

Accounting

Accounting Masters

In DellSuite, accounting masters refer to the foundational data elements used in financial accounting processes. These masters play a crucial role in ensuring accurate and compliant financial reporting.

By effectively managing these accounting master doctypes in DellSuite, organizations can maintain accurate financial records, comply with regulatory requirements, and gain valuable insights into their financial performance.

Company Setup

A company is a legal entity made up of an association of people for carrying on a commercial or industrial enterprise.

In DellSuite, the first Company is created when an DellSuite account is set up. For each Company, you can set a domain as manufacturing, retail, or services depending on the nature of your business activity.

If you have more than one company, you can add them from:

Home > Accounting > Company

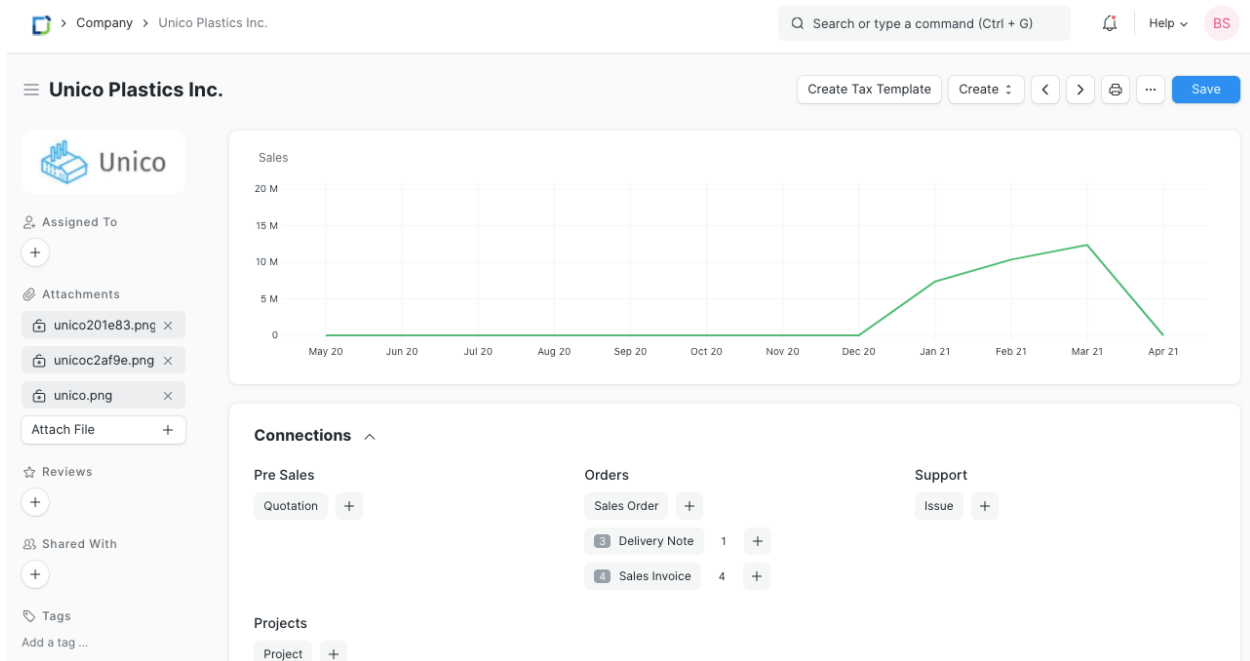
1. How to create a new Company

1. Go to the Company list, click on New.
2. Enter the name, abbreviation, and default currency for the company.
3. Save.

The abbreviation for your company is created by default. For example, FT for Frappe Technologies. The abbreviation helps in differentiating assets of one company from another.

The abbreviation also appears in various accounts, cost centers, taxes templates, warehouse, etc, of your company.

You can also attach a company logo and add a description for the company.



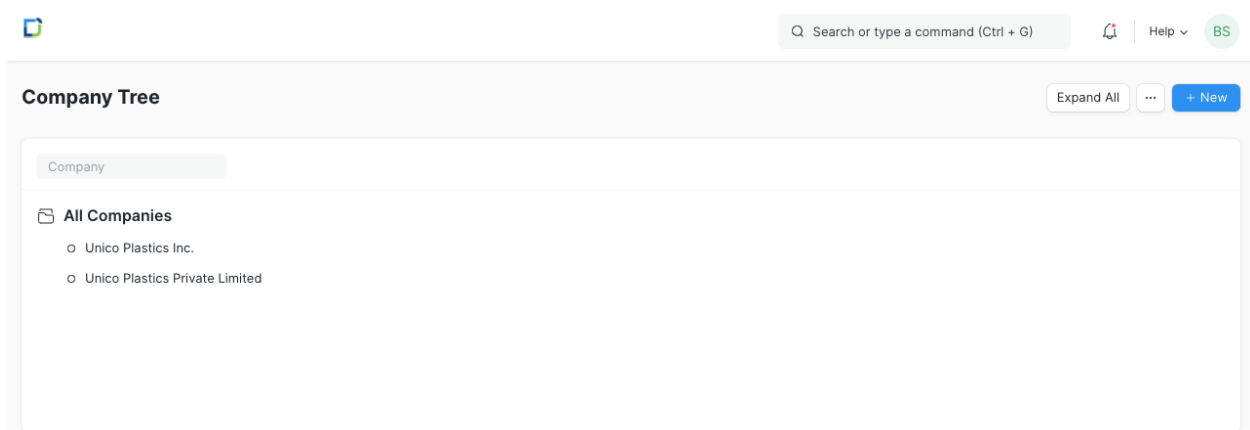
1.1 Multi Company Structure

Let's assume you run a group of companies, some may be larger companies and some may be smaller that are a part of the larger company(s).

In DellSuite, you can set up multiple companies. The company structure can be parallel, i.e., sister companies, parent-child companies, or a combination of both.

A parent company is a larger organization which consists of one or more child companies. A child company is a subsidiary of a parent company.

The company tree view displays the overall structure of your companies.



Once you build a company tree, DellSuite will validate if the accounts of the child companies match the accounts in the parent company. All the accounts can be combined in a consolidated chart of accounts statement.

1.2 Other Options when Creating a Company

- **Domain:** The domain of work the company is into. Eg: manufacturing, services, etc. Choose one when setting up your account.
- **Is Group:** If checked, this becomes a parent company.
- **Parent Company:** If this is a child company, set the parent from this field i.e., select a group company this company belongs to. If a parent company is set, the chart of accounts for the new company you're creating will be created based on the selected parent company.

1.3 Chart of Accounts

For each Company, the master for Chart of Accounts is maintained separately. This allows you to maintain separate accounting for each company as per the legal requirements. You can also import chart of accounts using the Charts Of Accounts Importer.

DellSuite has localized Chart of Accounts readily available for some countries. When creating a new Company, you can choose to set up the Chart of Account for it from one of the following options.

- Standard Chart of Accounts
- Based on Existing Company's Chart of Account

> Company > new-company-1

Q Search or type a command (Ctrl + G)

Help BS

New Company • Not Saved

Save

Company *

Unico Plastics Private Limited

Unico Plastics Private Limited already exists. Select another name

Abbr *

UPPL

☐ Is Group

Domain

Parent Company

Default Values

Default Currency *

INR

Default Letter Head

Default Holiday List

Default Finance Book

Country *

India

Create Chart Of Accounts Based On

✓

Standard Template

Existing Company

Date of Establishment

Note that, if the Parent Company is selected when creating a new Company, the Chart of Accounts will be created based on the existing Parent Company.

1.4 Defaults

Within the Company master, you can set many of the default values for masters and accounts. These default accounts will help you in the quick posting of accounting transactions, where the value for the account will be fetched from the Company master if provided. As soon as the company is created, a default Chart Of Accounts and Cost Center is automatically created.

The following defaults can be set for a company:

- Default Letter Head
- Default Holiday List
- Standard Working Hours
- Default Terms and Conditions
- Country
- Tax ID
- Date of Establishment

2. Features

2.1 Monthly Sales Target

Set the monthly sales target number in the company currency, for example, \$10,000. Total monthly sales will be visible once transactions are made. To know more click [here](#).

2.2 Account Settings

Some of the following accounts will be set by default when you create a new company, others can be created. The accounts can be seen in the Chart of Accounts. These values can be changed later on if needed.

- Default Bank Account
- Default Cash Account
- Default Receivable Account
- Round Off Account
- Round Off Cost Center
- Write Off Account
- Discount Allowed Account
- Discount Received Account
- Exchange Gain / Loss Account
- Unrealized Exchange Gain/Loss Account

- Default Payable Account
- Default Employee Advance Account
- Default Cost of Goods Sold Account
- Default Income Account
- Default Deferred Revenue Account
- Default Deferred Expense Account
- Default Payroll Payable Account
- Default Expense Claim Payable Account
- Default Cost Center
- Credit Limit
- Default Payment Terms Template

2.3 Stock and Manufacturing Settings

Perpetual Inventory feature would lead to Stock transactions impacting the company's books of accounts. Know more here. It is enabled by default.

- Default Inventory Account
- Stock Adjustment Account
- Stock Received But Not Billed
- Expenses Included In Valuation

Unico Plastics Inc.

Create Tax Template

Create ▾

<

>

🖨

⋮

Save

Stock Settings

☒ Enable Perpetual Inventory

Enable Perpetual Inventory For Non Stock Items

Default Inventory Account

Stock In Hand - UP

Stock Adjustment Account

Stock Adjustment - UP

Stock Received But Not Billed

Stock Received But Not Billed - UP

Service Received But Not Billed

Expenses Included In Valuation

Expenses Included In Valuation - UP

* Default Operating Cost Account

- + User can set the manufacturing overhead cost account in the company master under this field.
- + Once the user created the stock entry with type Manufacture against the work order, system will fetch respective account with the operating cost in the additional cost section of the stock entry
- + On submission of the stock entry, system book the operational cost under this account

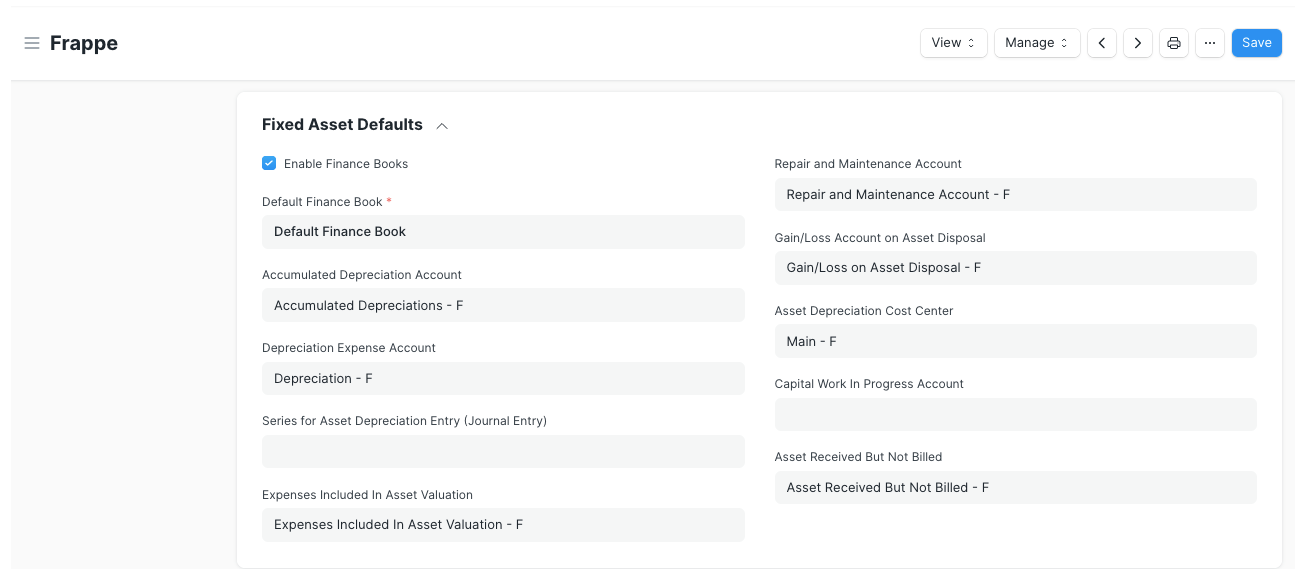
+ User has to create the Purchase Invoice to knock off the accounting effect against the Operating Cost Account

+ 

2.4 Fixed Asset Defaults

For managing fixed assets in a company, the following accounts are needed. Most of them will be created by default. They can be seen in the Chart of Accounts.

- Accumulated Depreciation Account
- Depreciation Expense Account
- Series for Asset Depreciation Entry (Journal Entry)
- Expenses Included In Asset Valuation
- Gain/Loss Account on Asset Disposal
- Asset Depreciation Cost Center
- Capital Work In Progress Account
- Asset Received But Not Billed



The screenshot shows the 'Fixed Asset Defaults' settings page in the Frappe ERP system. The page has a top bar with the Frappe logo and navigation buttons (View, Manage, and a Save button). The main content area is divided into two columns. The left column contains settings for 'Fixed Asset Defaults' with a dropdown arrow. It includes a checkbox for 'Enable Finance Books' (checked), a 'Default Finance Book' field (set to 'Default Finance Book'), and several other fields for account and series names: 'Accumulated Depreciation Account' (Accumulated Depreciations - F), 'Depreciation Expense Account' (Depreciation - F), 'Series for Asset Depreciation Entry (Journal Entry)', and 'Expenses Included In Asset Valuation' (Expenses Included In Asset Valuation - F). The right column contains fields for 'Repair and Maintenance Account' (Repair and Maintenance Account - F), 'Gain/Loss Account on Asset Disposal' (Gain/Loss on Asset Disposal - F), 'Asset Depreciation Cost Center' (Main - F), 'Capital Work In Progress Account', 'Asset Received But Not Billed', and 'Asset Received But Not Billed - F'.

If you wish to book your accounting entries against different Finance Books, check the Enable Finance Books box and set a Default Finance Book.

2.5 HRA Settings

Set the default Component for the following Salary Components.

For the Indian user, setting the default value in this section will help in Employee Tax Declaration calculations, especially for HRA exemption amount.

- Basic Component
- HRA Component
- Arrear Component

2.6 Bank Remittance Settings

Only for India.

Using the Payment Order feature (in Accounts), you can give a single document of transfer for multiple bank transfers. Updating value in the following fields will help you generate Bank Remittance in a format which can be accepted and can be also uploaded on the bank's portal.

Payment order allows a user to combine several payment entries/payment requests into a single document. Bank Remittance allows a user to send **that** single document to the bank as text format, this text format can be manually uploaded to Kotak bank payments platform.

Client Code and Product Code are codes given by the bank to you. This is required to be added in the text file as per the format specified by Kotak bank.

2.7 Budget

Exception Budget Approver Role: The role selected here can bypass the set budget to approve expenses.

2.8 Company Info

For reference, the following details of your company can be saved in DellSuite:

- Date of Incorporation
- Phone No
- Fax
- Email
- Website
- Address
- Registration Details

Note: When setting the address here, it is important to tick the 'Is Your Company Address' checkbox.

Country

India

Postal Code

400001

☐ Disabled

REFERENCE

☒ Is Your Company Address

Links

<input type="checkbox"/>	Link DocType	Link Name	Link Title	
No Data				
Add Row				

For India, different addresses can be added with different GSTIN numbers if the company has multiple locations. For example, if your company has offices in Mumbai, Delhi, and Bangalore, you'll have to add different addresses with different GSTIN numbers.

Registration Details: Here you can save various tax/cheque/bank number for reference.

2.9 Deleting all Company Transactions

You can delete all transactions (Orders, Invoices) of a Company. *Use with caution*, transactions once deleted cannot be recovered.

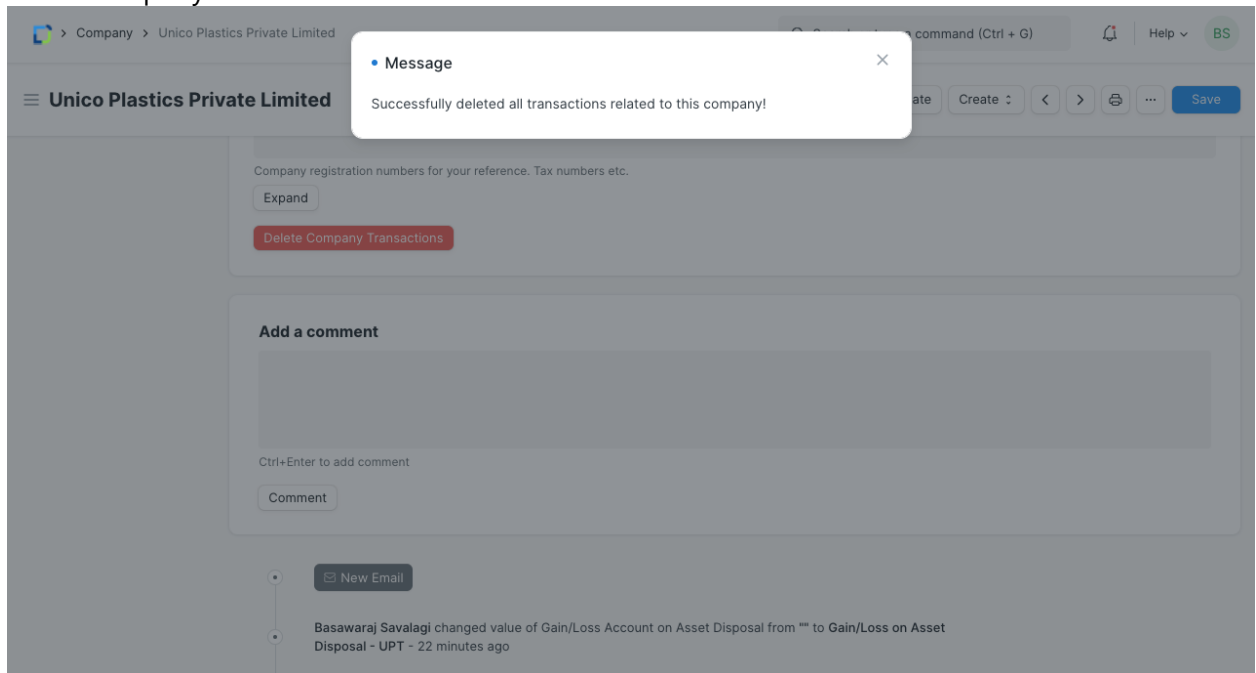
Requirements

- The User has to be a System Manager
- The User has to be the creator of the Company

Steps

1. Click on the **Delete Transactions** button under **Manage**
2. Verify your password

3. Enter Company name for confirmation



And you're done. The master data like Item, Account, Employee, BOM etc. will remain as it is.

What is affected?

- Sales/Purchase Orders/Invoices Receipts/Notes will be deleted
- The monthly sales and sales history will be cleared
- All notifications will be cleared
- Lead Addresses to which the Company is linked will be deleted
- All communications linked to the Company will be deleted
- All naming series will be reset
- Stock Entries linked to a Warehouse of this Company will be deleted

Introduced in Version 13.

2.10 Change Parent Company

You can change the Parent Company of an existing company. Go to the Parent Company field, select the Company from the list, and save the form.

Currency

In DellSuite, the Currency list stores the currency value, it's symbol and fraction unit. Most of the commonly used currencies are already present in DellSuite. The exchange rates are fetched

automatically according to the current market rate. You can also configure the system to use older fixed exchange rates by creating them in the Currency Exchange form.

To access the Currency list, go to:

Home > Accounting > Multi Currency > Currency

For example, this is how the Currency page for Euro:

≡

EUR

• Enabled

☒ Enabled

Fraction

Cent

Sub-currency. For e.g. "Cent"

Fraction Units

100

1 Currency = [?] Fraction For e.g. 1 USD = 100 Cent

Smallest Currency Fraction Value

0,01

Smallest circulating fraction unit (coin). For e.g. 1 cent for USD and it should be entered as 0.01

Symbol

€

A symbol for this currency. For e.g. \$

☒ Show Currency Symbol on Right Side

Number Format

#,###.##

How should this currency be formatted? If not set, will use system defaults

Configurations

Each currency has defaults set based on widely accepted configurations. You can however modify the configuration to suit your requirements.

Enable / Disable

By default only few popular currencies and your company's currencies are enabled. To Enable more go to currency list and check "Enabled".

Fractional units

Some currencies have fractional units like "Cent", you can configure what this fractional unit will be called when converting numbers into words.

Symbol

Standard currency symbol are populated by default, if you need to change the currency symbol you can update it on Currency document.

You can configure position of currency symbol to the right by checking "Show currency symbol on right".

You can also hide all currency symbols from "Global Defaults".

Country

A Country list can be maintained in the system and an appropriate country can be tagged to different entities and transactions as per the need.

Country

Filter By

Assigned To

Created By

Edit Filters

Tags

Show Tags

Save Filter

Filter Name

List View

+

Add Country

ID	Country Name	Date Format	Time format	Time Zones	20 of 250
<input type="checkbox"/> Afghanistan	Afghanistan	dd-mm-yyyy	HH:mm:ss	Asia/Kabul	1y 0 0
<input type="checkbox"/> Åland Islands	Åland Islands	dd-mm-yyyy	HH:mm:ss		1y 0 0
<input type="checkbox"/> Albania	Albania	dd-mm-yyyy	HH:mm:ss	Europe/Tirane	1y 0 0
<input type="checkbox"/> Algeria	Algeria	dd-mm-yyyy	HH:mm:ss	Africa/Algiers	1y 0 0
<input type="checkbox"/> American Samoa	American Samoa	dd-mm-yyyy	HH:mm:ss		1y 0 0
<input type="checkbox"/> Andorra	Andorra	dd-mm-yyyy	HH:mm:ss	Europe/Andorra	1y 0 0
<input type="checkbox"/> Angola	Angola	dd-mm-yyyy	HH:mm:ss	Africa/Luanda	1y 0 0
<input type="checkbox"/> Anguilla	Anguilla	dd-mm-yyyy	HH:mm:ss	America/Anguilla	1y 0 0
<input type="checkbox"/> Antarctica	Antarctica	dd-mm-yyyy	HH:mm:ss	Antarctica/Case...	1y 0 0
<input type="checkbox"/> Antigua and Barbuda	Antigua and Bar...	dd-mm-yyyy	HH:mm:ss	America/Antigua	1y 0 0
<input type="checkbox"/> Argentina	Argentina	dd-mm-yyyy	HH:mm:ss	America/Argenti...	1y 0 0
<input type="checkbox"/> Armenia	Armenia	dd-mm-yyyy	HH:mm:ss	Asia/Yerevan	1y 0 0
<input type="checkbox"/> Aruba	Aruba	dd-mm-yyyy	HH:mm:ss	America/Aruba	1y 0 0
<input type="checkbox"/> Australia	Australia	dd-mm-yyyy	HH:mm:ss	Australia/Adelai...	1y 0 0

How to add a Country?

1. Go to the Country list and click on 'Add Country'.
2. Enter the name of the country which is to be added.

3. Specify the standard date format used in the country .
4. Specify the standard time format used in the country.
5. List down all the time zones.
6. Mention the official abbreviation of the country.
7. Save to get the country added to the list.

The screenshot shows a web application interface for adding a country. At the top, there's a header with a hamburger menu, the text 'India', and a 'Not Saved' status indicator. To the right of the header are navigation buttons: back, forward, print, and a 'Save' button. On the left side, there's a sidebar with options: 'Assigned To', 'Attachments', 'Tags', and 'Share', each with a plus icon. Below the sidebar, there's a section for social interactions: '0 · 0 · 0 FOLLOW', and two lines of text: 'You last edited this · just now' and 'Pushkar Joshi created this · 9 months ago'. The main content area is a form with the following fields: 'Date Format' with the value 'dd-mm-yyyy', 'Time format' with the value 'HH:mm:ss', 'Time Zones' with the value 'Asia/Kolkata', and 'Code' with the value 'IN'. The form is enclosed in a light gray border.

Chart Of Accounts

The Chart of Accounts is the blueprint of the accounts in your organization.

The overall structure of your Chart of Accounts is based on a system of double entry accounting that has become a standard all over the world to quantify how a company is doing financially.

Chart of Accounts is a tree view of the names of the Accounts (Ledgers and Groups) that a Company requires to manage its books of accounts. DellSuite sets up a simple chart of accounts for each Company you create, but you can modify it according to your needs and legal requirements.

For each company, Chart of Accounts signifies the way to classify the accounting entries, mostly based on statutory (tax, compliance to government regulations) requirements.

The Chart of Accounts helps you to answer questions like:

- What is your organization worth?
- How much debt have you taken?
- How much profit are you making (and hence paying tax)?

- How much are you selling?
- What is your expense break-up?

As someone managing a business, it is very valuable to see how well your business is doing.

Tip: If you can't read a Balance Sheet it's a good opportunity to start learning about this. It will be worth the effort. You can also take the help of your accountant to set up your Chart of Accounts.

To access the Chart of Accounts, go to:

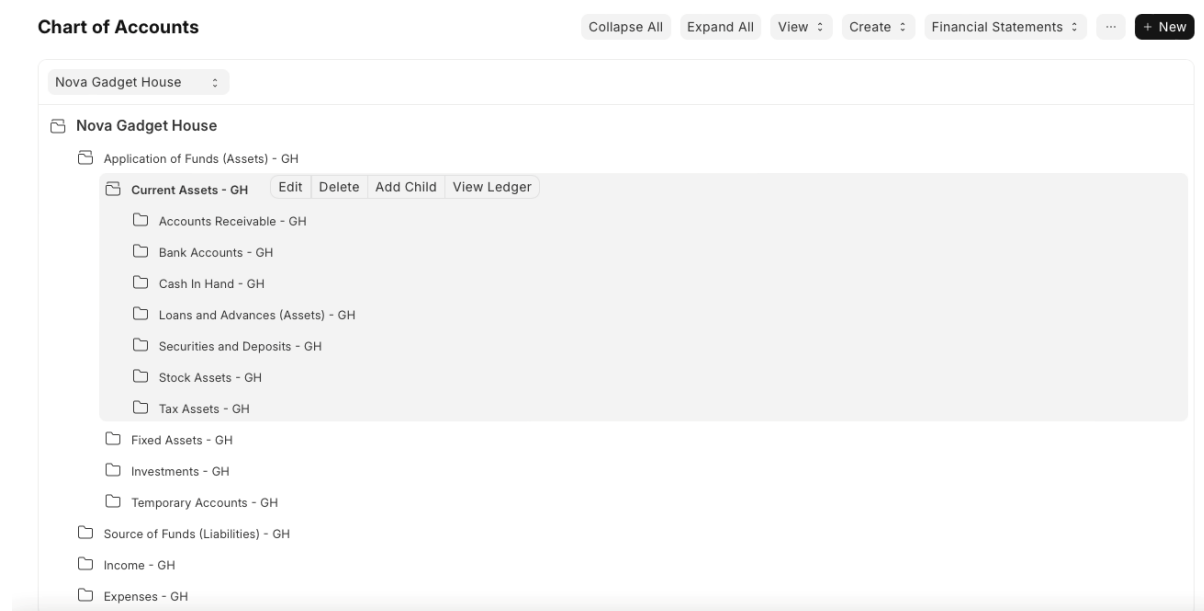
Home > Accounting > Accounting Masters > Chart of Accounts

1. How to Create/Edit Accounts

DellSuite comes with a standard set Chart of Accounts. Instead of creating/modifying, you can also use the Chart of Accounts Importer tool. Note that the existing Chart of Accounts will be overwritten when this tool is used.

1. Go to the Chart of Accounts

Here you can open group accounts which contain other accounts. There are options to "Add Child" in an account, Edit or Delete the account.



2. The option to create a child account will only appear if you click on a Group (folder) type Account. 3. Enter a name for the account. 4. Enter a number for the account. 5. Tick 'Is Group' if you want this to be a group account which can contain other accounts. 6. Select the Account

Type. Selecting this is important as some fields allow selecting only specific type of accounts. 7. Change the currency if this account will be used for transactions with different currency. By default, it's the Company's currency. To know more, visit the Multi Currency Accounting page. 8. Click on **Create New**.

Typically, you might want to create Accounts for:

- Travel, salaries, telephone, etc. under **Expenses**.
- Value Added Tax (VAT), Sales Tax, Equity, etc. under **Current Liabilities**.
- Product Sales, Service Sales, etc. under **Income**.
- Building, machinery, furniture, etc. under **Fixed Assets**.

Chart of Accounts

Expand All View Create Financial Statements + New

Unico Plastics Inc.

Unico Plastics Inc.	
Application of Funds (Assets) - UP	\$ 31,656,650.00 Dr
Source of Funds (Liabilities) - UP	\$ 22,142,200.00 Cr
Equity - UP	\$ 0.00 Cr
Income - UP	\$ 30,050,000.00 Cr
Expenses - UP	\$ 20,535,550.00 Dr

Tip: Accounts with different currencies are created when you receive or make payments to or from different currencies. For example if you are based in India and transact with USA, you may need to create accounts like 'Debtors US', 'Creditors US', etc.

Let us understand the main groups of the Chart of Accounts.

2. Account Types

Account types are mainly classified as income, expense, asset, or liability.

2.1 Balance Sheet Accounts

Balance Sheet accounts are 'Application of Funds (Assets)' and 'Sources of Funds (Liabilities)' that signifies the net-worth of your company at any given time. When you begin or end a financial period, all the Assets are equal to the Liabilities.

A note on Accounting: If you are new to accounting, you might be wondering, how can Assets be equal to Liabilities? That would mean the company has nothing of its own. That's correct! All the "investments" made in the company to buy assets (like land, furniture, machines) is made by the owners. The owners are a liability to the company since the profits belong to the owners.

If a company were to shut down, it would need to sell all the assets and pay back all the liabilities (including profits) to the owners, leaving itself with nothing.

All the accounts under Balance Sheet accounts represent an asset owned by the company like "Bank Account", "Land and Property", "Furniture" or a liability (funds that the company owes to others) like "Owners funds", "Debt" etc.

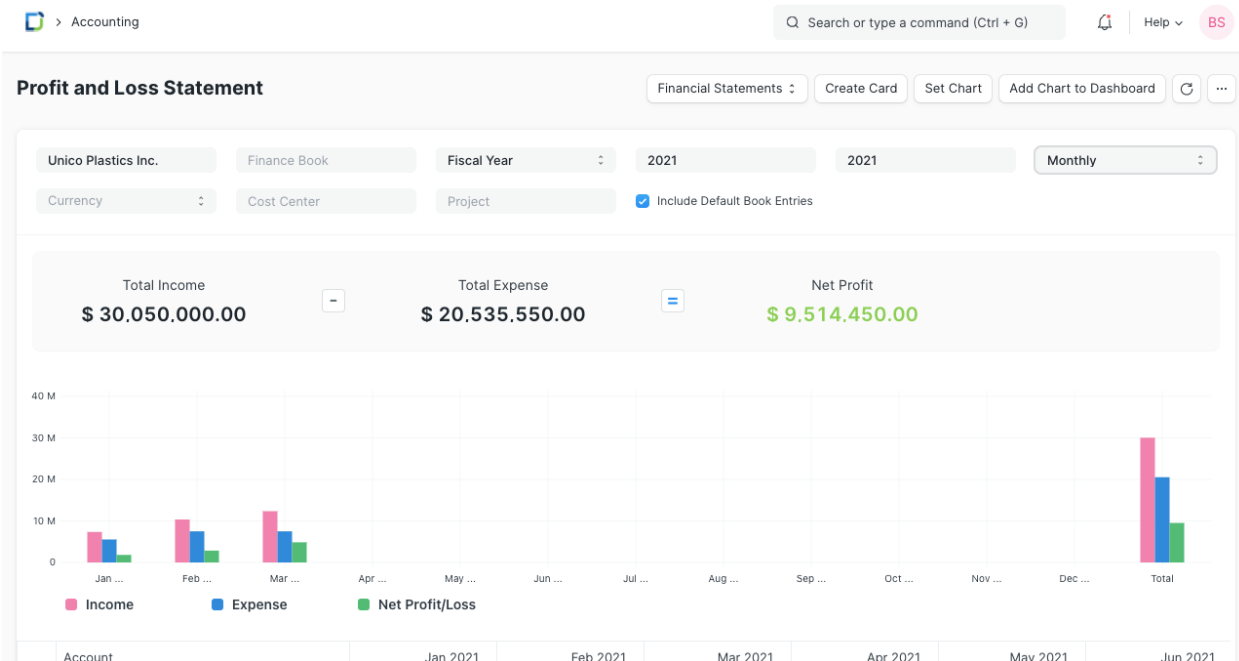
Two special accounts to note here are Accounts Receivable (money you have to collect from your Customers) and Accounts Payable (money you have to pay to your Suppliers) under Assets and Liabilities respectively.

2.2 Profit and Loss Accounts

Profit and Loss is the group of 'Income' and 'Expense' accounts that represent your accounting transactions over a period.

Unlike Balance Sheet accounts, Profit and Loss accounts (or PL accounts) do not represent net worth (Assets), but rather represent the amount of money spent and collected in servicing customers during the period. Hence, at the beginning and end of your Fiscal Year, they become zero.

In DellSuite it is easy to keep track of Profit and Loss via the Profit and Loss chart.



Note that, on the first day of the year you have not made any profit or loss, but you still have assets, hence balance sheet accounts never become zero at the beginning or end of a period.

2.3 Groups and Ledgers

There are two main kinds of Accounts in DellSuite - Group and Ledger. Groups can have sub-groups and ledgers within them, whereas ledgers are the leaf nodes of your chart and cannot contain more accounts in them.

Accounting Transactions can only be made against Ledger Accounts (not Groups)

Info: The term "Ledger" means a page in an accounting book where entries are made. There is usually one ledger for each account (like a Customer or a Supplier).

Note: An Account "Ledger" is also sometimes called as Account "Head".

Chart of Accounts Expand All View ▾ Create ▾ Financial Statements ▾ ... + New

Unico Plastics Inc. ▾

Unico Plastics Inc.	
Application of Funds (Assets) - UP	\$ 31,656,650.00 Dr
Current Assets - UP	\$ 31,656,650.00 Dr
Accounts Receivable - UP	\$ 30,050,000.00 Dr
Bank Accounts - UP	\$ 0.00 Cr
1001 - Citi - UP	\$ 0.00 Cr
1003 - Capital One - UP	\$ 0.00 Cr
Cash In Hand - UP	\$ 0.00 Cr
Loans and Advances (Assets) - UP	\$ 0.00 Cr
Securities and Deposits - UP	\$ 0.00 Cr
Stock Assets - UP	\$ 1,606,650.00 Dr
Tax Assets - UP	\$ 0.00 Cr
Fixed Assets - UP	\$ 75,000.00 Dr
Investments - UP	\$ 0.00 Cr

Edit Delete Add Child View Ledger

2.4 Other Account Types

In DellSuite, you can also specify more information when you create a new Account, this is there to help you select that particular account in a scenario like 'Bank Account' or a 'Tax Account' and has no effect on the Chart itself.

Explanation of account types:

- **Accumulated Depreciation:** To store the total accumulated depreciation information of the Company Assets. Accumulated depreciation appears on the balance sheet.
- **Asset Received But Not Billed:** A temporary liability account which holds the value of Asset received but not billed yet.
- **Bank:** The account type under which bank accounts will be created. There must be at least one group account of type "Bank" in the CoA.

- **Cash:** The account type under which cash account will be created. There must be at least one group account of type "Cash" in the CoA.
- **Chargeable:** Additional charges applied to Items can be stored in accounts of this type. For example, "Freight and Forwarding Charges".
- **Capital Work in Progress:** Current charges when creating Fixed Assets are stored in CWIP accounts. For example, construction costs when constructing a building. In DellSuite Assets are booked against CWIP accounts when they are not yet being used.
- **Cost of Goods Sold:** An account under this type is used to book the accumulated total of all costs incurred while manufacturing/purchasing a product or service, sold by a Company.
- **Depreciation:** The expense account to book the depreciation of the fixed assets. This appears on the Income statement.
- **Equity:** These type of accounts represent transactions with people that own the business, i.e. the shareholders/owners.
- **Expenses Included In Asset Valuation:** The account to book the expenses (apart from the direct material costs of Assets) included in the landed cost of an Asset.
- **Expenses Included In Valuation:** The account to book the expenses (apart from direct material costs) included in the landed cost of an item/product, used in Perpetual Inventory.
- **Fixed Asset:** The account to maintain the costs of fixed assets.
- **Income Account:** This type of accounts represents any source of income or revenue booked for the Company.
- **Payable:** The account type represents the amount owed by a company to its creditors (Suppliers).
- **Receivable:** The account type represents the amount owed to a company by its debtors (Customers).
- **Round Off:** In many Invoices there can be some rounding off in the final amount. For accurate tracking, those amounts can be booked to accounts of this type.
- **Stock:** The account group under which Warehouse accounts will be created.
- **Stock Adjustment:** An expense account to book any adjustment entry of stock/inventory. Generally comes at the same level of Cost of Goods Sold.
- **Stock Received But Not Billed:** A temporary liability account which holds the value of stock received but not billed yet and used in Perpetual Inventory.
- **Tax:** All tax accounts like VAT, TDS, GST, etc. come under this type.
- **Temporary:** A Temporary account is useful for balancing incomes, expenses and nullifying them when shifting to DellSuite mid-year with outstanding accounting entries.

Note: When making Payment Entries, the default bank account will be fetched in the following order if set:

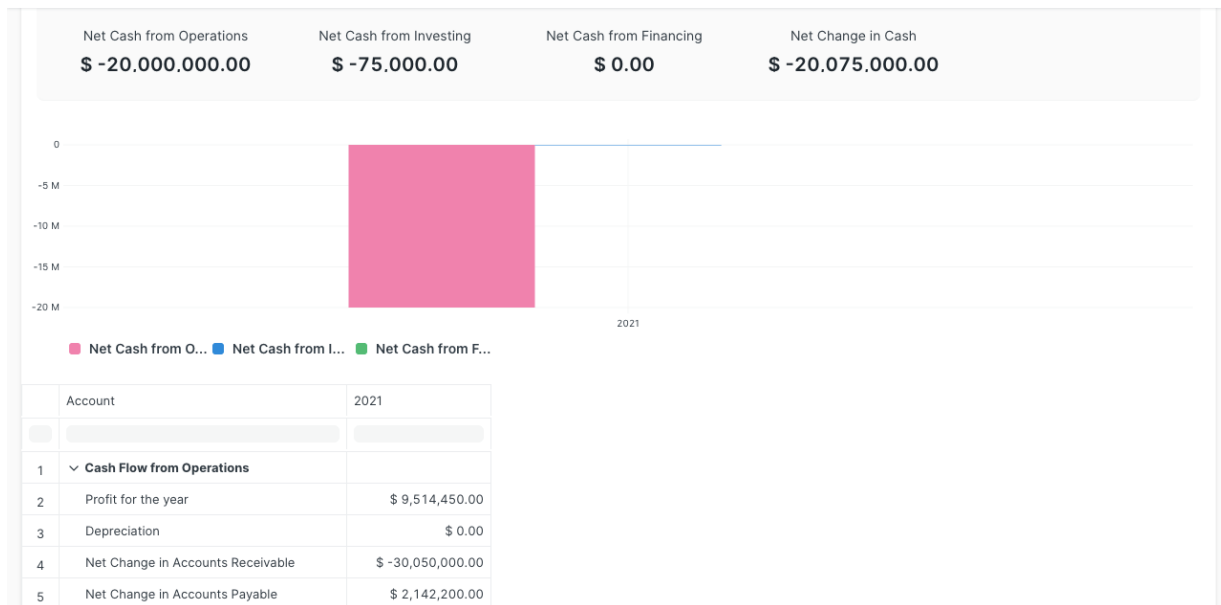
- Company form > * Mode of Payment default account > * Customer/Supplier default bank account > * Select manually in Payment Entry

2.5 Financial statements

Financial statements for your company are easily viewable in DellSuite. You can view financial statements such as Balance Sheet, Profit and Loss statement, and Cash flow statement.

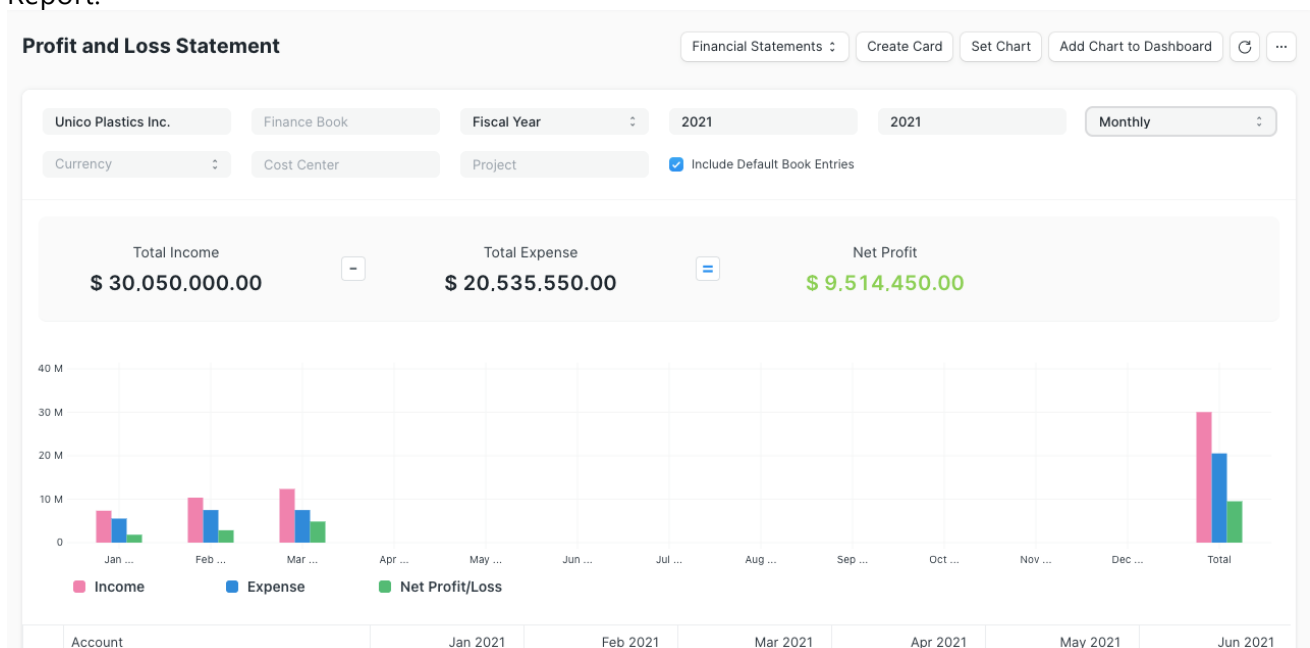
An Example of various financial statement are given below:

1. Cash Flow Report:

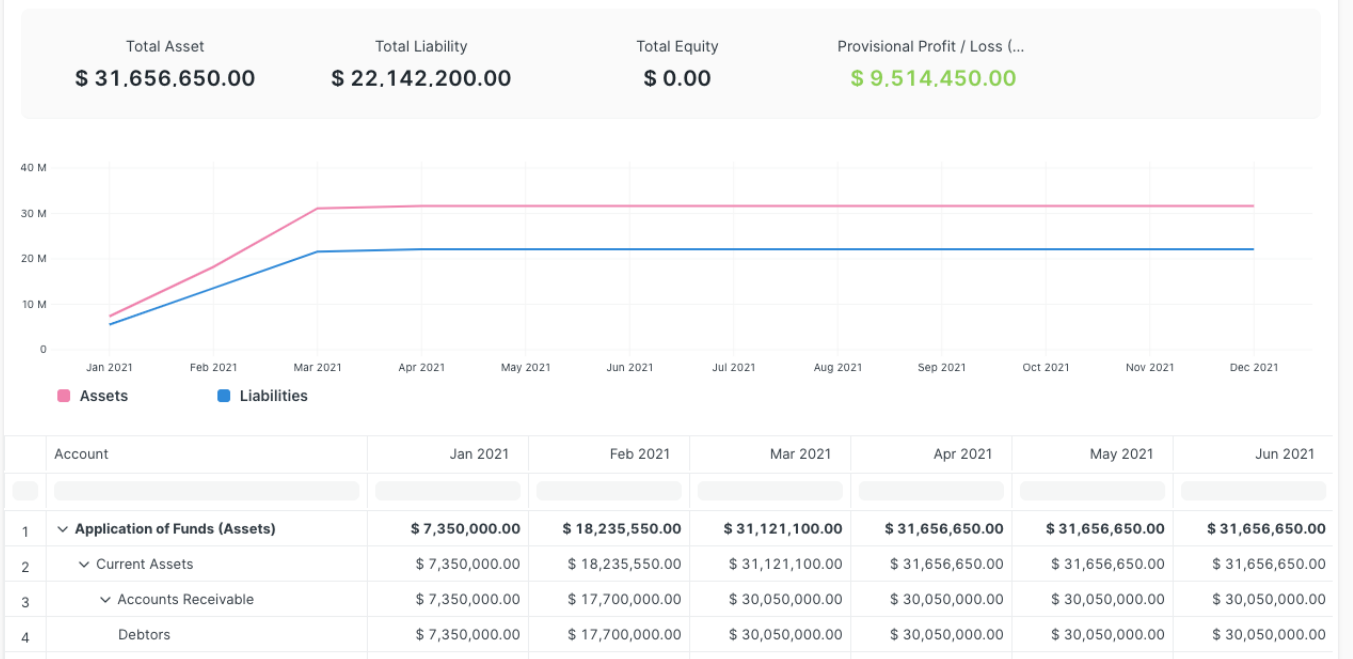


2. Profit and Loss

Report:



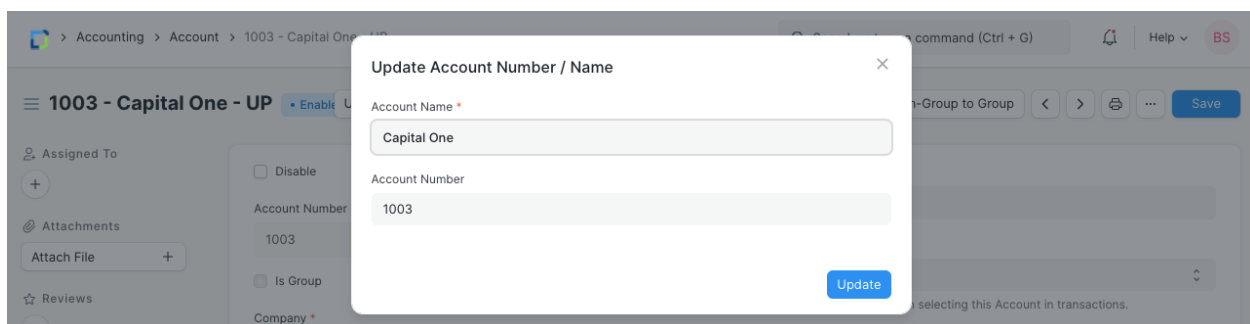
3. Balance Sheet Report:



2.6 Account Number

A standard Chart of Accounts is organized according to a numerical system. Each major category will begin with a certain number, and then the sub-categories within that major category will all begin with the same number. For example, if assets are classified by numbers starting with the digit 1000, then cash accounts might be labeled 1100, bank accounts might be labeled 1200, accounts receivable might be labeled 1300, and so on. A gap between account numbers is generally maintained for adding accounts in the future.

