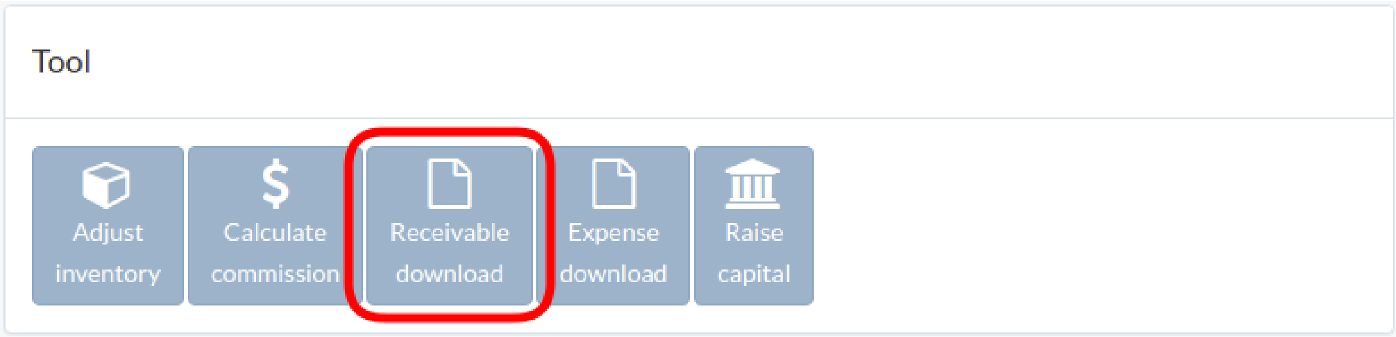
Follow guided steps to calculate commission.

Confirmed result can be converted into expense on last step.