You can assign a number while creating an account from Chart of Accounts page. You can also edit a number from account record, by clicking **Update Account Name / Number** button. On updating account number, the system renames the account name automatically to embed the number in the account name.



Accounting Period

An Accounting Period defines a time period in which financial statements are recorded.

In DellSuite, Accounting Period is a timeframe outside which selected submittable transactions (like Sales/Purchase Invoice, Stock Entry, Payroll Entry, Journal Entry etc) are not allowed to be created. In other words, the selected transactions are only allowed to be created within the defined Accounting Period.

Why is Accounting Period needed?

When transactions are submitted, they affect the ledgers and the reports which process the ledger data. This can cause issues when financial reports have to be generated for audit by authorities or for closing the accounting books for the financial year.

Here Accounting Period can be used to limit the time period within which transactions can be submitted to preserve the integrity of the corresponding reports.

1. How to create an Accounting Period

1.1 What is the "Closed" option for the selected transactions used for?

No.	Document Type	Closed	Edit
1	Sales Invoice	<input checked="" type="checkbox"/>	Edit
2	Purchase Invoice	<input checked="" type="checkbox"/>	Edit
3	Journal Entry	<input checked="" type="checkbox"/>	Edit
4	Payroll Entry	<input checked="" type="checkbox"/>	Edit
5	Bank Clearance	<input checked="" type="checkbox"/>	Edit
6	Asset	<input checked="" type="checkbox"/>	Edit
7	Stock Entry	<input checked="" type="checkbox"/>	Edit

The "Closed" option in the child table for transaction doctypes is used to select which of them are to be restricted after the end of the Accounting Period.

Do note that if the Accounting Period ends and if any of the selected transactions in the child table don't have "Closed" checked, then they won't be restricted after the Accounting Period ends.

1. Enter a name for the Accounting Period.
2. Define a time frame by setting Start and End Dates.
3. Add or remove transactions from the table. Note that all transactions listed in the table with "Closed" option checked will be restricted after the accounting period ends.

4. Save and Submit.

Jan - 2021 - UP

Start Date * 01-01-2021

Company * Unico Plastics Inc.

End Date * 01-31-2021

Closed Documents

<input type="checkbox"/>	No.	Document Type	Closed	
<input type="checkbox"/>	1	Sales Invoice	<input checked="" type="checkbox"/>	Edit
<input type="checkbox"/>	2	Purchase Invoice	<input checked="" type="checkbox"/>	Edit
<input type="checkbox"/>	3	Journal Entry	<input checked="" type="checkbox"/>	Edit
<input type="checkbox"/>	4	Payroll Entry	<input checked="" type="checkbox"/>	Edit
<input type="checkbox"/>	5	Bank Clearance	<input checked="" type="checkbox"/>	Edit
<input type="checkbox"/>	6	Asset	<input checked="" type="checkbox"/>	Edit
<input type="checkbox"/>	7	Stock Entry	<input checked="" type="checkbox"/>	Edit

If you try to save a closed transaction after its Accounting Period ends, you will see a validation error preventing you from doing so.

Message

You cannot create or cancel any accounting entries with in the closed Accounting Period Jan - 2021 - UP

Sysco Inc. • Draft

Attachments

Attach File +

Reviews

Shared With

Tags

Add a tag ...

Connections

Payment

Payment Entry

Payment Request

Journal Entry

Invoice Discounting

Dunning

Subscription

Auto Repeat

Reference

Timesheet

Delivery Note

Sales Order

POS Invoice

Returns

Sales Invoice

Customer

Sysco Inc.

Date *

01-06-2021

Include Payment (POS)

Is Return (Credit Note)

Posting Time

05:50:46

Note: No role can save or submit transactions defined in the Accounting Period, even the Role set in 'Role Allowed to Set Frozen Accounts & Edit Frozen Entries' in Account Settings.

Fiscal Year

A Fiscal Year is used to record and report the transactions for the year.

It is also known as a financial year or a budget year. It is used for calculating financial statements in businesses and other organizations. The Fiscal Year may or may not be the same as a calendar year.

For tax purposes, companies can choose to be calendar-year taxpayers or fiscal-year taxpayers depending on the jurisdiction. In many jurisdictions, regulatory laws regarding accounting and taxation require such reports once per twelve months. However, it is not mandatory that the period should be a calendar year (that is, 1 January to 31 December).

A Fiscal Year usually starts at the beginning of a quarter, such as April 1, July 1 or October 1. However, most companies' Fiscal Year also coincides with the calendar year, which starts at January 1. For the most part, it is simpler and easier that way. For some organizations, there are advantages in starting the Fiscal Year at a different time.

For example, businesses that are seasonal might start their Fiscal Year on July 1 or October 1. A business that has most of its income in the fall and most of its expenses in the spring might also choose to start its Fiscal Year on October 1. That way, they know what their income will be for that year, and can adjust their expenses to maintain their desired profit margins.

To access the Fiscal Year list, go to:

Home > Accounting > Setup > Fiscal Year

1. How to set up Fiscal Year

1. Go to the Fiscal Year list.
2. To set the Fiscal Year as default, click on the **Set as Default** button.
3. In case you have multiple companies sharing the same Fiscal Year, you can add it as shown in the following screenshot:

The screenshot shows the 'Fiscal Year' setup page in a software application. The breadcrumb navigation at the top reads 'Home > Accounting > Setup > Fiscal Year'. The page title is '2019-2020' with a 'Not Saved' indicator. On the left, there are two activity logs: 'Administrator edited this 6 months ago' and 'Administrator created this 6 months ago'. The main form area includes a 'Disabled' checkbox, 'Year Start Date' set to '01-04-2019', and 'Year End Date' set to '31-03-2020'. Below these is a table for 'Companies' with two rows: '1 Unico Plastics Inc.' and '2 Mac Hardware Ltd'. Each row has a checkbox and a dropdown arrow. An 'Add Row' button is at the bottom of the table. The top right of the interface shows a search bar, 'Settings', 'Help', and a '99+' notification.

Company	
1 Unico Plastics Inc.	
2 Mac Hardware Ltd	

Note -

1.New Fiscal Year should be created each year, at the end of the current fiscal year. Creation of new Fiscal Year before its beginning has been automated in DellSuite.

2.Three days prior to the end of the current Fiscal Year, system checks if new Fiscal Year for the incoming year is already created. If not, then system auto-creates new Fiscal Year.

Finance Book

A Finance Book is a *book* against which all the accounting entries are recorded.

You can have multiple finance books. For example, one book for tax authorities and another for stockholders. This is useful if you have to report depreciation and other values in different ways based on regulatory requirements. You can also use this to post alternate balance sheets for your internal reporting.

Finance Book is **not** a mandatory setup. But if you choose to create multiple Finance Books, then you can make entries against a specific Finance Book by selecting that book in Journal Entry. If a Finance Book field is blank in a Journal Entry that means the entry will be available in all finance books.

Many a times, for fixed asset depreciation, a Company may use different depreciation methods (Straight Line / Written Down Value / Double Declining Balance) for different finance books. You can set up different depreciation schedules for each Finance Book. Then, automatic depreciations will be booked against that Finance Book according to the schedule.

The screenshot shows the 'New Journal Entry' form in DellSuite. The breadcrumb trail at the top is 'Accounting > Journal Entry > new-journal-entry-1'. A search bar and 'Help' link are also visible. The form title is 'New Journal Entry' with a 'Not Saved' indicator. There are 'Quick Entry' and 'Save' buttons. The form fields are as follows:

Entry Type *		From Template	
Journal Entry			
Series *		Company *	
ACC-JV-.YYYY.-		Unico Plastics Inc.	
Finance Book		Posting Date *	
IFRS Tax		04-14-2021	

Mode of Payment

The Mode of Payment stores the medium through which payments are made or received.

To access the Mode of Payment list, go to:

1. How to create a Mode of Payment

1. Go to the Mode of Payment list and click on New.
2. Enter a name for the Mode of Payment.
3. Set a type whether Cash, Bank, or General. This is useful for knowing the mode of payment used in Point Of Sales (PoS).
4. Set a default payment Account for all the companies.
5. Save.

Accounting > Mode of Payment > Wire Transfer

Search or type a command (Ctrl + G) | Help | BS

Wire Transfer • Enabled

Assigned To: +

Attachments: Attach File +

Reviews: +

Shared With: +

Tags: Add a tag ...

0 · 0 FOLLOW

You edited this 2 days ago

Administrator created this 4 days ago

☒ Enabled

Type: Bank

Accounts

<input type="checkbox"/> No.	Company	Default Account	
<input type="checkbox"/> 1	Unico Plastics Inc.	1001 - Citi - UP	Edit

Add Row

Add a comment

Ctrl+Enter to add comment

Comment

Save

Tip: Setting the default Account will this account fetched into Payment Entries.

Note: When making Payment Entries, the default bank account will be fetched in the following order if set:

- Company form
- Mode of Payment default account
- Customer/Supplier default bank account
- Select manually in Payment Entry

Payment Terms Template

Payment Terms Template allow you to club multiple payment terms together and fetch in transactions.

After creation, the Payment Terms Table can be set to a specific Customer/Supplier. On selecting the Customer/Supplier in a transaction, the Payment Terms Template will be fetched automatically into the transaction.

For example:

If you receive payment in the slab of 30-70, then you can define Payment Term for each slab, i.e. 30% and 70%.

In the Payment Terms Template, you can select all the Payment Terms and define a template which can be easily applied in the sales and purchase transactions.

The screenshot shows the '50-50' Payment Terms Template configuration page. On the left is a sidebar with options: Assigned To, Attachments (with an 'Attach File' button), Reviews, Shared With, and Tags. The main area has a 'Connections' dropdown and a checkbox for 'Allocate Payment Based On Payment Terms'. Below this is a table for 'Payment Terms' with columns: No., Payment Term, Description, Invoice Portion (%), Due Date Based On, Credit Days, and an Edit icon. Two rows are shown: Row 1 with 'Advance' term and 50% portion; Row 2 with 'N30' term and 50% portion. An 'Add Row' button is at the bottom.

No.	Payment Term	Description	Invoice Portion (%)	Due Date Based On	Credit Days	
1	Advance		50	Day(s) after invoice da...	0	Edit
2	N30		50	Day(s) after invoice da...	30	Edit

1. Prerequisites

Before creating and using Payment Request, it is advisable to create the following first:

1. Payment Terms

2. How to create a Payment Terms Template

A Payment Terms Template tells DellSuite how to populate the table in the 'Payment Terms Schedule' section of the sales/purchase document.

You should use it if you have a set of standard Payment Terms or for ease of use.

1. Go to the Payment Term Template list and click on New.
2. Enter a name for the template.
3. Add the created Payment Terms in the table rows.

4. Make sure that the total Invoice Portion adds up to 100.
5. Save.

1. Invoice made with above template.

The screenshot shows the 'Sales Invoice' form for invoice SINV-23-20499. The 'Terms' tab is selected, displaying the 'Payment Terms' section. The 'Payment Terms Template' is set to '20-80'. Below this, the 'Payment Schedule' table is visible, showing two rows: Row 1 with a 20% invoice portion and a payment amount of ₹ 2,000.00 due on 11-08-2023; and Row 2 with an 80% invoice portion and a payment amount of ₹ 8,000.00 due on 31-08-2023. The 'Terms and Conditions' section is currently empty.

No.	Payment Term	Description	Due Date *	Invoice Portion	Payment Amount (INR...)	
1	20%		11-08-2023	20%	₹ 2,000.00	Edit
2	80%		31-08-2023	80%	₹ 8,000.00	Edit

2. Payment created against above invoice.

The screenshot shows the 'Payment Entry' form for payment ACC-PAY-2023-10415. The 'Amount' section shows a 'Paid Amount (INR)' of 10,000.00. The 'Reference' section includes buttons for 'Get Outstanding Invoices' and 'Get Outstanding Orders'. Below these, the 'Payment References' table lists two references: Reference 1 is a 'Sales Invoice' SINV-23-20499 with a grand total of 10,000, outstanding of 10,000, and an allocated amount of 2,000; Reference 2 is another 'Sales Invoice' SINV-23-20499 with a grand total of 10,000, outstanding of 10,000, and an allocated amount of 8,000.

No.	Type *	Name *	Grand T...	Outstan...	Allocate...	
1	Sales Invoice	SINV-23-20499	10,000	10,000	2,000	Edit
2	Sales Invoice	SINV-23-20499	10,000	10,000	8,000	Edit

Payment Terms

A Payment Term helps to set a schedule according to which payments will be made.

A Payment Term defines a specific payment slab. For example, 50% payment on shipping and 50% on delivery of the item. You can save your business's payment terms on DellSuite and include them in all documents in the sales/purchase cycle. DellSuite will make all the General Ledger entries accordingly.

In DellSuite, the Payment Terms form only defines portion percentages. The actual payment schedule can easily be applied using the Payment Terms Template.

You can use Payment Terms in the following documents:

- Sales Invoice
- Purchase Invoice
- Sales Order
- Purchase Order
- Quotation

To access Payment Term go to:

Home > Accounting > Accounting Masters > Payment Term

The screenshot shows the '30 Credit Days' form for creating a Payment Term. The breadcrumb trail at the top is 'Home > Accounting > Accounting Masters > Payment Term'. Below this, the navigation bar shows 'Accounting > Payment Term > 30 Credit Days'. The main form area is titled '30 Credit Days' and includes a 'Save' button. On the left sidebar, there are sections for 'Assigned To', 'Attachments' (with an 'Attach File' button), 'Reviews', 'Shared With', and 'Tags'. The main content area is divided into two sections: 'Connections' and 'Invoice Portion (%)'. The 'Connections' section has two columns: 'Sales' and 'Purchase'. Under 'Sales', there are buttons for 'Sales Invoice', 'Sales Order', and 'Quotation', each with a '+' icon. Under 'Purchase', there are buttons for 'Purchase Invoice' and 'Purchase Order', each with a '+' icon. To the right of these columns is a 'Payment Terms Template' button with a '+' icon. The 'Invoice Portion (%)' section has a text input field with '100'. Below it is a 'Mode of Payment' section with a text input field. To the right of these is a 'Due Date Based On' section with a dropdown menu showing 'Day(s) after invoice date'. Below that is a 'Credit Days' section with a text input field showing '30'. At the bottom left, there are icons for 'Like' and 'Comment', and a 'FOLLOW' button.

1. How to create a Payment Term

1. Go to the Payment Term list and click on New.
2. Enter a name for the Payment Term (eg: 50% post-shipment).
3. Enter the Invoice portion. If you enter 50, the portion will be 50 percent of the Invoice amount.
4. Select a Due Date type.
5. Under Credit Days enter the number of days after which the remaining amount has to be paid.
6. Save.

The fields are explained as follows:

- **Payment Term Name:** The name for this Payment Term.

- **Due Date Based On:** The basis by which the due date for the Payment Term is to be calculated. This is calculated X number of days from the **posting date** of the invoice/order. There are three options:
 - **Day(s) after invoice date:** Due date should be calculated in days concerning the posting date of the invoice. For example, if 7 is entered on date 20th, the due date will be 27.
 - **Day(s) after the end of the invoice month:** Due date should be calculated in days concerning the last day of the month in which the invoice was created. For example, if 7 is entered in the current month and the last day of the month is 30th, the due date will be the 7th of the next month.
 - **Month(s) after the end of the invoice month:** Due date should be calculated in months concerning the last day of the month in which the invoice was created. For example, if 3 is entered on the 20th of January, the due date will be on 20th March.
- **Invoice Portion:** The portion of the total invoice amount for which this Payment Term should be applied. The value given will be regarded as percentage i.e 50 = 50% of the invoice/orders Grand Total
- **Credit Days (optional):** The number of days or month credit is allowed depending on the option chosen in the Due Date Based On the field. 0 means no credit allowed.
- **Description:** (optional) A brief description of the Payment Term.

1.1 Setting up Discount on Early Payments

You can set up a discounted payment terms such that if payment is done within the specified period then some amount/percentage of the invoice value will be discounted. The following fields define the discount configuration:

- **Discount Type:** Default is Percentage. You can also change it to Amount.
- **Discount:** In terms of Percentage or Amount (eg. 10% or ₹ 5,000).
- **Discount Validity Based On:** This field acts similar to the Due Date Based On the field in the previous section.
- **Discount Validity:** The number of days or months the discount is valid with respect to the invoice date (eg. 10 days after the invoice date).

10% discount on Early Payment

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Save

Assigned To

+

Attachments

Attach File

+

Reviews

+

Shared With

+

Tags

Add a tag ...

0

0

FOLLOW

You edited this

2 hours ago

Connections

Invoice Portion (%)

100

Due Date Based On

Day(s) after invoice date

⌵

Mode of Payment

Credit Days

30

Discount Settings

Discount Type

Percentage

⌵

Discount Validity Based On

Day(s) after invoice date

⌵

Discount

10.000

Discount Validity *

10

You can now link the Payment Terms with an Invoice and on creating the payment against such invoice, the discount will be applied automatically.

Note: This discount is only applied on a Payment Entry that is made from an individual invoice. Independently made Payment Entries, where invoice references are fetched, will not have any early payment discount applied.

1.2 Payment Terms in Converted Documents

When converting or copying documents in the sales/purchase cycle, the attached Payment Term(s) will be copied. When creating a Sales Order from a Quotation, the Due Date in the Payment Terms will be according to the Quotation, this needs to be updated.

For ease of use, you can also set a Payment Terms Template and simply reselect it.

1.3 Adding Payment Terms To Documents

Once you have composed the Payment Terms Template, you can use them in sales and purchase transactions. Based on the value defined for Payment Terms and transaction value, the payment schedule will be defined, with a Due Date for each payment slab.

Customer Name:	Sysco Inc.	Date:	04-18-2021
		Payment Due Date:	05-18-2021
Business Unit:	Industrials		

Sr	Item	Description	Quantity	Discount Amount	Rate	Amount	Rate of Stock UOM	Business Unit
1	PETE	PETE	Nos 1	\$ 0.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	Industrials

Total Quantity:	1	Total	\$ 35,000.00
		Grand Total:	\$ 35,000.00
		Rounded Total:	\$ 35,000.00
		In Words:	USD Thirty Five Thousand only.

Sr	Due Date	Invoice Portion	Payment Amount
1	04-18-2021	50.0%	\$ 17,500.00
2	05-18-2021	50.0%	\$ 17,500.00

Note: The Payment Schedule can be shown in the Print View using the Print Format Builder.

Loyalty Program

A Loyalty Program allows Customers to earn points by spending a certain amount and lets them redeem the points in future purchases.

A Customer Loyalty Program is a structured and long-term marketing effort that provides incentives to repeat Customers. Successful programs are designed to motivate Customers in a business's target market to return often, make frequent purchases, and shun competitors.

To access the Loyalty Program list, go to:

Home > Retail > Retail Operations > Loyalty Program

1. Prerequisites

Before creating and using a Loyalty Program, it is advised to create the following first:

1. Customer
2. Sales Invoice

2. How to Create a Loyalty Program

1. Go to the Loyalty Program list and click on New.
2. Enter a Name for the Loyalty Program.
3. Select whether the program is Single Tiered or Multi Tiered (gold, silver, etc).
4. Set a start and end date for the program.
5. Select the Customer Group and Territory for which this program is applicable, the default is all.
6. For opting in all Customers by default, tick on 'Auto Opt In (For all customers)'. Otherwise, the program needs to be assigned from the Customer master.
7. In the table, enter:
 2. **Tier name:** To be assigned to a Customer based on his eligibility.
 3. **Collection Factor:** How much amount needs to be spent to gain 1 Loyalty Point in DellSuite.
 4. **Minimum Amount:** Minimum amount to be spent to qualify into a tier.
8. Set the Conversion Factor, eg: 10 USD = 1 point.
9. Save.

Accounting > Loyalty Program > Skywards

Search or type a command (Ctrl + G) | Help | BS

Skywards [Navigation icons] [Save]

Attach File +

Reviews +

Shared With +

Tags +
Add a tag ...

0 · 0 FOLLOW

You edited this just now

You created this just now

Loyalty Program Type
Single Tier Program

From Date *
01-01-2021

To Date
12-31-2021

Customer Group
All Customer Groups

Customer Territory
All Territories

☐ Auto Opt In (For all customers)

Collection Tier

Collection Rules

<input type="checkbox"/> No.	Tier Name	Collection Factor (=1 LP)	
<input type="checkbox"/> 1	Platinum	\$ 3.00	Edit
<input type="checkbox"/> 2	Gold	\$ 2.00	Edit
<input type="checkbox"/> 3	Silver	\$ 1.00	Edit

Add Row

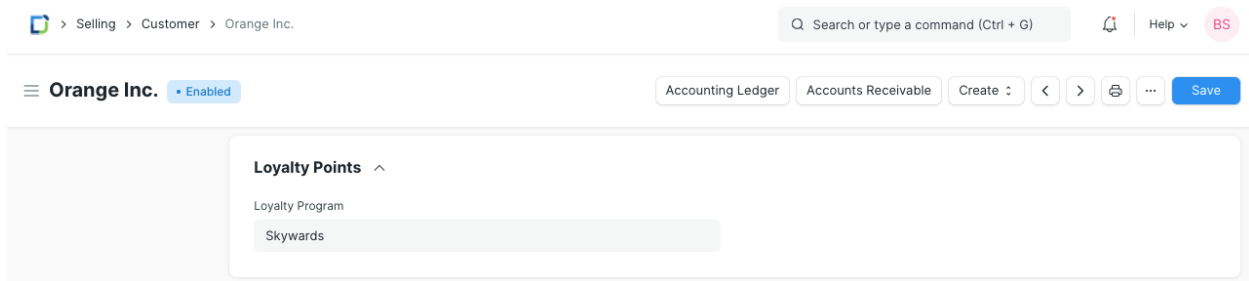
2.1 Redemption section

- **Conversion Factor:** When redeeming loyalty points, this factor decides how much money is 1 Loyalty Point worth. For example, if a Customer has 100 Loyalty Points, and 1 Loyalty Point = 1 USD, then the Customer use Items up to 100 USD with their loyalty points for future purchases.

- **Expense Account:** Set an Expense Account from where you'll offer the benefits. This is useful to track the benefits offered separately.
- **Expiry Duration (in days):** The collected loyalty points will expire after the number of days set in this field.

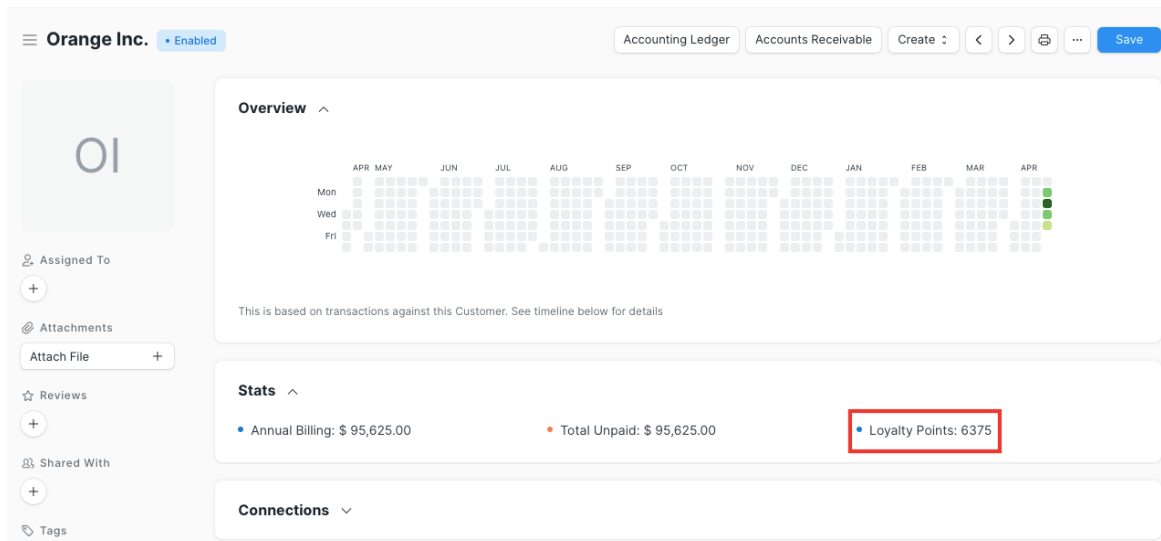
2.2 Loyalty Points in Customer

Set a Loyalty Program section in the Customer master to assign a Loyalty Program to a Customer.



The screenshot shows the 'Orange Inc.' customer master form. The 'Loyalty Points' section is expanded, showing a 'Loyalty Program' dropdown menu with 'Skywards' selected. The form includes a search bar at the top, a navigation bar with 'Accounting Ledger' and 'Accounts Receivable' tabs, and a 'Save' button.

Loyalty points earned can be viewed in the Customer's dashboard.



The screenshot shows the 'Orange Inc.' customer dashboard. The 'Overview' section displays a calendar grid for the year 2023, with green dots indicating loyalty points earned. The 'Stats' section shows 'Annual Billing: \$ 95,625.00', 'Total Unpaid: \$ 95,625.00', and 'Loyalty Points: 6375'. The 'Loyalty Points' value is highlighted with a red box. The 'Connections' section is also visible.

2.3 Loyalty Point Entry

Go to: **Accounts > Retail Operations > Loyalty Point Entry**. This acts as a log to give an overview of which Customer earned how many points against which Sales Invoice. It holds the data Invoice and Customer.

Orange Inc.

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Assigned To

+

Attachments

Attach File +

Reviews

+

Shared With

+

Tags

Add a tag ...

0

0

FOLLOW

You edited this

27 minutes ago

You created this

27 minutes ago

Loyalty Program

Skywards

Loyalty Program Tier

Gold

Customer

Orange Inc.

Invoice Type

Sales Invoice

Invoice

ACC-SINV-2021-00017

Loyalty Points

6375

Purchase Amount

\$ 12,750.00

3. How does a Loyalty Program work?

3.1 Earning Points

- Firstly, a **Loyalty Program** needs to be created as explained in the first section.
- Assign this **Loyalty Program** to a **Customer**.
- Create a new Sales Invoice for the **Customer** to whom you have assigned **Loyalty Program**.
- For this example, an invoice is created with a grand total of 3,000 INR and according to the **Loyalty Program** for a minimum spent of 2,000 INR, the Silver Tier collection factor will be eligible and for each 300 INR spent, the **Customer** will receive 1 point (hence the total points earned on this transaction is 15).
- Upon submission of the invoice, a **Loyalty Point Entry** will be created for this invoice (as shown above under Loyalty Program Entry section).
- In our **Loyalty Program** upon minimum spent of 6,000, Gold Tier would be eligible. So, when another invoice is submitted with the same value, the total sales from this Customer becomes 6,000. So now, the **Customer** will be automatically upgraded to the Gold tier.

Note: The minimum spent in Loyalty Program does not mean a minimum value for a single invoice. Rather it means the sum of amount of invoices for the Customer under a particular Loyalty Program scheme.

3.2 Redeeming Points

- Let's continue from the above example where we created 1 invoice and earned 15 points from it. When creating another invoice for the same Customer, go to the Loyalty Points section and enable the checkbox to 'Redeem Loyalty Points'.

The screenshot shows the 'Orange Inc.' invoice editor in 'Draft' status. At the top right, there are navigation buttons: 'Get Items From', left and right arrows, a print icon, and a 'Submit' button. The main section is titled 'Loyalty Points Redemption' with an expand/collapse arrow. It contains two columns of fields. The left column has 'Loyalty Points' (6375), 'Loyalty Amount' (\$ 6,375.00), and a checked checkbox for 'Redeem Loyalty Points'. The right column has 'Loyalty Program' (Skywards), 'Redemption Account' (Sales Expenses - UP), and 'Redemption Cost Center' (Main - UP). Below this is an 'Additional Discount' section with a dropdown arrow. At the bottom right, there is a summary section showing 'Grand Total (USD)' as \$ 12,750.00 and 'Rounding Adjustment (USD)' as \$ 0.00.

Loyalty Points Redemption	
Loyalty Points	6375
Loyalty Amount	\$ 6,375.00
<input checked="" type="checkbox"/> Redeem Loyalty Points	
Loyalty Program	Skywards
Redemption Account	Sales Expenses - UP
Redemption Cost Center	Main - UP

Additional Discount

Grand Total (USD) \$ 12,750.00

Rounding Adjustment (USD) \$ 0.00

- The fields for 'Loyalty Point', 'Redemption Account' and 'Redemption Cost Center' will become visible under this section. The account and Cost Center will be fetched from the **Loyalty Program** assigned to the **Customer**.
- Since the Customer has earned 15 points, we can use all of it until expiry. If we try to use more than what we have an error will be thrown.
- In above example, we have used 6375 points to be redeemed. Doing so will enable another field that will display the amount calculated using (loyalty point * Conversion Factor). So, USD 6375 will be deducted from the amount since our 'Conversion Factor' was '1'.

- When submitted, 2 **Loyalty Point Entries** will be created. One for redeemed, which will be a negative value and one for the current invoice.

Assigned To

Attachments

Attach File

Reviews

Shared With

Tags

Add a tag ...

0

0

FOLLOW

You edited this just now

You created this just now

Loyalty Program

Skywards

Loyalty Program Tier

Gold

Customer

Orange Inc.

Invoice Type

Sales Invoice

Invoice

ACC-SINV-2021-00018

Redeem Against

4ef538f3b8

Loyalty Points

-6375

Note: For an invoice on which points have been earned, if a return invoice is created, it will delete the original Loyalty Point Entry and create a new one after subtracting the returned amount from the original amount. Also, when canceling an invoice, its subsequent Loyalty Point Entry will be deleted.

Opening and Closing

The Opening Invoice Creator, Chart of Accounts Importer, and Period Closing Voucher are vital features within DellSuite's accounting module.

The Opening Invoice Creator facilitates the creation of invoices at the beginning of an accounting period, streamlining the process of recording opening balances for receivables or payables.

The Chart of Accounts Importer is a powerful tool that enables users to import a structured list of accounts into DellSuite, saving time and reducing errors associated with manual data entry. This feature is particularly useful during system setup or when updating account structures, ensuring that the Chart of Accounts is correctly configured to reflect an organisation's financial structure.

The Period Closing Voucher automates the closing activities at the end of an accounting period. It consolidates adjustments, accruals, and other closing entries, providing a systematic way to finalise financial transactions for the period.

Opening Invoice Creation Tool

The Opening Invoice Creation Tool allows importing data of outstanding Purchase or Sales Invoices into DellSuite. This specific tool is used in place of the Data Import Tool for cases where the Item data is irrelevant and outstanding balances against Customers/Suppliers are to be imported into DellSuite.


To access the Opening Invoice Creation Tool, go to:

Home > Accounting > Opening and Closing > Opening Invoice Creation Tool

1: How to import Opening Invoices

1. Select the Company to which you want to import opening balances.
2. Select the Invoice Type. Selecting Sales or Purchase will generate Sales Invoices or Purchase Invoices respectively.
3. Checking the "Create Missing Party" checkbox will automatically create customers or suppliers if missing according to the name provided in the Party column.

Opening Invoice Creation Tool

[Make Invoice](#)

Company

Shree Sai Dental

Invoice Type

Sales

INVOICES

<input type="checkbox"/>	Party	Posting Date	Due Date	Item Name	Outstanding Amou...	
<input type="checkbox"/>	1 Apple	15-11-2017	15-11-2017	iPad	₹ 20,000.00	▼
<input type="checkbox"/>	2 SCM Focus	15-11-2017	15-11-2017	Book	1,500.00	▼

[Add Row](#) [Download](#) [Upload](#)

4. Fill up the Invoices table. It consists of the following fields:
 - **Party:** You can select an existing Customer/Supplier or enter the name of a new one which will be automatically created.
 - **Posting Date:** The date at which the invoice will be posted.
 - **Due Date:** The date after which the invoice will be overdue.

- **Item Name:** (Optional) The item name entered here will be shown in the invoice item table.
- **Outstanding Amount:** The outstanding amount of the invoice.
- **Invoice Number:** The corresponding invoice number as present in the previous system. If this field is empty, the DellSuite naming series will be used.

Tip: You can click the download button to download an excel sheet that you can fill up easily with appropriate data. If you have downloaded the excel sheet, then use the Upload button to upload it. Once you upload the sheet, the table will be filled with appropriate data rows.

Chart Of Accounts Importer

Introduced in Version 12

When a new company is created in DellSuite, the Chart of Accounts for it is created by default with a pre-set structure. However, if you have your own Chart of Accounts, you can import it using the Chart of Accounts Importer.

It allows you to create your own Chart of Accounts according to your requirement and import it into the system.

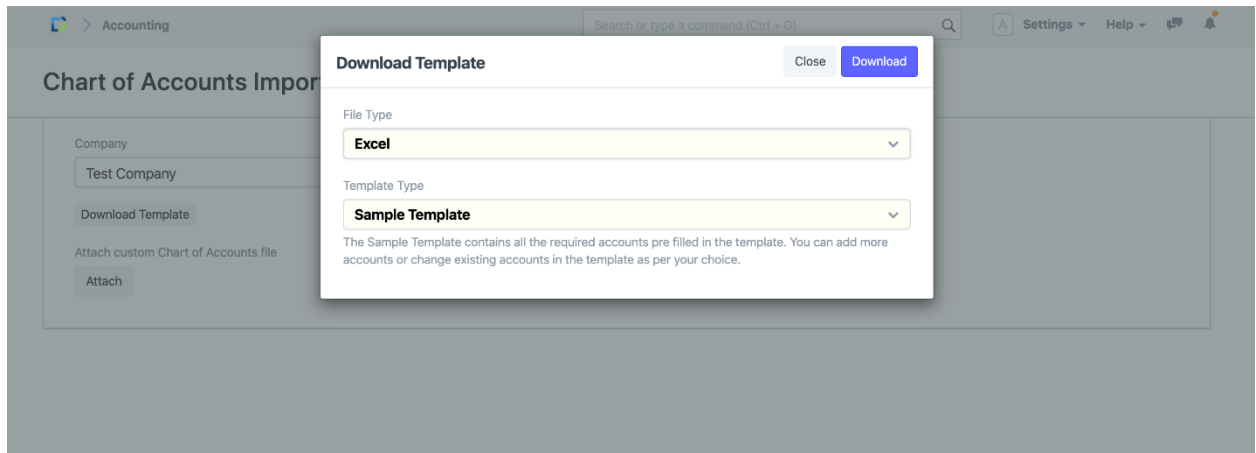
Any existing Chart Of Accounts against that company will be overwritten. Make sure the company you are selecting doesn't have any pre-existing transactions otherwise you'll receive a validation error.

To access, go to:

Home > Getting Started > Chart of Accounts Importer

1. How to import Chart Of Accounts

1. Select the Company for which you want to import the Chart of Accounts.
2. Click on "Download Template" button to download the template. Select file type in which you want to download the template. Select the template type and click on "Download". "Sample Template" contains pre-filled sample data so that you get an idea of how to fill the template. You can edit the data in "Sample Template" itself or download "Blank Template" for a fresh template.



Account Name	Parent Account	Account Number	Is Group	Account Type	Root Type
			1		Asset
			1		Liability
			1		Expense
			1		Income
			1		Equity
			1	Bank	Asset
			1	Cash	Asset
			1	Stock	Asset
			0	Cost of Goods Sold	Expense
			0	Depreciation	Expense
			0	Fixed Asset	Asset
			0	Payable	Liability
			0	Receivable	Asset
			0	Stock Adjustment	Expense
			0	Bank	Asset
			0	Cash	Asset
			0	Stock	Asset

- Once you download the template, fill in the details in the template as shown in the sample template below. Please make sure to make accounts for account types "Cost of Goods Sold", "Depreciation", "Fixed Asset", "Payable", "Receivable", "Stock Adjustment". Root types for these accounts must be one of Asset, Liability, Income, Expense, and Equity.

To know more about "Account Types" and "Root Types" click here [click](#)

Account Name	Parent Account	Account Number	Is Group	Account Type	Root Type
Application Of Funds(Assets)			1		Asset
Sources Of Funds(Liabilities)			1		Liability
Equity			1		Equity
Expenses			1		Expense
Income			1		Income
Bank Accounts	Application Of Funds(Assets)		1	Bank	Asset
Cash In Hand	Application Of Funds(Assets)		1	Cash	Asset
Stock Assets	Application Of Funds(Assets)		1	Stock	Asset
Cost Of Goods Sold	Expenses		0	Cost of Goods Sold	Expense
Asset Depreciation	Expenses		0	Depreciation	Expense
Fixed Assets	Application Of Funds(Assets)		0	Fixed Asset	Asset
Accounts Payable	Sources Of Funds(Liabilities)		0	Payable	Liability
Accounts Receivable	Application Of Funds(Assets)		1	Receivable	Asset
Stock Expenses	Expenses		0	Stock Adjustment	Expense
Sample Bank	Bank Accounts		0	Bank	Asset
Cash	Cash In Hand		0	Cash	Asset
Stores	Stock Assets		0	Stock	Asset

- Click on "Attach" to upload the template.

Chart of Accounts Importer

Company

Download Template

Attach custom Chart of Accounts file

Attach

- Once you upload the template you'll be able to see the preview of the Chart of Accounts in the Chart Preview section.

Chart of Accounts Importer

Import

Company

Test Company

Download Template

Attach custom Chart of Accounts file

/private/files/coa_importer_template (13).xlsx

Reload File

Clear

CHART PREVIEW

All Accounts

Application Of Funds(Assets)

Bank Accounts

Cash In Hand

Stock Assets

Fixed Assets

Accounts Receivable

Sources Of Funds(Liabilities)

Accounts Payable

Equity

Expenses

Cost Of Goods Sold

Asset Depreciation

Stock Expenses

Income

- If everything seems correct in the preview, click on "Import" in the top right corner and the accounts will be created.

Chart of Accounts Importer

Import

Company

Test Company

Download Template

Attach custom Chart of Accounts file

/private/files/coa_importer_template (13).xlsx

Reload File

Clear

CHART PREVIEW

- To verify the created accounts you can go to Chart of Accounts and see the newly created accounts for that company.

Chart Of Accounts		Menu ▾	New
Test Company		Expand All	View ▾ Create ▾ Financial Statements ▾
Test Company			
Application Of Funds(Assets) - TC			₹ 0.00 Cr
Accounts Receivable - TC			₹ 0.00 Cr
Bank Accounts - TC			₹ 0.00 Cr
Cash In Hand - TC			₹ 0.00 Cr
Cash - TC			₹ 0.00 Cr
Fixed Assets - TC			₹ 0.00 Cr
Stock Assets - TC			₹ 0.00 Cr
Sources Of Funds(Liabilities) - TC			₹ 0.00 Cr
Equity - TC			₹ 0.00 Cr
Income - TC			₹ 0.00 Cr
Expenses - TC	Edit Delete Add Child View Ledger		₹ 0.00 Cr
Asset Depreciation - TC			₹ 0.00 Cr
Cost Of Goods Sold - TC			₹ 0.00 Cr
Stock Expenses - TC			₹ 0.00 Cr

Period Closing Voucher

A Period Closing Voucher indicates that the profit/loss for an accounting period has been balanced and the books can start fresh.

At the end of every year or (quarterly or maybe even monthly), after completing auditing, you can close your books of accounts. This means that you make all your special entries like:

- Depreciation
- Change in value of Assets
- Defer taxes and liabilities
- Update bad debts

Then book your Profit or Loss.

By doing this, your balance in your Income and Expense Accounts becomes zero. You start a new Fiscal Year (or period) with a balanced Balance Sheet and fresh Profit and Loss account. In DellSuite after making all the special entries via Journal Entry for the current fiscal year, you should set all your Income and Expense accounts to zero via a Period Closing Voucher.

To access the Period Closing Voucher list, go to:

Home > Accounting > Opening and Closing > Period Closing Voucher

1. How to create a Period Closing Voucher

1. Go to the Period Closing Voucher list and click on New.

2. Set a posting date.
3. Select the account, usually this is the 'Reserves and Surplus' account.
4. Enter any remarks.
5. Save and Submit.

Reserves and Surplus - UP • Submitted

Ledger < > Print ... Cancel

Assigned To +

Attachments
Attach File +

Reviews
+

Shared With
+

Tags
Add a tag ...

0 0 0 FOLLOW

You edited this just now

You created this 2 minutes ago

Transaction Date
12-31-2021

Posting Date *
12-31-2021

Closing Fiscal Year *
2021

Company *
Unico Plastics Inc.

Closing Account Head *
Reserves and Surplus - UP

The account head under Liability or Equity, in which Profit/Loss will be booked

Remarks *
Period Closing Voucher for 2021

Add a comment

Ctrl+Enter to add comment

1.2 The fields explained

- **Transaction Date** will be Period Closing Voucher's creation date.
- **Posting Date** will be when this entry should be executed. If your Fiscal Year ends on 31st December, then that date should be selected as Posting Date in the Period Closing Voucher.
- **Closing Fiscal Year** will be an year for which you are closing your financial statement.
- **Book Cost Center Wise Profit/Loss** will book closing entries as per cost center of income & expense accounting entries

1.3 What happens on submitting?

The Period Closing Voucher will make accounting entries (GL Entry). This will make all your Income and Expense Accounts zero and transfer Profit/Loss balance to the Closing Account.

You should select a liability account like Reserves and Surplus, or Any Revenue Reserve account or into Owners Capital account as Closing Account.

General Ledger

Set Chart Create Card C ...

Unico Plastics Inc.

Finance Book

12-31-2021

12-31-2021

Account

ACC-PCV-2021-00001

Party Type

Party

Group by

Currency

Cost Center

Project

Business Unit

☐ Consider Accounting Dimensions

☐ Show Opening Entries

☐ Include Default Book Entries

☐ Show Cancelled Entries

	Posting ...	Account	Debit (USD)	Credit (USD)	Balance (USD)	Voucher Type	Voucher No	Against Acco...	Party Type	Pa
1		Opening	0.000	0.000	0.000					
2					0.000					
3		Opening	0.000	0.000	0.000					
4	12-31-20...	Cost of Goods Sold - UP	0.000	627,050.000	-627,050.000	Period Closing ...	ACC-PCV-2021-00001			
5	12-31-20...	Reserves and Surplus - UP	0.000	9,426,831.010	-10,053,881.010	Period Closing ...	ACC-PCV-2021-00001			
6	12-31-20...	Round Off - UP	0.010	0.000	-10,053,881.000	Period Closing ...	ACC-PCV-2021-00001			
7	12-31-20...	Salary - UP	0.000	20,000,000.000	-30,053,881.000	Period Closing ...	ACC-PCV-2021-00001			
8	12-31-20...	Sales - UP	30,052,800.000	0.000	-1,081.000	Period Closing ...	ACC-PCV-2021-00001			
9	12-31-20...	Sales - UP	4,591.000	0.000	3,510.000	Period Closing ...	ACC-PCV-2021-00001			
10	12-31-20...	Sales Expenses - UP	0.000	3,500.000	10.000	Period Closing ...	ACC-PCV-2021-00001			
11	12-31-20...	Write Off - UP	0.000	10.000	0.000	Period Closing ...	ACC-PCV-2021-00001			
12		Total	30,057,391.010	30,057,391.010	0.000					
13		Closing (Opening + Total)	30,057,391.010	30,057,391.010	0.000					
14					0.000					

If **Book Cost Center Wise Profit/Loss** is enabled, the net profit & loss will be booked according to the individual transaction's cost center. Below is the closing entry made for two sales transaction having different cost center.

Posting Date	Account	Debit (USD)	Credit (US...	Balance (USD)	Voucher Type	Voucher No	Cost Center	Against V...
1	Opening	0.000	0.000	0.000				
2	11-22-2021 Reserve and Surplus - TPC	0.000	400.000	-400.000	Period Closing Voucher	ACC-PCV-2021-00038	Main - TPC	
3	11-22-2021 Reserve and Surplus - TPC	0.000	200.000	-600.000	Period Closing Voucher	ACC-PCV-2021-00038	Western Branch - TPC	
4	11-22-2021 Sales - TPC	400.000	0.000	-200.000	Period Closing Voucher	ACC-PCV-2021-00038	Main - TPC	
5	11-22-2021 Sales - TPC	200.000	0.000	0.000	Period Closing Voucher	ACC-PCV-2021-00038	Western Branch - TPC	
6	Total	600.000	600.000	0.000				
7	Closing (Opening + Total)	600.000	600.000	0.000				

For comparison, use >5, <10 or =324. For ranges, use 5:10 (for values between 5 & 10).

Execution Time: 0.016769 sec

Note: If accounting entries are made in a closing Fiscal Year, even after Period Closing Voucher was created for that Fiscal Year, you should create another Period Closing Voucher. Later voucher will only transfer the pending P&L balance into Closing Account Head.

General Ledger

The General Ledger section in DellSuite's accounting module serves as a vital part for organising, recording, and managing all financial transactions within an organisation. It encompasses a comprehensive set of features and functionalities essential for maintaining accurate and up-to-date financial records.

Journal Entry Template

A Journal Entry Template lets you set and select a predetermined list of accounts and options while making a Journal Entry.

To access the Journal Entry Template, go to:

Home > Accounting > General Ledger > Journal Entry Template

1. How to Create and use a Journal Entry Template:

≡ New Journal Entry Template • Not Saved

Save

Template Title *

Salary Entry

Journal Entry Type *

Journal Entry

Series *

Company *

Unico Plastics Inc.

Is Opening

No

☐ Multi Currency

Accounting Entries

<input type="checkbox"/> No.	Account	
<input type="checkbox"/> 1	Salary - UP	Edit
<input type="checkbox"/> 2	Payroll Payable - UP	Edit

Add Row

1. Go to the Journal Entry Template List and click on New.
2. Add the following details:
 - **Template Title:** This will be used to select the template from Journal Entry.
 - **Company:** By default the company defined in Global Defaults is selected. You can select any another company too.
 - **Entry Type:** You can select from the entry types available in Journal Entry here. Default value is Journal Entry.
 - There are 3 special 'Entry Types' in this:
 - **Opening Entry:** This will get all the accounts and load them into the "Accounting Entries" table. To learn more visit Opening Balance page.
 - **Bank Entry:** This will get and load the default Bank Account if set.
 - **Cash Entry:** This will get and load the default Cash Account if set.
 - **Is Opening:** This will be autoset to 'Yes' if 'Opening Entry' is selected as Entry Type.

- **Series:** You can select from a list of naming series available to Journal Entry.
 - **Accounting Entries:** Here you can select a list of accounts to add to the entry.
3. Save and go to Journal Entry and click on new.
 4. In the 'From Template' field when you select the template, it will load the accounts and other options set in it. Please note it will clear the Accounting Entries table first, but you can add more accounts to the table apart from those fetched from the template.

Journal Entry

A Journal Entry is an entry made in the general ledger and it indicates the affected accounts.

A Journal Entry is a multi purpose transaction where the debit and credit accounts can be selected.

All types of accounting entries other than Sales and Purchase transactions are made using the **Journal Entry**. A **Journal Entry** is a standard accounting transaction that affects multiple Accounts and the sum of debits is equal to the sum of credits. A Journal Entry Impacts the main ledger.

Journal Entries can be used for entering expenses, opening entries, contra entries, bank payments, excise entries, etc. For example, booking running expenses, direct expenses like petrol/transport, sundry expenses, adjustment entries, and adjusting invoice amount.

Note: From version-13 onwards we have introduced immutable ledger which changes the way cancellation of accounting entries works in DellSuite. [Learn more here.](#)

To access the Journal Entry list, go to:

Home > Accounting > General Ledger > Journal Entry

1. How to create a Journal Entry

1. Go to the Journal Entry list, click on New.
2. The default Entry Type will be 'Journal Entry'. This is a general purpose entry type. Visit section 3 to know more about entry types.
3. You can change the Posting Date.
4. Expand the table, select an Account from which amount is debited.
5. The above details can be added from a Journal Entry Template too with the 'From Template' field.
6. Select the Party Type and Party if it's a Debtor entry.
7. Add a row where the amount will be credited.
8. Note that, in the end, total debit and credit amounts should add up to be the same.
9. Save and Submit.

New Journal Entry

Not Saved

Quick Entry

Save

Entry Type *

Journal Entry

From Template

Series *

ACC-JV-.YYYY.-

Company *

Unico Plastics Inc.

Finance Book

Posting Date *

04-15-2021

Accounting Entries

<input type="checkbox"/> No.	Account	Party Type	Party	Debit	Credit	
<input type="checkbox"/> 1	Salary - UP			\$ 45,890.00		Edit
<input type="checkbox"/> 2	Payroll Payable - UP	Party Type	Party	Debit	45,890.00	Edit

Add Multiple

Add Row

Reference Number

Total Debit

Finance Book: You can post this entry to a specific Finance Book. On leaving this field blank, this Journal Entry will show up in all Finance Books. This field will only be visible if 'Enable Finance Books' under the Fixed Asset Defaults section of the Company master is checked.

1.1 Quick Entry

When creating a Journal Entry, a **Quick Entry** button can be seen on the top right. This makes creating the Journal Entry a bit easier. Enter the amount, select the accounts, add a remark. This will populate the 'Accounting Entries' table with the selected details.

Accounting > Journal Entry > new-journal-entry

command (Ctrl + G)

Help

BS

New Journal Entry

Not Saved

Quick Entry

Save

Entry Type *

Journal Entry

Series *

ACC-JV-.YYY

Finance Book

Accounting Entries

<input type="checkbox"/> No.	A			Debit	Credit	
<input type="checkbox"/> 1						Edit

Add Multiple

Reference Number

Quick Journal Entry

Amount *

Debit Account *

Credit Account *

Date *

04-15-2021

User Remark

Series *

Save

2. Features

2.1 Accounting Entries

1. **Accounting Dimensions:** A Project or Cost Center can be linked here to track the costing separately. To know more, visit [this page](#).

The screenshot shows the 'New Journal Entry' form in a software application. The form is titled 'Editing Row #1' and contains several input fields. A red rectangle highlights the 'Accounting Dimensions' section, which includes fields for 'Business Unit', 'Project', 'Cost Center', and 'If Income or Expense'. Other visible fields include 'Salary - UP', 'Account Balance' (\$ 20,000,000.00), 'Party Type', 'Party', 'Currency' (USD), and 'Exchange Rate' (1.000000000). The top navigation bar shows 'Accounting > Journal Entry > new-journal-entry-2' and a search bar.

2. **Bank Account No:** If you've added a Bank Account, the number associated with that bank account will be fetched.
3. **Reference Type:** If this Accounting Entry is associated with another transaction, it can be referenced here. Select the Reference Type and select the specific document. For example, if you're creating a Journal Entry against a specific Sales Invoice. Link this Journal Entry to the invoice. The "outstanding" amount of that invoice will be affected.

Accounting > Journal Entry

New Journal Entry

Editing Row #1

Account Currency: USD Exchange Rate: 1.000000000

Amount

Debit: Credit:

Debit in Company Currency: \$ 0.00 Credit in Company Currency: \$ 0.00

Reference

Reference Type: Expense Claim

Reference Name: HR-EXP-2021-00001

Reference Due Date:

Is Advance: No

User Remark:

4.

Following are the documents that can be selected in the Journal Entry under Reference Type:

1. Sales Invoice
2. Purchase Invoice
3. Journal Entry
4. Sales Order
5. Purchase Order
6. Expense Claim
7. Asset
8. Loan
9. Payroll Entry
10. Employee Advance
11. Exchange Rate Revaluation
12. Invoice Discounting
13. **Is Advance:** If this is an advance payment by a Customer, set this option to 'Yes'. This is useful when you have linked a 'Reference Type' form to this Journal Entry. Selecting "Yes" will link this Journal Entry to the transaction selected in the 'Reference Name' field. To know more, visit the Advance Payment Entry page.
14. **User Remark:** Any additional remarks about the entry can be added in this field.

2.2 Reverse Journal Entry

In any submitted Journal Entry, there is a dedicated button to reverse the Journal Entry. On clicking the 'Reverse Journal Entry' button, the system creates a new Journal Entry by reversing debit and credit amount against the respective accounts.

The screenshot shows a web interface for a 'Salary - UP' Journal Entry. The top navigation bar includes 'View', 'Make', and 'Cancel' buttons. A red box highlights the 'Reverse Journal Entry' button. The form fields include 'Entry Type' (Journal Entry), 'Company' (Unico Plastics Inc.), and 'Posting Date' (01-31-2021). The 'Accounting Entries' table lists two entries: 'Salary - UP' with a debit of \$5,000,000.00 and 'Payroll Payable - UP' with a credit of \$5,000,000.00. The 'Total Debit' is \$5,000,000.00 and the 'Total Credit' is \$5,000,000.00. The left sidebar shows 'Assigned To', 'Attachments', 'Reviews', 'Shared With', and 'Tags' sections.

No.	Account	Party Type	Party	Debit	Credit	
1	Salary - UP			\$ 5,000,000.00	\$ 0.00	Edit
2	Payroll Payable - UP			\$ 0.00	\$ 5,000,000.00	Edit

Total Debit: \$ 5,000,000.00
Total Credit: \$ 5,000,000.00

2.3 Difference Entry

The "Difference" is the difference that remains after summing all debit and credit amounts.

As per double entry accounting system, the total debit should be equal to the total credit.

This should be zero if the Journal Entry is to be "Submitted". If this number is not zero, you can click on "Make Difference Entry" and the system will automatically add a new row with the amount required to make the total as zero. Select the account to debit/credit and proceed.

New Journal Entry

Not Saved

Quick Entry

Save

Accounting Entries

<input type="checkbox"/> No.	Account	Party Type	Party	Debit	Credit	
<input type="checkbox"/> 1	Salary - UP	Party Type	Party	7,600.00	Credit	Edit

Add Multiple

Add Row

Reference Number

Reference Date

User Remark

Total Debit

\$ 7,600.00

Total Credit

\$ 0.00

Difference (Dr - Cr)

\$ 7,600.00

Make Difference Entry

☐ Multi Currency

2.4 Referencing

A Reference Number can be entered manually and a Reference Date can be set. On entering a Reference Number here, a 'Remark' will be seen, for example:

Note: supplier

Reference #2321 dated 30-09-2019 ₹ 1,000.00 against Sales Invoice ACC-SINV-2019-00064

In th Reference section, the following fields can be entered manually if the bill was recorded offline and not in the DellSuite system. This is only for reference purposes.

1. Bill No
2. Bill Date
3. Due Date

2.5 Multi Currency entries

If the accounts selected are in different currencies, tick the 'Multi Currency' checkbox. If this checkbox is not enabled, you will not be able to select any foreign currencies in the Journal Entry. This will show the different currency and fetch the 'Exchange Rate'. To know more, visit the Multi Currency Accounting page.

Payroll Payable - UP

Not Saved

<

>

Print

More

Save

Add a tag ...

0

0

FOLLOW

You edited this

1 minute ago

You created this

1 minute ago

Accounting Entries

<input type="checkbox"/>	No.	Account	Party Type	Party	Debit	Credit	
<input type="checkbox"/>	1	Payroll Payable - UP			\$ 0.00	\$ 10,000.00	Edit
<input type="checkbox"/>	2	Salary Offshore - UP			₹ 750,800.00	₹ 0.00	Edit

Add Multiple

Add Row

Reference Number

Reference Date

User Remark

Total Debit

\$ 10,000.66

Total Credit

\$ 10,000.00

Difference (Dr - Cr)

\$ 0.66

Make Difference Entry

☒ Multi Currency

2.6 Journal Entry Template

From Template field: Selecting an option in this will load details from a Journal Entry Template.

It will fetch and add the following details to the entry:

1. Entry Type
2. Company
3. Series
4. Accounts in Accounting Entries
5. Is Opening

To learn more go to the [Journal Entry Template](#) page.

2.7 Print Settings

The screenshot shows a web interface for a 'Payroll Payable - UP' draft. At the top, there's a header bar with a menu icon, the text 'Payroll Payable - UP', a red 'Draft' status tag, and navigation buttons (back, forward, print, etc.) and a 'Submit' button. Below the header, the form is divided into sections. The 'Reference' section is at the top. The 'Printing Settings' section is highlighted with a red border and contains two input fields: 'Pay To / Recd From' and 'Letter Head'. Below these is a 'Print Heading' input field. The 'More Information' section is below the 'Printing Settings' section, and the 'Add a comment' section is at the bottom.

Pay To / Recd From: The name entered here will show up in the Sales Invoice. This is useful for printing cheques. Go to the print view in the Journal Entry and select the 'Cheque Printing Format'.

Letterhead

You can print your Journal Entry on your company's letterhead. Know more [here](#).

Print Headings

Journal Entries can also be titled differently for printing purposes. You can do this by selecting a **Print Heading**. To create new Print Headings go to:

Home > Settings > Printing > Print Heading

Read Print Headings to know more.

2.7 More Information

1. **Mode of Payment:** Whether the payment was done using Wire Transfer, Bank Draft, Credit Card, Cheque, or Cash. New Modes of Payment can also be created. If a Bank Account is set in Mode of Payment, it will be fetched here when the Mode of Payment is selected.
2. **Is Opening:** If the Journal Entry is of type 'Opening Entry' this field will be set to 'Yes'. To know more, visit the Opening Balance page.

3. **From Template:** When a template is selected, the 'Accounting Entries' table will be emptied first before loading the accounts from the template. You can add more account entries after that.

3. Journal Entry Types

Let's take a look at some of the common accounting entries that can be done via Journal Entry in DellSuite.

3.1 Journal Entry

This is a general purpose entry type which can be used for different purposes. Let's see a few examples.

Expenses (non accruing)

Many times it may not be necessary to accrue an expense, but it can be directly booked against an expense Account on payment. For example, a travel allowance or a telephone bill. You can directly debit Telephone Expense (instead of your telephone company) and credit your Bank on payment.

1. Debit: Expense Account (like Telephone expense).
2. Credit: Bank or Cash Account.

Crediting Salaries

For crediting employee salaries, 'Journal Entry' type is used. In this case,

1. Debit: The salary components.
2. Credit: The bank account.

3.2 Inter Company Journal Entry

If a transaction occurs between a parent and child company, or sister companies, or two companies belonging to the same group, this option can be used to make an Inter Company Journal Entry.

To know more visit the Inter Company Journal Entry page.

3.3 Bank Entry

Use this type when making or receiving a payment using a Bank Account. For example, paying for an entertainment charges etc using the Company's bank account.

3.4 Cash Entry

This is the same as 'Bank Entry' but the payment is made via Cash Account.

3.5 Credit Card Entry

This is a type of entry to easily identify all credit card entries.

3.6 Debit Note

This is a document sent by a customer (your Company) to a supplier (your Supplier) when returning goods/items.

You can also create a Debit Note directly from a Purchase Invoice.

"Debit Note" is made for a Supplier against a Purchase Invoice or accepted as a credit note from Supplier when a company returns goods. When a Debit Note is made, the Company can either receive a payment from the Supplier or adjust the amount in another invoice.

1. Debit: Supplier Account.
2. Credit: Purchase Return Account.

To know more, visit [this page](#).

3.7 Credit Note

This is a document sent by a supplier to a customer when returning goods/items.

"Credit Note" is made for a Customer against a Sales Invoice when the company needs to adjust a payment for returned goods. When a Credit Note is made, the seller can either make a payment to the customer or adjust the amount in another invoice.

1. Debit: Sales Return Account.
2. Credit: Customer Account.

To know more, visit [this page](#).

A debit/credit note is usually issued for the value of the goods returned or lesser.

3.8 Contra Entry

A Contra Entry is booked when the transaction is booked within the same Company of types:

1. Cash to Cash
2. Bank to Bank
3. Cash to Bank
4. Bank to Cash

This is used to record withdrawing or depositing money from a Bank Account. When this entry is used, the money does not leave the company unless it is again used to pay for something.

3.9 Excise Entry

When a Company buys goods from a Supplier, company pays excise duty on these goods to Supplier. And when a company sells these goods to Customers, it receives excise duty. Company will deduct payable excise duty and deposit balance in Govt. account.

When a Company buys goods with Excise duty:

1. Debit: Purchase Account, Excise Duty Account.
2. Credit: Supplier Account.

When a Company sells goods with Excise duty:

1. Debit: Customer Account.
2. Credit: Sales Account, Excise Duty Account.

Note: Applicable in India, might not be applicable for your country. Please check your country regulations.

3.10 Write Offs or Bad Debts

If you are writing off an Invoice as a bad debt, you can create a Journal Voucher similar to a Payment, except instead of debiting your Bank, you can debit an Expense Account called Bad Debts.

1. Debit: Bad Debts Written Off
2. Credit: Customer

Note: There may be regulations in your country before you can write off bad debts.

3.11 Opening Entry

This entry is useful when moving from an another software to DellSuite during any time of the year. Your outstanding bills, equities etc. can be recorded to DellSuite using this entry type. Selecting type will fetch the Balance Sheet accounts.

3.12 Depreciation

Depreciation is when you write off certain value of your assets as an expense. For example if you have a computer that you will use for say 5 years, you can distribute its expense over the period and pass a Journal Entry at the end of each year reducing its value by a certain percentage.

1. Debit: Depreciation (Expense).
2. Credit: Asset (the Account under which you had booked the asset to be depreciated).

To know more, visit the Asset Depreciation page.

Note: There may be regulations in your country that define by how much amount you can depreciate a class of Assets.

3.13 Exchange Rate Revaluation

If your Chart of Accounts has accounts with multiple currencies, a Journal Entry of type 'Exchange Rate Revaluation' helps in dealing with this situation. This entry is intended to be created from an Exchange Rate Revaluation form. To know more visit the Exchange Rate Revaluation page.

Accounting Entries

Accounting Entries The concept of accounting is explained with an example given below: We will take a "Tea Stall" as a company and see how to book accounting entries for the business.

Mama (The Tea-stall owner) invests Rs. 25000 to start the business.

≡ Shareholders Funds - UP • Journal Entry

View ⌵ Make ⌵ < > ⌵ ⋮ Cancel

Assigned To

+

Attachments

Attach File +

Reviews

+

Shared With

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Tags

Add a tag ...

0 · 0

FOLLOW

You edited this just now

You created this just now

Entry Type *

Journal Entry

Company *

Unico Plastics Inc.

Posting Date *

13-04-2021

Accounting Entries

<input type="checkbox"/>	No.	Account	Debit	Credit	
<input type="checkbox"/>	1	Shareholders Funds - UP	₹ 0.00	₹ 25,000.00	Edit
<input type="checkbox"/>	2	SBI Bank 10002345 - UP	₹ 25,000.00	₹ 0.00	Edit

Add Multiple Add Row

Total Debit

₹ 25,000.00

Total Credit

1. Investment

Mama invested Rs. 25000 in Company, hoping to get some profit. In other words, company is liable to pay Rs. 25000 to Mama in the future. So, account "Mama" is a liability account and it is credited. Company's cash balance will be increased due to the investment. "Cash" is an asset to the company and it will be debited.

The company needs equipments (stove, teapot, cups, etc.) and raw materials (tea, sugar, milk, etc.) immediately. He decides to buy them from the nearest general store, "Super Bazaar" whose owner is a friend, so that he gets some credit. Equipments cost him Rs. 2800 and raw materials

Rs. 2200. He pays Rs. 2000 out of the total cost which is Rs. 5000. This can be recorded in DellSuite using a Payment Entry.

General Ledger

Create Card

Set Chart

Unico Plastics Inc.

Finance Book

13-04-2021

13-04-2021

Account

ACC-PAY-2021-00004

Party Type

Party

Cost Center

Project

☐ Consider Accounting Dimensions
 ☐ Show Opening Entries
 ☐ Include Default Book Entries
 ☐ Show Cancelled Entries

	Posting D...	Account	Debit (INR)	Credit (IN...	Balance (INR)	Voucher Type	Voucher No	Against Acco...	Party Ty...	Party	Pr
1		Opening	0.000	0.000	0.000						
2					0.000						
3		Opening	0.000	0.000	0.000						
4	13-04-2021	Cash - UP	0.000	2,000.000	-2,000.000	Payment Entry	ACC-PAY-2...	Super Bazaar			
5	13-04-2021	Creditors - UP	2,000.000	0.000	0.000	Payment Entry	ACC-PAY-2...	Cash - UP	Supplier	Super Bazaar	
6		Total	2,000.000	2,000.000	0.000						
7		Closing (Opening + Total)	2,000.000	2,000.000	0.000						
8					0.000						
9		Total	2,000.000	2,000.000	0.000						
10		Closing (Opening + Total)	2,000.000	2,000.000	0.000						

2. Assets

Equipments are "Fixed Assets" (because they have a long life) and raw materials are "Current Assets" (since they are used for day-to-day business), of the company. So, "Equipments" and "Stock in Hand" accounts have been debited to increase the value. He pays 2000, so "Cash" account will be reduced by that amount, hence credited and he is liable to pay Rs. 3000 to "Super Bazaar" later, so Super Bazaar will be credited by Rs. 3000.

Mama (who takes care of all entries) decides to book sales at the end of every day, so that he can analyze daily sales. At the end of the very first day, the tea stall sells 325 cups of tea, which gives net sales of Rs. 1625. The owner happily books his first day sales.

General Ledger

Set Chart Create Card ↺ ...

Unico Plastics Inc.

Finance Book

13-04-2021

13-04-2021

Account

ACC-SINV-2021-00002

Party Type

Party

Group by Voucher (Consol

Cost Center

Project

☐ Consider Accounting Dimensions

☐ Show Opening Entries

☐ Include Default Book Entries

☐ Show Cancelled Entries

	Posting ...	Account	Debit (INR)	Credit (IN...	Balance (INR)	Voucher Type	Voucher ...	Against Acco...	Party Type	Party	Pro
1		Opening	0.000	0.000	0.000						
2	13-04-2...	Debtors - UP	1,625.000	0.000	1,625.000	Sales Invoice	ACC-SINV...	Sales - UP	Customer	Walk-in Customer	
3	13-04-2...	Sales - UP	0.000	1,625.000	0.000	Sales Invoice	ACC-SINV...	Walk-in Custo...			
4		Total	1,625.000	1,625.000	0.000						
5		Closing (Opening + Total)	1,625.000	1,625.000	0.000						

For comparison, use >5, <10 or =324. For ranges, use 5:10 (for values between 5 & 10).

Execution Time: 0.013791 sec

3. Income

Income has been booked in "Sales of Tea" account which has been credited to increase the value and the same amount will be debited to "Cash" account. Lets say, to make 325 cups of tea, it costs Rs. 800, so "Stock in Hand" will be reduced (Cr) by Rs. 800 and expense will be booked in "Cost of goods sold" account by same amount.

At the end of the month, the company paid the rent amount of stall (Rs. 5000) and salary of one employee (Rs. 8000), who joined from the very first day.

General Ledger

Set Chart Create Card ↺ ...

Unico Plastics Inc.

Finance Book

13-04-2021

13-04-2021

Account

ACC-JV-2021-00020

Party Type

Party

Cost Center

Project

☐ Consider Accounting Dimensions

☐ Show Opening Entries

☐ Include Default Book Entries

☐ Show Cancelled Entries

	Posting ...	Account	Debit (INR)	Credit (IN...	Balance (INR)	Voucher Type	Voucher No	Against Acco...	Party Type	Party
1		Opening	0.000	0.000	0.000					
2					0.000					
3		Opening	0.000	0.000	0.000					
4	13-04-2...	Office Rent - UP	5,000.000	0.000	5,000.000	Journal Entry	ACC-JV-2021-00020	SBI Bank 100...		
5	13-04-2...	Salary - UP	8,000.000	0.000	13,000.000	Journal Entry	ACC-JV-2021-00020	SBI Bank 100...		
6	13-04-2...	SBI Bank 10002345 - UP	0.000	13,000.000	0.000	Journal Entry	ACC-JV-2021-00020	Office Rent - ...		
7		Total	13,000.000	13,000.000	0.000					
8		Closing (Opening + Total)	13,000.000	13,000.000	0.000					
9					0.000					
1...		Total	13,000.000	13,000.000	0.000					

4. Booking Profit

As month progress, company purchased more raw materials for the business. After a month he books profit to balance the "Balance Sheet" and "Profit and Loss Statements" statements. Profit belongs to Mama and not the company hence its a liability for the company (it has to pay it to Mama). When the Balance Sheet is not balanced i.e. Debit is not equal to Credit, the profit has not yet been booked. To book profit, the profit and loss accounts have to be reset. The profit/loss is transfered to the Liability account and the profit/loss statement starts fresh. This is done using a Period Closing Voucher.

Explanation: Company's net sales and expenses are Rs. 40000 and Rs. 20000 respectively. So, company made a profit of Rs. 20000. To make the profit booking entry, "Profit or Loss" account has been debited and "Capital Account" has been credited. Company's net cash balance is Rs. 44000 and there are some raw materials available worth Rs. 1000.

Freeze Accounting Entries

Introduction

After going live on DellSuite, whether it is your first ERP or accounting software or migrating from another application, then you need to ensure that recording accounting entries posting to periods earlier than your cutover date (cutover date is the first date on which DellSuite is considered the primary application for recording and processing business transactions and processes, respectively) to ensure the integrity of your data. This is controlled by the *Freeze Accounting Entries* feature in DellSuite. Below is how to use it.

Freezing Accounting Entries in DellSuite

To freeze accounting entries upto a certain date, follow below given steps:

1. Go to:
Accounting > Accounting Msters > Accounts Settings
2. Set Date: set date in the **Accounts Frozen Upto** field.

Accounts Settings

Assigned To

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Attachments

Attach File

Reviews

+

Shared With

+

0 · 0

FOLLOW

You edited this just now

Administrator created this 1 week ago

Books Closed Through

04-23-2021

Accounting entries are frozen up to this date. Nobody can create or modify entries except users with the role specified below

Role Allowed to Close Books & Make Changes to Closed Periods

Users with this role are allowed to set frozen accounts and create / modify accounting entries against frozen accounts

Determine Address Tax Category From

Billing Address

Address used to determine Tax Category in transactions

Over Billing Allowance (%)

0.00

The percentage you are allowed to bill more against the amount ordered. For example, if the order value is \$100 for an item and tolerance is set as 10%, then you are allowed to bill up to \$110

Credit Manager

Sales Manager

This role is allowed to submit transactions that exceed credit limits

☐ Check Supplier Invoice Number Uniqueness
☐ Make Payment via Journal Entry
☒ Unlink Payment on Cancellation of Invoice
☒ Unlink Advance Payment on Cancellation of Order
☒ Book Asset Depreciation Entry Automatically
☒ Automatically Add Taxes and Charges from Item Tax Template
☐ Automatically Fetch Payment Terms
☐ Delete Accounting and Stock Ledger Entries on deletion of Transaction

Deferred Accounting Settings

Now, the system will not allow to make any accounting entries before set date. If at all someone tries creating entries, system will show error message as below.

Accounting > Journal Entry > ACC-JV-2021-00000

command (Ctrl + G)

Help

BS

Salary - UP · Draft

Assigned To

+

Attachments

Attach File

Reviews

+

Shared With

+

Tags

Add a tag ...

0 · 0

FOLLOW

You edited this just now

You created this just now

Submit this document to confirm

Entry Type *

Journal Entry

From Template

Finance Book

Company *

Unico Plastics Inc.

Posting Date *

04-22-2021

Accounting Entries

<input type="checkbox"/>	No.	Account	Party Type	Party	Debit	Credit	
<input type="checkbox"/>	1	Salary - UP			\$ 5,000,000.00	\$ 0.00	Edit
<input type="checkbox"/>	2	Payroll Payable - UP			\$ 0.00	\$ 5,000,000.00	Edit

Add Multiple
Add Row

Message

You are not authorized to add or update entries before 04-23-2021

You can still allow user with certain role to create/edit entries within accounts frozen date. You can set that Role in the Account Settings itself.

- Expand the row for that Item in the Items table
- Enter discount in the Discount and Margin section
- Scroll down to the Accounting Details section and enter the Discount Account

The screenshot shows the 'Accounting Details' section of a 'New Sales Invoice' form. It includes fields for 'Income Account' (Sales - F), 'Expense Account' (Cost of Goods Sold - F), and 'Asset'. The 'Discount Account' field is highlighted with a red box, and the 'Discount Account - F' is entered below it.

4. To post ledger entries for Additional Discounts applied on all the Items in an invoice:

- Go to the Additional Discount Section
- Enter the Additional Discount Amount/Percentage and the Additional Discount Account

The screenshot shows the 'Additional Discount' section of a sales invoice form. It includes fields for 'Apply Additional Discount On' (Grand Total), 'Additional Discount Percentage' (10), 'Additional Discount Account' (Additional Discount - F), and 'Additional Discount Amount (INR)' (₹ 7,500.00). The 'Additional Discount Account' field is highlighted with a red box.

5. Save and submit the invoice to create ledger entries as shown below:

- *For Sales Invoices:*

Frappe		Finance Book	09-11-2021	09-11-2021	Account	SINV-21-00295				
Party Type		Party	Group by Voucher (Cons...		Currency	Cost Center	Project			
<input type="checkbox"/> Consider Accounting Dimensions		<input type="checkbox"/> Show Opening Entries		<input type="checkbox"/> Include Default Book Entries		<input type="checkbox"/> Show Cancelled Entries		<input type="checkbox"/> Show Net Values in Party Account		
	Posting ...	Account	Debit (INR)	Credit (INR)	Balance (INR)	Voucher Type	Voucher No	Against Acco...	Party Type	Party
1		Opening	0.000	0.000	0.000					
2	09-11-20...	Debtors - F	70,000.000	0.000	70,000.000	Sales Invoice	SINV-21-00295	Sales - F	Customer	Ganga Manoj
3	09-11-20...	Discount Account - F	5,000.000	0.000	75,000.000	Sales Invoice	SINV-21-00295	Ganga Manoj		
4	09-11-20...	Sales - F	0.000	75,000.000	0.000	Sales Invoice	SINV-21-00295	Ganga Manoj		
5		Total	75,000.000	75,000.000	0.000					
6		Closing (Opening + Total)	75,000.000	75,000.000	0.000					

- *For Purchase*

Frappe

Finance Book

09-11-2021

09-11-2021

Account

PINV-21-00061

Party Type

Party

Group by Voucher (Cons.⌵)

Currency ⌵

Cost Center

Project

☐ Consider Accounting Dimensions

☐ Show Opening Entries

☐ Include Default Book Entries

☐ Show Cancelled Entries

☐ Show Net Values in Party Account

	Posting ...	Account	Debit (INR)	Credit (INR)	Balance (INR)	Voucher Type	Voucher No	Against Acco...	Party Type	Party
1		Opening	0.000	0.000	0.000					
2	09-11-20...	Creditors - F	0.000	60,000.000	-60,000.000	Purchase Invoice	PINV-21-00061	Stock Received...	Supplier	Supplier 1
3	09-11-20...	Discount Account - F	0.000	10,000.000	-70,000.000	Purchase Invoice	PINV-21-00061	Supplier 1		
4	09-11-20...	Stock Received But Not ...	70,000.000	0.000	0.000	Purchase Invoice	PINV-21-00061	Supplier 1		
5		Total	70,000.000	70,000.000	0.000					
6		Closing (Opening + Total)	70,000.000	70,000.000	0.000					

Default Discount Account

Additionally, you could enter a Default Discount Account for an Item, which will be fetched automatically while creating the Invoice. The visibility for this field is also dependant on the Enable Discount Accounting checkbox in Accounts Settings.

1. Open the Item doc.
2. Go to the Item Defaults table in the *Sales, Purchase, Accounting Defaults* section.
3. Expand the row of your choice and enter the Default Discount Account for the Item

Stock > Item > 001

Search or type a command (Ctrl + G)

Help

MacBook Air

Enabled

View

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Save

Editing Row #1

Insert Below

Insert Above

Duplicate

Move

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Company *

Frappe

Default Price List

Default Warehouse

Stores - F

Default Discount Account

Discount Account - F

Immutable Ledger

Introduced in Version 13

A major change has been introduced in DellSuite from version 13 onwards. This changes the way Accounting Ledger (General Ledger) and Stock Ledger works in DellSuite. There are multiple reasons why ledgers should be immutable. To list a few:

- Reposting future entries is computationally expensive. To post a backdated transaction, all future entries need to be reposted.

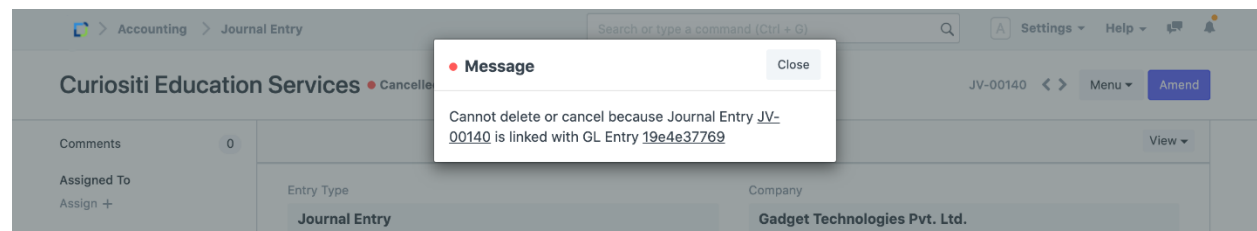
- In Stock Ledger, where the valuations are based on First-in-first-out (FIFO) method, the entire sequence may get regenerated which may upset valuations and profit for subsequent transactions.
- Taxes paid for a period may also get changed.

Following are the impacts on day to day transactions

1. Reverse Entries on cancellation of transactions

General Ledger										
<div> <div>JV-00140</div> <div>Party Type</div> <div>Party</div> <div></div> <div></div> </div> <div> <div>Cost Center</div> <div>Project</div> <div>Territory</div> <div>Telecom Region</div> <div>Telecom Circle</div> </div> <div> <div>Location</div> <div>City</div> <div>Branch</div> <div><input type="checkbox"/> Show Opening Entries</div> <div><input type="checkbox"/> Include Default Book Entries</div> </div> <div><input checked="" type="checkbox"/> Show Cancelled Entries</div>										
	Posting D...	Account	Debit (INR)	Credit (INR)	Balance (INR)	Vo...	V...	Party	Cost Center	Remarks
1		Opening	0.00	0.00	0.00					
2					0.00					
3		Opening	0.00	0.00	0.00					
4	22-06-2020	Debtor Temp - GTPL	1,000.00	0.00	1,000.00	Jour...	JV...	Curiositi Edu...	Pune - GTPL	
5	22-06-2020	Debtor Temp - GTPL	0.00	1,000.00	0.00	Jour...	JV...	Curiositi Edu...	Pune - GTPL	On cancellation of JV-00140
6	22-06-2020	Sales - GTPL	0.00	1,000.00	-1,000.00	Jour...	JV...		Pune - GTPL	
7	22-06-2020	Sales - GTPL	1,000.00	0.00	0.00	Jour...	JV...		Pune - GTPL	On cancellation of JV-00140
8		Total	2,000.00	2,000.00	0.00					
9		Closing (Opening + Total)	2,000.00	2,000.00	0.00					
10					0.00					
11		Total	2,000.00	2,000.00	0.00					
12		Closing (Opening + Total)	2,000.00	2,000.00	0.00					

On cancellation of any transaction instead of deleting the GL Entries for that transactions reverse entries will be passed to cancel the effect of that transaction on the date of cancellation.



Since GL Entries linked to a transaction will never be deleted this also means that cancelled transactions and their linked documents can no longer be deleted.

2. Restriction on posting backdated stock entries

Since the ledgers are immutable now this means future transactions cannot be updated or reposted. So users will no longer be able to post backdated stock transactions.

For Eg: Suppose a Stock Transaction has been made for **Item A** with posting time as 19-06-2020 23:00:10 then after this transaction you cannot post a transaction for **Item A** with posting time before this timestamp.

Taxes

The tax section in DellSuite's accounting module is an important component for managing taxes effectively within the system.

It provides a comprehensive set of tools to handle various tax-related tasks, including defining tax rates, creating tax rules, and generating tax reports. Users can set up multiple tax templates based on their business requirements. These templates allow for flexibility in configuring tax rates for different items or transactions.

DellSuite also supports automatic tax calculations based on predefined rules, simplifying the tax calculation process and ensuring accuracy in financial transactions. Additionally, the tax section integrates seamlessly with other modules like sales, purchases, and accounting, ensuring that tax applications are accurately reflected across the system.

Overall, DellSuite's tax section streamlines tax management, reduces errors, and enhances compliance with tax regulations, making it an essential feature for businesses of all sizes.

Tax Category

A Tax Category allows applying one or more Tax Rules to transactions based on various criteria.

If you want to apply different kinds of taxes based on Tax Categories, create Tax Categories from:

Home > Accounting > Taxes > Tax Category

1. Prerequisites

Before creating and using a Tax Category, it is advised to create the following first:

1. Tax Rule

2. How does a Tax Category work

Creating a Tax Category is simple, go to the Tax Category list, click on New and enter a name.

- A Tax category can be linked to one or more Tax Rules.
- This Tax Category can be assigned to a Customer, so when that Customer is selected, the Tax Category will be fetched. This also applies in case of a Supplier.
- This will fetch the Sales Tax Template linked to the Tax Rule. Hence, the rows in the Tax table will be automatically filled.
- Tax Category can be used to group Customers to whom same tax will be applied. For example, Government, NGO, commercial, etc.

Tip: One Tax Category can be assigned to multiple Tax Rules. So you can create different combinations to apply taxes automatically to transactions.

3. Assigning Tax Category

Tax Category is automatically determined in a transaction by either the Party Address or Party Master (Customer/Supplier). You can assign Tax Category based on:

1. Customer
2. Supplier
3. Address Billing or Shipping. You can select whether Billing Address or Shipping Address gets preference by changing the 'Determine Address Tax Category From' option in Accounts Settings. Tax Category is determined from Party Address first. If the Address is not assigned any Tax Category, then the Party's Tax Category is used.

CRM > Address > Orange Inc.-Billing

Search or type a command (Ctrl + G) | Help | BS

Orange Inc.-Billing • Enabled

Links < > < > < > < > Save

Assigned To
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Attachments
Attach File +
Reviews
+
Shared With
+
Tags
Add a tag ...
0 · 0 FOLLOW
You edited this just now
You created this 11 hours ago

Address Title
Orange Inc.

Address Type *
Billing

Address Line 1 *
Baker Street

Address Line 2

City/Town *
Malibu

County

State/Province

Country *

Email Address

Phone

Fax

Tax Category
Reduced Tax

☒ Preferred Billing Address
☐ Preferred Shipping Address
☐ Disabled

4. Item

5. You can also manually select the Tax Category in a transaction.

4. What effect does the Tax Category have in a transaction?

- Specific Item Tax Templates for that Tax Category are automatically set for items.
- You can create Tax Rules to automatically set a specific Sales / Purchase Taxes and Charges Template based on different Tax Categories in transactions.

Item Tax Template

Item Tax Template is useful for item wise taxation.

If some of your Items have tax rates different from the standard tax rate assigned in the Taxes and Charges table, then you can create an Item Tax Template and assign it to an Item or Item Group. The rate assigned in the Item Tax Template will get preference over the standard tax rate assigned in the Taxes and Charges table.

For example, if tax GST 18% is added in the Taxes and Charges table in Sales Order, then it will be applied on all the items in that Sales Order. However, if you need to have different tax rate applied on some of the items, the steps are given below

To access the Item Tax Template list, go to

Home > Accounting > Taxes > Item Tax Template

Let's assume that we are creating a Sales Order. We have the Sales Taxes and Charges Template master for GST 9%. Out of all the Sales Items, on one Item, only 5% GST will be applied, while another item is exempted from tax (non taxable). You need to select the Account Head of the tax and set its overriding rate.

1. Prerequisites

Before creating and using an Item Tax Template, it is advised to create the following first:

1. Item
2. Enable 'Automatically add Taxes and Charges from Item Tax Template' in Account Settings

2. How to create an Item Tax Template

1. Go to the Item Tax Template list and click on New.
2. Enter a title for the Item Tax Template.
3. Select an account and set the overriding rate. Add more rows if required.
4. Save.

Now the Item Tax Template is ready to be assigned to an Item. To do this, go the Item, Item Tax section and select an Item Tax Template:

≡ PETE Enabled

View

Duplicate

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Print

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Save

Item Tax ^

Taxes

Will also apply for variants

<input type="checkbox"/>	No.	Item Tax Template	Tax Category	Valid From	
<input type="checkbox"/>	1	Reduced Tax Rates - UP		01-01-2021	Edit

Add Row

Inspection Criteria v

Manufacturing ^

☐ Supply Raw Materials for Purchase

If subcontracted to a vendor

Note: It is advised to not use the Sales/Purchase Template selected here in Tax Rule, it may cause interference. If you want to use same tax rates for Tax Rule and Item Tax Template, use a different name for the Sales/Purchase Tax Templates.

2.1 Mention Tax Applicable in the Item master

Tax templates are preset with values. For items which have a different tax rate than the others, you need to change it in the Item master. Go to the tax table in the Item, add a row, select the tax type and change the rate. Now, this new rate will over ride the template when creating an order/invoice. For example, in the below screenshot you can see that the tax rate is set as 5 and that's the rate which will be applied in transactions.

≡ Reduced Tax Rates

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Print

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Save

Assigned To

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Attachments

Attach File +

Reviews

+

Shared With

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Tags

Add a tag ...

Connections v

Title *

Reduced Tax Rates

Company *

Unico Plastics Inc.