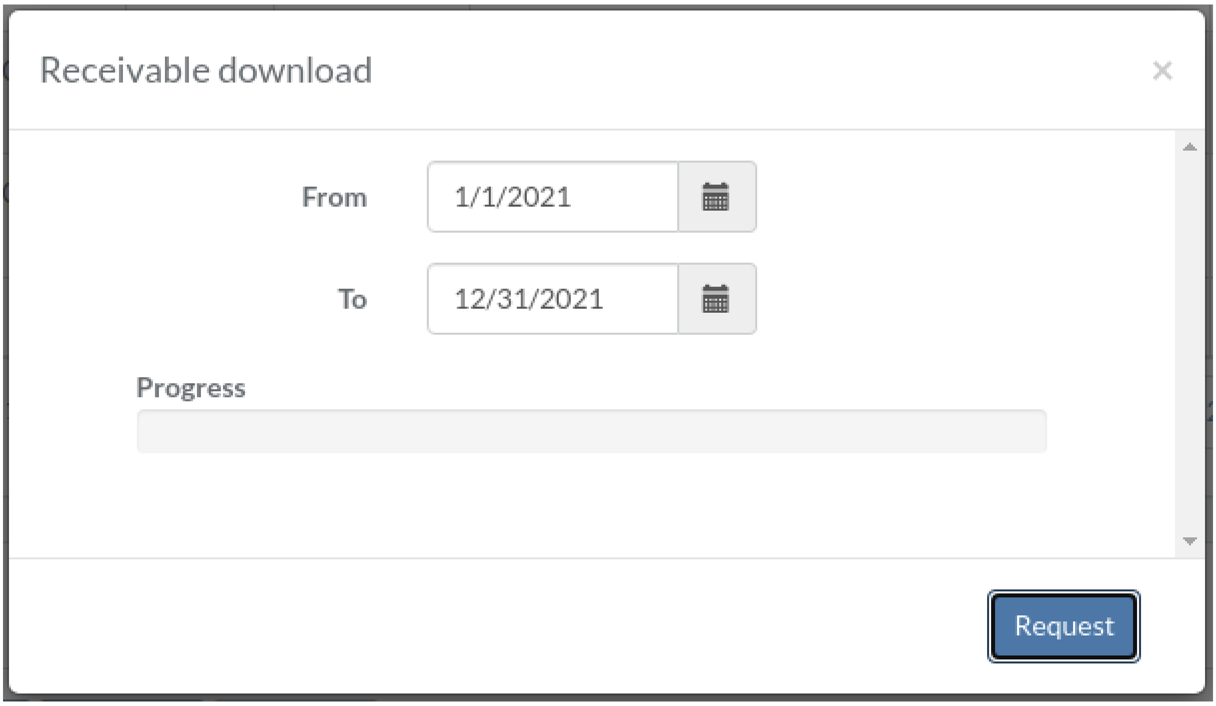
Tool

Receivable download

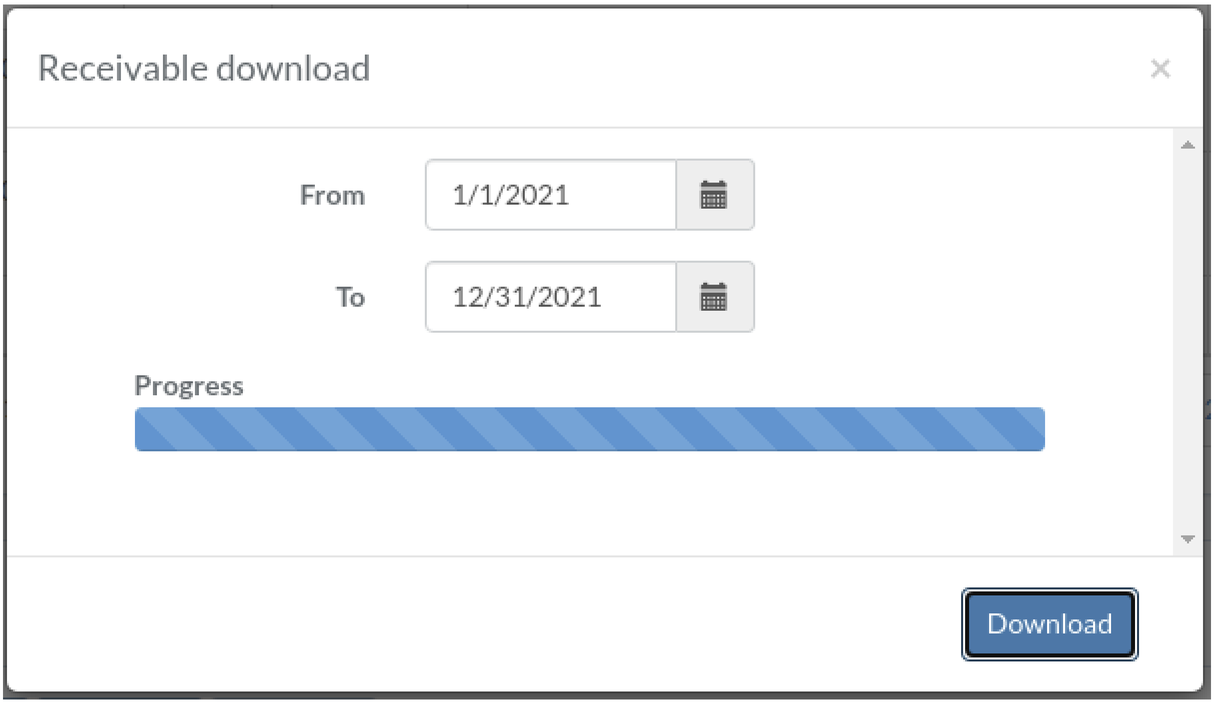
Click "Receivable download" in tool window



Select date range, and click "Request"