Tax Rates

<input type="checkbox"/>	No.	Tax		Tax Rate	
<input type="checkbox"/>	1	ST 6.25% - UP		3	Edit

Add Row

0 · 0

FOLLOW

For the Item which is exempted from tax entirely, mention 0% as tax rate in the Item master.

Tax Exempted

Assigned To

Attachments

Attach File

Reviews

Shared With

Tags

Add a tag ...

Connections

Title *

Tax Exempted

Company *

Unico Plastics Inc.

Tax Rates

No.	Tax	Tax Rate	
1	ST 6.25% - UP	0	Edit

Add Row

Note: For Item Tax Template to work, you need to ensure that the tax types (accounts) set in Item Tax Template (with changed tax rates) are present in the Sales Taxes and Charges Template.

If you want to include multiple items with different tax rates, you need to have record them under different tax heads. For example, VAT 14%, VAT 5% etc.

2.2 Tax Calculation in transaction

In sales transactions like Quotation, Sales Order, and Sales Invoice the taxes on items are calculated as per the Sales Taxes and Charges Template selected. However, if some items have an Item Tax Template linked, then the taxes are calculated on those items as per the rates mentioned in the Item Tax Template instead of the rates mentioned in the Sales Taxes and Charges Template.

For example, in the following screenshot, you can see that taxes are calculated at 3% even though the rate as per Sales Taxes and Charges Template is 6.25%.

Orange Inc.

Draft

Get Items From

<

>

Print

...

Submit

Sales Taxes and Charges Template

US ST 6.25% - UP

Tax Category

Sales Taxes and Charges

No.	Type	Account Head	Rate	Amount	Total	
1	On Net Total	ST 6.25% - UP	6.250	\$ 90.00	\$ 3,090.00	Edit

Add Row

Tax Breakup

Taxes and Charges Calculation

Item	Taxable Amount	
PETE - Domestic	\$ 3,000.00	<div>ST 6.25% @ 6.25</div> <div>(3.0%) \$ 90.00</div>

2.3 Item Tax Template for each Items

You can also manually select a different Item Tax Template for each Item in a transaction:

Accounting > Sales Invoice

Orange Inc.

Draft

Price List Rate (Company Currency)

\$ 3,000.00

Discount and Margin

Rate *

3,000.00

Amount *

\$ 3,000.00

Rate (Company Currency) *

\$ 3,000.00

Amount (Company Currency) *

\$ 3,000.00

Is Free Item

Item Tax Template

Reduced Tax Rates - UP

Filters applied for Item Code = PETE - Domestic, Valid From <= 2...

Create a new Item Tax Template

Advanced Search

Net Rate (Company Currency)

\$ 3,000.00

Net Amount (Company Currency)

\$ 3,000.00

Incoming Rate

\$ 0.00

2.4 Item wise tax on an Item Group

You can assign the Item Tax Template to an Item Group by modifying the Item Tax table in the Item Tax section within the Item Group document.

Raw Material

Item Group Tree
Items
<
>
Print
...
Save

0 · 0

FOLLOW

You edited this just now

Administrator created this 6 days ago

Item Tax

Taxes

<input type="checkbox"/>	No.	Item Tax Template	Tax Category	Valid From	
<input type="checkbox"/>	1	Reduced Tax Rates - UP		01-01-2021	Edit

Add Row

Website Settings

☐ Show in Website
Check this if you want to show in website

Weightage

0

Title

Item Tax Template applied on an Item Group will apply to all Items in that group unless an individual Item in the Item Group has its own Item Tax Template assigned to it.

2.5 Validity of Item Taxes

PETE

Enabled

View
Duplicate
<
>
Print
...
Save

Item Tax

Taxes

Will also apply for variants

<input type="checkbox"/>	No.	Item Tax Template	Tax Category	Valid From	
<input type="checkbox"/>	1	Reduced Tax Rates - UP		01-01-2021	Edit

Add Row

Inspection Criteria

Manufacturing

☐ Supply Raw Materials for Purchase
If subcontracted to a vendor

You can also assign validity to tax templates as shown in the image above.

- Based on the posting date of the transaction, a valid tax template will be automatically fetched.

- If there are more than one valid tax templates then the first valid tax template from Item Tax table will be fetched.
- In case when there are no valid tax templates then the first tax template with no 'Valid From' date in the Item Tax table will be fetched.

Note: While adding items in Purchase Invoice first preference will be given to 'Supplier Invoice Date' instead of 'Posting Date' for fetching valid Item Tax Template.

2.6 Some points to note

- If you set the Tax Category as empty, the default Item Tax Template will be applied to Items in transactions.
- You can apply different Item Tax Templates for different Tax Categories.
- For an Item Tax Template to override taxes, there must be a row in the Taxes and Charges table with the same tax Account Head with a standard tax rate.
- If you wish to apply taxes only on the Items with an Item Tax Template then you can set the standard tax rate as 0.

Tax Rule

A Tax Rule automatically applies taxes to transactions based on preset rules.

You can define which Tax Template must be applied on a Sales / Purchase transaction using Tax Rule. This is decided by various factors like Customer, Customer Group, Supplier, Supplier Group, Item, Item Group or a combination of these.

To access the Tax Rule list, go to:

Home > Accounting > Taxes > Tax Rule

1. Prerequisites

Before creating and using a Tax Rule, it is advised to create the following first:

1. Sales Taxes and Charges Template
- Or
2. Purchase Taxes and Charges Template

2. How to create a Tax Rule

1. Go to the Tax Rule list and click on New.
2. Under Tax Type select whether the tax will be applied at Sales or Purchase.
3. Select the Tax Template to be applied.
4. Save.

You can list Items online using the Website module. Selecting 'Use for Shopping Cart' will use this Tax Rule for Shopping Cart transactions also. To know more, visit the Shopping Cart page.

Note: It is advised to not use the Sales/Purchase Template selected here in Item Tax Template, it may cause interference. If you want to use same tax rates for Tax Rule and Item Tax Template, use a different name for the Sales/Purchase Tax Templates.

3. Features

3.1 Auto applying Tax Rule based on Customer/Supplier

Select a Customer/Supplier if tax is to be applied for a specific party. Leave it as All Customer Groups/All Supplier Groups if this Tax Rule is applicable to all Customers/Suppliers.

On selecting a Customer/Supplier their Billing and Shipping addresses will be fetched if saved in the Customer/Supplier master.

3.2 Auto applying Tax Rule based on Item / Item Group

On setting an Item or Item group in the Tax Rule, this Tax Rule will automatically be applied to new transactions that have the selected Item/Item Group.

3.3 Setting a Tax Category

Setting a Tax Category allows applying multiple Tax Rules to a transaction based on different factors. To know more, visit the Tax Category page.

3.4 Validity

Set a Start and End Date if the tax is to be applied only for a specified period. Leaving both dates blank will result in the Tax Rule to have no time limits.

3.5 Priority

Setting a priority number here will decide on which order a Tax Rule will be applied in case multiple Tax Rules have similar criteria. '1' is the highest priority, '2' has lesser priority and so on.

4. How does Tax Rule Work?

Let us configure Tax Rule so that system automatically applies specific tax rates when a specific condition matches. For example, if the city in the billing address of customer is 'Malibu' then a 6.25% of state tax, 1% of county tax and 2.25% of district tax should be applied.

Create a Sales Taxes and Charges Template as shown below.

90274 - UP

Enabled

Assigned To

+

Attachments

Attach File

+

Reviews

+

Shared With

+

Tags

Add a tag ...

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FOLLOW

You edited this

31 minutes ago

You created this

31 minutes ago

Connections

Title

90274

Company

Unico Plastics Inc.

Tax Category

Default

Disabled

Sales Taxes and Charges

* Will be calculated in the transaction.

No.	Type	Account Head	Rate	Amount	Total	
1	On Net Total	ST 6.25% - UP	6.250	\$ 0.00	\$ 0.00	Edit
2	On Net Total	LOS ANGELES COUNT...	1	\$ 0.00	\$ 0.00	Edit
3	On Net Total	DISTRICT(S) - UP	2.250	\$ 0.00	\$ 0.00	Edit

Add Row

Create a Tax Rule as shown below.

ACC-TAX-RULE-2021-00001

Assigned To

Attachments

Attach File

Reviews

Shared With

Tags

Add a tag ...

0 · 0 FOLLOW

You edited this 1 minute ago

You created this 37 minutes ago

Tax Type

Sales

Sales Tax Template *

90274 - UP

Use for Shopping Cart

Filters

Customer

Customer Group

Item

Item Group

Billing City

Malibu

Shipping City

Billing County

Shipping County

Billing State

Shipping State

Once you select a customer and a billing address of that customer with city as 'Malibu', system automatically applies the appropriate taxes.

Sales Taxes and Charges Template

Sales Taxes and Charges may be applied to any item you sell.

The templates created from this form can be used in Sales Orders and Sales Invoices.

For Tax Accounts that you want to use in the tax templates, you must set the Account Type field as 'Tax' for that particular account. The way DellSuite sets up taxes is via templates. Other types of charges that may apply to your invoices (like shipping, insurance etc.) can also be configured as taxes.

To know about setting up taxes visit this page.

To access Sales Taxes and Charges Template, go to:

Home > Selling > Settings > Sales Taxes and Charges Template

To know about setting up taxes visit this page

1. How to add Sales Taxes/Charges via a template

Before creating a new template, note that templates are already created for many of the commonly used taxes.

1. Go to the Sales Taxes and Charges Template list, click on New.
2. Enter a title name for the Tax.
3. Under type, set on what the tax will be calculated and the tax rate. There are five options under type for which tax will be calculated.
 1. Actual: You can directly enter the amount for the expense.
 2. On Net Total: On the net total of all the items.
 3. On Previous Row Amount: This is for compounding the charges. For example, cess charges over the amount to which tax was already applied in the previous row.
 4. On Previous Row Total: Same as above but applied on the total bill and not just the amount of an item.
 5. On Item Quantity: Tax will be calculated as Tax Rate * Item Quantity. For example, if Tax Rate is 2% and number of Items is 1, then Tax Rate will be 4, if number of Items are 5, Tax Rate will be 10, and so on.
4. Select an account head which has pre set tax rates or create your own.
5. Selecting default will apply this template by default for new Sales transactions.
6. Save.

US ST 6.25% - UP Enabled < > Print More Save

Assigned To +

Attachments Attach File +

Reviews +

Shared With +

Tags Add a tag ...

Connections ▼

Title *

Company *

☐ Default

☐ Disabled

Tax Category

Sales Taxes and Charges
* Will be calculated in the transaction.

No.	Type	Account Head	Rate	Amount	Total	
1	On Net Total	ST 6.25% - UP	6.250	\$ 0.00	\$ 0.00	Edit

Add Row

Add a comment

Administrator edited this 1 month ago

Administrator created this 1 month ago

Is Inter State: For India. On selection of a customer in Sales Invoice or Delivery Note, if the GST codes of place of supply and customer shipping address don't match, the template with 'Is Inter State' ticked will be set as the taxes template. If the place of supply and shipping address are the same, the default taxes template will be applied. This also applies to Purchase Invoice, on selection of Supplier, the templates are set depending on the addresses. For example, IGST.

2. Features

2.1 Sales Taxes and Charges table

- **Consider Tax or Charge for:** Total - for the total of all items. Valuation - for each item. Valuation and total - apply tax/charge to both. Check out this article to know the difference.
- **Reference Row #:** If tax is based on "Previous Row Total" you can select the row number which will be taken as a base for this calculation (default is the previous row).

The screenshot shows the 'Editing Row #2' form in the 'New Sales Taxes and Charges Template' window. The form is divided into several sections:

- Type:** A dropdown menu with 'On Previous Row Total' selected. This field is highlighted with a red box.
- Reference Row #:** A text input field with '1' entered. This field is highlighted with a red box.
- Account Head:** A text input field with 'Customs Duty - UP' entered.
- Description:** A text input field with 'Customs Duty' entered.
- Accounting Dimensions:** A section with two sub-sections: 'Business Unit' and 'Cost Center'. The 'Cost Center' field has 'Main - UP' entered.
- Rate:** A text input field with '3.000' entered. This field is highlighted with a red box.

Below the 'Account Head' field, there is a checkbox labeled 'Is this Tax included in Basic Rate?'. Below this checkbox, there is a note: 'If checked, the tax amount will be considered as already included in the Print Rate / Print Amount'.

- **Is this Tax included in Basic Rate?:** If checked, the tax amount will be considered as already included in the Print Rate / Print Amount in the Item table of a transaction. This is useful when you want to give tax inclusive price to your customers. To account for tax inclusive rates, the system calculates the Net Amount by deducting the amount of tax to be applied then calculates the tax on it.
- **Account Head:** The Account ledger under which this tax will be booked. If you select VAT or any other preset heads, the rate will be automatically filled.
- **Cost Center:** If the tax/charge is an income (like shipping) or expense it needs to be booked against a Cost Center.
- **Description:** Description of the tax (that will be printed in invoices/quotes).
- **Rate:** The Tax rate, eg: 14 = 14% tax.
- **Amount:** The Tax amount to be applied, eg: 100.00 = ₹100 tax.

The tax rates you define in the template be the standard tax rate for all Items. If there are Items that are supposed have different rates, you can override the standard tax rate by setting an Item Tax Template to the Item or Item Group.

Purchase Taxes and Charges Template

Purchase Taxes and Charges may be applied to any item you buy.

The Purchase Taxes and Charges Template is similar to the Sales Taxes and Charges Template. The templates created from this form can be used in Purchase Orders and Purchase Invoices for internal records.

For Tax Accounts that you want to use in the tax templates, you must set the Account Type field as 'Tax' for that particular account.

To access Purchase Taxes and Charges Template, go to:

Home > Buying > Settings > Purchase Taxes and Charges Template

1. How to add Purchase Taxes/Charges via a template

Before creating a new template, note that templates are already created for many of the commonly used taxes.

1. Click on New.
2. Enter a title name for the Tax.
3. Under type, set on what the tax will be calculated and the tax rate. There are five options under type for which tax will be calculated.
 1. Actual: On the actual amount of each item.
 2. On Net Total: On the grand total of all the items.
 3. On Previous Row Amount: This is for compounding the charges. For example, cess charges over the amount to which tax was already applied in the previous row.
 4. On Previous Row Total: Same as above but applied on the total bill and not just the amount of an item.
4. Select an account head which has pre set tax rates or create your own.
5. Selecting default will apply this template by default for new Purchase transactions.

6. Save.

Assigned To

+

Attachments

Attach File

+

Reviews

+

Shared With

+

Tags

Add a tag ...

0 · 0

FOLLOW

You edited this

US special tax 10% - UP

Enabled

< > ⌵ ⋮ Save

Connections

Title *

US special tax 10%

Company *

Unico Plastics Inc.

☐ Default

Tax Category

☐ Disabled

Purchase Taxes and Charges

<input type="checkbox"/> No.	Type	Account Head	Rate	Amount	Total	
<input type="checkbox"/> 1	On Net Total	ST 6% - UP	6	\$ 0.00	\$ 0.00	Edit
<input type="checkbox"/> 2	On Net Total	ST 4% - UP	4	\$ 0.00	\$ 0.00	Edit

Add Row

Is Inter State: For India. On selection of a customer in Sales Invoice or Delivery Note, if the GST codes of place of supply and customer shipping address don't match, the template with 'Is Inter State' ticked will be set as the taxes template. If the place of supply and shipping address are the same, the default taxes template will be applied. This also applies to Purchase Invoice, on selection of Supplier, the templates are set depending on the addresses. For example, IGST.

2. Features

2.1 Purchase Taxes and Charges table

- **Consider Tax or Charge for:** Total - for the total of all items. Valuation - for each item. Valuation and total - apply tax/charge to both. Check out this article to know the difference.
- **Add or Deduct:** Whether you want to add or deduct the tax from the item.
- **Reference Row #:** If tax is based on "Previous Row Total" you can select the row number which will be taken as a base for this calculation (default is the previous

row).

- **Is this Tax included in Basic Rate?:** If checked, the tax amount will be considered as already included in the Print Rate / Print Amount.
- **Account Head:** The Account ledger under which this tax will be booked. If you select VAT or any other preset heads, the rate will be automatically filled.
- **Cost Center:** If the tax/charge is an income (like shipping) or expense it needs to be booked against a Cost Center.
- **Description:** Description of the tax (that will be printed in invoices/quotes).
- **Rate:** The Tax rate, eg: 14 = 14% tax.
- **Amount:** The Tax amount to be applied, eg: 100.00 = ₹100 tax.

Tax Withholding Category

Tax Withholding Category is Tax Deducted at Source.

According to this, a person responsible for making payments is required to deduct tax at source at prescribed rates. Instead of receiving tax on your income from you at a later date, the govt wants the payers to deduct tax beforehand and deposit it with the government.

To access the Tax Withholding Category list, go to:

Home > Accounting > Taxes > Tax Withholding Category

1. Prerequisites

Before creating and using a Tax Withholding Category, it is advised to create the following first:

1. Supplier
2. Customer

2. How to create a Tax Withholding Category

In DellSuite, Tax Withholding Categories for most cases are available by default, however, you can create more if needed.

1. Go to the Tax Withholding Category list and click on New.
2. Enter a unique name, eg: Section 194C Individual.
3. Enter a Category Name (Dividends, Professional Fees, etc.,).
4. Enter a Tax Withholding Rate against a Fiscal Year.
5. You can set the threshold for a single invoice or sum of all invoices.
6. Select an account against your Company to which tax will be credited.
7. Add more companies and accounts as needed.
8. Save.

TDS - 194J - Professional Fees - Company

<

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Save

Attachments

Attach File +

Reviews

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Shared With

+

Tags

Add a tag ...

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FOLLOW

You edited this just now

You created this 6 days ago

Category Name

Professional Fees

Tax Withholding Rates

Rates

<input type="checkbox"/> No.	Fiscal Year	Tax Withholding Rate	Single Transaction Threshold	Cumulative Transaction Threshold	
<input type="checkbox"/> 1	2021-2022	10	₹ 30,000.00	₹ 30,000.00	
Add Row					

Account Details

Accounts

<input type="checkbox"/> No.	Company	Account	
<input type="checkbox"/> 1	Unico Plastics Inc.	TDS - UP	

Under accounting details, the TDS account is added for each Company in the system.

2.1 Assigning Tax Withholding to Supplier

After saving, it can be assigned to a Supplier:

2.2 How does the threshold work?

Consider a Supplier on whom a Tax Withholding Category is applied.

For example, let's say a rate of 5% will be applicable on invoice where Single threshold is 20,000 and the Cumulative threshold is 30,000. If an invoice is created with a grand total of 20,000 then the single threshold will be triggered and a 5% tax would be charged.

But if the invoice amount totaled up to be 15,000 then no tax will be charged as it didn't cross the threshold. If again another invoice is created against the same supplier with a total of 15,000 then although it didn't cross the Single threshold, charges will be deducted since the sum of the last invoice and this invoice adds up to be 30,000 which is equal to the specified Cumulative threshold.

3. Using Tax Withholding

3.1 Use in Purchase Invoice

In the following example, we have selected 'TDS - 194C - Individual' which has a single threshold of 30,000, cumulative threshold of 1,00,000 and rate of 1%.

1. If the **Supplier** has the tax withholding field set, then upon selecting that Supplier, a checkbox will become visible in the Purchase Invoice to select whether to apply tax or not.

New Purchase Invoice

Not Saved

Get Items From

Save

Series *

PINV-YY.-

Company

Unico Plastics Inc.

Supplier *

Kirkland and Watkins

Date *

04-23-2021

Tax Id

Posting Time

03:53:53

Due Date

04-23-2021

America/Adak

☐ Edit Posting Date and Time
 ☐ Is Paid
 ☐ Is Return (Debit Note)

Tax Withholding Category

TDS - 194J - Professional Fees - Company

☒ Apply Tax Withholding Amount

Accounting Dimensions

- Let's create an invoice for 90,000. Saving the invoice automatically calculates tax and appends it in the taxes table.

Kirkland and Watkins

Draft

Create

Get Items From

<

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...

Submit

Total (USD)

\$ 90,000.00

Tax Category

Shipping Rule

Purchase Taxes and Charges Template

US ST 6.25% - UP

Purchase Taxes and Charges

<input type="checkbox"/> No.	Type	Account Head	Rate	Amount	Total	
<input type="checkbox"/> 1	On Net Total	ST 6.25% - UP	6.250	\$ 5,625.00	\$ 95,625.00	Edit
<input type="checkbox"/> 2	Actual	Tax Withheld - Payabl...	0	\$ 9,000.00	\$ 86,625.00	Edit

Add Row

- To see the effect of Cumulative threshold, let's create an invoice with of amount 10,000 and submit it.

Accounting > Payment Entry > PE-00219

Search or type a command (Ctrl + G) Help A

Unico Enterprises • Draft

Submit

Taxes and Charges ^

Taxes and Charges Template ☒ Apply Tax Withholding Amount Tax Withholding Category * TDS - 194 - Dividends - Company

Advance Taxes and Charges

No.	Type	Account Head	Rate	Amount	Total	
1	Actual	TDS Payable - GTPL	0	₹ 500.00	₹ 4,500.00	Edit

Add Row

Total Taxes and Charges (INR)

₹ -500.00

3. Create a Purchase Invoice against this order and enable "Set Advances and Allocate(FIFO)" so that payment linked to the corresponding order is automatically applied. No Tax will be withheld in the Purchase Invoice if the Tax paid on advance in more than or equal to the tax amount in Invoice. Tax Will be withheld only for the excess amount if applicable.

3.2.2 Deducting TDS against advances paid (Using Payment Entry)

1. Select "Payment Type" as "Pay"
2. Select "Party Type" as "Supplier" and the appropriate supplier
3. Enter paid amount, paid amount should be the amount before TDS deduction
4. Under the Taxes and Charges section check "Apply Tax Withholding Amount" and select Tax Withholding Category
5. Click on Save. TDS will be auto applied
6. Submit the entry
7. Same will also be visible in TDS payable monthly report

3.3 Setting up TCS - Section 20C(1H) for eligible customers

In the following example, we have create a Tax Withholding Category for TCS - Section 20C(1H) and set it up against an eligible customer.

1. We will first create a Tax Withholding Category named **TCS - Section 20C(1H)** and we set cumulative threshold to 50 Lakhs as per the scheme.

Tom
Not Saved
ACC-SINV-2021-00020
Menu
Save

Total (INR)

₹ 6,000,000.00

Sales Taxes and Charges Template

In State GST - TC

Shipping Rule

Tax Category

Sales Taxes and Charges

	Type	Account Head	Rate	Amount	Total	
<input type="checkbox"/>	1 On Net Total	SGST - TC	9	₹ 840,000.00	₹ 6,840,000.00	▼
<input type="checkbox"/>	2 On Net Total	CGST - TC	9	₹ 840,000.00	₹ 7,680,000.00	▼
<input type="checkbox"/>	3 Actual	TCS - TC	0.0750	750.0000	7,680,750.0000	▼

Add Row

- If a **Customer** is expected to crosses the sales threshold of 50 Lakh in current Fiscal Year, then we can set the Tax Withholding Category of the customer to TCS - Section 20C(1H) for automatically calculation TCS on sale of goods against the customer's invoices.

Orange Inc.
Enabled
Accounting Ledger
Accounts Receivable
Create
Save

+
Tags
Add a tag ...
0
0
FOLLOW
You edited this 4 hours ago
You created this 11 hours ago

Full Name *
Orange Inc.

Type *
Company

PAN

Tax Withholding Category
TCS - Section 20C(1H)

Default Company Bank Account

From Lead

Account Manager

Customer Group *
All Customer Groups

Territory *
All Territories

Tax ID

Tax Category

☐ Allow Sales Invoice Creation Without Sales Order

☐ Allow Sales Invoice Creation Without Delivery Note

☐ Disabled

☐ Is Internal Customer

☐ Is customer exempted from sales tax?

2. Let's create an invoice for 50 Lakhs against the eligible customer. Saving the invoice automatically calculates tax and appends it in the taxes table.

Orange Inc.

Draft

Get Items From

<

>

Print

...

Submit

Sales Taxes and Charges

<input type="checkbox"/> No.	Type	Account Head	Rate	Amount	Total	
<input type="checkbox"/> 1	Actual	Tax Withheld - Payabl...	0	\$ 750.00	\$ 6,000,750.00	Edit

Add Row

Tax Breakup

Taxes and Charges Calculation

Item	Taxable Amount	TCS - Section 20C(1H)
Consulting Services	\$ 6,000,000.00	\$ 750.00

Since the invoice cross the Cumulative threshold (50 Lakhs), we see that tax has been charged. Hence, tax based on the rate provided in the **Tax Withholding Category** is applied accordingly. Note that, as per the scheme, the TCS is calculated on the amount exceeding the threshold i.e 0.075 % of 10 Lakhs.

3.4 Advanced options in Tax Withholding Category

TDS Payable Sec 194Q @ 0.10%

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Print

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Save

Assigned To

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Attachments

Attach File

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Reviews

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Shared With

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Tags

Add a tag ...

0 · 0

FOLLOW

You edited this

3 weeks ago

You created this

3 weeks ago

Connections

▼

Category Details

Category Name

☒ Round Off Tax Amount

Checking this will round off the tax amount to the nearest integer

round_off_tax_amount

☒ Consider Entire Party Ledger Amount

Even invoices with apply tax withholding unchecked will be considered for checking cumulative threshold breach

☒ Only Deduct Tax On Excess Amount

Tax will be withheld only for amount exceeding the cumulative threshold

Tax Withholding Rates

Rates

<input type="checkbox"/> No.	Fiscal Year	Tax Withholding Rate	Single Transaction Threshold	Cumulative Transaction Threshold	
<input type="checkbox"/> 1	2021-22	0.10	₹ 0.00	₹ 5,000,000.00	Edit

Add Row

Account Details

Accounts

<input type="checkbox"/> No.	Company	Account
------------------------------	---------	---------

1. **Consider Entire Party Ledger Amount:** In many situations threshold has to be calculated on the entire party ledger amount instead of the sum of the net total of specific invoices. On enabling this check cumulative threshold will be checked against the sum of the grand total of all the invoices against a particular Supplier/Customer.

2. **Only Deduct Tax On Excess Amount:** On enabling this tax will be deducted only on the amount exceeding the threshold and not the entire amount. For example, if the cumulative threshold is 50000 and if the cumulative amount goes till 52000 the tax will be applied only on 2000 and not the entire 52000.
3. **Round Off Tax Amount:** Enabling this check will round off the calculated tax amount to the nearest integer value (Normal Rounding Method)

Lower Deduction Certificate

According to the tax withholding category, a person responsible for making payments is required to deduct tax at source at prescribed rates. Instead of receiving tax on your income from you at a later date, the government wants the payers to deduct tax beforehand and deposit it with the government. However this scheme of deducting tax at source may cause issues to a few taxpayers who may not have taxable income for that fiscal year.

Therefore, for such taxpayers, the government provides an option to obtain a certificate confirming to either a lower rate or NIL rate of TDS compared to the rate specified in the tax withholding category.

1. Prerequisites

Before creating and using a Lower Deduction Certificate, it is advised to create and study the following first:

1. Supplier
2. Tax Withholding Category

2. How to create a Lower Deduction Certificate

1. Go to the Lower Deduction Certificate list and click on New.
2. Enter the Certificate No.
3. Select the Section Code.
4. Enter the Fiscal Year.
5. Select the Supplier having a valid PAN number. PAN number will be auto fetched on the selection of Supplier.
6. Enter Valid From and Valid Up To dates.
7. Enter rate of TDS as per the certificate and the certificate limit.
8. Click on Save.

DFP4509

Assigned To

+

Attachments

Attach File

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Reviews

+

Shared With

+

Tags

Add a tag ...

0 · 0

FOLLOW

You edited this just now

You created this 1 hour ago

Certificate Details

Section Code *

192

Fiscal Year *

2021-2022

Deductee Details

Supplier *

Awesome Technologies Pvt Ltd

PAN No *

DFPPS9045L

Validity Details

Valid From *

01-04-2021

Valid Upto *

31-03-2022

3. Using Lower Deduction Certificate

3.1 Use in Purchase Invoice

In the following example, we have selected TDS category as 'TDS - 194D - Individual' which has a rate of 5%.

TDS - 194J - Professional Fees - Company

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⋮

Save

Attachments

Attach File

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Reviews

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Shared With

+

Tags

Add a tag ...

0 · 0

FOLLOW

You edited this just now

You created this 6 days ago

Category Name

Professional Fees

Tax Withholding Rates

Rates

<input type="checkbox"/> No.	Fiscal Year	Tax Withholding Rate	Single Transaction Threshold	Cumulative Transaction Threshold	
<input type="checkbox"/> 1	2021-2022	10	₹ 30,000.00	₹ 30,000.00	Edit

Add Row

Account Details

Accounts

<input type="checkbox"/> No.	Company	Account	
<input type="checkbox"/> 1	Unico Plastics Inc.	TDS - UP	Edit

1. Set the Tax Withholding Category for the Supplier in the supplier master. Then upon selecting that Supplier, a checkbox will become visible in the Purchase Invoice to select whether to apply tax or not and the TDS category will be auto-fetched.

Awesome Technologies Pvt Ltd Enabled

View Create < > Print ... Save

Assigned To
+
Attachments
Attach File +
Reviews
+
Shared With
+
Tags
Add a tag ...
0 · 0 FOLLOW
You edited this just now
You created this 15 minutes ago

Name and Type

Supplier Name *
Awesome Technologies Pvt Ltd

Country

Default Company Bank Account

Tax ID

☐ Is IRS 1099 reporting required for supplier?

Tax Category

Tax Withholding Category
TDS - 194D - Company

☐ Is Transporter

Supplier Group *
Services

Supplier Type *
Company

GST Category *
Unregistered

PAN

Print Language
en

☐ Allow Purchase Invoice Creation Without Purchase Order

☐ Allow Purchase Invoice Creation Without Purchase Receipt

☐ Disabled

☐ Warn RFQs

- Let's create an invoice for 20,000. Saving the invoice automatically calculates tax and appends it in the Purchase Taxes and Charges table. Although the tax category assigned to the supplier has a tax rate of 5%, the prevailing tax rate is 1% which is mentioned in the Lower Deduction Certificate.

Awesome Technologies Pvt Ltd Unpaid

View Create < > Print ... Cancel

Total Quantity
1

Total Net Weight
0

Total (INR)
₹ 20,000.00

Purchase Taxes and Charges Template
In State GST - UPT

Purchase Taxes and Charges

No.	Type	Account Head	Rate	Amount	Total	
1	On Net Total	SGST - UPT	9	₹ 1,800.00	₹ 21,800.00	Edit
2	On Net Total	CGST - UPT	9	₹ 1,800.00	₹ 23,600.00	Edit
3	Actual	TDS - UPT	0	₹ 200.00	₹ 23,400.00	Edit

Add Row

Include Tax or Charge in Valuation or Total?

Consider Tax or Charge field in Taxes and Charges table of purchase or sales transactions has three values.

- Total

- Valuation
- Total and Valuation

The screenshot shows the 'New Purchase Taxes and Charges Template' interface. The 'Editing Row #1' panel is active, displaying a dropdown menu for 'Consider Tax or Charge for' with 'Valuation and Total' selected. Other fields include 'Account Head' (ST 6.25% - UP), 'Description' (ST 6.25% @ 6.25), 'Type' (On Net Total), 'Rate' (6.250), and 'Accounting Dimensions' (Business Unit).

Let's consider an example to understand an effect of each charge type. We purchase ten units of item, at the rate of 800. total purchase amount is 800. Purchased item has 4% VAT applied on it, and INR 100 was incurred in transportation.

Total:

Tax or Charge categorized as **Total** will be included in the total of purchase transactions. But it will not have impact on the valuation of item purchased.

If VAT 4% is applied on item, it will amount to INR 32 (at item's based rate is 800). Since VAT is the consumption tax, it should be added value of Purchase Order/Invoice, since it will be included in payable towards supplier. But it should not be added to the value of Purchased item.

When Purchase Invoice is submitted, general ledger posting will be done for tax/charge categorized as Total.

Valuation:

Tax or charge categorized as **Valuation** will be added in the value of purchased item, but not in the total of that purchase transaction.

Transportation charge of INR 100 should be categorized as valuation. With this, the value of purchased item will be increased from 800 to 900. Also, this charge will be not be added to the

total of purchase transaction, because it is your expense, and should not be reflected to the supplier.

Check [here](#) to learn general posting done for expense categorized as Valuation.

Total and Valuation:

Tax or Charge categorized as for **Total and Valuation** will be added in the valuation of item, as well as in the totals of purchase transactions.

Let's assume that transportation is arranged by our supplier, but we need to pay transportation charges to them. In that case, for transportation charges, category selected should be Total and Valuation. With this, INR 100 transportation charge will be added to the actual purchase amount 800. Also, INR 100 will reflect in the total, as it will be payable for us towards supplier.

Tax Inclusive Accounting

Use Case: Tax-inclusive pricing incorporates the sales tax paid by your customer into the item's total price.

For example, If an item costs \$100 with a tax rate of 10%, the customer still pays a flat \$100, of which \$9.10 is collected as tax. To configure this, following the following steps:

- 1) In the Sales Taxes and Charges section, go to the table view of the tax in question and expand the row.
- 2) Check the "Is this Tax included in Basic Rate?" checkbox.

New Sales Invoice 1

Editing Row #1

Insert Below

Insert Above

Duplicate

Move

Save

Type

On Net Total

Account Head

Freight and Forwarding Charges - TB

Description

Freight and Forwarding Charges

☒ Is this Tax included in Basic Rate?
 If checked, the tax amount will be considered as already included in the Print Rate / Print Amount

ACCOUNTING DIMENSIONS

Cost Center

Main - TB

Rate

10.000

Amount (INR)

₹ 9.09

Total (INR)

₹ 100.00

Tax Amount After Discount Amount

₹ 9.09

Amount (INR)

₹ 9.09

Total (INR)

₹ 100.00

The system back calculates the tax accordingly.

Types in Tax Template

In the Sales Taxes and Purchase Taxes master, you will find a column called Type. Following a brief on a meaning of each Type and how you can use it.

US ST 6.25% - UP

Not Saved

<

>

Print

More

Save

Assigned To

Attachments

Attach File

Reviews

Shared With

Tags

Add a tag ...

0

0

FOLLOW

Administrator

edited this

1 week ago

Administrator

created this

1 week ago

Connections

Title *

US ST 6.25%

☐ Default

☐ Disabled

Company *

Unico Plastics Inc.

Tax Category

Sales Taxes and Charges

* Will be calculated in the transaction.

<input type="checkbox"/>	No.	Type	Account Head	Rate	Amount	Total	
<input type="checkbox"/>	1	Actual	US ST 6.25% - UP	6.250	0.00	0.00	<div>Edit</div>
<div>Add Row</div>							

Actual: This allows you to enter expense amount directly. For example, Rs. 500 incurred for Shipping.

On Net Total: If you want to apply any tax or charges on Net Total, select this option. For example, 18% GST applied to all the item in the Sales Order.

On Previous Row Amount: This option helps you want to calculate tax amount calculated based on another tax amount.

Example: Education Cess is calculated based on the amount of GST tax.

On Previous Row Total: For each Tax row, a cumulative tax is calculated in the Total column. For the first row, total tax is calculated as Net Total + Tax amount at first row. If you want to apply a tax on the Total Amount of another tax row, then use this option.

If you select Type as Previous Row Amount or Previous Row Total, then you must also specify a Row No. whose Amount or Total should be considered for the calculation.

On Item Quantity: This option can be used for fixed/item specific taxes.

Accounting Reports

Some of the major accounting reports are:

1. Company and Accounts

General Ledger

Go to: **Accounts > Company and Accounts > General Ledger.**

The General Ledger is a detailed report for all transactions posted to each account and for every transaction there is a Credit and Debit account so it lists them all up.

The report is based on the table GL Entry and can be filtered by many pre-defined filters like Account, Cost Centers, Party, Project and Period etc. This helps you to get a full update for all entries posted in a period against any account. The result can be grouped by Account, Voucher/Transaction and Party with opening and closing balances for each group. In case of multi-currency accounting, there is also an option to check the amounts in any other currency than company's base currency.

General Ledger

Menu ▾ Refresh

Baba Services

23-01-2017

23-02-2017

Account

Voucher No

Party

☒ Group by Voucher

☐ Group by Account

Letter Head

Sr No	Posting Date	Account	Debit	Credit	Voucher Type	Voucher No	Against Account	Party Type	Party
1	27-01-2017	Cost of Goods Sold - BS	20.000	0.000	Stock Entry	STE-00056	Stores - BS		
2	27-01-2017	Expenses Included In Valuation ...	0.000	0.630	Stock Entry	STE-00057	Cost of Goods So...		
3	27-01-2017	Expenses Included In Valuation ...	0.000	20.000	Purchase Receipt	PREC-00054	Stores - BS		
4	27-01-2017	Finished Goods - BS	100.630	0.000	Stock Entry	STE-00057	Cost of Goods So...		
5	27-01-2017	Stock Received But Not Billed - ...	0.000	100.000	Purchase Receipt	PREC-00054	Stores - BS		
6	27-01-2017	Stores - BS	120.000	0.000	Purchase Receipt	PREC-00054	Stock Received B...		
7	27-01-2017	Stores - BS	0.000	120.000	Stock Entry	STE-00056	Cost of Goods So...		
8	27-01-2017	Work In Progress - BS	0.000	100.000	Stock Entry	STE-00057	Cost of Goods So...		
9	27-01-2017	Work In Progress - BS	100.000	0.000	Stock Entry	STE-00056	Cost of Goods So...		
10	01-02-2017	Cash - BS	5,000.000	0.000	Payment Entry	PE-00029	Dipesh		
11	01-02-2017	Cost of Goods Sold - BS	7,833.340	0.000	Delivery Note	DNN-00022	Finished Goods - ...		
12	01-02-2017	Cost of Goods Sold - BS	2,000.000	0.000	Delivery Note	DNN-00023	Stores - BS		
13	01-02-2017	Cost of Goods Sold - BS	3,916.670	0.000	Delivery Note	DNN-00024	Finished Goods - ...		

2. Accounting Statements

2.1 Accounts Receivable and Accounts Payable (AR / AP)

Go to: **Accounts > Accounting Statements > Accounts Receivable.**

These reports help you to track the outstanding amount of Customers and Suppliers. It also provides ageing analysis i.e. a break-up of outstanding amount based on the period for which the amount is outstanding.

Accounts Receivable

Accounts Receivable Summary

Set Chart

Add Chart to Dashboard

Create Card

...

Unico Plastics Inc. 04-21-2021 Finance Book Cost Center Customer Due Date

30 60 90 Business Unit 120 Customer Group

Payment Terms Template Sales Partner Sales Person Territory ☐ Group By Customer ☐ Based On Payment Terms

☐ Show Future Payments ☐ Show Linked Delivery Notes ☐ Show Sales Person



0-30 31-60 61-90 91-120 121-Above

	Posting ...	Customer	Customer Co...	Cost Center	Voucher Type	Voucher No	Due Date	Invoiced Amo...	Paid Amount	Credi
1	01-14-20...	Sysco Inc.			Sales Invoice	ACC-SINV-2021-00002	01-14-20...	\$ 7,350,000.00	\$ 0.00	
2	02-10-20...	Sysco Inc.			Sales Invoice	ACC-SINV-2021-00003	02-10-20...	\$ 10,350,000.00	\$ 0.00	

2.1.1 Accounts Receivables based on Payment terms

You can also see Accounts Receivables based on Payment Terms.

Accounts Receivable report based on payment terms can be seen by clicking the checkbox 'Based On Payment Terms' as shown in the following screenshot.

Accounts Receivable Accounts Receivable Summary Create Card Set Chart Add Chart to Dashboard ...

Unico Plastics Inc. 04-21-2021 Finance Book Cost Center Customer Due Date

30 60 90 Business Unit 120 Customer Group

Payment Terms Template Sales Partner Sales Person Territory ☐ Group By Customer ☒ Based On Payment Terms

☐ Show Future Payments ☐ Show Linked Delivery Notes ☐ Show Sales Person

Outstanding amount against each payment term can be seen. **Invoiced Amount** shows each payment term amount and **Paid Amount** shows paid amount against each payment term. Payment against each term is allocated in FIFO order.

Customer	Voucher Type	Voucher No	Due Date	Payment Term	Invoice Grand Total	Invoiced Amount	Paid Amount	Credit Note	Outstanding Amount
CM Enterp...	Sales Invoice	ACC-SINV-2018-00001	17-01-20...	After Dispatch	₹ 50,000.00	₹ 15,000.00			₹ 15,000.00
CM Enterp...	Sales Invoice	ACC-SINV-2018-00001	16-02-2...	On Delivery	₹ 50,000.00	₹ 25,000.00			₹ 25,000.00
CM Enterp...	Sales Invoice	ACC-SINV-2018-00001	18-03-2...	Final Settlement	₹ 50,000.00	₹ 10,000.00			₹ 10,000.00

2.1.2 'Revaluation Journals' filter on Accounts Receivable/Payable

'Revaluation Journals' filter allows the report to accurately report Invoice outstanding where currency conversion differences for parties are handled by Exchange Rate Revaluation journals. Only applicable, if there is heavy usage of Multi-Currency transactions and Exchange Rate Revaluation.

2.2 Trial Balance

Go to: **Accounts > Accounting Statements > Trial Balance.**

A Trial Balance is an accounting report which lists account balances for all your Accounts ("Ledger" and "Group") for any given reporting period. A company prepares a trial balance periodically, usually at the end of every reporting period. The general purpose of producing a trial balance is to ensure the entries in a company's bookkeeping system are mathematically correct. The totals of Debit and Credit columns must be same for any given period, to ensure the entries are correct. In DellSuite, the report shows following columns:

- Opening (Dr): Opening debit balance as on From Date
- Opening (Cr): Opening credit balance as on From Date
- Debit: Total Debited amount against the account between the selected period
- Credit: Total Credited amount against the account between the selected period
- Closing (Dr): Closing debit balance as on To Date
- Closing (Cr): Closing credit balance as on To Date

There are some other options as well to include or exclude Period Closing Entries, show / hide accounts with zero balance and to show unclosed previous fiscal year's P&L (Income & Expenses) balances. All the figures in the report are shown in company's base currency.

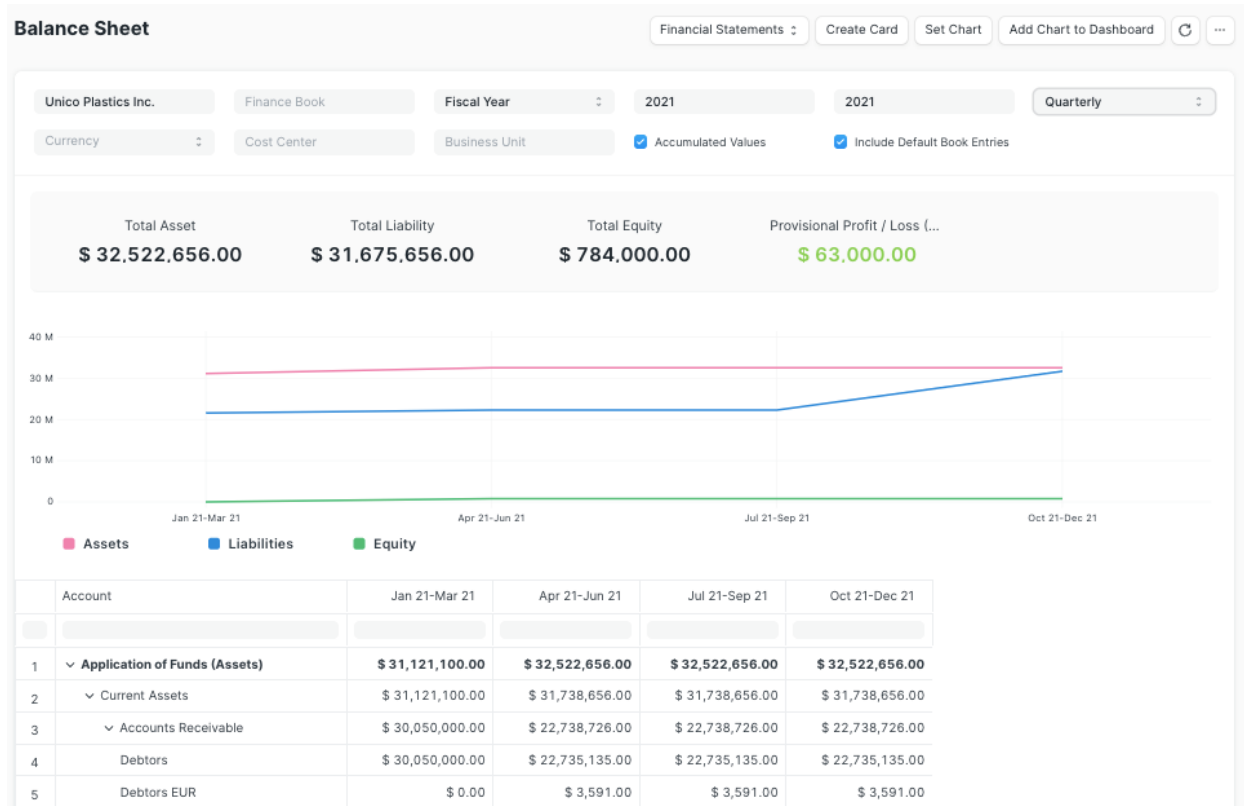
Trial Balance							
<div> <div>Unico Plastics Inc.</div> <div>2021</div> <div>01-01-2021</div> <div>12-31-2021</div> <div>Cost Center</div> <div>Project</div> </div> <div> <div>Business Unit</div> <div>Finance Book</div> <div>Currency</div> <div><input checked="" type="checkbox"/> Period Closing Entry</div> <div><input type="checkbox"/> Show zero values</div> <div><input type="checkbox"/> Show unclosed fiscal year's P&L balances</div> </div> <div><input checked="" type="checkbox"/> Include Default Book Entries</div>							
	Account	Opening (Dr)	Opening (Cr)	Debit	Credit	Closing (Dr)	Closing (Cr)
1	▼ Application of Funds (Assets)	\$ 784,000.00	\$ 0.00	\$ 39,745,058.50	\$ 8,006,402.50	\$ 32,522,656.00	\$ 0.00
2	> Current Assets	\$ 0.00	\$ 0.00	\$ 39,742,058.50	\$ 8,003,402.50	\$ 31,738,656.00	\$ 0.00
13	▼ Fixed Assets	\$ 75,000.00	\$ 0.00	\$ 3,000.00	\$ 3,000.00	\$ 75,000.00	\$ 0.00
14	Electronic Equipments	\$ 75,000.00	\$ 0.00	\$ 3,000.00	\$ 3,000.00	\$ 75,000.00	\$ 0.00
15	> Temporary Accounts	\$ 709,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 709,000.00	\$ 0.00
17	> Source of Funds (Liabilities)	\$ 0.00	\$ 0.00	\$ 19,778.13	\$ 31,695,434.13	\$ 0.00	\$ 31,675,656.00
30	> Equity	\$ 0.00	\$ 784,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 784,000.00
33	> Income	\$ 0.00	\$ 0.00	\$ 30,127,391.00	\$ 30,193,391.00	\$ 0.00	\$ 66,000.00
36	> Expenses	\$ 0.00	\$ 0.00	\$ 20,633,560.01	\$ 20,630,560.01	\$ 3,000.00	\$ 0.00
45							
46	Total	\$ 784,000.00	\$ 784,000.00	\$ 90,525,787.64	\$ 90,525,787.64	\$ 32,527,619.13	\$ 32,527,619.13

2.3 Balance Sheet

Go to: **Accounts > Accounting Statements > Balance Sheet.**

A Balance Sheet is the financial statement of a company which states assets, liabilities and equity at a particular point in time.

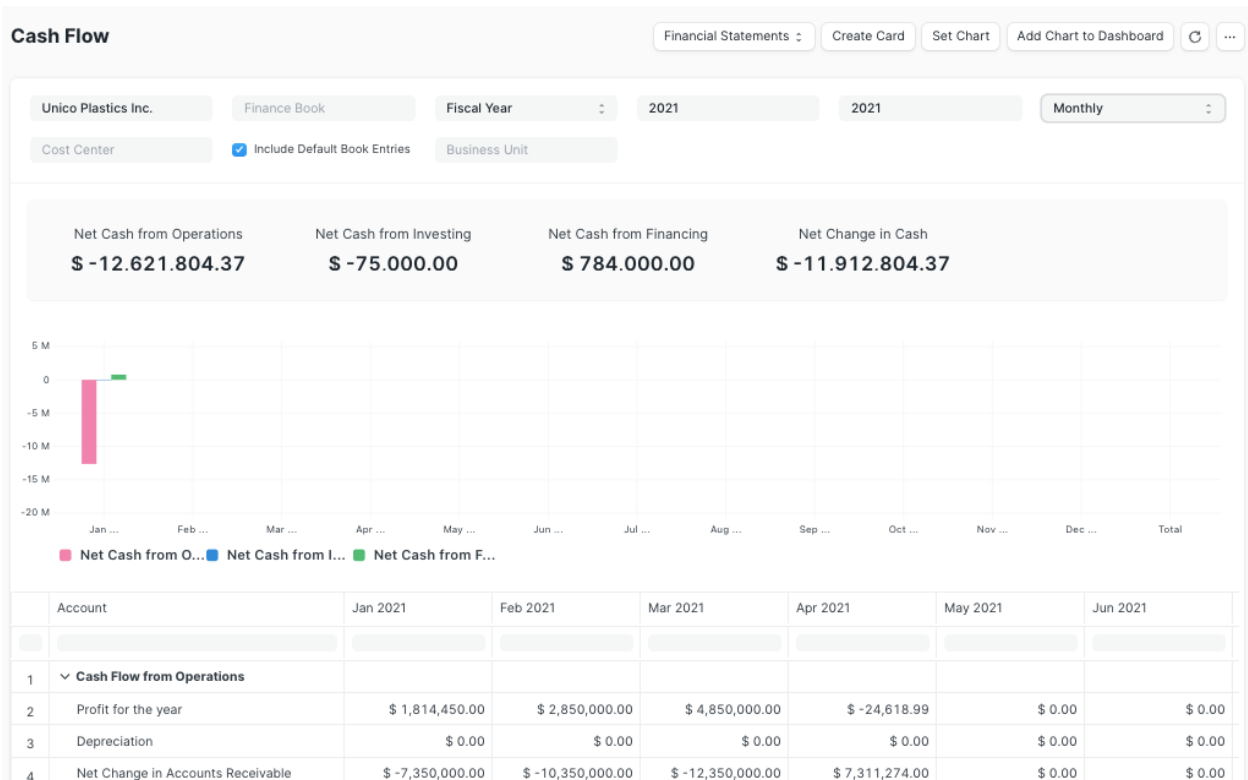
The Balance Sheet in DellSuite gives you more flexibility to analyse your financial position. You can run the report across multiple year to compare values. You can check values for a specific Finance Book or Cost Center. You can also choose any other currency to display the balances.



2.4 Cash Flow Statement

Go to: **Accounts > Accounting Statements > Cash Flow.**

A Cash Flow is a financial statement which shows the incoming and outgoing of cash or cash-equivalents for a company. It is used to analyse the liquidity position of the company.

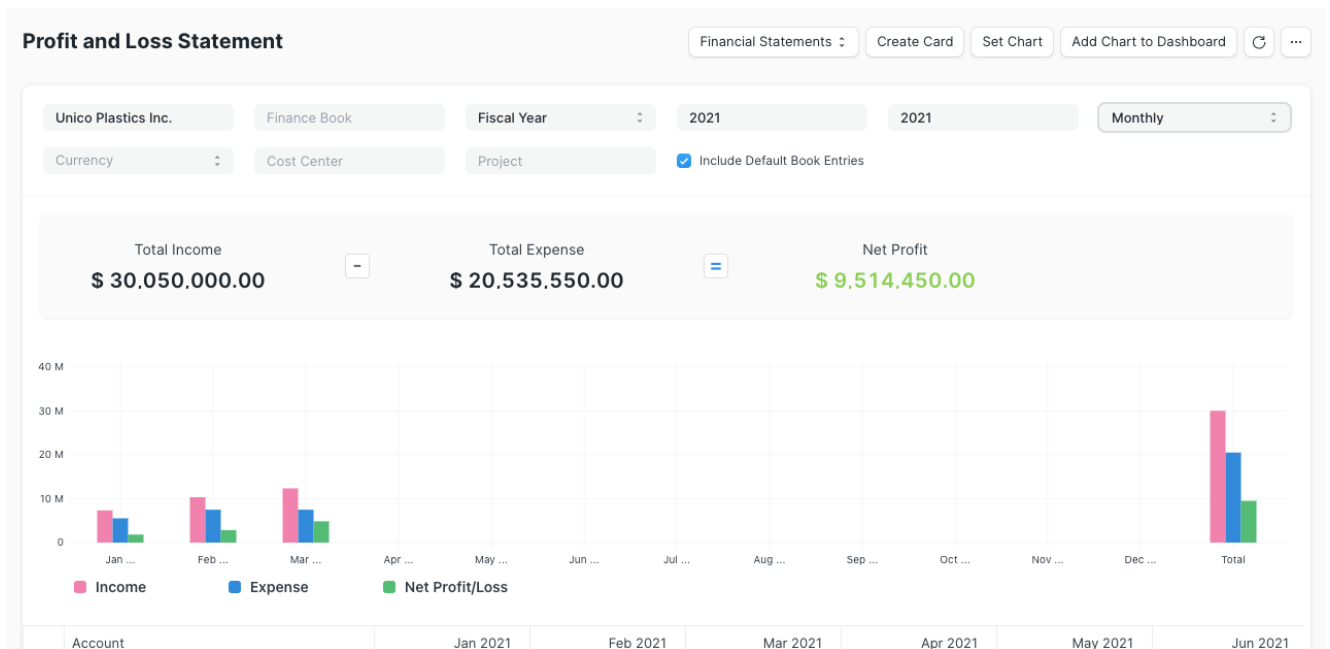


2.5 Profit and Loss Statement

Go to: **Accounts > Accounting Statements > Profit and Loss Statement.**

A Profit and Loss Statement is a financial statement which summarizes all the revenues and expenses in a given period. The report is also known as P&L Statement.

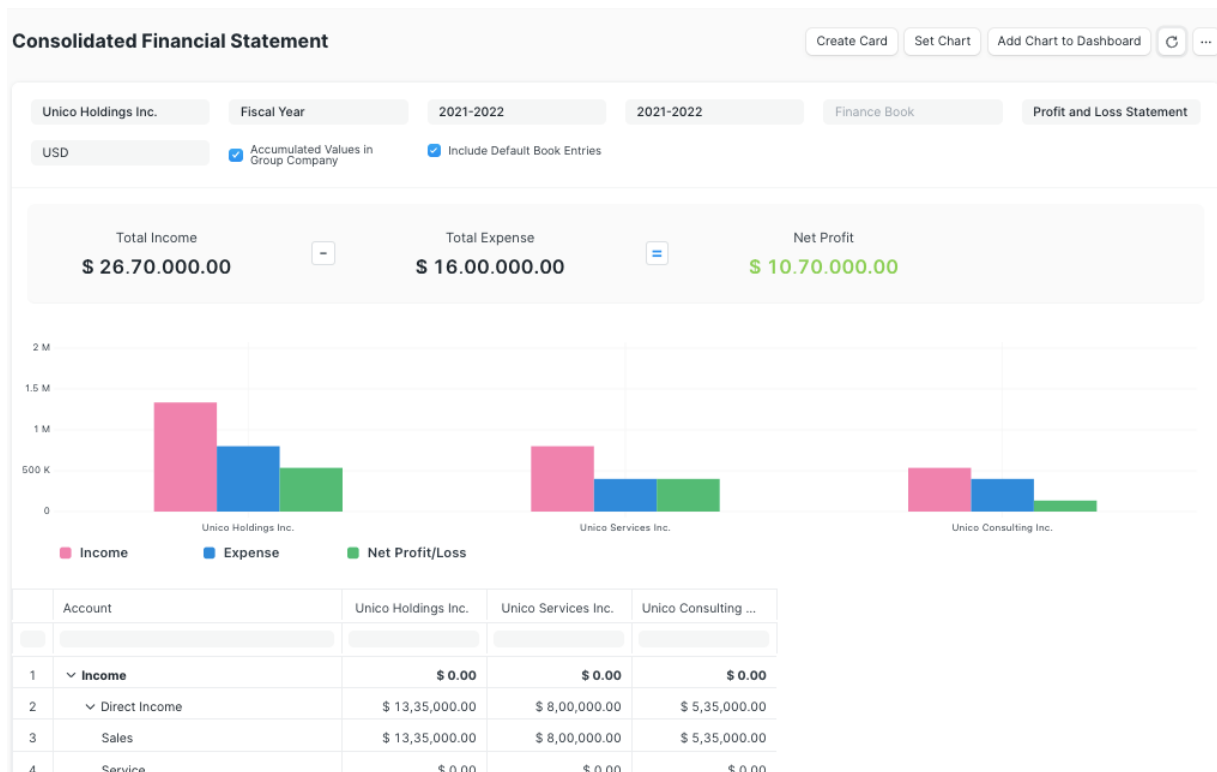
In DellSuite, you can run the report across multiple year / period to compare the values. You can also check values for a specific Finance Book, Project or Cost Center. You can also choose any other currency to display the balances. If you are running the report to see quarterly / monthly balances, you can choose whether you want to show accumulated balances or only for each period.



2.6 Consolidated Financial Statements

Go to: **Accounts > Accounting Statements > Consolidated Financial Statement.**

The report shows a consolidated view of Balance Sheet, Profit and Loss Statement and Cash Flow for a group company, by merging financial statements of all the subsidiary companies. It shows balances for all individual company and as well as accumulated balances for a group company.



2.7 Financial Ratios Report

Introduction

A financial ratio is a measurement tool used to evaluate a company's financial condition or performance relative to other businesses. This tool is commonly used by investors to study and obtain insight about a company's financial history or the overall industry. The process of computing a financial ratio involves extracting numbers from the balance sheet, income statement, and cash flow statement. Rather than just being a calculation, a financial ratio offers an understanding of a company's economic status in areas such as profitability, liquidity, leverage, and market valuation. A ratio can act as a signal, alert, or hint towards various potential issues.

Assumptions

1. Net Sales = Direct Income
2. Credit Sales = Direct Income
3. Credit Purchases = Direct Expense
4. Share Holder Fund (SHF) = Total Asset - Total_Liability
5. Net Profit After Income & Taxes(NPAIT) = Total Income - Total Expense

Types of Ratios:

2.7.1 Liquidity Ratios

Consists of:

2.7.1.1 Current Ratio = $\text{Current Assets} / \text{Current Liability}$

2.7.1.2 Quick Ratio = $\text{Quick Assets} / \text{Quick Liability}$

Requires 2 types of accounts:

1. Current Asset(e.g)
2. Current Liability(e.g)

As soon as you will set your account types for the relevant account in your "Chart of Accounts", both Current Ratio and Quick Ratio will show the correct value.

2.7.2 Debt Equity Ratios

Consists of:

2.7.2.1 Debt Equity Ratio = $\text{Total Liability} / \text{SHF}$

2.7.2.2 Gross Profit Ratio = $(\text{Net Sales} - \text{COGS}) / \text{Net Sales}$

2.7.2.3 Net Profit Ratio = $\text{NPAIT} / \text{Net Sales}$

2.7.2.4 Return on Asset Ratio = $\text{NPAIT} / \text{Total Assets}$

2.7.2.5 Return on Equity Ratio = $\text{NPAIT} / \text{SHF}$

For Gross Profit Ratio and Net Profit Ratio to show the correct data we need to add the relevant account type to "Direct Income" (as direct income is treated as Net Sales). (e.g.)

2.7.3 Turnover Ratios

Consists of:

2.7.3.1 Fixed Asset Turnover Ratio = $\text{COGS} / \text{Avg. Stock}$

2.7.3.2 Debtor Turnover Ratio = Credit Sales / Avg. Debtors

2.7.3.3 Creditor Turnover Ratio = Credit Purchases / Avg. Purchases

2.7.3.4 Inventory Turnover Ratio = Net Sales / Total Assets

Average of Stock / Debtors / Purchases is calculated by ⇒

(opening of first year + closing of last year) / 2

3. Taxes

3.1 Sales and Purchase Register

Go to: **Accounts > Taxes > Sales Register or Purchase Register.**

The Sales and Purchase Register report shows all the Sales and Purchase transactions for a given period with invoiced amount and tax details. In this report, each taxes has a separate column, so you can easily get total taxes collected / paid for a period for each individual tax type, which helps to pay the taxes to government.

Sales Register

Set Chart

Create Card

03-21-2021

04-21-2021

Customer

Unico Plastics Inc.

Mode of Payment

Owner

Cost Center

Business Unit

Warehouse

Brand

Item Group

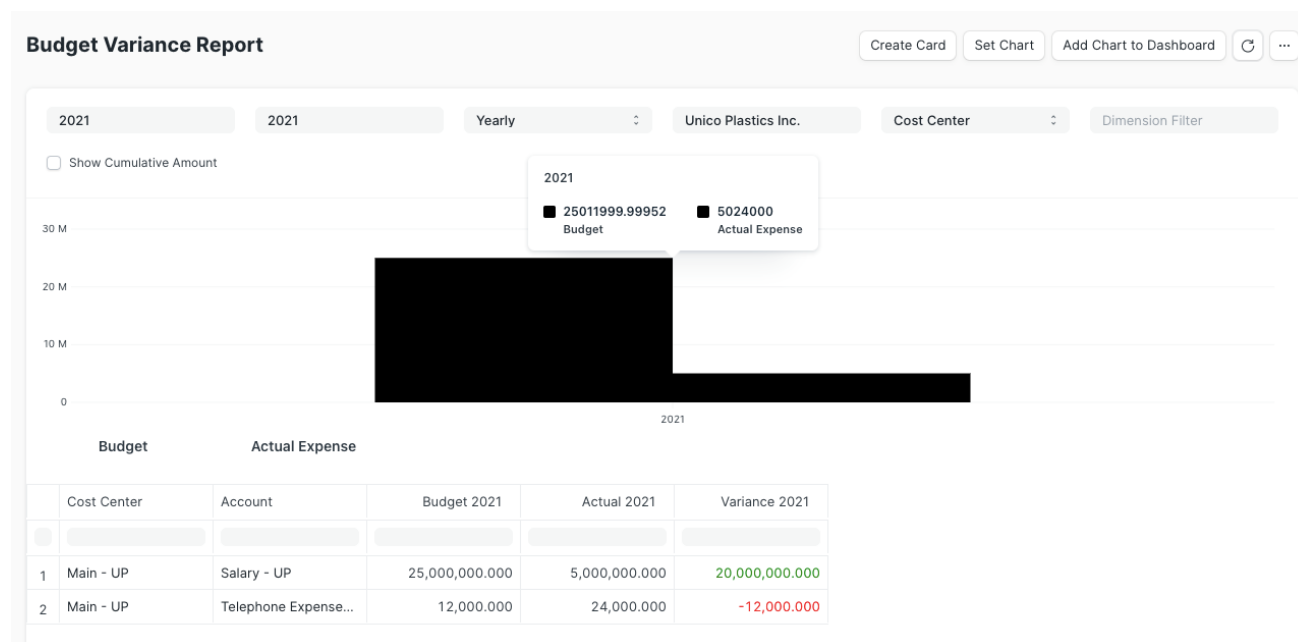
	Invoice	Postin...	Customer	Customer Na...	Customer Gr...	Territory	Tax Id	Receiv...	Mode Of Pay...	Project	Owner
1	ACC-SINV-202...	04-21-2...	Walk-in Custo...	Walk-in Custo...	All Customer G...	All Territ...		Debtors ...	Cash		basawaraj@erpnext...
2	ACC-SINV-202...	04-21-2...	Orange Inc.	Orange Inc.	All Customer G...	All Territ...		Debtors ...			basawaraj@erpnext...
3	ACC-SINV-202...	04-21-2...	Orange Inc.	Orange Inc.	All Customer G...	All Territ...		Debtors ...			basawaraj@erpnext...
4	ACC-SINV-202...	04-21-2...	Orange Inc.	Orange Inc.	All Customer G...	All Territ...		Debtors ...			basawaraj@erpnext...
5	ACC-SINV-202...	04-19-2...	Sysco Inc.	Sysco Inc.	All Customer G...	All Territ...		Debtors ...			basawaraj@erpnext...
6	ACC-SINV-202...	04-19-2...	Sysco Inc.	Sysco Inc.	All Customer G...	All Territ...		Debtors ...			basawaraj@erpnext...
7	ACC-SINV-202...	04-19-2...	Sysco Inc.	Sysco Inc.	All Customer G...	All Territ...		Debtors ...			basawaraj@erpnext...
8	ACC-SINV-202...	04-18-2...	Sysco Inc.	Sysco Inc.	All Customer G...	All Territ...		Debtors ...			basawaraj@erpnext...
9	ACC-SINV-202...	04-16-2...	Excellent GmbH	Excellent GmbH	All Customer G...	All Territ...		Debtors ...			basawaraj@erpnext...
10	ACC-SINV-202...	04-16-2...	Sysco Inc.	Sysco Inc.	All Customer G...	All Territ...		Debtors ...			basawaraj@erpnext...
11	ACC-SINV-202...	04-16-2...	Sysco Inc.	Sysco Inc.	All Customer G...	All Territ...		Debtors ...			basawaraj@erpnext...

4. Budget and Cost Center

4.1 Budget Variance

Go to: **Accounts > Budget and Cost Center > Budget Variance Report.**

In DellSuite, you can assign expense budget for an expense account against any specific cost center. This report gives a comparison between budgeted and actual expenses and the variance (the difference between the two) in monthly / quarterly / yearly view.



5. Tax reports for India

5.1 GSTR-1 (India)

Go to: **Accounts > Goods and Services Tax (GST India) > GSTR-1.**

The GSTR-1 report helps Indian users to file monthly return of outward supplies. This report shows all the sales transactions of the company in Govt specified format. The output of the report is changed based on the selected type of business (B2B, B2C Large, B2C Small, CDNR and Export).

GSTR-1 Download as JSON Create Card Set Chart 🔄 ...

Unico Plastics Private Lim Address 22-01-2021 22-04-2021 B2C Small

	Place Of Sup...	E-Commerce ...	Rate	Taxable Value	Cess Amount	Type
1			18	₹ 1,00,000.00	₹ 0.00	OE
2			18	₹ 1,00,000.00	₹ 0.00	OE
3			18	₹ 1,50,000.00	₹ 0.00	OE
	Total		54	₹ 3,50,000.00	₹ 0.00	

For comparison, use >5, <10 or =324. For ranges, use 5:10 (for values between 5 & 10). Execution Time: 0.017205 sec

5.2 GSTR-2 (India)

Go to: **Accounts > Goods and Services Tax (GST India) > GSTR-2.**

The GSTR-2 report helps Indian users to file monthly return of inward supplies. The report gives the details of all inward supplies of goods or services received during a month, in Govt specified format.

GSTR-2

Create Card

Set Chart

Unico Plastics Private Lim

01-01-2021

22-04-2021

B2B

	GSTIN of Su...	Invoice Num...	Invoice date	Invoice Value	Place of Sup...	Rever...	Invoic...	Rate	Taxable V...	Integrate...	Central T...	State/UT ...
1	29AAECS809...	ACC-PINV-20...	22-04-2021	₹ 1,77,000.00	29-Karnataka	N	Registe...	9	₹ 1,50,000.00	₹ 0.00	₹ 13,500.00	₹ 13,500.0
2	29AAECS809...	ACC-PINV-20...	22-04-2021	₹ 3,89,400.00	29-Karnataka	N	Registe...	9	₹ 3,30,000.00	₹ 0.00	₹ 29,700.00	₹ 29,700.0
3	29AAECS809...	ACC-PINV-20...	22-04-2021	₹ 2,95,000.00	29-Karnataka	N	Registe...	18	₹ 2,50,000.00	₹ 45,000.00	₹ 0.00	₹ 0.0

For comparison, use >5, <10 or =324. For ranges, use 5:10 (for values between 5 & 10).

Execution Time: 0.009837 sec

6. Analytics

6.1 Item wise Sales and Purchase Register

Go to: **Accounts > Analytics > Item-wise Sales Register or Item-wise Purchase Register.**

The Item Wise Sales and Purchase Register report shows all the Sales and Purchase transactions for a given period with item rate, quantity, amount and tax details. In this report, taxes has a separate column, so you can easily get individual taxes for each individual item. From this report you can have a look of which items are sold or purchase most.

Item-wise Sales Register											Menu ▾	Refresh
25-09-2018		25-10-2018		Customer		Gadget Technologies Pvt. LI		Mode of Payment				
Sr No	Item Code	Item Name	Item Group	Invoice	Posting D...	Customer	Customer Name	Customer Group	Receivable Acco...	Mode of f		
1	5 MP Camera	5 MP Camera	Raw Material	SINV-00154	19-10-2018	Curiositi Educatio...	Curiositi Educatio...	Commercial	Debtors - GTPL			
2	Nokia Lumia 1020	Nokia Lumia 1020	Products	SINV-00151	18-10-2018	CUST-00014	Sagar Malhotra	All Customer Gro...	Debtors - GTPL	Cash, Cre		
3	Nokia Lumia 1020	Nokia Lumia 1020	Products	SINV-00152	18-10-2018	CUST-00014	Sagar Malhotra	All Customer Gro...	Debtors - GTPL			
4	Nokia Lumia 1020	Nokia Lumia 1020	Products	SINV-00153	18-10-2018	CUST-00014	Sagar Malhotra	All Customer Gro...	Debtors - GTPL	Cash		
5	ITEM-00214	ASD	Products	SINV-00150	15-10-2018	CUST-00014	Sagar Malhotra	All Customer Gro...	Debtors - GTPL			
6	Installation Services	Installation Services	Services	SINV-00149	15-10-2018	Mic kores LLP	Mic kores LLP	Individual	Debtors - GTPL			
7	ITEM-00210	KJHU JKH	Products	SINV-00143	28-09-2018	CUST-00014	Sagar Malhotra	All Customer Gro...	Debtors - GTPL			
8	ITEM-00210	KJHU JKH	Products	SINV-00144	28-09-2018	CUST-00014	Sagar Malhotra	All Customer Gro...	Debtors - GTPL			
9	Nokia Lumia 1020	Nokia Lumia 1020	Products	SINV-00142	25-09-2018	CUST-00014	Sagar Malhotra	All Customer Gro...	Debtors - GTPL	Cash, Cre		
10	Total											

More detailed analysis can also be done by using the 'Group By' filter which gives sales data for a specific Customer, Supplier, Territory, etc. You can find out which Item is more popular in which region or which Customer is buying which Item more.

Item-wise Sales Register

Create Card Set Chart ↺ ...

03-21-2021

04-21-2021

Custom

Group By

Unico Plastics Inc.

Mode of Payment

Warehouse

Brand

Item Group

Customer

	Item Code	Item Name	Item Group	Description	Invoice	Posting Date	Receiv...	Mode Of Pay...	Territory	Project	Compa...
1	iPhone 13 Pro ...	iPhone	All Item Groups	iPhone	ACC-SINV-202...	04-16-2021	Debtors ...		All Territ...		Unico Pl...
2	Excellent GmbH										
3											
4	PETE - Domestic	PETE - Domestic	Raw Material	PETE - Domestic	ACC-SINV-202...	04-21-2021	Debtors ...		All Territ...		Unico Pl...
5	Consulting Ser...	Consulting Ser...	Services	Consulting Services	ACC-SINV-202...	04-21-2021	Debtors ...		All Territ...		Unico Pl...
6	Consulting Ser...	Consulting Ser...	Services	Consulting Services	ACC-SINV-202...	04-21-2021	Debtors ...		All Territ...		Unico Pl...
7	Orange Inc.										
8											
9	iPhone 13 Pro ...	iPhone	All Item Groups	iPhone	ACC-SINV-202...	04-16-2021	Debtors ...		All Territ...		Unico Pl...
10	iPhone 13 Pro ...	iPhone	All Item Groups	iPhone	ACC-SINV-202...	04-16-2021	Debtors ...		All Territ...		Unico Pl...
11	PETE	PETE	Products	PETE	ACC-SINV-202...	04-19-2021	Debtors ...		All Territ...		Unico Pl...

6.2 Sales or Purchase Invoice Trends

Go to: **Accounts > Analytics > Sales Invoice Trends or Purchase Invoice Trends.**

Another very useful report is invoice trends, From this report you can easily get the trending items on monthly, quarterly, half yearly or yearly basis. You will get the idea of sales and purchase both in quantity and amount.

Sales Invoice Trends

Create Card Set Chart ↺ ...

Monthly		Item	Group By		2021		Unico Plastics Inc.			
	Item	Item Name	Jan (Qty)	Jan (Amt)	Feb (Qty)	Feb (Amt)	Mar (Qty)	Mar (Amt)	Apr (Qty)	Apr (Amt)
1	Consulting Ser...	Consulting Ser...							2.000	\$ 63,000.00
2	Dinner Set Chair	Dinner Set Chair							4.000	\$ 960.00
3	iPhone 13 Pro ...	iPhone	1.000	\$ 7,350,000.00	1.000	\$ 10,350,000.00	1.000	\$ 12,350,000.00	3.000	\$ 5,591.00
4	Luxury Plastic ...	Luxury Plastic ...							2.000	\$ 720.00
5	PETE	PETE							0.000	\$ 0.00
6	PETE - Domestic	PETE - Domestic							1.000	\$ 3,000.00
7	Plastic Chair Set	Plastic Chair Set							1.000	\$ 120.00
	Total		1.000	\$ 7,350,000.00	1.000	\$ 10,350,000.00	1.000	\$ 12,350,000.00	13.000	\$ 73,391.00
For comparison, use >5, <10 or =324. For ranges, use 5:10 (for values between 5 & 10).										Execution Time: 0.011428 sec

For comparison, use >5, <10 or =324. For ranges, use 5:10 (for values between 5 & 10).

Execution Time: 0.011428 sec

7. To Bill

- **Ordered Items To Be Billed:** The report shows the items which has been ordered by customers, against which Sales Invoice has not been created / partially been created.

- **Delivered Items To Be Billed:** The items which has been delivered to the customers, but Sales Invoice has not been created / partially been created.
- **Purchase Order Items To Be Billed:** The report shows the items which has been ordered from the suppliers, but Purchase Invoice has not been created / partially been created.
- **Received Items To Be Billed:** The items which has been received from the suppliers, but Purchase Invoice has not been created / partially been created.

8. Other Reports

8.1 Party Wise Trial Balance

Go to: **Accounts > Other Reports > Trial Balance for Party**. Usually you might need to see the trial balance for your customers and suppliers. You can easily get for all of your customers or suppliers and also for individual.

Trial Balance for Party

Create Card

Set Chart

Unico Plastics Inc.

2021

01-01-2021

12-31-2021

Customer

Party

Account

☐ Show zero values

	Customer	Opening (Dr)	Opening (Cr)	Debit	Credit	Closing (Dr)	Closing (Cr)	
1	Excellent GmbH	\$ 0.00	\$ 0.00	\$ 3,591.00	\$ 0.00	\$ 3,591.00	\$ 0.00	
2	Orange Inc.	\$ 0.00	\$ 0.00	\$ 70,125.00	\$ 0.00	\$ 70,125.00	\$ 0.00	
3	Sysco Inc.	\$ 0.00	\$ 0.00	\$ 30,126,375.00	\$ 7,461,375.00	\$ 22,665,000.00	\$ 0.00	
4	Walk-in Customer	\$ 0.00	\$ 0.00	\$ 1,800.00	\$ 1,790.00	\$ 10.00	\$ 0.00	
5	Totals	\$ 0.00	\$ 0.00	\$ 30,201,891.00	\$ 7,463,165.00	\$ 22,738,726.00	\$ 0.00	

For comparison, use >5, <10 or =324. For ranges, use 5:10 (for values between 5 & 10).

Execution Time: 0.034223 sec

8.2 Customer Credit Balance

The report shows the credit limit, outstanding and credit balance for each customer.

Accounts Receivable and Payable

In DellSuite's accounting module, accounts receivable and payable play crucial roles in managing a company's finances.

Accounts receivable tracks the money owed to the company by its customers for goods or services provided on credit. This feature helps streamline invoicing, payment tracking, and ultimately, cash flow management.

Accounts payable monitors the money owed by the company to its suppliers or vendors. It facilitates the management of bills, outgoing payments, and ensures timely settlement to maintain healthy vendor relationships.

Both accounts receivable and payable modules in DellSuite provide real-time visibility into financial transactions supporting effective decision-making and monitoring of overall financial health of the organisation.

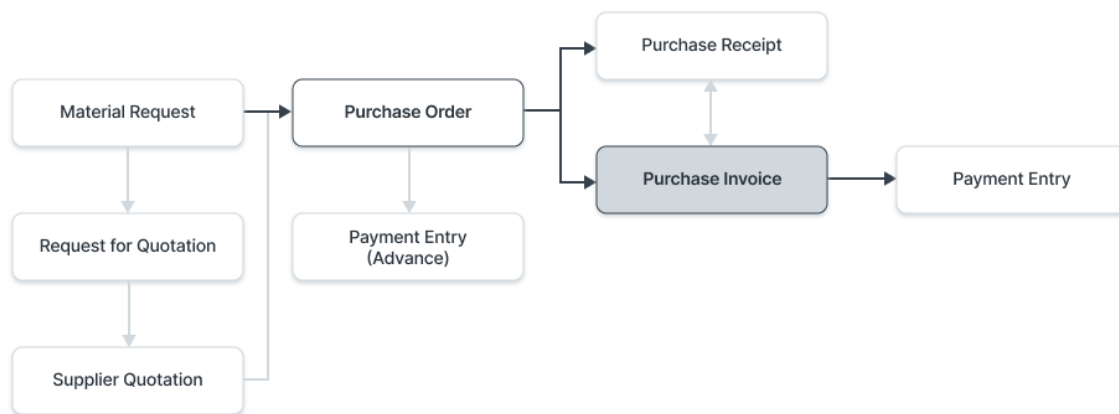
Purchase Invoice

A Purchase Invoice is a bill you receive from your Suppliers against which you need to make the payment.

Purchase Invoice is the exact opposite of your Sales Invoice. Here you accrue expenses to your Supplier. Making a Purchase Invoice is very similar to making a Purchase Order.

To access the Purchase Invoice list, go to:

Home > Accounting > Accounts Payable > Purchase Invoice



1. Prerequisites

Before creating and using a Purchase Invoice, it is advised to create the following first:

- Item
- Supplier
- Purchase Order
- Purchase Receipt (optional)

2. How to create a Purchase Invoice:

A Purchase Invoice is usually created from a Purchase Order or a Purchase Receipt. The Supplier's Item details will be fetched into the Purchase Invoice. However, you can also create a Purchase Invoice directly.

To fetch the details automatically in a Purchase Invoice, click on the **Get Items from**. The details can be fetched from a Purchase Order or Purchase Receipt.

For manual creation, follow these steps:

1. Go to the Purchase Invoice list, click on New.
2. Select the Supplier.
3. The posting date and time will be set to current, you can edit after you tick the checkbox below Posting Time.
4. Set the Due Date for payment.
5. Add Items and quantities in the Items table.
6. The Rate and Amount will be fetched.
7. Save and Submit.

The screenshot shows the 'New Purchase Invoice' form in a software application. The form is titled 'New Purchase Invoice' with a 'Not Saved' status. It contains the following fields and options:

- Series:** ACC-PINV-.YYYY.-
- Date:** 04-19-2021
- Supplier:** Apple Inc.
- Posting Time:** 17:14:43
- Tax Id:** (empty field)
- Due Date:** 04-19-2021
- Options:**
 - ☐ Edit Posting Date and Time
 - ☐ Is Paid
 - ☐ Is Return (Debit Note)
 - ☐ Apply Tax Withholding Amount
- Accounting Dimensions:** (expandable section)
- Supplier Invoice Details:** (expandable section)

2.1 Additional options when creating a Purchase Invoice

- **Is Paid:** You can tick 'Is Paid' if the amount has already been paid via an Advance Payment Entry. This should be ticked if there is full or partial payment.

- **Is Return (Debit Note):** Tick this if the customer has returned the Items. To know more details, visit the Debit Note page.
- **Apply Tax Withholding Amount:** If the selected Supplier has a Tax Withholding Category set, this checkbox will be enabled. For more information, visit the Tax Withholding Category page.

2.2 Statuses

- **Draft:** A draft is saved but yet to be submitted to the system.
- **Return:** The Items have been returned to the Supplier.
- **Debit Note Issued:** The Items have been returned and a Debit Note has been issued against the invoice.
- **Submitted:** The Purchase Invoice has been submitted to the system and the general ledger has been updated.
- **Paid:** Supplier has been fully paid the invoice amount and the corresponding Payment Entries have been submitted.
- **Partly Paid:** Supplier has been paid a part of the invoice amount and the corresponding Payment Entries have been submitted.
- **Unpaid:** The Purchase Invoice is yet to be paid.
- **Overdue:** The due date has passed for payment.
- **Canceled:** The invoice has been canceled due to some reason.

3. Features

3.1 Accounting Dimensions

Accounting Dimensions lets you tag transactions based on a specific Territory, Branch, Customer, etc. This helps in viewing accounting statements separately based on the criteria selected. To know more, visit the Accounting Dimensions page.

Note: Project and Cost Center are treated as dimensions by default.

3.2 Holding the Invoice

Sometimes you may need to hold an invoice from being submitted.

Hold Invoice: Enable this checkbox to put the Purchase Invoice on hold. This can be done only before submitting the invoice. Once 'Hold Invoice' is enabled and the Purchase Invoice is submitted, the status will change to 'Temporarily on Hold'.

Accounting > Purchase Invoice > ACC-PINV-2021-00005

Search or type a command (Ctrl + G) | Help | BS

Apple Inc. • Draft

Create | Get Items From | < | > | Print | ... | Submit

Hold Invoice ^

☒ Hold Invoice

Release Date

04-30-2021

Once set, this invoice will be on hold till the set date

Reason For Putting On Hold

Quality check delayed.

More Information v

Subscription Section v

Add a comment

Once the purchase invoice gets submit and you want to change 'Release Date' then you can take the help of the 'Hold Invoice' button, which is available on the top right.

If you want to hold submitted purchase invoice then you can hold using 'Block Invoice' option and If you want to unblock again then use 'Unblock Invoice' option.

Apple Inc. • Overdue

View | Create | < | > | Print | ... | Cancel

Assigned To

Attachments

Attach File +

Reviews

Shared With

Tags

Add a tag ...

Connections ^

Payment

Payment Entry +

Payment Request

Journal Entry +

Subscription

Auto Repeat +

Reference

Purchase Order

Purchase Receipt

Asset +

Landed Cost Voucher +

Return

Return / Debit Note

Purchase

Subscription

Payment Request

Supplier *

Apple Inc.

Date *

03-04-2021

Tax Id

Posting Time

00:22:58

Due Date

America/Adak

You edited this 5 days ago

You created this 5 days ago

This is invoice level holding, Suppliers can be put on hold. Learn more here.

3.3 Supplier Invoice Details

- **Supplier Invoice No:** The Supplier may identify this order with a number of his own. This is for reference.
- **Supplier Invoice Date:** The date on which the Supplier placed/confirmed your order from his end.

3.4 Address and Contact

- **Supplier Address:** This is the Billing Address of the Supplier.
- **Contact Person:** If the Supplier is a Company, the person to be contacted is fetched in this field if set in the Supplier form.
- **Shipping Address:** Address where the items will be shipped to.

For India, the following details can be recorded for GST purposes:

- Supplier GSTIN
- Place of Supply
- Company GSTIN

3.5 Currency and Price list

You can set the currency in which the Purchase Invoice order is to be sent. This is fetched from the Purchase Order. If you set a Pricing List, then the item prices will be fetched from that list. Ticking on 'Ignore Pricing Rule' will ignore the Pricing Rules set in Accounts > Pricing Rule.

The screenshot shows a software interface for creating a draft purchase invoice for 'Apple Inc.'. At the top, there is a header bar with the company name 'Apple Inc.' followed by a red 'Draft' status indicator. To the right of the header are several action buttons: 'Create', 'Get Items From', navigation arrows, a print icon, and a 'Submit' button. Below the header, the main form area is titled 'Currency and Price List' with a collapse icon. It contains two sections. The first section, 'Currency', has a dropdown menu set to 'USD'. The second section, 'Price List', has a dropdown menu set to 'Standard Buying' and an unchecked checkbox labeled 'Ignore Pricing Rule'. Below these sections is a third section titled 'Raw Materials Supplied' with a dropdown menu set to 'No'.

Read about Price Lists and Multi-Currency Transactions to know more.

3.6 Subcontracting or 'Supply Raw Materials'

Setting 'Supply Raw Materials' option is useful for subcontracting where you provide the raw materials for manufacturing an Item. To know more, visit the Subcontracting page.

3.7 Items table

- **scan barcode:** You can add Items in the Items table by scanning their barcodes if you have a barcode scanner. Read documentation for tracking items using barcode to know more.
- The Item Code, name, description, Image, and Manufacturer will be fetched from the Item master.
- **Manufacturer:** If the Item is manufactured by a specific manufacturer, it can be added here. This will be fetched if set in the Item master.
- **Quantity and Rate:** When you select the Item code, its name, description, and UOM will be fetched. The 'UOM Conversion Factor' is set to 1 by default, you can change it depending on the UOM received from the seller, more in the next section.

'Price List Rate' will be fetched if a Standard Buying rate is set. 'Last Purchase Rate' shows the rate of the item from your last Purchase Order. Rate is fetched if set in the item master. You can attach an Item Tax Template to apply a specific tax rate to the item. * **Item weights** will be fetched if set in the Item master else enter manually. * **Discount on Price List Rate:** You can apply a discount on individual Items percentage-wise or on the total amount of the Item. Read Applying Discount for more details. * **Item Weight:** The Item Weight details per unit and Weight UOM are fetched if set in the Item master, else enter manually. * **Accounting Details:** The Expense account can be changed here you wish to. * **Deferred Expense:** If the expense for this Item will be billed over the coming months in parts, then tick on 'Enable Deferred Expense'. To know more, visit the Deferred Expense page. * **Allow Zero Valuation Rate:** Ticking on 'Allow Zero Valuation Rate' will allow submitting the Purchase Receipt even if the Valuation Rate of the Item is 0. This can be a sample item or due to a mutual understanding with your Supplier. * **BOM:** If there is a Bill of Materials created for the Item, it'll be fetched here. This is useful for reference when subcontracting. * **Item Tax Template:** You can set an Item Tax Template to apply a specific Tax amount to this particular Item. To know more, visit this page. * **Page Break** will create a page break just before this Item when printing.

Update Stock

Note: From version-13 onwards we have introduced immutable ledger which changes the rules for cancellation of stock entries and posting backdated stock transactions in DellSuite. Learn more here.

The **Update Stock** checkbox should be checked if you want DellSuite to automatically update your inventory. Consequently, there will be no need for a Purchase Receipt.

3.8 Taxes and charges

The Taxes and Charges will be fetched from the Purchase Order or Purchase Receipt.

Apple Inc.

Draft

Create

Get Items From

<

>

...

Submit

Purchase Taxes and Charges Template

US ST 6.25% - UP

Purchase Taxes and Charges

<input type="checkbox"/>	No.	Type	Account Head	Rate	Amount	Total	
<input type="checkbox"/>	1	On Net Total	ST 6.25% - UP	6.250	\$ 187.50	\$ 3,187.50	Edit

Add Row

Tax Breakup

Taxes and Charges Calculation

Item	Taxable Amount	ST 6.25% @ 6.25
iPhone 13 Pro Max	\$ 3,000.00	(6.25%) \$ 187.50

Visit the Purchase Taxes and Charges Template page to know more about taxes.

The total taxes and charges will be displayed below the table.

To add taxes automatically via a Tax Category, visit this page.

Make sure to mark all your taxes in the Taxes and Charges table correctly for an accurate valuation.

Shipping Rule

A Shipping Rule helps set the cost of shipping an Item. The cost will usually increase with the distance of shipping. To know more, visit the Shipping Rule page.

3.9 Additional Discount

Any additional discounts to the whole Invoice can be set in this section. This discount could be based on the Grand Total i.e., post tax/charges or Net total i.e., pre tax/charges. The additional discount can be applied as a percentage or an amount.