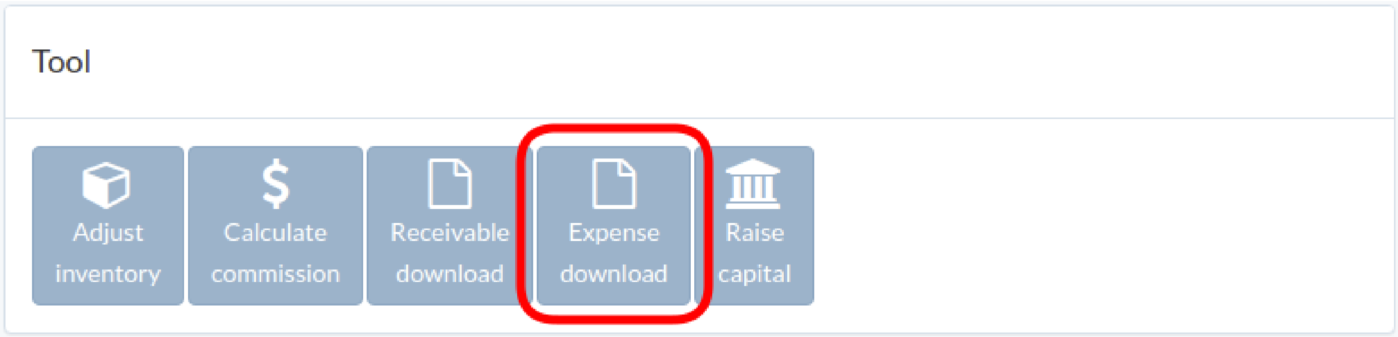


After progress is completed, click "Download" to download zipfile

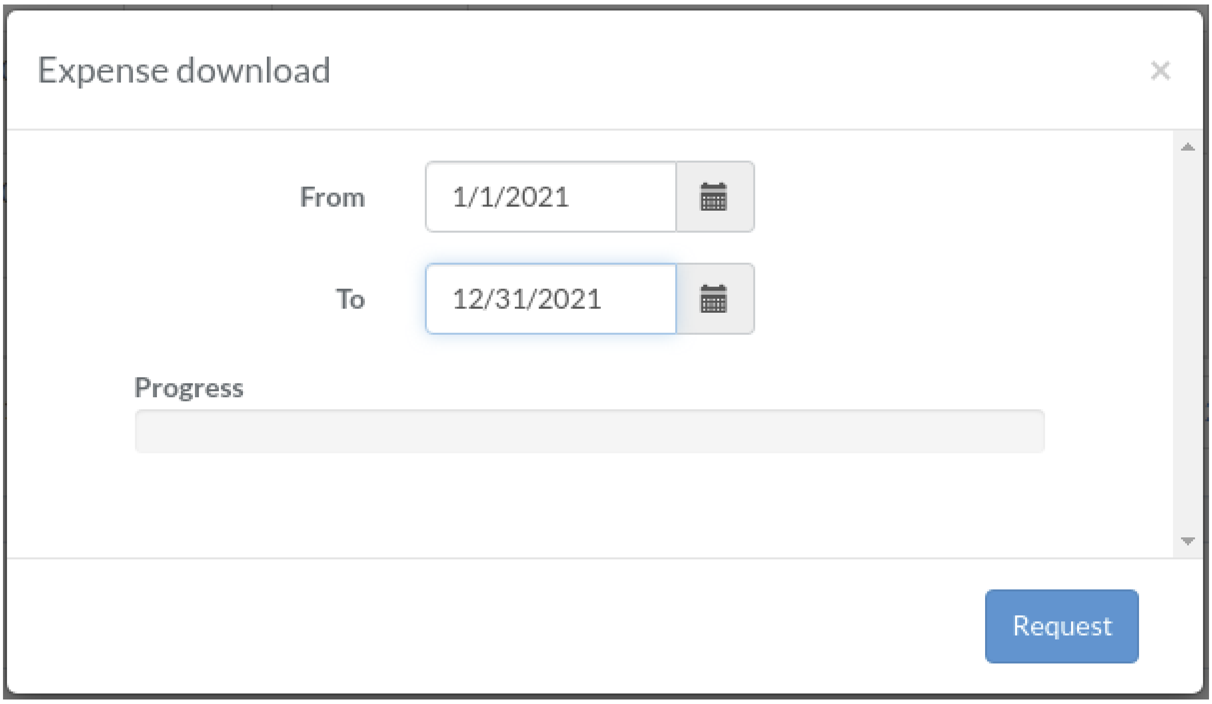

Receivable download
From
1/1/2021
To
12/31/2021
Progress
Download

Expense download

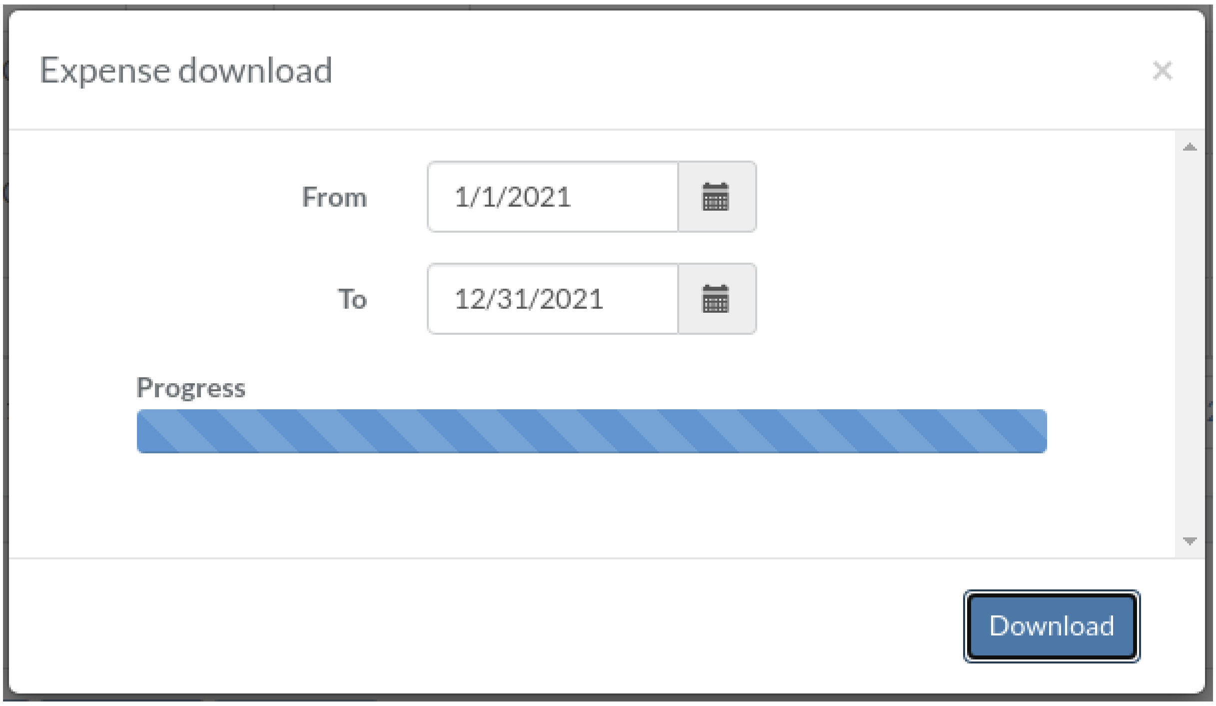
Click "Expense download" in tool window