Apple Inc.

Not Saved

Create

Get Items From

<

>

...

Save

Additional Discount

Apply Additional Discount On

Grand Total

Additional Discount Percentage

5.000

Additional Discount Amount (USD)

159.38

Visit the Applying Discount page for more details.

3.10 Advance Payment

For high-value Items, the seller can request an advance payment before processing the order. The **Get Advances Received** button opens a popup from where you can fetch the orders where advance payment was made. To know more, visit the Advance Payment Entry page.

3.11 Payment Terms

The payment for an invoice may be made in parts depending on your understanding with the Supplier. This is fetched if set in the Purchase Order.

Apple Inc. Draft

CreateGet Items From<>Print...Submit

Payment Terms ^

Payment Terms Template

50-50

Payment Schedule

<input type="checkbox"/>	No.	Payment Term	Description	Due Date	Invoice Portion	Payment Amount	
<input type="checkbox"/>	1	Advance		04-19-2021	50%	\$ 1,514.06	Edit
<input type="checkbox"/>	2	N30		05-19-2021	50%	\$ 1,514.06	Edit

Add Row

Terms and Conditions v

Printing Settings v

To know more, visit the Payment Terms page.

3.12 Write Off

Write off happens when the Customer pays an amount less than the invoice amount. This may be a small difference like 0.50. Over several orders, this might add up to a big number. For accounting accuracy, this difference amount is 'written off'. To know more, visit the Payment Terms page.

3.13 Terms and Conditions

In Sales/Purchase transactions there might be certain Terms and Conditions based on which the Supplier provides goods or services to the Customer. You can apply the Terms and Conditions to transactions to transactions and they will appear when printing the document. To know about Terms and Conditions, click here

3.14 Printing Settings

Letterhead

You can print your Purchase Invoice on your Company's letterhead. Know more [here](#).

'Group same items' will group the same items added multiple times in the Items table. This can be seen when your print.

Print Headings

Purchase Invoice headings can also be changed when printing the document. You can do this by selecting a **Print Heading**. To create new Print Headings go to: Home > Settings > Printing > Print Heading. Know more [here](#).

3.15 GST Details (for India)

The following details can be set for GST:

- GST Category
- Invoice Copy
- Reverse Charge
- E-commerce GSTIN
- Eligibility For ITC
- Availd ITC Integrated Tax
- Availd ITC Central Tax
- Availd ITC State/UT Tax
- Availd ITC Cess

3.16 More Information

- **Is Opening Entry:** If this is an opening entry to affect your accounts select 'Yes'. i.e. if you're migrating from another ERP to DellSuite mid year, you might want to use an Opening Entry to update account balances in DellSuite.
- **Remarks:** Any additional remarks about the Purchase Invoice can be added here.

3.17 After Submitting

On submitting a Purchase Invoice, the following documents can be created against it:

1. Journal Entry
2. Payment Entry
3. Payment Request
4. Landed Cost Voucher
5. Asset

≡

Apple Inc.

• Overdue

View ▾

Create ▾

<

>

🖨

⋮

Cancel

👤 Assigned To

+

📎 Attachments

Attach File

+

☆ Reviews

+

👥 Shared With

+

🏷 Tags

Add a tag ...

Connections ▾

Payment

Payment Entry +

Payment Request

Journal Entry +

Reference

Purchase Order

Purchase Receipt

Asset +

Landed Cost Voucher +

Subscription

Auto Repeat +

Returns

Purchase Invoice +

4. More

4.1 Accounting Impact

Similar to a Sales Invoice, in a Purchase Invoice you have to enter an Expense or an Asset account for each row in your Items table. This helps to indicate if the Item is an Asset or an Expense. You can also change the Cost Center. These can also be set in the Item master. The Cost Center can be set at the Company level.

The Purchase Invoice will affect your accounts as follows:

- Accounting entries (GL Entry) for a typical double entry “purchase”:
- Debits:
 - Expense or Asset (net totals, excluding taxes)
 - Taxes (/assets if VAT-type or expense again)
- Credits:
 - Supplier

General Ledger

Create Card Set Chart ↺ ...

Unico Plastics Inc.

Finance Book

04-19-2021

04-19-2021

Account

ACC-PINV-2021-00005

Party Type

Party

Group by Voucher (Consolidate)

Currency

Cost Center

Project

Business Unit

☐ Consider Accounting Dimensions

☐ Show Opening Entries

☐ Include Default Book Entries

☐ Show Cancelled Entries

	Posting ...	Account	Debit (USD)	Credit (US...)	Balance (USD)	Voucher Type	Voucher No	Against Acco...	Party Type	Party
1		Opening	0.000	0.000	0.000					
2	04-19-20...	Creditors - UP	0.000	3,028.120	-3,028.120	Purchase Invoice	ACC-PINV-2021-00005	Stock Received...	Supplier	Apple Inc.
3	04-19-20...	Round Off - UP	0.000	0.010	-3,028.130	Purchase Invoice	ACC-PINV-2021-00005	Apple Inc.		
4	04-19-20...	ST 6.25% - UP	178.130	0.000	-2,850.000	Purchase Invoice	ACC-PINV-2021-00005	Apple Inc.		
5	04-19-20...	Stock Received But Not ...	2,850.000	0.000	0.000	Purchase Invoice	ACC-PINV-2021-00005	Apple Inc.		
6		Total	3,028.130	3,028.130	0.000					
7		Closing (Opening + Total)	3,028.130	3,028.130	0.000					

For comparison, use >5, <10 or =324. For ranges, use 5:10 (for values between 5 & 10).

Execution Time: 0.014625 sec

4.2 Accounting When Is Paid is checked

If **Is Paid** is checked, DellSuite will also make the following accounting entries:

Debits:

- Supplier

Credits:

- Bank/Cash Account

To see entries in your Purchase Invoice after you "Submit", click on "View Ledger".

4.3 Is purchase an "Expense" or an "Asset"?

If the Item is consumed immediately on purchase, or if it is a service, then the purchase becomes an "Expense". For example, a telephone bill or travel bill is an "Expense" - it is already consumed.

For inventory Items, that have a value, these purchases are not yet "Expense", because they still have a value while they remain in your stock. They are "Assets". If they are raw-materials (used in a process), they will become "Expense" the moment they are consumed in the process. If they are to be sold to a Customer, they become "Expense" when you ship them to the Customer.

4.4 Deducting Taxes at Source

In many countries, the law may require you to deduct taxes, while paying your suppliers. These taxes could be based on a standard rate. Under these type of schemes, typically if a Supplier

crosses a certain threshold of payment, and if the type of product is taxable, you may have to deduct some tax (which you pay back to your government, on your Supplier's behalf).

To do this, you will have to make a new Tax Account under "Tax Liabilities" or similar and credit this Account by the percent you are bound to deduct for every transaction.

4.5 Hold Payments For A Purchase Invoice

There are two ways to put a purchase invoice on hold:

- Date Span Hold
- Explicit Hold

Explicit Hold

Explicit hold holds the purchase invoice indefinitely. To do it, in the "Hold Invoice" section of the purchase invoice form, simply check the "Hold Invoice" checkbox. In the "Reason For Putting On Hold" text field, type a comment explaining why the invoice is to be put on hold.

If you need to hold a submitted invoice, click the "Make" button and click "Block Invoice". Also, add a comment explaining why the invoice is to be put on hold in the dialog that pops up and click "Save".

Date Span Hold

Date span hold holds the purchase invoice until a specified date. To do it, in the "Hold Invoice" section of the purchase invoice form, check the "Hold Invoice" checkbox. Next, input the release date in the dialog that pops up and click "Save". The release date is the date that the hold on the document expires.

After the invoice has been saved, you can change the release date by clicking on the "Hold Invoice" drop-down button and then "Change Release Date". This action will cause a dialog to appear.

The screenshot shows a web interface for managing an invoice for 'Apple Inc.'. At the top, there's a header with the company name, a status 'Temporarily on Hold', and action buttons: 'View', 'Hold Invoice', 'Create' (highlighted in blue), and navigation icons. Below the header, on the left, is a sidebar with sections: 'Assigned To' (with a plus icon), 'Attachments' (with an 'Attach File' button), 'Reviews' (with a plus icon), 'Shared With' (with a plus icon), and 'Tags' (with an 'Add a tag ...' link). The main content area is divided into two parts. The top part, titled 'Connections', has three columns: 'Payment' (with 'Payment Entry', 'Payment Request', and 'Journal Entry' buttons), 'Reference' (with 'Purchase Order', 'Purchase Receipt', 'Asset', and 'Landed Cost Voucher' buttons), and 'Returns' (with a 'Purchase Invoice' button). The bottom part contains a form with fields for 'Supplier' (Apple Inc.), 'Date' (04-19-2021), 'Tax Id', 'Posting Time' (17:37:35), 'Due Date', and 'America/Adak'. On the far left, there's a social-like section showing '0' likes, '0' comments, a 'FOLLOW' button, and timestamps for when the user edited and created the invoice.

Select the new release date and click "Save". You should also enter a comment in the "Reason For Putting On Hold" field.

Take note of the following:

- All purchases that have been placed on hold will not be included in a Payment Entry's references table
- The release date cannot be in the past.
- You can only block or unblock a purchase invoice if it is unpaid.
- You can only change the release date if the invoice is unpaid.

4.6 Provisional accounting for expenses (only for Non-Stock Items)

In many situations, a service is received and the expense is incurred but the Purchase Invoicing for that service is done in the subsequent month, so this expense doesn't flow into your monthly financial statements like Profit and Loss as invoicing is still pending. Provisional Accounting helps you address this problem. Below are the steps to set up provisional accounting.

1. Enable provisional accounting in the company master and set the default provisional account

2. Make a Purchase Receipt for a non-stock item

Accounting entries against the Purchase Receipt will be as follows

Execution Time: 0.015793 sec

3. Make a Purchase Invoice against the Purchase Receipt Accounting entries against the Purchase Invoice will be posted as usual

General Ledger Create Card Set Chart ↺ ...

_Test Company Finance Book 01-25-2022 01-28-2022 Account PINV-22-00025
 Party Type Party Group by Voucher (Consol) Currency Cost Center Project

☒ Consider Accounting Dimensions
 ☐ Show Opening Entries
 ☐ Include Default Book Entries
 ☐ Show Cancelled Entries
 ☐ Show Net Values in Party Account

	Posting ...	Account	Debit (INR)	Credit (INR)	Balance (INR)	Voucher Type	Voucher No	Against Acco...	Party Type	Party
1		Opening	0.000	0.000	0.000					
2	01-25-20...	Creditors - _TC	0.000	250.000	-250.000	Purchase Invoice	PINV-22-00025	Cost of Goods ...	Supplier	_Test Supplier
3	01-25-20...	Cost of Goods Sold - _TC	250.000	0.000	0.000	Purchase Invoice	PINV-22-00025	_Test Supplier		
4		Total	250.000	250.000	0.000					
5		Closing (Opening + Total)	250.000	250.000	0.000					

For comparison, use >5, <10 or =324. For ranges, use 5:10 (for values between 5 & 10). Execution Time: 0.021203 sec

On posting a purchase invoice accounting entries against the purchase receipt will be reversed

	Posting ...	Account	Debit (INR)	Credit (INR)	Balance (INR)	Voucher Type	Voucher No	Against Acco...	Party Type	Party
1		Opening	0.000	0.000	0.000					
2					0.000					
3		Opening	0.000	0.000	0.000					
4	01-25-20...	Provision Account - _TC	250.000	0.000	250.000	Purchase Recei...	MAT-PRE-2022-00089	_Test Account ...		
5	01-25-20...	_Test Account Cost for G...	0.000	250.000	0.000	Purchase Recei...	MAT-PRE-2022-00089	Provision Acco...		
6	01-26-20...	Provision Account - _TC	0.000	250.000	-250.000	Purchase Recei...	MAT-PRE-2022-00089	_Test Account ...		
7	01-26-20...	_Test Account Cost for G...	250.000	0.000	0.000	Purchase Recei...	MAT-PRE-2022-00089	Provision Acco...		
8		Total	500.000	500.000	0.000					
9		Closing (Opening + Total)	500.000	500.000	0.000					
10					0.000					

Purchase invoice for Services

1. Set Up Supplier

1. Navigate to Suppliers:

- Go to **Buying > Supplier**.

2. Create New Supplier (if not already created):

- Click on **New**.
- Enter the supplier's details (name, contact information, address).
- Save the supplier record.

2. Create a Service Item

1. Navigate to Item Master:

- Go to **Stock > Item**.

2. Create New Item:

- Click on **New**.
- Enter the item code and name.
- Under the **Item Group** field, select or create a group for services.
- Set the **Item Type** to **Service**.
- Fill in other relevant details, such as unit of measure and description.
- Save the item record.

3. Create a Purchase Invoice

1. Navigate to Purchase Invoice:

- Go to **Buying > Purchase Invoice**.

2. Start a New Invoice:

- Click on **New**.

3. Enter Basic Information:

- **Supplier:** Select the supplier from whom the service was received.
- **Invoice Date:** Enter the date of the invoice.
- **Reference Number:** Input any reference number provided by the supplier.

4. Add Service Details:

- **Items Section:** Click on **Add Item**.
- **Select Service Item:** Choose the service item you created earlier.
- **Description:** Provide a detailed description of the service.
- **Rate and Quantity:** Enter the rate and quantity for the service.
- **Taxes and Charges:** If applicable, add any taxes or additional charges.

5. Account Details:

- **Expense Account:** Ensure the service expense is recorded in the appropriate expense account. This can be configured under the **Accounts** section of the invoice.

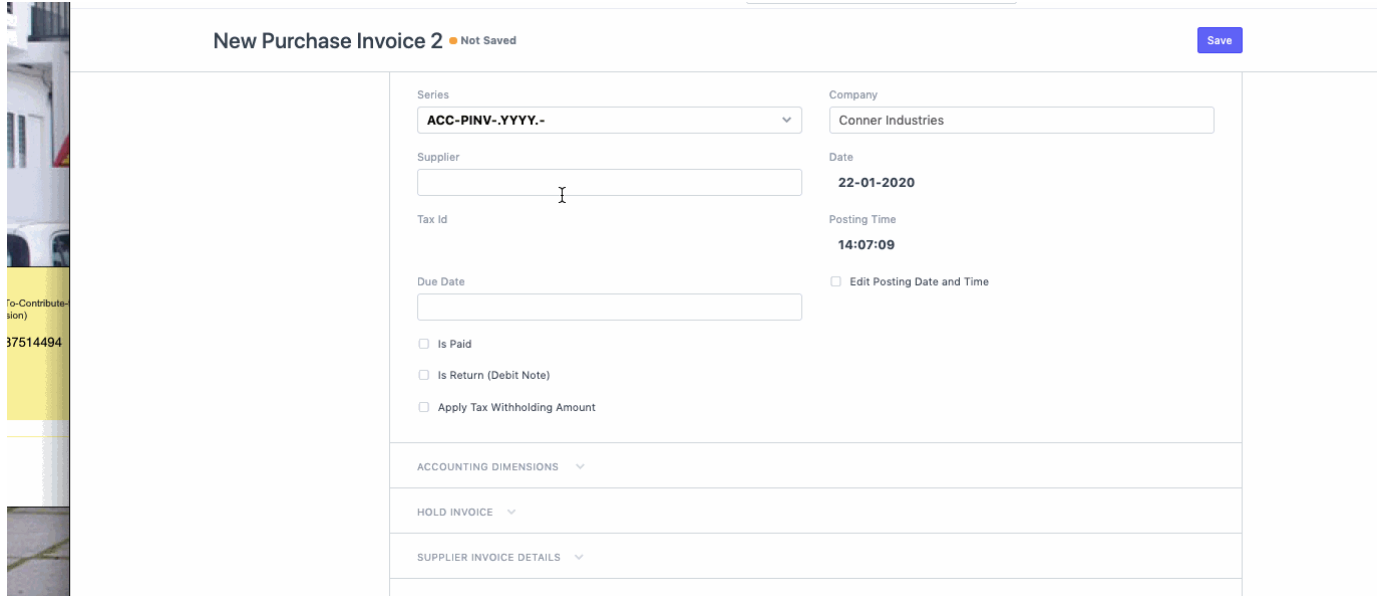
6. Review and Save:

- Verify all details for accuracy.
- Click **Save** to save the draft of the invoice.

4. Submit

1. **Submit Invoice:**

- Once the details are confirmed, click **Submit** to finalize the invoice.



New Purchase Invoice 2 Not Saved Save

Series: ACC-PINV-YYYY- ▼

Supplier:

Tax Id:

Due Date:

Company: Conner Industries

Date: 22-01-2020

Posting Time: 14:07:09

☐ Edit Posting Date and Time

☐ Is Paid

☐ Is Return (Debit Note)

☐ Apply Tax Withholding Amount

ACCOUNTING DIMENSIONS ▼

HOLD INVOICE ▼

SUPPLIER INVOICE DETAILS ▼

Debit Note

A Debit Note is a document sent by a buyer to the Supplier notifying that a debit has been recorded against the goods returned to the Supplier.

A Debit Note is issued for the value of the goods returned. In some cases, sellers are seen sending Debit Notes which should be treated as like another invoice.

A Debit is for your record of the debit against the Items your return.

1. How to create Debit Note

The user can make a Debit Note against the Purchase Invoice or they can directly make Debit Note from the Purchase Invoice without reference.

1. Go to the respective Purchase Invoice and click on **Create > Return / Debit Note**.

The screenshot shows the 'Apple Inc.' Purchase Invoice interface. On the left, there's a sidebar with 'Assigned To', 'Attachments', 'Reviews', 'Shared With', and 'Tags'. The main area has a 'Connections' section with 'Payment' (Payment Entry, Payment Request, Journal Entry) and 'Subscription' (Auto Repeat) options. A 'Reference' section lists 'Purchase Order', 'Purchase Receipt', 'Asset', and 'Landed Cost Voucher'. A 'Create' dropdown menu is open, showing options: 'Block Invoice', 'Payment', 'Return / Debit Note' (highlighted with a red box), 'Subscription', and 'Payment Request'. Below this, there are fields for 'Supplier' (Apple Inc.), 'Date' (04-19-2021), 'Tax Id', 'Posting Time' (18:30:44), and 'Due Date' (America/Adak).

2. The Supplier and Item details will be fetched as set in the Purchase Invoice.
3. If you had paid partially or fully, make a Payment Entry against the original Purchase Invoice.
4. Save and Submit.

The screenshot shows the 'New Purchase Invoice' form. It has a 'Series' field with 'ACC-PINV-.YYYY.-' and a 'Date' field with '04-19-2021'. The 'Supplier' field is 'Apple Inc.'. The 'Posting Time' is '18:31:13'. The 'Tax Id' field is empty. The 'Due Date' is '04-19-2021'. There are checkboxes for 'Edit Posting Date and Time', 'Is Paid', 'Is Return (Debit Note)' (checked), and 'Apply Tax Withholding Amount'. Below the form, there are sections for 'Accounting Dimensions' and 'Supplier Invoice Details'.

The other steps are similar to a Purchase Invoice.

1.1 How does Debit Note affect ledger

The Debit Note will reverse the impact of the purchase invoice.

General Ledger										
Unico Plastics Inc.			Finance Book		04-19-2021		04-19-2021		Account	
ACC-PINV-2021-00007			Party Type		Party		Group by Voucher (Consol)		Currency	
Cost Center			Project		Business Unit		<input type="checkbox"/> Consider Accounting Dimensions		<input type="checkbox"/> Show Opening Entries	
<input type="checkbox"/> Include Default Book Entries			<input type="checkbox"/> Show Cancelled Entries							
Posting ...	Account	Debit (USD)	Credit (US...	Balance (USD)	Voucher Type	Voucher No	Against Acco...	Party Type	Party	
1	Opening	0.000	0.000	0.000						
2	04-19-20... Creditors - UP	3,187.500	0.000	3,187.500	Purchase Invoice	ACC-PINV-2021-00007	Electronic Equi...	Supplier	Apple Inc.	
3	04-19-20... Electronic Equipments - ...	0.000	3,000.000	187.500	Purchase Invoice	ACC-PINV-2021-00007	Apple Inc.			
4	04-19-20... ST 6.25% - UP	0.000	187.500	0.000	Purchase Invoice	ACC-PINV-2021-00007	Apple Inc.			
5	Total	3,187.500	3,187.500	0.000						
6	Closing (Opening + Total)	3,187.500	3,187.500	0.000						

For comparison, use >5, <10 or =324. For ranges, use 5:10 (for values between 5 & 10).

Execution Time: 0.014613 sec

Refer the Purchase Invoice page for any other details.

1.2 No payment was made against Sales Invoice

In case **no payment** was made against the original invoice, you could just cancel the Sales Invoice. But, if only 5 out of 10 Items are being returned from an invoice, creating a Debit Note is useful for updating the ledger.

2. Example

From Supplier Blue Mills, you had purchased Cotton worth Rs 2400 + taxes and at the time of delivery, you found that the products were damaged. Now you returned the product a Debit Note will be issued.

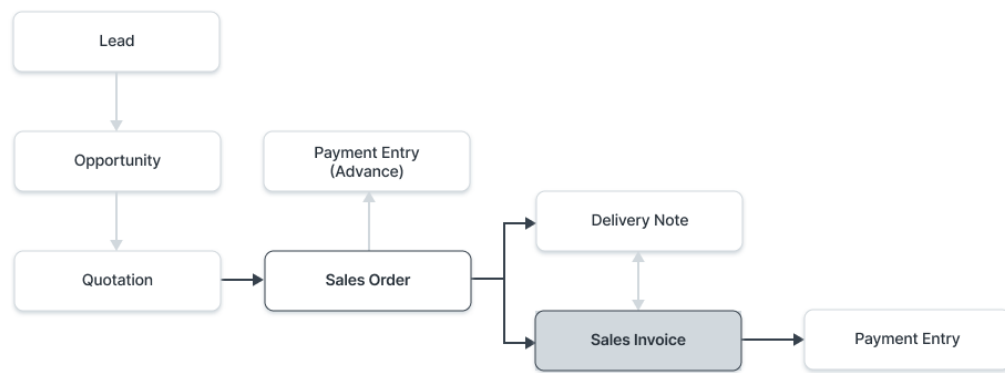
Debit Note with payment entry in DellSuite for above example is as below:

Sales Invoice

A Sales Invoice is a bill that you send to your Customers against which the Customer makes the payment.

Sales Invoice is an accounting transaction. On submission of Sales Invoice, the system updates the receivable and books income against a Customer Account.

To access the Sales Invoice list, go to: > Home > Accounting > Accounts Receivable > Sales Invoice



1. Prerequisites

Before creating and using a Sales Invoice, it is advised to create the following first:

- Item
- Customer
- Optional:
 - Sales Order
 - Delivery Note

2. How to create a Sales Invoice

A Sales Invoice is usually created from a Sales Order or a Delivery Note. The Customer's Item details will be fetched into the Sales Invoice. However, you can also create a Sales Invoice directly, for example, a POS invoice.

To fetch the details automatically in a Sales Invoice, click on the **Get Items from**. The details can be fetched from a Sales Order, Delivery Note, or a Quotation.

For manual creation, follow these steps:

1. Go to the Sales Invoice list and click on New.
2. Select the Customer.
3. Set the Payment Due Date.
4. In the Items table, select the Items and set the quantities.
5. The prices will be fetched automatically if Item Price is added, else add a price in the table.
6. The posting date and time will be set to current, you can edit after you tick the checkbox below Posting Time to make a backdated entry.

7. Save and Submit.

Accounting > Sales Invoice > new-sales-invoice-1

Search or type a command (Ctrl + G) | Help | BS

New Sales Invoice • Not Saved

Get Items From: Save

Series *	Date *
ACC-SINV-.YYYY.-	04-19-2021
Customer	Posting Time
Sysco Inc.	00:07:55
<input type="checkbox"/> Include Payment (POS)	America/Adak
<input type="checkbox"/> Is Return (Credit Note)	<input type="checkbox"/> Edit Posting Date and Time
	Payment Due Date *
	04-19-2021

Accounting Dimensions

Customer PO Details

Address and Contact

2.1 Additional options when creating a Sales Invoice

- **Include Payment (POS):** If this invoice is for retail sales / Point of Sale. Know more here.
- **Is Return Credit Note:** Tick this if the customer has returned the Items. To know more details, visit the Credit Note page.

New Sales Invoice • Not Saved

Get Items From: Save

Series *	Date *
ACC-SINV-.YYYY.-	04-19-2021
Customer	Posting Time
Sysco Inc.	00:07:55
<input type="checkbox"/> Include Payment (POS)	America/Adak
<input type="checkbox"/> Is Return (Credit Note)	<input type="checkbox"/> Edit Posting Date and Time
	Payment Due Date *
	04-19-2021

Accounting Dimensions

Customer PO Details

Address and Contact

For India: **e-Way Bill No:** According to GST rules, transporters need to carry an e-Way Bill. To know how to generate an e-Way Bill, visit this page.

2.2 Statuses

These are the statuses that are auto-assigned to Sales Invoice.

- **Draft:** A draft is saved but yet to be submitted.
- **Submitted:** The invoice is submitted to the system and the general ledger has been updated.
- **Paid:** Customer has made the payment and a Payment Entry has been submitted.
- **Unpaid:** Invoice is generated but payment is pending but within the payment due date.
- **Overdue:** Payment is pending beyond the payment due date.
- **Canceled:** The Sales Invoice is canceled due to any reason. Once an invoice is canceled, its impact on Account and Stock is undone.
- **Credit Note Issued:** The Item is returned by the Customer and a Credit Note is created against this invoice.
- **Return:** It is assigned to Credit Note created against the original Sales Invoice. Though you can also create a standalone Credit Note.
- **Unpaid and Discounted:** Payment is pending and any ongoing subscription has been discounted using Invoice Discounting.
- **Overdue and Discounted:** Payment is pending beyond the payment due date and any ongoing subscription has been discounted using Invoice Discounting.

3. Features

3.1 Dates

- **Posting Date:** The date on which the Sales Invoice will affect your books of accounts i.e. your General Ledger. This will affect all your balances in that accounting period.
- **Due Date:** The date on which the payment is due (if you have sold on credit). The credit limit can be set from the Customer master.

3.2 Accounting Dimensions

Accounting Dimensions lets you tag transactions based on a specific Territory, Branch, Customer, etc. This helps in viewing accounting statements separately based on the selected dimension(s). To know more, check help on Accounting Dimensions feature.

Note: Project and Cost Center are treated as dimensions by default.

3.3 Customer PO Details

- **Customer's Purchase Order:** Track customer's PO No. received, primarily to prevent the creation of duplicate Sales Order or Invoice for the same PO received from the Customer. You can do more configuration related to customer's PO No. validation in Selling Settings

- **Customer's Purchase Order Date:** The date on which the Customer placed the Purchase Order.

≡ New Sales Invoice • Not Saved Get Items From Save

Accounting Dimensions ▾

Customer PO Details ^

Customer's Purchase Order	Customer's Purchase Order Date
PO/2021/03/00534	04-16-2021

Address and Contact ▾

Currency and Price List ▾

Items

☐ Update Stock

Items

3.4 Address and Contact

- **Customer Address:** This is the Billing Address of the Customer.
- **Contact Person:** If the Customer is a company, the person to be contacted is fetched in this field if set in the Customer form.
- **Territory:** A Territory is the region where the Customer belongs to, fetched from the Customer form. The default value is All Territories.
- **Shipping Address:** Address where the items will be shipped to.

For India, the following details can be recorded for GST purposes. You can capture these details in the Address and Customer master, which would be fetched in the Sales Invoice.

- Billing Address GSTIN
- Customer GSTIN
- Place of Supply
- Company GSTIN

3.5 Currency

You can set the currency in which the Sales Invoice order is to be sent. This can be fetched from the Customer master or preceding transactions like Sales Order.

- Wish to select Customer's currency just for the reference of the Customer, whereas accounts posting will be done in the Company's base currency only. [Learn more here.](#)

- Maintain separate receivable account in the Customer's currency. The Receivable for this invoice should be posted in that currency itself. Read [Multi Currency Accounting](#) to learn more.

3.6 Price list

If you select a Price List, then the item prices will be fetched from that list. Ticking on 'Ignore Pricing Rule' will ignore the Pricing Rules set in Accounts > Pricing Rule.

Read [Price List documentation](#) to know more.

3.7 The Items table

Note: From version-13 onwards we have introduced immutable ledger which changes the rules for cancellation of stock entries and posting backdated stock transactions in DellSuite. [Learn more here.](#)

- **Update Stock** Ticking this checkbox will update the Stock Ledger on submitting the Sales Invoice. If you've created a Delivery Note, the Stock Ledger will be changed. If you're **skipping** the creation of Delivery Note, tick this checkbox.
- **Scan Barcode:** You can add Items in the Items table by scanning their barcodes if you have a barcode scanner. Read [documentation for tracking items using barcode](#) to know more.
- **Grant Commission:** Grant a commission to Sales Person and Sales Partner on the net amount of this line item. If disabled, this line item will be ignored in the calculation of commission.
- The Item Code, name, description, Image, and Manufacturer will be fetched from the Item master.
- **Discount and Margin:** You can apply a discount on individual Items percentage-wise or on the total amount of the Item. Read [Applying Discount](#) for more details.
- **Rate:** The Rate is fetched if set in the Price List and the total Amount is calculated.
- **Drop Ship:** Drop Shipping is when you make the sales transaction, but the Item is delivered by the Supplier. To know more, visit the [Drop Shipping](#) page.
- **Accounting Details:** The Income and Expense accounts can be changed here you you wish to. If this Item is an Asset, it can be linked here. This is useful when you're selling an Asset.
- **Deferred Revenue:** If the income for this Item will be billed over the coming months in parts, then tick on 'Enable Deferred Revenue'. To know more, visit the [Deferred Revenue](#) page.
- **Item Weight:** The Item Weight details per unit and Weight UOM are fetched if set in the Item master.
- **Stock Details:** The following details will be fetched from the Item master:
 - **Warehouse:** The Warehouse from where the stock will be sent.

- **Available Qty at Warehouse:** The quantity available in the selected Warehouse.
- **Batch No and Serial No:** If your Item is serialized or batched, you will have to enter Serial Number and Batch in the Items table. You are allowed to enter multiple Serial Numbers in one row (each on a separate line) and you must enter the same number of Serial Numbers as the quantity.
- **Item Tax Template:** You can set an Item Tax Template to apply a specific Tax amount to this particular Item. To know more, visit this page.
- **References:** If this Sales Invoice was created from a Sales Order/Delivery Note, it'll be referred here. Also, the Delivered Quantity will be shown.
- **Page Break** will create a page break just before this Item when printing.

3.8 Timesheet

If you want to bill Employees working on Projects on an hourly basis (contract based), they can fill out Timesheets which consists of their billing rate. When you make a new Sales Invoice, select the Project for which the billing is to be made, and the corresponding Timesheet entries for that Project will be fetched.

If your Company's Employees are working at a location and it needs to be billed, you can create an Invoice based on the Timesheet.

New Sales Invoice

Not Saved

Fetch Timesheet

Get Items From :

Save

Time Sheet List

Time Sheets

No.	Time Sheet	Billing Hours	Billing Amount	
1	TS-2021-00001	35	\$ 3,500.00	Edit

Add Row

Total Billing Amount

\$ 3,500.00

Total Quantity

0

Total Net Weight

0

Total (USD)

\$ 0.00

To know more, visit this page.

3.9 Taxes and Charges

The Taxes and Charges will be fetched from the Sales Order or Delivery Note.

Visit the Sales Taxes and Charges Template page to know more about taxes.

The total taxes and charges will be displayed below the table.

To add taxes automatically via a Tax Category, visit this page.

Make sure to mark all your taxes in the Taxes and Charges table correctly for an accurate valuation.

Sysco Inc. • Draft Get Items From < > Print ... Submit

☐ Is customer exempted from sales tax?

Shipping Rule

Sales Taxes and Charges Template

US ST 6.25% - UP

Tax Category

Sales Taxes and Charges

<input type="checkbox"/>	No.	Type	Account Head	Rate	Amount	Total	
<input type="checkbox"/>	1	On Net Total	ST 6.25% - UP	6.250	\$ 2,187.50	\$ 37,187.50	Edit

Add Row

Tax Breakup

Total Taxes and C

✓ Saved

Shipping Rule

A Shipping Rule helps set the cost of shipping an Item. The cost will usually increase with the distance of shipping. To know more, visit the Shipping Rule page.

3.10 Loyalty Points Redemption

If the Customer is enrolled in a Loyalty Program, they can choose to redeem it. To know more, visit the Loyalty Program page.

3.11 Additional Discount

Any additional discounts to the whole Invoice can be set in this section. This discount could be based on the Grand Total i.e., post tax/charges or Net total i.e., pre tax/charges. The additional discount can be applied as a percentage or an amount. Visit the Applying Discount page for more details.

Sysco Inc. Not Saved

Get Items From < > Save

Additional Discount ^

Apply Additional Discount On

Grand Total

Additional Discount Percentage

5.000

Additional Discount Amount (USD)

1,859.38

3.12 Advance Payment

For high-value Items, the seller can request an advance payment before processing the order. The **Get Advances Received** button opens a popup from where you can fetch the orders where the advance payment was made. To know more, visit the Advance Payment Entry page.

3.13 Payment Terms

The payment for an invoice may be made in parts depending on your understanding with the Supplier. This is fetched if set in the Sales Order. To know more, visit the Payment Terms page.

3.14 Write Off

Write off happens when the Customer pays an amount less than the invoice amount. This may be a small difference like 0.50. Over several orders, this might add up to a big number. For accounting accuracy, this difference amount is 'written off'. To know more, visit the Payment Terms page.

3.15 Terms and Conditions

There may be certain terms and conditions on the Item you're selling, these can be applied here. Read Terms and Condition documentation to know how to add them.

3.16 Transporter Information

If you outsource transporting Items to their delivery location, the transporter details can be added. This is not the same as drop shipping.

- **Transporter:** The Supplier who will transport the Item to your Customer. The transporter feature should be enabled in the Supplier master to select the Supplier here.
- **Driver:** You can add a Driver here who will drive the mode of transport.

The details are usually fetched from the Delivery Note.

Awesome Private Limited

Draft

E Invoicing

Get Items From

<

>

Submit

Transporter Info

Transporter

Fast Transporter

GST Transporter ID

29AABCV3608C2Z1

Driver

HR-DRI-2021-00001

Transport Receipt No

Vehicle No

Distance (in km)

0.000

Transporter Name

Fast Transporter

Mode of Transport

Road

Driver Name

Kiran

Transport Receipt Date

23-04-2021

GST Vehicle Type

Regular

The following details can be recorded:

- Distance in km
- Mode of Transport whether road, air, rail, or ship.

For India, GST:

- GST Transporter ID
- Transport Receipt No
- Vehicle No The GST Vehicle Type can be changed

The Transport Receipt Date and Driver Name will be fetched.

3.17 Printing Settings

Letterhead

You can print your Sales Invoice on your Company's letterhead. Know more [here](#).

'Group same items' will group the same items added multiple times in the Items table. This can be seen when your print.

Print Headings

Sales Invoice headings can also be changed when printing the document. You can do this by selecting a **Print Heading**. To create new Print Headings go to: Home > Settings > Printing > Print Heading. Know more [here](#).

There are additional checkboxes for printing the Sales Invoice without the amount, this might be useful when the Item is of high value. You can also group the same Items in one row when printing.

3.18 GST Details (for India)

The following details can be set for GST:

- GST Category
- Invoice Copy
- Reverse Charge
- E-commerce GSTIN
- Print Heading

3.19 More Information

The following Sales details can be recorded:

- **Campaign:** If this invoice is a part of an ongoing sales Campaign, it can be linked. To know more, visit the Campaign page.
- **Source:** A Lead Source can be tagged here to know the source of sales. To know more, visit the Lead Source page.

≡ Sysco Inc. • Draft

Get Items From < > Print ... Submit

More Information ^

☐ Is Internal Customer

Campaign

☐ Is Discounted

Status

Draft

Source

Accounting Details v

Commission v

3.20 Accounting Details

- **Debit To:** The account against which receivable will be booked for this Customer.
- **Is Opening Entry:** If this is an opening entry to affect your accounts select 'Yes'. i.e. if you're migrating from another ERP to DellSuite mid year, you might want to use an Opening Entry to update account balances in DellSuite.
- **Remarks:** Any additional remarks about the Sales Invoice can be added here.

Sysco Inc.

Draft

Get Items From

<

>

Submit

Accounting Details

Debit To

Debitors - UP

Is Opening Entry

No

Remarks

No Remarks

Commission

Sales Team

3.21 Commission

If the sale took place via one of your Sales Partners, you can add their commission details here. This is usually fetched from the Sales Order/Delivery Note.

3.22 Sales Team

Sales Persons: DellSuite allows you to add multiple Sales Persons who may have worked on this deal. This is also fetched from the Sales Order/Delivery Note.

3.23 Automatically Fetching Item Batch Numbers

If you are selling an Item from a Batch, DellSuite will automatically fetch a batch number for you if "Update Stock" is checked. The batch number will be fetched on a First Expiring First Out (FEFO) basis. This is a variant of First In First Out (FIFO) that gives the highest priority to the soonest to expire Items.

Note that if the first batch in the queue cannot satisfy the order on the invoice, the next batch in the queue that can satisfy the order will be selected. If no batch can satisfy the order, DellSuite will cancel its attempt to automatically fetch a suitable batch number.

3.24 POS Invoices

Consider a scenario where the retail transaction is carried out. For e.g: A retail shop. If you check the **Is POS** checkbox, then all your **POS Profile** data is fetched into the Sales Invoice and you can easily make payments.

Also, if you check the **Update Stock** the stock will also update automatically, without the need for a Delivery Note.

New Sales Invoice

Not Saved

Get Items From

Save

Series *

ACC-SINV-.YYYY.-

Date *

04-19-2021

Customer

Walk-in Customer

Posting Time

01:00:06

POS Profile

Basawaraj

America/Adak

☐ Edit Posting Date and Time

☒ Include Payment (POS)

☐ Is Return (Credit Note)

Accounting Dimensions

Customer PO Details

3.25 After Submitting

On submitting a Sales Invoice, the following documents can be created against it:

1. Journal Entry
2. Payment Entry
3. Payment Request
4. Invoice Discounting
5. Delivery Note

Excellent GmbH

Overdue

View

Create

<

>

Print

More

Cancel

Assigned To

+

Attachments

Attach File

+

Reviews

+

Shared With

+

Tags

Add a tag ...

Connections

Payment

Payment Entry

+

Payment Request

+

Journal Entry

+

Invoice Discounting

+

Dunning

+

Subscription

Auto Repeat

+

Reference

Timesheet

+

Delivery Note

+

Sales Order

+

POS Invoice

+

Return / Credit Note

Delivery

Payment Request

Invoice Discounting

Dunning

Maintenance Schedule

Subscription

Customer

Excellent GmbH

Date *

04-16-2021

☐ Include Payment (POS)

☐ Is Return (Credit Note)

Posting Time

04:32:52

You edited this

2 days ago

You created this

2 days ago

4. More

Accounting Impact

All Sales must be booked against an "Income Account". This refers to an Account in the "Income" section of your Chart of Accounts. It is a good practice to classify your income by type (like product income, service income, etc). The Income Account must be set for each row of the Items table.

Tip: To set default Income Accounts for Items, you can set it in the Item or Item Group.

The other account that is affected is the Account of the Customer. That is automatically set from "Debit To" in the heading section.

You can also mention the Cost Centers in which your Income must be booked. Remember that your Cost Centers tell you the profitability of the different lines of business or product. You can also set a default Cost Center in the Item master. See also: Accounting Dimensions.

Accounting entries (GL Entry) for a typical double entry "Sale":

When booking a sale (accrual):

- **Debit:** Customer (grand total)
- **Credit:** Income (net total, minus taxes for each Item)
- **Credit:** Taxes (liabilities to be paid to the government)

General Ledger

Set Chart

Create Card

Unico Plastics Inc.

Finance Book

03-24-2021

04-13-2021

Account

ACC-SINV-2021-00004

Party Type

Party

Group by Voucher (Consol)

Currency

:

Cost Center

Project

Business Unit

☐ Consider Accounting Dimensions

☐ Show Opening Entries

☐ Include Default Book Entries

☐ Show Cancelled Entries

	Posting ...	Account	Debit (USD)	Credit (USD)	Balance (USD)	Voucher Type	Voucher No	Against Acco...	Party Type	Party
1		Opening	0.000	0.000	0.000					
2	03-24-20...	Debtors - UP	12,350,000.000	0.000	12,350,000.000	Sales Invoice	ACC-SINV-2021-00004	Sales - UP	Customer	Sysco
3	03-24-20...	Sales - UP	0.000	12,350,000.000	0.000	Sales Invoice	ACC-SINV-2021-00004	Sysco Inc.		
4		Total	12,350,000.000	12,350,000.000	0.000					
5		Closing (Opening + Total)	12,350,000.000	12,350,000.000	0.000					

For comparison, use >5, <10 or =324. For ranges, use 5:10 (for values between 5 & 10).

Execution Time: 0.019068 sec

To see entries in your Sales Invoice after you "Submit", click on "View Ledger".

Credit Note

A Credit Note is a document sent by a seller to the Customer, notifying that a credit has been made to their account against the goods returned by the buyer.

A Credit Note is issued for the value of goods returned by the Customer, it may be less than or equal to the total amount of the order.

1. How to make a Credit Note

The user can make a Credit Note against the Sales Invoice or they can directly make Credit Note from the Sales Invoice without reference. Note that to create a Credit Note, the invoice must be paid using a Payment Entry.

1. Go to the respective Sales Invoice and click on **Create > Return / Credit Note**.

The screenshot shows the Sysco Inc. Sales Invoice interface. The breadcrumb trail is Accounting > Sales Invoice > ACC-SINV-2021-00008. The top bar includes a search bar and a 'Create' button. A dropdown menu is open from the 'Create' button, showing options: Payment, Return / Credit Note (highlighted with a red box), Delivery, Payment Request, Invoice Discounting, Maintenance Schedule, and Subscription. The main form area contains fields for Customer (Sysco Inc.), Date (04-18-2021), Posting Time (19:47:37), and Payment Due Date (05-18-2021). There are also checkboxes for 'Include Payment (POS)' and 'Is Return (Credit Note)'. The left sidebar shows 'Attach File', 'Reviews', 'Shared With', and 'Tags'.

2. The Customer and Item details will be fetched as set in the Sales Invoice.
3. If the Customer had paid partially or fully, make a Payment Entry against the original Sales Invoice.
4. Save and Submit.

Accounting > Sales Invoice > new-sales-invoice-1

Search or type a command (Ctrl + G) | Help | BS

New Sales Invoice • Not Saved Save

Series *

ACC-SINV-.YYYY.-

Date *

04-19-2021

Customer

Sysco Inc.

☐ Include Payment (POS)

☒ Is Return (Credit Note)

☐ Update Billed Amount in Sales Order

Posting Time

18:08:23

America/Adak

☒ Edit Posting Date and Time

Payment Due Date

Return Against

ACC-SINV-2021-00008

Accounting Dimensions

Customer PO Details

The Item quantity and Payment amount will be negative since it's a return.

1.1 How does Credit Note affect ledger

Once a Payment Entry is created against the original Sales Invoice, the amount will be added to the Customer's account in negative so that the next time they make a purchase, this amount will be adjusted.

This is how the ledger is affected after a payment entry against a returned invoice:

General Ledger Set Chart Create Card ↺ ...

Unico Plastics Inc. Finance Book 04-19-2021 04-19-2021 Account ACC-SINV-2021-00010

Party Type Party Group by Voucher (Consolidated) Currency Cost Center Project

Business Unit ☐ Consider Accounting Dimensions ☐ Show Opening Entries ☐ Include Default Book Entries ☐ Show Cancelled Entries

	Posting ...	Account	Debit (USD)	Credit (US...)	Balance (USD)	Voucher Type	Voucher No	Against Acco...	Party Type	Party
1		Opening	0.000	0.000	0.000					
2	04-19-20...	Debtors - UP	37,187.500	0.000	37,187.500	Sales Invoice	ACC-SINV-2021-00010	Sales - UP	Customer	Sysco Inc.
3	04-19-20...	Sales - UP	0.000	35,000.000	2,187.500	Sales Invoice	ACC-SINV-2021-00010	Sysco Inc.		
4	04-19-20...	ST 6.25% - UP	0.000	2,187.500	0.000	Sales Invoice	ACC-SINV-2021-00010	Sysco Inc.		
5		Total	37,187.500	37,187.500	0.000					
6		Closing (Opening + Total)	37,187.500	37,187.500	0.000					

For comparison, use >5, <10 or =324. For ranges, use 5:10 (for values between 5 & 10). Execution Time: 0.014285 sec

Refer the Sales Invoice page for any other details.

1.2 No payment was made against Sales Invoice

In case **no payment** was made against the original invoice, you could just cancel the Sales Invoice. But, if only 5 out of 10 Items are being returned from an invoice, creating a Credit Note is useful for updating the ledger.

2. Example

Customer Rohan had purchased PVC pipes worth Rs 300 + taxes and at the time of delivery, Customer found that the products were damaged. Now Rohan has returned the product a Credit Note will be issued.

Common Party Accounting

Common Party Accounting in DellSuite involves accounting of unusual transactions like creating a Sales Invoice against a primary Supplier.

Let's assume an DellSuite user who has been making Purchase Invoices against a Supplier, wants to make a Sales Invoice against the same supplier and adjust this Sales Invoice against one of the previous purchases.

The above can be achieved by enabling Common Party Accounting.

Steps:

1. Go to Accounts Settings and enable *Common Party Accounting*.
2. Create a link between two parties
 - If the primary role of the party is Supplier, then go to the Supplier Master and Click on Actions -> Link with Customer
 - If the primary role of the party is Customer, then go to the Customer Master and Click on Actions -> Link with Supplier
3. Create a Sales Invoice against the Customer that was set as Secondary Party in the 2nd step.
4. On submitting the Sales Invoice, a Journal Entry will be posted automatically that will create an advance balance against the linked Supplier.

Debtors - GT
Journal Entry

View
Make
<
>
...
Cancel

Assigned To
+
Attachments
Attach File
+
Reviews
+
Shared With
+
Tags
Add a tag ...

Entry Type *
Journal Entry

Company *
Glance Technologies

Posting Date *
26-08-2021

Accounting Entries

No.	Account	Party Type	Party	Debit	Credit	
1	Debtors - GT	Customer	John Francis	₹ 0.00	₹ 708.00	Edit
2	Creditors - GT	Supplier	John Francis Co.	₹ 708.00	₹ 0.00	Edit

5. Now this Journal Entry advance can be then used to reconcile against a Purchase Invoice.

Payment Request

A Payment Request is used to request payment from a Customer for a Sales Order or Invoice.

Payment Request is sent via email and will contain a link to a Payment Gateway if set up. You can create a payment request via a Sales Order or a Sales Invoice. A Payment Request can also be set up against a Purchase Order or a Purchase Invoice for internal records. Then, payments can be processed in bulk using a Payment Order.

To access Payment Request go to:

Home > Accounting > Accounts Receivable > Payment Request

1. Prerequisites

Before creating and using Payment Request, it is advisable to create the following first:

1. Sales Invoice
2. Purchase Invoice
3. Sales Order
4. Purchase Order

2. How to create a Payment Request

A Payment Request cannot be created manually, it is created from a Sales/Purchase Order or Invoice.

2.1 Creating Payment Request via Sales Order

In a Sales Order, click on Create and then click on Payment to make an advance payment. To know more about advance payment, visit the [Advance Payment Entry](#) page.

The screenshot shows the Sysco Inc. Sales Order interface. The top bar includes a menu icon, the company name 'Sysco Inc.', a status indicator 'To Deliver and Bill', and buttons for 'Update Items', 'Status', 'Create', and 'Cancel'. The 'Create' button is highlighted, and its dropdown menu is open, showing options like 'Pick List', 'Delivery Note', 'Work Order', 'Sales Invoice', 'Material Request', 'Request for Raw Materials', 'Purchase Order', 'Project', 'Subscription', 'Payment Request' (highlighted with a red box), and 'Payment'. The main content area is divided into sections: 'Connections' (Fulfillment, Purchasing, Manufacturing, Reference), 'Assigned To', 'Attachments', 'Reviews', 'Shared With', 'Tags', and 'Order Details' (Customer, Date, Order Type, Delivery Date). The 'Payment Request' option is highlighted in the dropdown menu.

2.2 Creating Payment Request via Sales Invoice

In a Sales Invoice, click on Create and then click on Payment to make payment against the invoice.

The screenshot shows the Sysco Inc. Sales Invoice interface. The top bar includes a menu icon, the company name 'Sysco Inc.', a status indicator 'Overdue', and buttons for 'View', 'Create', and 'Cancel'. The 'Create' button is highlighted, and its dropdown menu is open, showing options like 'Payment', 'Return / Credit Note', 'Delivery', 'Payment Request' (highlighted with a red box), 'Invoice Discounting', 'Dunning', 'Maintenance Schedule', and 'Subscription'. The main content area is divided into sections: 'Connections' (Payment, Reference, Subscription), 'Assigned To', 'Attachments', 'Reviews', 'Shared With', 'Tags', and 'Order Details' (Customer, Date, Posting Time, Include Payment (POS), Is Return (Credit Note)). The 'Payment Request' option is highlighted in the dropdown menu.

Select appropriate Payment Gateway Account on Payment Request for accounts posting. Account head specified on payment gateway will be considered to create a Journal Entry.

Note: Invoice/Order currency and 'Payment Gateway Account' currency should be the same.

ACC-PRQ-2021-00001

Not Saved

<>⌂⋮Save

Attachments

Attach File +

Reviews

+

Shared With

+

Tags

Add a tag ...

0 · 0

FOLLOW

You edited this just now

You created this just now

Payment Request Type *

Inward

Mode of Payment

Transaction Date

04-18-2021

Party Details

Party Type

Customer

Reference Doctype

Sales Invoice

Party

Sysco Inc.

Reference Name

ACC-SINV-2021-00004

Transaction Details

Amount

12,350,000.00

Transaction Currency

USD

2.3 Notifying the Customer

You can notify customer from Payment Request using Print Format. If the customer contact email is set, it will be fetched automatically. If not so you can set an email address in Payment Request.

Recipient Message And Payment Details

Print Format

Payment Gateway Account

To

basawaraj@erpnext.com

Subject

Payment Request for ACC-SINV-2021-00004

Message

<p>Hello,</p>

<p>Requesting payment against Sales Invoice ACC-SINV-2021-00004 for amount \$ 12,350,000.00</p>

Make Payment

<p>If you have any questions, please get back to us.</p>

<p>Thank you for your business!</p>

2.4 Request Mail

Here is an example request email. The URL is generated automatically if you've set up the respective payment integration. To know more about integrations, visit this page.

Payment Request for SO-00004



Inbox x



saurabh6790@gmail.com

to saurabh

1:06 PM (1 hour ago) ☆



Dear User,

Thank You for being a part of Organization.

Please find enclosed the E Bill statement.

We don't want you to be spending time running around in order to pay for you Bill. After all, life is beautiful and the time you have in hand should be spent to enjoy it! So here are our little ways to help you get more time for life!

Pay your bill via,

http://localhost:8000/api/method/erpnext.accounts.doctype.payment_request.payment_request.generate_payemnt_request?name=PR000003

2.5 Payment Request without using any Gateway

In case you don't want to use any integration or payment gateway and only want to send a notification, simply set the Bank Account. You'll have to compose the message accordingly with bank details. The party can then transfer the amount to the mentioned bank account.

Payment Entry

A Payment Entry is a record indicating that payment has been made for an invoice.

Payment Entry can be made against the following transactions.

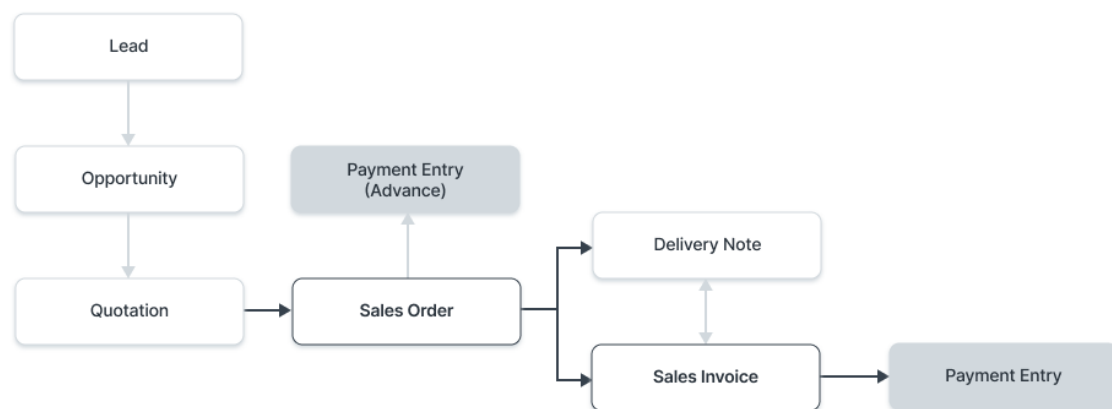
- Sales Invoice
- Purchase Invoice
- Sales Order (Advance Payment)
- Purchase Order (Advance Payment)
- Expense Claim
- Internal Transfer

In DellSuite, there are two options through which User can capture the payment:

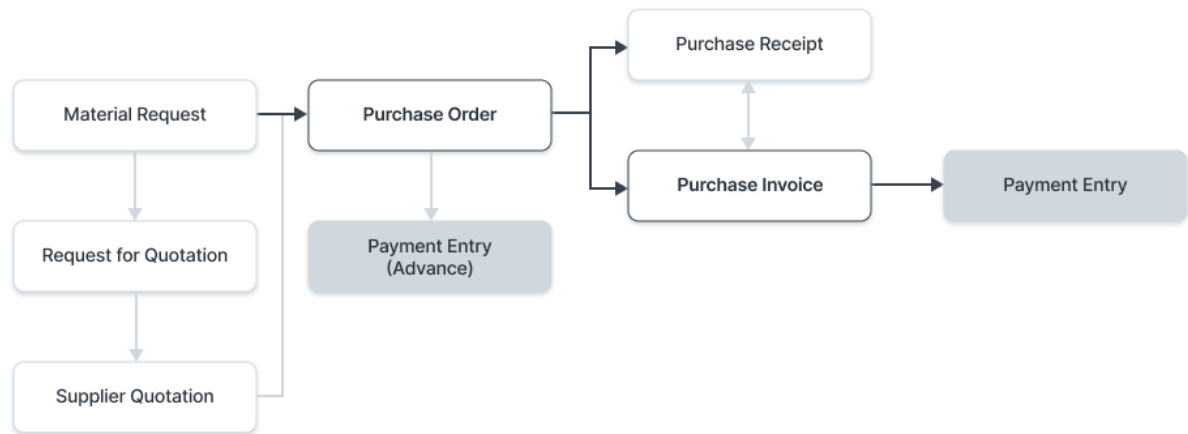
- Payment Entry (Default)
- Journal Entry

Here are diagrams to understand the flow:

In Sales:



In Purchase:



To access the Payment Entry list, go to:

Home > Accounting > Accounts Receivable/Payable > Payment Entry

1. Prerequisites

A Payment Entry can also be created directly then linked to an order/invoice later. Before creating and using Payment Entry, it is advised to create the following first:

1. Customer
2. Supplier
3. Bank Account

If you're following the Sales/Purchase Cycle, you'd need the following:

1. Sales Order (Advance Payment)
2. Purchase Order (Advance Payment)
3. Sales Invoice
4. Purchase Invoice

Set up:

1. Chart Of Accounts
2. Company (for default accounts)

2. How to create a Payment Entry

On submitting a document against which Payment Entry can be made, you will find the Payment option under the **Create** button.

The screenshot shows the Sysco Inc. Accounting interface. At the top, there is a breadcrumb trail: Accounting > Sales Invoice > ACC-SINV-2021-00004. A search bar is present with the text "Search or type a command (Ctrl + G)". Below the breadcrumb, the Sysco Inc. logo is displayed with a red "Overdue" status. A "View" dropdown menu is open, showing options: "Create" (highlighted in blue), "Return / Credit Note", "Delivery", "Payment Request", "Invoice Discounting", "Dunning", "Maintenance Schedule", and "Subscription". The "Create" button is highlighted with a red box. The main content area is divided into sections: "Connections" (Payment, Reference, Return, Sale), "Subscription", and "Customer". The "Payment" section includes buttons for "Payment Entry", "Payment Request", "Journal Entry", "Invoice Discounting", and "Dunning". The "Reference" section includes buttons for "Timesheet", "Delivery Note", "Sales Order", and "POS Invoice". The "Subscription" section includes a button for "Auto Repeat". The "Customer" section shows "Sysco Inc." and a "Date" field with the value "03-24-2021". There are also checkboxes for "Include Payment (POS)" and "Is Return (Credit Note)".

1. Change the posting date.
2. The Payment Type will be set based on the transaction you're coming from. The types are 'Receive', 'Pay', and 'Internal Transfer'.
3. The Party Type, Party, Party Name will be fetched automatically.
4. The Account Paid To and Account Paid From will be fetched as set in the Company form.
5. The Amount Paid will be fetched from the Invoice.
6. Save and Submit.

2.1 Creating a Payment Manually

A Payment Entry created manually will have no order/invoice linked to it. Payments made this will be recorded in the Customer's/Supplier's account and can be reconciled later using the Payment Reconciliation Tool.

1. Go to the Payment Entry list and click on New.
2. Select the Party Type and the respective Customer/Supplier.
3. Select the Bank Account/Cash Account Paid To and Paid From. Enter the Cheque Number and date if bank transfer.
4. Enter the Amount Paid.
5. Save and Submit.

3. Features

3.1 Setting Mode of Payment

Mode of Payment: Entering this helps classify Payment Entries based on the payment mode used. Modes of Payment can be Bank, Cash, Wire Transfer, etc.

Tip: In the Mode of Payment master, default Account can be set. This default payment Account will be fetched into Payment Entries.

3.2 Payment From/To

≡ Sysco Inc. • Submitted

Ledger < > 🖨️ ⋮ Cancel

🔗 Shared With

+

Tags

Add a tag ...

♥️ 0 • 💬 0

FOLLOW

You edited this

3 minutes ago

You created this

3 minutes ago

Payment From / To

Party

Sysco Inc.

Party Name

Sysco Inc.

Accounts ^

Party Balance

\$ 30,051,000.00

Account Paid From *

Debtors - UP

Account Currency *

USD

Account Paid To *

1001 - Citi - UP

Account Currency *

USD

Account Balance

\$ 0.00

- **Party Type:** Whether Customer, Supplier, Employee, Shareholder, Student, or NGO Member.
- **Party:** The specific party for which the Payment Entry is made.
- **Party Name:** The name of the party, this is fetched automatically.
- **Company Bank Account:** Your Company's Bank Account.
- **Party Bank Account:** The Party's Bank Account.
- **Contact:** If the Party is an organization, a Contact person can be stored here.

3.3 Accounts

≡ Sysco Inc.

Submitted

Ledger < > ⌂ ... Cancel

6 minutes ago
You created this
6 minutes ago

Accounts ^

Party Balance

\$ 30,051,000.00

Account Paid From *

Debtors - UP

Account Currency *

USD

Account Balance

\$ 0.00

Account Paid To *

1001 - Citi - UP

Account Currency *

USD

Account Balance

\$ 0.00

- **Party Balance:** The overall amount receivable or payable from Customer or Supplier from Invoices set in the current Payment Entry. Paid amounts will be positive and if advance payments are made, they will be negative.
- **Account Paid From:** The Account from which the amount will be deducted when Payment is submitted.
- **Account Paid To:** The CoA account from which the amount will be added when Payment Entry is submitted.
- **Account Currency:** The Currencies of these accounts will be fetched as set in the Account and cannot be edited here. To know about more about transactions in multiple currencies, visit this page.
- **Account Balance:** The total amount balance from all the invoices of the selected accounts.

Paid Amount: The **total amount** paid for the current Payment Entry is shown in this field.

Note: When making Payment Entries, the default bank account will be fetched in the following order if set:

- Company form
- Mode of Payment default account
- Customer/Supplier default bank account
- Select manually in Payment Entry

3.4 Reference

Fetching outstanding Invoices

This can be used to make payments to multiple Sales Invoices using one Payment Entry. When creating a new Payment Entry, on clicking the **Get Outstanding Invoices** button or the **Get**

Outstanding Orders button, all the outstanding Invoices and open Orders respectively will be fetched for the party. You need to enter the 'Paid Amount' to see this button. From here a date range and invoices to be fetched can be selected.

If the Party has not made full payment, enter the amount paid in the 'Allocated' field.

If creating Payment Entry for a Customer, the Payment Amount will be allocated against a Sales Invoice. On the same lines, when creating Payment Entry for a Supplier, Payment Amount will be allocated against a Purchase Invoice.

Payment References table

- **Type:** Whether the payment is being made against a Sales Order, Sales Invoice, or a Journal Entry.
- **Name:** The particular transaction ID is fetched/selected here.
- **Total Amount:** The total amount of one Invoice/Journal Entry in the row.
- **Outstanding:** The amount to receive/to pay for this invoice.
- **Allocated:** If the Paid Amount is less than the invoice amount only the paid amount will be allocated to the invoice(s) fetched in the Payment Entry. The payment may be made in parts, for example, if there are three invoices of amounts 20, 20, 20, the Paid Amount is 60 then this Paid Amount will be distributed equally. Payment Terms may also be involved.

≡ Sysco Inc. • Draft

<

>

🖨

⋮

Submit

Amount

Paid Amount (INR) *

5,000.00

Reference

Get Outstanding Invoices

Get Outstanding Orders

Payment References

<input type="checkbox"/>	No.	Type *	Name *	Grand Total (INR)	Outstanding (INR)	Allocated (INR)	⚙
<input type="checkbox"/>	1	Purchase Invoice	ACC-PINV-2023-15130	35,000	35,000	5,000	Edit

Add Row

Writeoff

Total Allocated Amount (INR)

₹ 5,000.00

Unallocated Amount (INR)

0.00

Difference Amount (INR)

₹ 0.00

Taxes and Charges

⌵

What is Unallocated Amount?

When a Payment Entry is made in DellSuite and the Paid Amount is more than the total invoice amount, it is stored in the Customer's/Supplier's account. This amount is hence currently 'Unallocated'. Unallocated amount can be used against future invoices.

For example, you create a Sales Invoice totaling 1,000 and the Customer paid 1,500. When another invoice is created for this Customer in the future for 1,000 again, the previously paid 500 can be used.

3.5 Deductions or Loss

When a Payment Entry is created against an invoice, there could be some difference in the actual Paid Amount and the invoice outstanding amount. This difference could be due to rounding errors or changes in the currency exchange rate. You can set an Account here where this difference amount will be booked.

The loss/deductions can be written off. Let's see an example here where the paid amount is 25 but the allocated amount is 30 since 30 is the amount to be collected as per the invoice. The 'Difference Amount' will be 5 in this case. This difference amount can occur due to discounts or Currency Exchange. The Difference Amount needs to be 0 in order to submit the Payment Entry. This can be adjusted using the **Make Difference Entry** button. The amount will be adjusted in the Write Off account.

3.6 Write Off

Write off happens when the paid amount is less than the allocated amount. I.e. the remaining amount is considered as lost in miscellaneous charges or that amount isn't going to be paid. This is considered as loss.

3.5 After Submitting

Save and Submit Payment Entry. On submission, outstanding will be updated in the Invoices.

The screenshot shows the DellSuite interface for a customer named 'Sysco Inc.'. The account status is 'Paid', highlighted with a red box. The interface includes a sidebar with navigation options: 'Assigned To', 'Attachments', 'Reviews', 'Shared With', and 'Tags'. The main area displays 'Connections' with sections for 'Payment', 'Reference', 'Returns', and 'Subscription'. The 'Payment' section shows 'Payment Entry' with a count of 1, 'Payment Request', 'Journal Entry', 'Invoice Discounting', and 'Dunning'. The 'Reference' section shows 'Timesheet', 'Delivery Note', 'Sales Order', and 'POS Invoice'. The 'Returns' section shows 'Sales Invoice'. The 'Subscription' section shows 'Auto Repeat'.

If payment entry was created against Sales Order or Purchase Order, the field 'Advance Paid' will be updated in them. When creating Invoice against those transactions, Payment Entry will be auto-updated in that Invoice so that you can allocate invoice amount against advance payment entry.

For incoming payment, the accounts posting will be done as follows.

- Debit: Bank or Cash Account
- Credit: Customer (Debtor)

For outgoing payment:

- Debit: Supplier (Creditor)
- Credit: Bank or Cash Account

4. Other cases

4.1 Multi Currency Payment Entry

If you want to maintain a receivable/payable account in foreign currency, then create accounts with foreign currency (different from Company currency) and link it in the party account. For example:

The screenshot shows the 'Accounts Receivable' form in DellSuite for the company 'Excellent GmbH'. The form has a top navigation bar with 'Accounting Ledger' and 'Accounts Receivable' tabs, and buttons for 'Create', navigation arrows, a print icon, and a 'Save' button. The main section is titled 'Accounting' and contains a table for 'Accounts'. The table has columns for 'No.', 'Company', and 'Account'. The first row shows '1' for 'Unico Plastics Inc.' and 'Debtors EUR - UP' for the account. The 'Account' column is highlighted with a red box. Below the table is an 'Add Row' button. Other sections include 'Credit Limit and Payment Terms', 'More Information', and 'Loyalty Points', each with a dropdown arrow.

No.	Company	Account
1	Unico Plastics Inc.	Debtors EUR - UP

DellSuite allows you maintain accounts and invoicing in multiple currency. If an invoice is made in the party currency, Currency Exchange Rate between the Company's base currency and party currency is also entered in the invoice.

Note: A separate Debtor/Creditor account needs to be created and selected in the Sales Invoice/Order for currency exchange to work correctly. For example, if the Customer is from the US, create a receivable account called 'Debtors US'.

When creating Payment Entry against that invoice, the current exchange rate will be fetched, but you can set the Currency Exchange Rate at the time of payment to match your records.

Click on the **Set Exchange Gain/Loss** button to automatically add a row to write off the difference amount.

≡ New Payment Entry

Not Saved

Save

Accounts

Amount

Paid Amount (EUR) *

3,000.00

Received Amount (USD) *

3,591.00

Exchange Rate *

1.197

1 EUR = [?] USD

Paid Amount (USD) *

\$ 3,591.00

Reference

Get Outstanding Invoice

Payment References

Since Currency Exchange Rate fluctuates all the time, it can lead to a difference in the payment amount against invoice total. This difference amount can be booked in the Currency Exchange Gain/Loss Amount.

New Payment Entry

• Not Saved

Save

Writeoff

Total Allocated Amount (EUR)

€ 3,000.00

Unallocated Amount (EUR)

4.68

Total Allocated Amount (USD)

\$ 3,591.00

Difference Amount (USD)

\$ 0.00

Set Exchange Gain / Loss

Deductions or Loss ^

Payment Deductions or Loss

<input type="checkbox"/> No.	Account	Cost Center	Amount	
<input type="checkbox"/> 1	Exchange Gain/Loss - UP	Main - UP	5.60	Edit

Add Row

Add Row

Payments can also be made independent of invoices by creating a new Payment Entry.

To know more about managing transactions in multiple currencies visit [this page](#).

4.2 Internal Transfer

Internal Transfer is used in cases where the money is transferred between the same Company's accounts. For example, if a customer from the US using PayPal, transferring money from PayPal to a bank account can be considered as Internal Transfer.

Following internal transfers can be managed from the Payment Entry.

1. Bank - Cash
2. Bank - Bank
3. Cash - Cash
4. Cash - Bank

New Payment Entry

Not Saved

Save

Payment Type *

Internal Transfer

Mode of Payment

Accounts ^

Account Paid From *

1003 - Capital One - UP

Account Paid To *

1002 - SBI - UP

Account Currency *

USD

Account Currency *

INR

Account Balance

\$ 0.00

Account Balance

₹ 0.00

Amount

Paid Amount (USD) *

1,000.00

Received Amount (INR) *

71,000.00

4.3 Managing Different Payment Scenarios

For an unpaid invoice, outstanding amount = grand total. When creating Payment Entries, the value in the outstanding amount will reduce.

In most cases, apart from retail sales, billing and payments are separate activities. There are several combinations in which these payments are done. These cases apply to both Sales and Purchases.

- They can be upfront (100% in advance).
- Post shipment. Either on delivery or within a few days of delivery.
- Part in advance and part on or post delivery.
- Payments can be made together for a bunch of invoices.
- Advances can be given together for a bunch of invoices (and can be split across invoices).

DellSuite allows you to manage all these scenarios. All accounting entries (GL Entry) can be made against a Sales Invoice, Purchase Invoice or Payment Entry of advance payment (in special cases, an invoice can be made via a Sales Invoice too).

The total outstanding amount against an invoice is the sum of all the accounting entries that are made "against" (or are linked to) that invoice. This way you can combine or split payments in Payment Entry to manage the scenarios.

4.4 Difference between Payment Entry and Journal Entry

1. Using Journal Entry requires an understanding of which Account will get Debited or Credited. In the Payment Entry, it is managed in the backend, hence simpler for the User.
2. Payment Entry is more efficient in managing payments in foreign currencies.
3. Cheques can be printed from Payment Entries using the Cheque Print Format.
4. Journal Entry can still be used for:
 - Updating opening balance in Accounts.
 - Fixed Asset Depreciation entry.
 - For adjusting Credit Note against Sales Invoice and Debit Note against Purchase Invoice, in case there is no payment happening at all.

4.5 Payments Using Journal Entry

To make payment using Journal Entry follow these steps:

1. Activate Payment via Journal Entry. Go to **Accounting > Accounting Masters > Accounts Settings**, check the box 'Make Payment via Journal Entry'.

Accounts Settings

Assigned To

Attachments

Attach File

Reviews

Shared With

0 · 0 FOLLOW

You edited this just now

Administrator created this yesterday

Books Closed Through

Accounting entries are frozen up to this date. Nobody can create or modify entries except users with the role specified below

Role Allowed to Close Books & Make Changes to Closed Periods

Users with this role are allowed to set frozen accounts and create / modify accounting entries against frozen accounts

Determine Address Tax Category From

Billing Address

Address used to determine Tax Category in transactions

Over Billing Allowance (%)

0.00

The percentage you are allowed to bill more against the amount ordered. For example, if the order value is \$100 for an item and tolerance is set as 10%, then you are allowed to bill up to \$110

Credit Manager

This role is allowed to submit transactions that exceed credit limits

☐ Check Supplier Invoice Number Uniqueness

☒ Make Payment via Journal Entry

☒ Unlink Payment on Cancellation of Invoice

☒ Unlink Advance Payment on Cancellation of Order

☒ Book Asset Depreciation Entry Automatically

☒ Automatically Add Taxes and Charges from Item Tax Template

☐ Automatically Fetch Payment Terms

☐ Delete Accounting and Stock Ledger Entries on deletion of Transaction

Deferred Accounting Settings

2. On submitting a document against which Journal Entry can be made, you will find the Payment under the **Create** button.
3. Save and submit the journal entry to record the payment against the invoice

Payment Order

A Payment Order is an internal document to record bulk payments against Suppliers.

In big corporations, the decision of making payment to Suppliers is done by someone like the Purchase Manager. The action of making the payments is done by an Accountant (Accounts User).

The Payment Order is the communication between the Purchase Manager and the Account notifying the Accountant to proceed with the Payment.

In DellSuite, using the Payment Order, you can fetch multiple Payment Requests created against a Supplier.

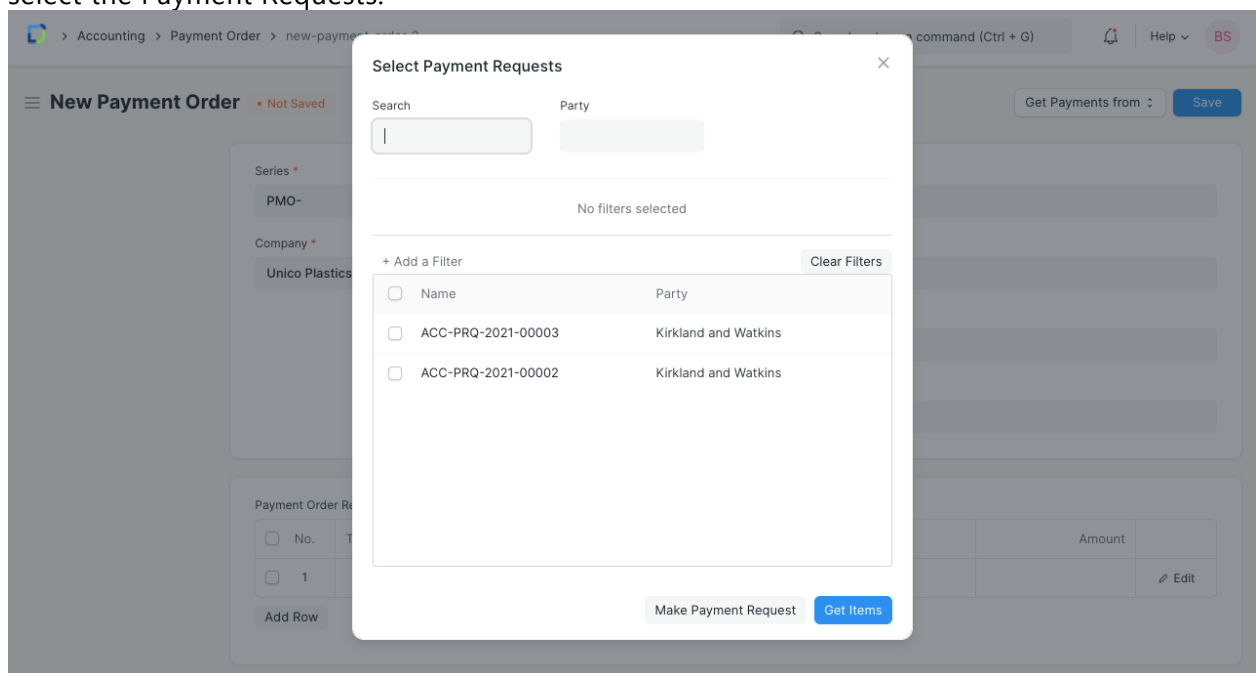
1. Prerequisites

Before creating and using the Payment Order, it is advisable to create the following first:

1. Purchase Order
- Or
2. Purchase Invoice

2. How to create a Payment Order

1. Go to the Payment Order list and click on New.
2. Select the Company bank account.
3. Click on the **Get from** button and select Payment Request. Apply filters if needed and select the Payment Requests.



4. The Payment Requests will be fetched into the Payment Order.

New Payment Order • Not Saved Get Payments from: Save

Series *	PMO-	Posting Date	04-21-2021
Company *	Unico Plastics Inc.	Bank	Capital One
Payment Order Type *	Payment Request	Company Bank Account *	11000478 - Capital One
Supplier	Kirkland and Watkins	Account	1003 - Capital One - UP

No.	Type	Name	Amount	
<input type="checkbox"/> 1	Purchase Invoice	ACC-PINV-2021-00009	\$ 2,887.50	Edit
<input type="checkbox"/> 2	Purchase Invoice	ACC-PINV-2021-00008	\$ 86,625.00	Edit

[Add Row](#)

5. Save and Submit the Payment Order. Now, you'll see a button to make the Payment Entries in bulk.

PMO-00001 • Submitted Menu Cancel

[Create Payment Entries](#)

Comments 0

Assigned To
[Assign +](#)

Attachments
[Attach File +](#)

Tags
[Add a tag ...](#)

Reviews
[+](#)

Shared With
[+](#)

DASHBOARD ▾

Company	Unico Plastics Inc.	Posting Date	14-10-2019
Payment Order Type	Payment Request	Bank	Axis Bank
Supplier	Paresh	Company Bank Account	Axis - Axis Bank
		Account	1000 - Axis Bank - UP

Payment Ledger

A Separate Ledger that only records transactions on **Receivable** and **Payable** accounts. Account type should be set to Receivable or Payable for transactions to be recorded in Payment Ledger.

Ex:

A Sales Invoice of ₹1000 and a Payment Entry against that invoice will look like below.

<input type="checkbox"/> Name	Voucher No	Against Voucher No	Amount	DeLinked	
<input type="checkbox"/> PLE-22-05-001395	ACC-PAY-2022-00325	SINV-22-00050	₹ -1,000.00	<input type="checkbox"/>	- now 0
<input type="checkbox"/> PLE-22-05-001394	SINV-22-00050	SINV-22-00050	₹ 1,000.00	<input type="checkbox"/>	- now 0

Usage

Reports

Accounts Receivable, Account Receivable Summary, Account Payable and Account Payable Summary uses Payment Ledger as its source.

Tools

Payment Reconciliation and its extension Semi-Auto Payment Reconciliation tools uses Payment Ledger to calculate outstanding Invoices. Reconciliation process only updates Payment Ledger.

Advance Payment Entry

Payment done by the Customer/Supplier before the invoice is sent is an Advance Payment.

Generally, advance payment is done in the case of high value deals. Consider a Customer- Jane D'souza placing an order for a luxury furniture item costing ₹24,000 She is asked to give some advance before the furniture house begins work on her order. She gives them ₹10,000 in cash.

In DellSuite, advance payment entry is created using Payment Entry. If there exist a Sales Order, you can directly create a Payment Entry for the advance amount. Or else, you can also create a standalone Payment Entry for the Customer. Same way, you can also create advance Payment Entry for Supplier, via Purchase Order.

The screenshot displays the Sysco Inc. interface. On the left, there is a sidebar with navigation options: Assigned To, Attachments, Reviews, Shared With, and Tags. The main area shows a form for creating a new entry. The 'Connections' section includes fields for Customer (Sysco Inc.), Date (04-18-2021), Order Type (Sales), Delivery Date (04-30-2021), and Customer's Purchase Order. Below this is the 'Address and Contact' section, followed by the 'Currency and Price List' section. A 'Create' button is visible in the top right corner, and a dropdown menu is open, showing various options: Pick List, Delivery Note, Work Order, Sales Invoice, Material Request, Request for Raw Materials, Purchase Order, Project, Subscription, Payment Request, and Payment. The 'Payment' option is highlighted with a red border.

Note: If payment is not linked to an invoice, it is considered as an advance payment. The advance payments are reflected in the Accounts Receivable and Payable reports.

1. Prerequisites

To create an advance payment entry, these need to be created first:

- Party (Customer/ Supplier)
- Payment Account (Bank or Cash account)

2. How to create Advance Payment Entry

Once a Sales Order or Purchase Order is submitted, you will find an option to create a Payment against it. You can also create new Payment Entry and manually select values (like Party and payment account). Here are the steps to create Advance Payment against Sales Order.

1. Go to Sales Order and click on **Make > Payment Entry**.
2. Set/check the accounts.
3. Save and Submit.

Any Payment Entry that is not linked to an invoice is considered as advance payment by the DellSuite system.

If the Customer has given \$5,000 as cash advance, it will be recorded as a credit entry against the Customer's Receivable account. To balance it [as per the Double accounting system], \$5000 is debited against the Company's cash account.

2.2 Allocating Advance Payment in Invoice

When creating an invoice, you can check if there is an Advance Payment against that Party.

New Sales Invoice • Not Saved

Get Items From Save

Advance Payments ^

☐ Allocate Advances Automatically (FIFO)

Get Advances Received

Advances

<input type="checkbox"/> No.	Reference Name	Remarks	Advance amount	Allocated amount	
<input type="checkbox"/> 1	ACC-JV-2021-00011	Reference #7856 dated 04-18-2021 \$ 35,000.00 against Sales Order SAI -	\$ 35,000.00	\$ 35,000.00	Edit

Add Row

Payment Terms ▾

Write Off ▾

Terms and Conditions ▾

On clicking **Get Advance Received** button, it will fetch the Advance Payment Entries found for that party. Once Advance Payment Entries are fetched, you can allocate the Amount of advance against this invoice. The allocation will reduce the Outstanding Amount for that invoice right-away.

Save and submit the Sales Invoice.

Dunning

A document to be sent as a persistent demand for debt payment.

Dunning is a document to store and send as a persistent demand for debt payment against an unpaid Sales Invoice.

To access the Dunning list, go to:

Home > Accounting > Dunning

1. Prerequisites

- Sales Invoice

A Dunning can only be created against an overdue Sales Invoice.

- Dunning Type

A **Dunning Type** is used to pre-fill interest, fees and text blocks in a new **Dunning**.

2. How to create a Dunning

A Dunning is created against a list of overdue scheduled payments. You can create a dunning in two different ways:

a) Create a new Dunning

1. Go to the **Dunning** list and click on "Add Dunning".
2. Select a **Customer** and click "Fetch Overdue Payments". This will show a list of overdue Sales Invoices for this customer. Select the ones you would like to fetch into this **Dunning** and click on "Get Items".

b) Create a Dunning from an overdue Sales Invoice

1. Go to the **Sales Invoice** list and open any overdue **Sales Invoice**.

2. Click on "Create > Dunning". This will fetch all overdue payments from the invoice's payment schedule table into a new **Dunning**.

Fill the remaining fields

1. Select a **Dunning Type** to fill interest, dunning fees and text blocks with predetermined values. Or you can set these values manually as well.
2. You can already set an income **Account** (for example, "Other interest and similar income") and **Cost Center** for the income generated from interest and dunning fees. These will be used once a **Payment Entry** is created from this **Dunning**.
3. Save and submit the **Dunning** before sending it to the **Customer**.

Unresolved

Resolve

Create

<

>

...

Cancel

Assigned To

Attachments

Attach File

Shared With

Tags

Add a tag ...

0

0 FOLLOW

You edited this

18 minutes ago

You created this

42 minutes ago

Customer

Company

Date

12.10.2021

Posting Time

16:50:38

Status

Unresolved

Currency

Currency

EUR

Conversion Rate

1

Address and Contact

Dunning Type

Zweite Mahnung

Rate of Interest (%) Yearly

8

Overdue Payments

No.	Sales Invoice	Dunning Level	Overdue Days	Outstanding	Interest	
1	R-2021-156	2	7	€ 11.424,00	€ 17,53	Edit

Total Interest

€ 17,53

Dunning Amount

€ 27,53

Dunning Fee

€ 10,00

Dunning Amount (Company Currency)

€ 27,53

Total Outstanding

€ 11.424,00

Grand Total

€ 11.451,53

Printing Settings

Print Language

de

Letter Head

Body Text

HEY

Closing Text

THANKS

2.1 What is a Dunning Type

Dunning Type stores default values for dunning fee, interest rate and text blocks to be included. For example, a Dunning Type "First Notice" will not have any fees, but Dunning Type "Second Notice" will have a dunning fee and interest charged on the outstanding amount.

The screenshot shows the 'First Dunning' configuration page. The breadcrumb trail is 'Accounting > Dunning Type > First Dunning'. The page has a search bar and a 'Save' button. On the left sidebar, there are sections for 'Assigned To', 'Attachments' (with an 'Attach File' button), 'Shared With', and 'Tags' (with an 'Add a tag ...' button). Below these are social-style metrics: '0 · 0 FOLLOW', and two status messages: 'You edited this just now' and 'You created this 5 days ago'. The main content area is titled 'First Dunning' and contains several input fields: 'Is Default' (checked), 'Dunning Fee' (0,00), and 'Rate of Interest (%) Yearly' (0,000). Below these is a 'Dunning Letter' section with a description: 'This section allows the user to set the Body and Closing text of the Dunning Letter for the Dunning Type based on language, which can be used in Print.' It contains a table with columns: 'No.', 'Language', 'Body Text', 'Closing Text', and an 'Edit' icon. The table has one row with values: '1', 'en', 'Hi', 'Thanks'. An 'Add Row' button is at the bottom of the table.

No.	Language	Body Text	Closing Text	
1	en	Hi	Thanks	Edit

2.2 Statuses

These are the statuses that are auto-assigned to Dunning.

- **Draft:** A draft is saved but yet to be submitted.
- **Unresolved:** The Dunning is unresolved when it is submitted but no payments have been received.
- **Resolved:** The Dunning is resolved when the outstanding payment has been received.
- **Cancelled:** A cancelled status is a cancelled Dunning document.

3. Payment

When you receive a full payment, including interest and fees, please open the unresolved **Dunning** and click on "Create > Payment". This will create a **Payment Entry** against the outstanding scheduled payments and record the interest and fees as "Payment Deductions or Loss". The **Payment Entry** will automatically set the **Dunning's** status to resolved.

New Payment Entry

Not Saved

Save

Deductions or Loss

Payment Deductions or Loss

<input type="checkbox"/> No.	Account	Cost Center	Amount (EUR)	
<input type="checkbox"/> 1	710000 - Sonstige Zinsen und ähnlich	Main	27,53	Edit

Add Row

GST Details

Transaction ID

Cheque/Reference No

Cheque/Reference Date

Payment Reconciliation

Payment Reconciliation is used to link payments with invoices.

In complex scenarios, especially in the capital goods industry, sometimes there is no direct link between payments and invoices. For example, suppose a party is a customer, you send invoices to a customer and the customer sends you block payments or payments based on some schedule that is not linked to your invoices.

In such cases, you can match Payments with Invoices using Payment Reconciliation.

To access Payment Reconciliation, go to:

Home > Accounting > Accounts Receivable > Payment Reconciliation

1. How to Match Payments with Invoices

1. Go to Payment Reconciliation.
2. Select a Company.
3. Select a Party Type and select the Party. The Receivable/Payable account will be selected automatically.
4. Select the Bank/Cash account against which the payments need to be reconciled.

5. If you want to filter the records, select a date range for the invoices or set minimum or maximum amount for invoices as well as payment transactions
6. Click on the **Get Unreconciled Entries** button.
7. This will fetch all un-linked invoices and payment transactions from that party in Invoices and Payments table resp.
8. You can either select any particular entries to be allocated or can click on **Allocate** button without selecting anything to allocate all the entries.
9. Allocation table will be populated based on FIFO or/and selection.
10. Allocated Amount is the amount you want to allocate for the reconciliation.
11. Click on **Reconcile** to reconcile allocated entries. You will get a message that says 'Successfully Reconciled'.

2. What happens on Payment Reconciliation

If the invoices are reconciled against:

1. **Payment Entry** - A journal entry is not auto-created when reconciliation happens against a payment entry. This is because payment entries are associated with linked transactions.
2. **Credit/Debit Note** - A journal entry is auto-created to allocate a credit/debit note to an invoice that is being reconciled. This automatic creation of a journal entry is necessary since credit/debit notes do not have linked transactions. The journal entry resulting from the reconciliation indicates the adjustment of a particular credit/debit note with a specific invoice.

Semi-Auto Payment Reconciliation

If there are large no of Invoices that needs be reconciled quickly without manual allocation, **Process Payment Reconciliation** doctype can be used.

Steps:

1. First this feature must be enabled through Accounts Setting. Enable Auto Reconcile Payments in Accounts Settings.

Invoice and Billing Credit Limits POS Assets Accounts Closing Chart Of Accounts Banking Reports Payment Request

Print Settings

- ☐ Show Inclusive Tax in Print ☐ Show Payment Schedule in Print
- ☐ Show Taxes as Table in Print

Currency Exchange Settings

- ☒ Allow Stale Exchange Rates

Payment Reconciliations

- ☒ Auto Reconcile Payments

2. Navigate to Process Payment Reconciliation doctype
3. Select Company, Party and Receivable/Payable Account for which Reconciliation has to be done. Save and Submit
4. Document will be Queued status.

Nova Gadget House Queued

Start / Resume < > ... Cancel

Experimental

Click here to post bugs and suggestions

- Assigned To +
- Attachments +
- Tags +
- Share +

0 0 FOLLOW

You last edited this - just now

You created this - just now

Connections

Reconciliation Logs

Process Payment Reconciliation Log

Company *

Nova Gadget House

Party *

Caren Algate

Party Type *

Customer

Receivable/Payable Account *

Debtors - GH

Status

Status

Queued

2. A Background Job that runs every 15 mins will pick up Queued docs and will start reconciliation. If needed, the Job can triggered immediately using Start / Resume button.
3. This will create a Process Payment Reconciliation Log record with details on the Total No of Allocations that will be processed and the successfully reconciled entries.