Select date range, and click "Request"

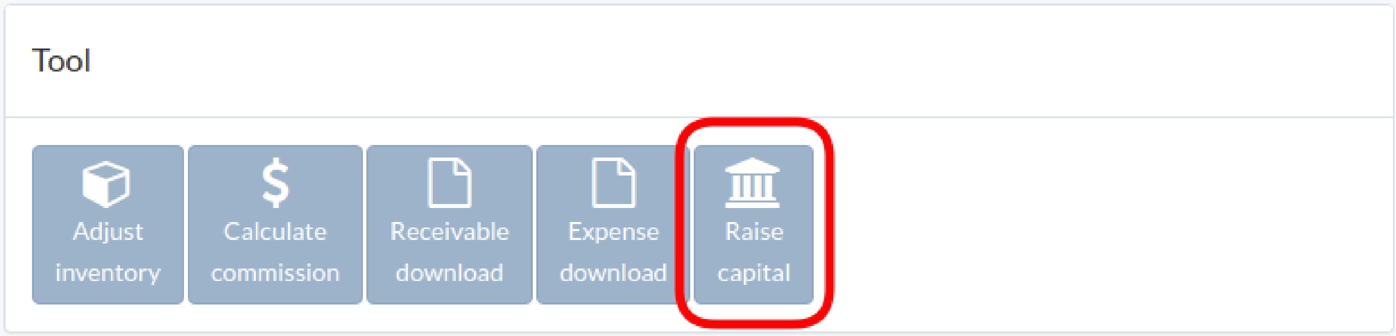


After progress is completed, click "Download" to download zipfile


Expense download
From
1/1/2021
To
12/31/2021
Progress
Download

Raise capital

Click "Raise capital" in tool window



Select date, equity account, bank account, amount, and click "Submit"