PPR-LOG-29

Reconciled

<

>

Print

More

Save

Experimental

Click here to post bugs and suggestions

Assigned To

+

Attachments

+

Tags

+

Share

+

0

0

FOLLOW

You last edited this - 4 minutes ago

You created this - 4 minutes ago

Parent Document *

ACC-PPR-00028

Status

Status

Reconciled

Tasks

☒ Allocated

Invoices and Payments have been Fetched and Allocated

☒ Reconciled

All allocations have been successfully reconciled

Total Allocations

0

Reconciled Entries

0

Cost Center and Budgeting

In DellSuite, cost centers are crucial for budgeting and financial management. They represent distinct areas or departments within a company where costs are incurred and tracked. By associating expenses with specific cost centers, DellSuite provides a granular view of spending patterns and helps in analyzing budget performance.

Budgeting in DellSuite involves setting financial goals for each cost center based on historical data and projected expenses. This allows businesses to monitor their financial health, identify areas for improvement, and make informed decisions to achieve their financial objectives effectively.

Accounting Dimensions

Introduced in Version 12

Dimensional accounting means tagging each transaction with appropriate dimensions like Branch, Business Unit, etc. This allows you to maintain each segment separately, thereby limiting the overall maintenance on GL accounts and your Chart of Accounts remains pure.

Cost Center and Project are treated as dimensions by default in DellSuite. On setting a field in Accounting Dimension, that field will be added in transactions reports where applicable.

In DellSuite you can create configurable accounting dimensions and use them in transactions and reports.

To access the Accounting Dimension list, go to:

Home > Accounting > Settings > Accounting Dimensions

1. How to create Accounting Dimension in DellSuite.

1. Go to the Accounting Dimension list and click on New.
2. Select the Reference Document which you want to use as a custom dimension. For example, if you select Department as Reference Document, the dimension will be based on Department.
3. Enter the name of the dimension (This name will appear in the transactions for which dimensions are created).
4. Inside the Dimension Defaults table you can mention company specific default dimensions as shown in the screenshot below. This dimension will be automatically fetched in the transaction against that specific company.
5. Check "Mandatory" checkbox if you want the dimension to be mandatory in the transactions.

The screenshot shows the DellSuite Accounting Dimension configuration page. The breadcrumb trail is Accounting > Accounting Dimension > Business Unit. A search bar at the top right contains the text "Search or type a command (Ctrl + G)". The page title is "Business Unit" with a status "Enabled". On the left sidebar, there are sections for "Assigned To", "Attachments" (with an "Attach File" button), "Reviews", and "Shared With". The main content area is titled "Reference Document Type" and shows "Business Unit" selected. Below this is a "Dimension Defaults" table with columns: No., Company, Default Dimension, Mandatory For Balance Sheet, and Mandatory For Profit and Loss Acc... The table contains one row with No. 1, Company Unico Plastics Inc., Default Dimension Industrials, and checkboxes for Mandatory For Balance Sheet and Mandatory For Profit and Loss Acc... The last column has an "Edit" link. An "Add Row" button is at the bottom of the table.

No.	Company	Default Dimension	Mandatory For Balance Sheet	Mandatory For Profit and Loss Acc...	
1	Unico Plastics Inc.	Industrials	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit

2. Features

As you create the dimension, custom fields will be created using a background job for that specific dimension. You can see them in Accounting Dimensions section inside the transactions which have an impact on Accounting entries (GL Entry).

2.1 Using dimensions in transactions

To tag a transaction with a dimension you can select the specific dimension in Accounting Dimensions section as shown in the screenshot below.

New Sales Invoice

Not Saved

Get Items From

Save

Accounting Dimensions

Business Unit

Healthcare

Industrials

Filters applied for Dimension = business_unit, Account = Debtors - U...

Advanced Search

Cost Center

Address and Contact

Currency and Price List

Currency

Price List

2.2 Filtering Reports based on dimensions

You can also filter various financial reports like Profit and Loss Statement, Balance Sheet, General Ledger based on these dimensions.

General Ledger

Create CardSet Chart

Unico Plastics Inc.

Finance Book

03-14-2021

04-14-2021

Account

Voucher No

Party Type

Party

Group by Voucher (Consolidated)

Currency

Cost Center

Project

Business Unit

Consider Accounting

Show Opening Entries

Include Default Book Entries

Show Cancelled Entries

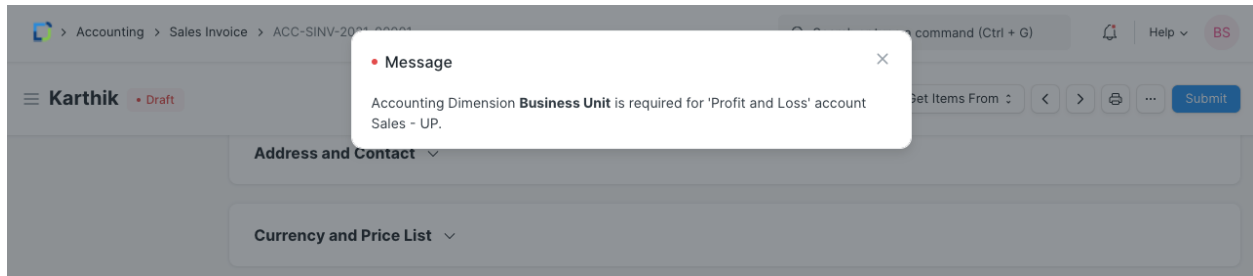
			Debit (USD)	Credit (US...	Balance (USD)	Voucher Type	Voucher No	Against Acco...	Party Type	Party
1			75,000.000	75,000.000	0.000					
2	03-23-20...	Payroll Payable - UP	0.000	7,500,000.000	-7,500,000.000	Journal Entry	ACC-JV-2021-00003	Salary - UP		
3	03-23-20...	Salary - UP	7,500,000.000	0.000	0.000	Journal Entry	ACC-JV-2021-00003	Payroll Payable...		
4	03-24-20...	Debtors - UP	12,350,000.000	0.000	12,350,000.000	Sales Invoice	ACC-SINV-2021-00004	Sales - UP	Customer	Sysco Inc.
5	03-24-20...	Sales - UP	0.000	12,350,000.000	0.000	Sales Invoice	ACC-SINV-2021-00004	Sysco Inc.		
6	04-14-20...	Creditors - UP	0.000	535,550.000	-535,550.000	Purchase Invoice	ACC-PINV-2021-00001	Stock In Hand ...	Supplier	Apple Inc.
7	04-14-20...	Stock In Hand - UP	535,550.000	0.000	0.000	Purchase Invoice	ACC-PINV-2021-00001	Apple Inc.		
8		Total	20,385,550.000	20,385,550.000	0.000					
9		Closing (Opening + Total)	20,460,550.000	20,460,550.000	0.000					

2.3 Making accounting dimensions mandatory for "Profit and Loss" and "Balance Sheet" Accounts

Profit and Loss is the group of Income and Expense accounts that represent your accounting transactions over a period.

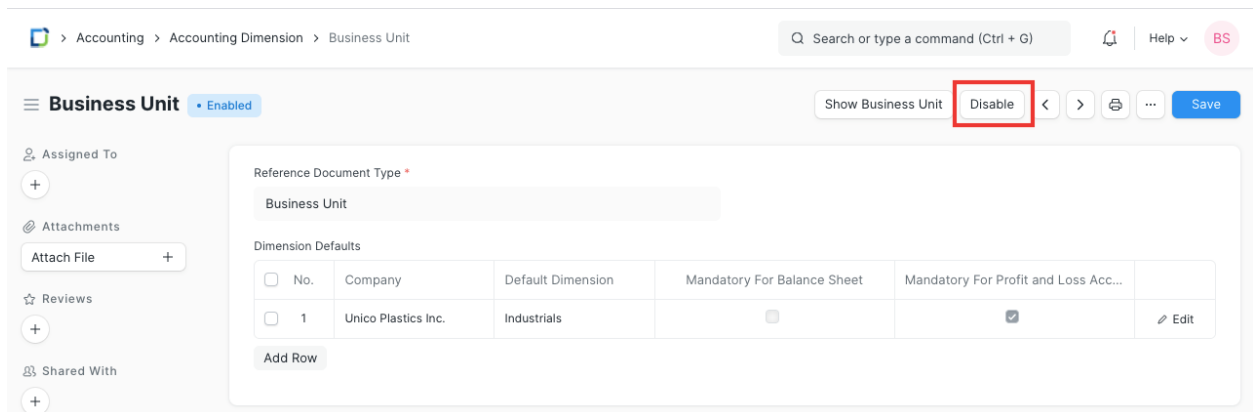
The Balance Sheet accounts are Application of Funds (Assets) and Sources of Funds (Liabilities) that signify the net-worth of your company at any given time.

By selecting the check boxes 'Mandatory for Profit and Loss Account' or 'Mandatory for Balance Sheet' you can configure your dimensions to be mandatory for 'Profit and Loss' and 'Balance Sheet Accounts'.



2.4 Disabling accounting dimensions when no longer required

You can also disable the dimensions if you don't require them anymore. The old transactions having accounting dimensions will remain intact.



Cost Center

A Cost Center is a part of an organization where costs or income can be charged.

In DellSuite you can use the Cost Center as a Profit Center.

Your Chart of Accounts is mainly designed to provide reports to the government and tax authorities.

Most businesses have multiple activities like different product lines, market segments, areas of business, etc that share some common overheads. They should ideally have their own structure to report whether they are profitable or not. For this purpose, there is an alternate structure called the Chart of Cost Centers.

A Cost Center acts like an Accounting Dimension which helps you track costing based on particular areas.

The Cost Center can be set at these levels:

- Company
- Item
- Order/Invoice

The Cost Center can be linked to the following transactions:

1. Sales Invoice
2. Purchase Invoice
3. Journal Entry
4. Payment Entry
5. Delivery Note

And other transactions which can be used for budgeting. You can also use Cost Center for Budgeting.

1. Cost Center tree

You can create a tree of Cost Centers to represent your business better. Each Income / Expense entry is also tagged against a Cost Center. If 'Allow Cost Center In Entry of Balance Sheet Account' is checked under Account Settings, the system will allow a User to tag entry in Balance Sheet Accounts against a Cost Center.

For example, if you have two types of sales:

- Walk-in Sales
- Online Sales

You may not have shipping expenses for your walk-in customers, and no shop- rent for your online customers. If you want to get the profitability of each of these separately, you should create the two as Cost Centers and mark all sales with either "Walk-in" or "Online" Cost Center. Mark all your purchases in the same way.

Thus when you do your analysis you get a better understanding as to which side of your business is doing better. Since DellSuite has an option to add multiple Companies, you can create Cost Centers for each Company and manage them separately.

To access the Chart of Cost Centers, go to:

Home > Accounting > Budget and Cost Center > Chart of Cost Centers

2. How to set up Chart of Cost Centers

1. Go to the Chart of Cost Centers.
2. Add region-wise nodes.
3. Add other nodes as per your needs.

Selecting a different Company will display the Cost Centers for that Company.


Cost Center Tree Expand All View ▾ Budget ▾ ... + New

Unico Plastics Inc. ▾

Unico Plastics Inc.




- Unico Plastics Inc. - UP
 - Main - UP
- PETE - UP
 - PETE - Main - UP
 - PETE - Sales - UP
 - PETE - Engineering - UP
 - PETE - Manufacturing - UP

≡ **Unico Plastics Inc.** Create Tax Template Create ▾ < > Print ... Save

 **Unico**

Assigned To +

Attachments

-  ×
-  ×
-  ×

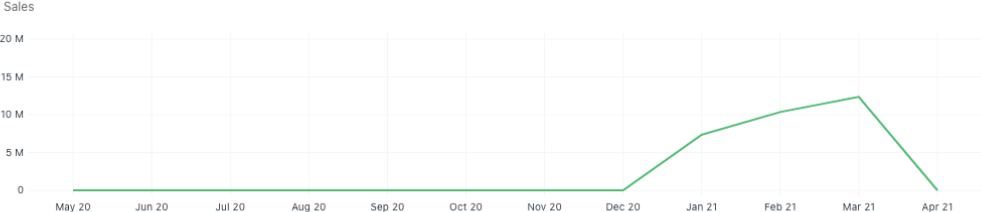
Attach File +

Reviews +

Shared With +

Tags
Add a tag ...

Sales



Month	Sales (M)
May 20	0
Jun 20	0
Jul 20	0
Aug 20	0
Sep 20	0
Oct 20	0
Nov 20	0
Dec 20	0
Jan 21	7.5
Feb 21	10
Mar 21	12
Apr 21	0

Connections ^

Pre Sales
Quotation +

Orders
Sales Order +
3 Delivery Note 1 +
4 Sales Invoice 4 +

Support
Issue +

Projects
Project +

Cost Center Allocation

Cost Center Allocation

Cost Center Allocation is a feature using which the general ledger entry against a cost center can be split against multiple cost centers. In the Cost Center Allocation document, you can define allocation percentages of the child cost centers.

In a growing business, it becomes a necessity to analyse the income/expenses against each business unit of the organisation. And to do that, we need to treat each business unit as a cost center and book income/expenses against the cost center. But if we need to split it every time at the transaction level manually, it becomes very difficult. That's when this Cost Center Allocation feature comes to the rescue.

In DellSuite, we just need to define the allocation between multiple cost centers (business units) against a specific master/main cost center. Then whenever we book an invoice or expense transaction against the main cost center, the system automatically split it based on allocation and posts gl entries against each child cost center.

1. How to create a Cost Center Allocation?

1. Go to Cost Center Allocation list view and create a new Cost Center Allocation.
2. Enter the **Main Cost Center** which will be used in the transaction.
3. Enter **Valid From** helps us track the validity of the allocation.
4. In the child table, enter **child cost centers and their percentage**
5. Save and Submit the document.

CC-ALLOC-00001

Submitted

<

>

Print

More

Cancel

Assigned To

+

Attachments

+

Tags

+

Share

+

0

0

FOLLOW

You last edited this ·

You created this · just now

Main Cost Center *

Main - GH

Valid From *

14-06-2024

Company *

Nova Gadget House

Cost Center Allocation Percentages

<input type="checkbox"/>	No.	Cost Center *	Percentage (%) *	
<input type="checkbox"/>	1	Research and Development - GH	20%	
<input type="checkbox"/>	2	Marketing - GH	40%	
<input type="checkbox"/>	3	Sales - GH	40%	

2. GL Entries against Transaction

While booking any transaction against the main cost center, the system automatically split the GL Entry against it and posts multiple gl entries based on the applicable cost center allocation record.

General Ledger

Actions ⌵ ↺ ⋮

Nova Gadget House

Finance Book

24-06-2024

24-06-2024

Account

ACC-SINV-2024-00003

Against Voucher No

Party Type

Party

Group by Voucher (Con..

Currency

Cost Center

Project

☒ Consider Accounting Dimensions

☐ Show Opening Entries

☒ Include Default FB Entries

☐ Show Cancelled Entries

☐ Show Net Values in Party Account

☐ Add Columns in Transaction Currency

☐ Show Remarks

☐ Ignore Exchange Rate Revaluation Journals

Account	Cost Center	Debit (INR)	Credit (INR)	Posting Date	Voucher Type	Voucher Subtype	Balance (INR)
1 Opening		0.000	0.000				0.000
2 Debtors - GH		55,999.000	0.000	24-06-2024	Sales Invoice	Debit Note	55,999.000
3 Sales - GH	Sales - GH	0.000	22,399.600	24-06-2024	Sales Invoice	Debit Note	33,599.400
4 Sales - GH	Marketing - GH	0.000	22,399.600	24-06-2024	Sales Invoice	Debit Note	11,199.800
5 Sales - GH	Research and Develo...	0.000	11,199.800	24-06-2024	Sales Invoice	Debit Note	0.000
6 Total		55,999.000	55,999.000				0.000
7 Closing (Opening + Tot...		55,999.000	55,999.000				0.000

For comparison, use >5, <10 or =324. For ranges, use 5:10 (for values between 5 & 10).

Execution Time: 0.012294 sec

(GL Entries against a Sales Invoice has been splitted based on Cost Center Allocation)

Budgeting

Budgeting is a financial plan that helps controlling Company expenses.

In DellSuite, you can set and manage budgets against a Cost Center or a Project. This is useful in controlling your expenses. You can also create separate Accounting Dimensions to tag transactions with different fields.

For example, if you are doing online sales, you can set a budget for search advertisements and configure DellSuite to stop or warn you from overspending beyond a set budget.

Budgets are also great for planning purposes. When you are making plans for the next Financial Year, you would typically target a revenue based on which you would set your expenses. Setting a budget will ensure that your expenses do not get out of hand at any point.

To access the Budget list, go to:

Home > Accounting > Cost Center and Budgeting > Budget

1. How to Create a new Budget

1. Go to the Budget list and click on Add Budget.
2. Select whether the budget is setup against a Cost Center, Project, or an Accounting Dimensions.
3. Specify the Fiscal Year for which the budget is applicable.

4. In the accounts table, select an income/expense account for which a budget is to be set. Let's set a budget for telephone expenses for the year.

The screenshot shows the DellSuite budget setup interface for 'Main - UP/2021/001'. The interface is divided into several sections:

- Header:** 'Main - UP/2021/001' with a 'Submitted' status and navigation buttons (back, forward, print, etc.).
- Left Sidebar:** Contains links for 'Assigned To', 'Attachments' (with an 'Attach File' button), 'Reviews', 'Shared With', and 'Tags'.
- Main Form:**
 - Budget Against:** Fields for 'Cost Center', 'Company' (Unico Plastics Inc.), 'Cost Center' (Main - UP), and 'Fiscal Year' (2021).
 - Control Action:** A section with checkboxes for 'Applicable on Material Request', 'Applicable on Purchase Order', and 'Applicable on booking actual expenses' (which is checked).
 - Action if Annual Budget Exceeded on Actual:** A field for defining the action.
- Footer:** Shows 'You edited this 7 hours ago' and 'You created this 7 hours ago'.

5. Enter the budget amount for that account.
6. Save and Submit.

2. Features

2.1 Monthly Distribution

You can also define a Monthly Distribution record to distribute the budget between months. If you don't set the monthly distribution, DellSuite will calculate the budget yearly or in equal proportion for every month.

- Assigned To +
- Attachments +
- Tags +
- Share +

0 · 0 FOLLOW

You last edited this · 1 year ago

You created this · 1 year ago

Connections

Target Details

- 1 Budget +
- 5 Sales Person +
- Territory +
- 3 Sales Partner +

Fiscal Year

2022-2023

Monthly Distribution Percentages

<input type="checkbox"/>	No.	Month *	Percentage Allocation	⚙
<input type="checkbox"/>	1	January	8.333	✎
<input type="checkbox"/>	2	February	8.333	✎
<input type="checkbox"/>	3	March	8.333	✎
<input type="checkbox"/>	4	April	8.333	✎
<input type="checkbox"/>	5	May	8.333	✎
<input type="checkbox"/>	6	June	8.333	✎
<input type="checkbox"/>	7	July	8.333	✎
<input type="checkbox"/>	8	August	8.333	✎
<input type="checkbox"/>	9	September	8.333	✎
<input type="checkbox"/>	10	October	8.333	✎
<input type="checkbox"/>	11	November	8.333	✎
<input type="checkbox"/>	12	December	8.333	✎

Add Row

2.2 Control Actions (Alerts)

Control actions can be triggered when:

- A Material Request is being submitted
- A Purchase Order is being submitted
- When an actual expense is being posted (through a journal entry or a purchase invoice).

You can set a control action in the Budget based on Material Requests, Purchase Orders, or on actual expenses. Further, you can set a control action for annual or monthly budgets.

Accounting > Budget > new-budget-1

Search or type a command (Ctrl + G)

Help

BS

New Budget

Not Saved

Save

Control Action

☒ Applicable on Material Request

☒ Applicable on Purchase Order

Action if Annual Budget Exceeded on MR

Stop

Action if Annual Budget Exceeded on PO

Stop

Action if Accumulated Monthly Budget Exceeded on MR

Warn

Action if Accumulated Monthly Budget Exceeded on PO

Warn

☒ Applicable on booking actual expenses

Action if Annual Budget Exceeded on Actual

Stop

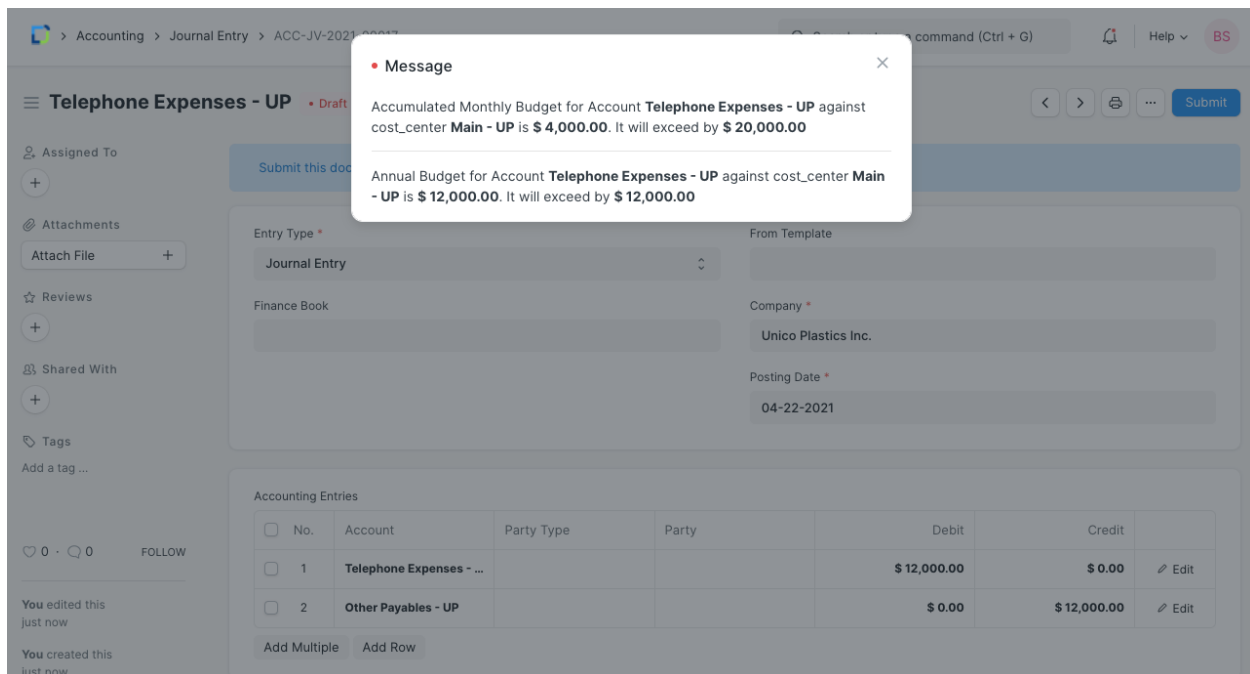
Action if Accumulated Monthly Budget Exceeded on Actual

Warn

There are three types of control actions.

- **Stop:** This will not allow users to submit the transaction.
- **Warn:** This will show a warning message but lets the user submit the transaction.
- **Ignore:** This will neither prevent the user from submitting transactions nor show an error message.

You can set separate actions for monthly and annual budgets. If you exceed the budget, a warning will be shown:



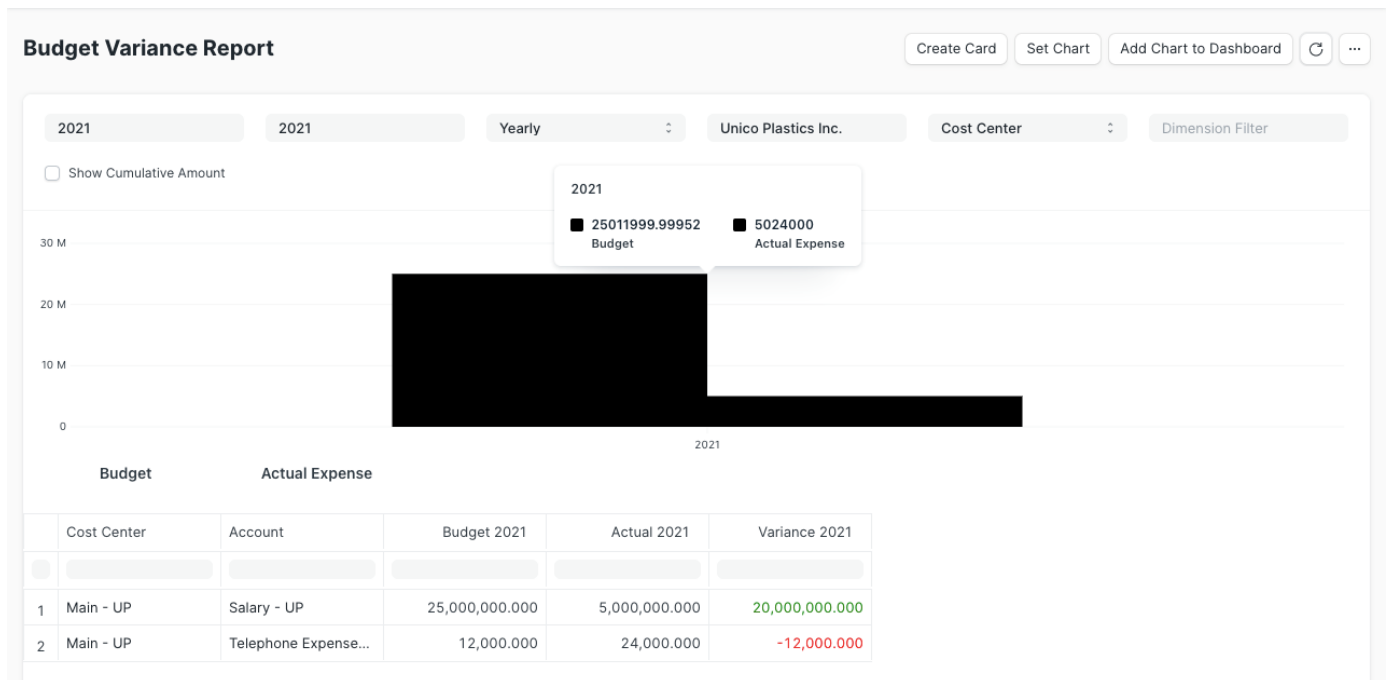
Note that a similar warning will be triggered for any type of transactions set in the budget for the particular Account heads.

3. Budget Variance Report

At any point in time, you can check the Budget Variance Report to analyze the actual expense incurred vs budget allocated against a cost center or a project.

To check the Budget Variance report, go to:

Home > Accounting > Cost Center and Budgeting > Budget Variance Report



Multi Currency Setup

Multi-currency functionality in DellSuite simplifies managing transactions in different currencies.

It allows users to set up multiple currencies, record transactions in their respective currencies, and automatically convert values based on current exchange rates. This feature is important for businesses operating internationally which ensures accurate financial reporting and analysis across diverse currency range.

Multi Currency Accounting

Transacting in two different currencies is known as Multi Currency Accounting.

In DellSuite, you can make accounting entries in multiple currencies. For example, if you have a bank account in foreign currency, you can make transactions in that currency and the system will show bank balance in that specific currency only.

Bank accounts in foreign currencies can be for other branches of your own company or Debtors/Creditors account for foreign Customers/Suppliers.

1. Setup

1.1 Set currency in Chart of Accounts

To get started with multi-currency accounting, you need to assign accounting currency in the Account record. You can define Currency from Chart of Accounts while creating an Account.

New Account

New Account Name *

Bank of America

Name of new Account. Note: Please don't create accounts for Customers and Suppliers

Account Number

Number of new Account, it will be included in the account name as a prefix

☐ Is Group

Further accounts can be made under Groups, but entries can be made against non-Groups

Account Type

Bank

Optional. This setting will be used to filter in various transactions.

Currency

USD

Optional. Sets company's default currency, if not specified.

Company *

Unico Plastics Inc.

Create New

Chart of Accounts

Unico Plastics Inc.

- Application of Funds (Assets) - UP
 - Current Assets - UP
 - Accounts Receivable - UP
 - Debtors - UP
 - Debtors EUR - UP
 - Bank Accounts - UP
 - 1001 - Citi - UP
 - 1002 - SBI - UP
 - 1003 - Capital One - UP
 - 1005 - Deutsche Bank - UP
 - Cash In Hand - UP
 - Cash - UP
 - Loans and Advances (Assets) - UP
 - Employee Advances - UP

\$ 32,522,656.00 Dr
\$ 31,738,656.00 Dr
\$ 22,738,726.00 Dr
\$ 22,735,135.00 Dr
€ 3,000.00 / \$ 3,591.00 Dr
\$ 7,386,990.00 Dr
\$ 36,990.00 Dr
\$ 0.00 Cr
\$ 7,350,000.00 Dr
\$ 0.00 Cr
\$ 1,790.00 Dr
\$ 1,790.00 Dr
\$ 0.00 Cr
\$ 0.00 Cr

1.2 New account with different currency

You can also assign/modify the currency by opening specific Account records for existing Accounts.

Accounting > Account > 1006 - Bank of America - UP

Search or type a command (Ctrl + G) | Help | BS

1006 - Bank of America - UP • Enabled

Chart of Accounts | Ledger | Non-Group to Group | < | > | ... | Save

Assigned To: +

Attachments: Attach File +

Reviews: +

Shared With: +

Tags: Add a tag ...

0 · 0 FOLLOW

You edited this just now

You created this just now

☐ Disable

Account Number: 1006

☐ Is Group

Company *: Unico Plastics Inc.

Root Type: Asset

Report Type: Balance Sheet

Currency: USD

☐ Inter Company Account

Parent Account *: Bank Accounts - UP

Account Type: Bank

Setting Account Type helps in selecting this Account in transactions.

Frozen: No

If the account is frozen, entries are allowed to restricted users.

Balance must be:

1.3 Currency for Customer/Supplier

For Customer/Supplier (Party), you can also define its billing currency in the party record. If the party's accounting currency is different from Company Currency, you should mention Default Receivable/Payable Account in that currency.

Excellent GmbH • Enabled

Accounting Ledger | Accounts Receivable | Create | < | > | ... | Save

Currency and Price List ^

Billing Currency: EUR

Default Price List:

Address and Contact

No address added yet. [New Address](#)

Website:

No contacts added yet. [New Contact](#)

1.4 After setup

Once you define Currency in the required account(s) and select relevant accounts in the Party record, you are ready to make transactions against them. If party account currency is different from the Company currency, the system will restrict from making transactions with that party.

You need to change the currency to party currency in the transaction (Sales or Purchase Order/Invoice). If party account currency is the same as company currency, you can make

transactions for that Party in any currency. But accounting entries (GL Entries) will always be in Party Account Currency.

Note: Ensure that the correct account with currency is set in the 'Debit To' field when making invoices/payments.

You can change accounting currency in Party/Account record before you make any transactions against them. After making accounting entries, the system will not allow you to change the currency for both Party/Account records. In case of multi-company setup, the accounting currency of the party must be the same for all the companies.

2. Exchange Rates

When dealing with multiple currencies, DellSuite has the Currency Exchange page for managing exchange rates. It allows you to save the exchange rate quotes you require. To know more, visit the Currency Exchange page.

For foreign currency transactions, DellSuite checks exchange rates from:

1. From the Currency Exchange for any matching record (if created by a User).
2. If this fails, DellSuite will attempt to get the current market exchange rate from Frankfurter.
3. **NOTE:** Starting from DellSuite version 13.10.0, Frankfurter is replaced by a new service called exchangerate.host.
4. If this still fails, then the exchange rate will have to be entered manually.

The rates in the Currency Exchange master are fetched based on whether 'Allow Stale Exchange Rate' is enabled in Accounts Settings. To know more, visit the Accounts Settings page.

3. Transactions

3.1 Sales Invoice

In a Sales Invoice, transaction currency must be the same as the accounting currency of Customer if Customer's accounting currency is different from Company currency. Otherwise, you can select any currency in a Sales Invoice. On selection of Customer, system will fetch a Receivable account from Customer/Company. The Currency of the receivable account must be the same as the Customer's accounting currency.

Now, in Invoice, Paid Amount will be entered in transaction currency, instead of earlier Company Currency. Write Off Amount will also be entered in the transaction currency.

Outstanding Amount and Advance Amount will always be calculated and shown in Customer's Account Currency. The paid amounts will be reflected in the Payment Entry:

change/modify the Exchange Rate later manually. Debit/Credit amount should be entered in Account Currency, the system will calculate and show the Debit/Credit amount in Company Currency automatically.

Editing Row #2

Currency

Account Currency: INR

Exchange Rate: 0.013320000

Amount

Debit: 750,800.00

Credit: 0.00

Debit in Company Currency: \$ 10,000.66

Credit in Company Currency: \$ 0.00

Reference

Reference Type: [Dropdown]

Reference Name: [Text]

Is Advance: No

User Remark: [Text]

4. Reports

4.1 General Ledger

In General Ledger, the system shows debit/credit amount in party currency **if filtered** by an Account and that Account Currency is different from Company Currency.

General Ledger

Create Card Set Chart [Refresh] [More]

Unico Plastics Inc. Finance Book 03-21-2021 04-21-2021 Debtors EUR - UP Voucher No

Party Type Party Group by Voucher (Consolidated) Currency Cost Center Project

Business Unit ☐ Consider Accounting Dimensions ☐ Show Opening Entries ☐ Include Default Book Entries ☐ Show Cancelled Entries

	Posting ...	Account	Debit (EUR)	Credit (EUR)	Balance (EUR)	Voucher Type	Voucher No	Against Acco...	Party Type	Party
1		Opening	0.000	0.000	0.000					
2	04-16-20...	Debtors EUR - UP	3,000.000	0.000	3,000.000	Sales Invoice	ACC-SINV-2021-00007	Sales - UP	Customer	Excellen
3		Total	3,000.000	0.000	3,000.000					
4		Closing (Opening + Total)	3,000.000	0.000	3,000.000					

For comparison, use >5, <10 or =324. For ranges, use 5:10 (for values between 5 & 10).

Execution Time: 0.043311 sec

4.2 Accounts Receivable/Payable

In Accounts Receivable/Payable report, the system shows all the amounts in Party/Account Currency.

Accounts Receivable

Accounts Receivable SummaryCreate CardSet ChartAdd Chart to Dashboard

Unico Plastics Inc.04-21-2021Finance BookCost CenterExcellent GmbHDue Date

306090Business Unit120Customer Group

Payment Terms TemplateSales PartnerSales PersonTerritory☐ Group By Customer☐ Based On Payment Terms

☐ Show Future Payments☐ Show Linked Delivery Notes☐ Show Sales Person

0-30300031-6061-9091-120121-Above

	Posting ...	Customer	Customer Co...	Cost Center	Voucher Type	Voucher No	Due Date	Invoiced Amount	Paid Amount	Crec
1	04-16-20...	Excellent GmbH		PETE - Sales - ...	Sales Invoice	ACC-SINV-2021-00007	04-16-20...	€ 3,000.00	€ 0.00	

Currency Exchange

The Currency Exchange form in DellSuite stores exchange rates manually stored by the User. By default, DellSuite automatically fetched the current exchange rates for currencies as per the market. However, you can store fixed exchange rates and use them. You need to enable 'Allow Stale Exchange Rates' in Accounts Settings for using the exchange rates stored in the Currency Exchange form.

To access the Currency Exchange list, go to:

Home > Accounting > Multi Currency > Currency Exchange

1. How to create a Currency Exchange

1. Go to the Currency Exchange list and click on New.
2. Enter a date from which this exchange rate will be valid. New Currency Exchange forms saved with newer dates will be used in transactions.
3. Set the From and To currency.
4. Enter the Exchange Rate, for example, 1 USD = 83.51 INR.
5. Select whether the exchange rate applies to selling, buying, or both transactions.

6. Save.

≡

New Currency Exchange

Not Saved

Save

Date *

24-06-2024

☒ For Buying

☒ For Selling

From Currency *

USD

To Currency *

INR

Exchange Rate (1 USD = [?] INR) *

83.51000000

Exchange Rate Revaluation

In DellSuite, you can make accounting entries in multiple currencies. For example, if you have a bank account in a foreign currency, you can make transactions in that currency and the system will show bank balance in that specific currency.

The purpose of Exchange Rate Revaluation master is to adjust the balance in General Ledger accounts according to any changes in the currency exchange rates. This is useful when you are closing your accounts books and want to update your Company's GL accounts by bringing in the money from other currency accounts.

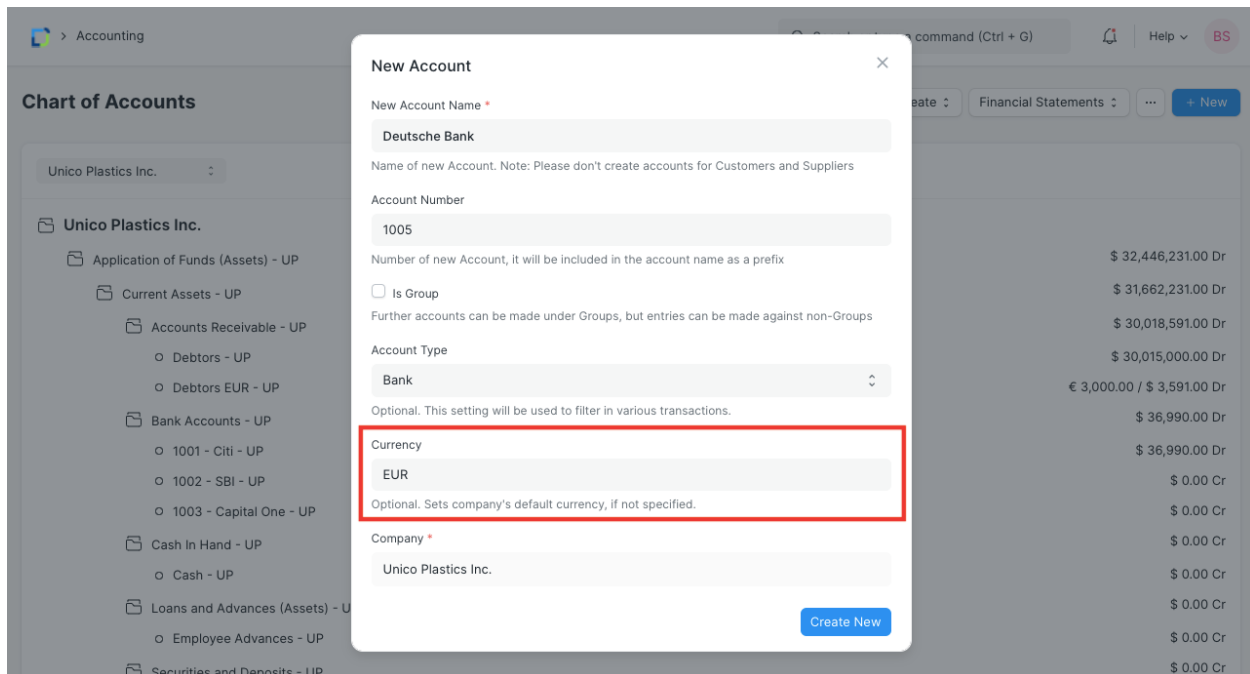
Note: From DellSuite v14, Exchange Rate Revaluation can handle Foreign Currency Accounts that have '0' balance in either Base or Account Currency. A Separate Journal of type 'Exchange Gain/Loss' will be created in draft status for them.

To access the Exchange Rate Revaluation list, go to:

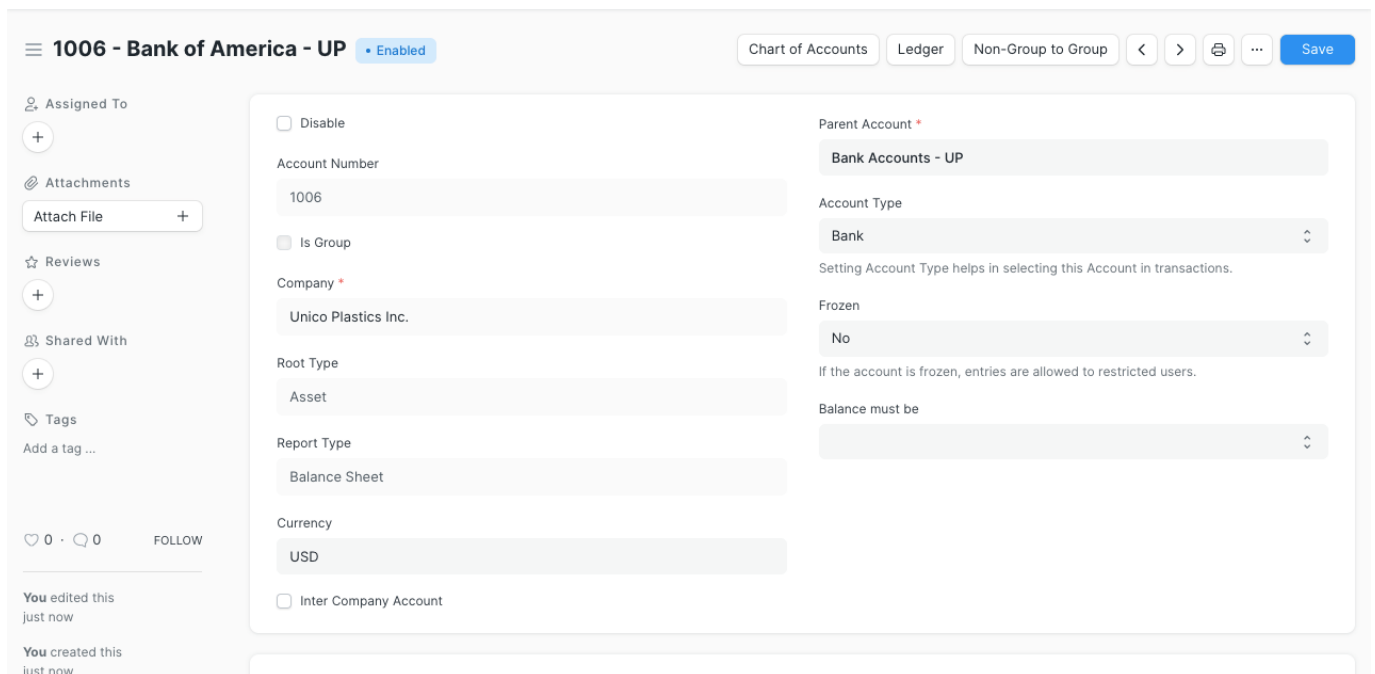
Home > Accounting > Multi Currency > Exchange Rate Revaluation

1. How to set up currency in an account

1. To get started with multi currency accounting, you need to assign the accounting currency in an Account record.
2. You can define Currency from the Chart of Accounts while creating an account.



3. You can also assign/modify the currency for existing accounts by opening the specific Account record. 4. Click on the Account and Click on Edit.



2. How to enable Exchange Rate Revaluation

Exchange Rate Revaluation feature is for dealing with the situation when you have accounts with different currencies in one Company's Chart of Accounts.

1. Go to: **Setup > Company > select the company.**

- Set the 'Unrealized Exchange Gain/Loss Account' field in Company DocType. This account is to balance the difference of total credit and total debit.

Unico Plastics Inc.

Create Tax Template View Create < > Save

Write Off Account	Default Deferred Expense Account
Write Off - UP	
Exchange Gain / Loss Account	Default Payroll Payable Account
Exchange Gain/Loss - UP	Payroll Payable - UP
Unrealized Exchange Gain/Loss Account	Default Expense Claim Payable Account
Exchange Gain/Loss - UP	
Unrealized Profit / Loss Account	Default Payment Discount Account

Default Cost Center	Credit Limit
Main - UP	0.00
	Default Payment Terms Template

3. Go to **Accounting > Setup > Exchange Rate Revaluation > New**. 4. Select the Company. 5. Click the 'Get Entries' button. It'll fetch the accounts which have currency different from the 'Default Currency' set in the Company. 6. This will fetch the new exchange rate automatically if not set in Currency Exchange DocType for that currency else it will fetch the 'Exchange Rate' set in the Currency Exchange DocType.

ACC-ERR-2021-00001 Submitted < > Print ... Cancel

Assigned To + Attachments Attach File + Reviews + Shared With + Tags Add a tag ...

0 0 FOLLOW

You edited this just now You created this just now

Connections

Posting Date * 04-20-2021 Company * Unico Plastics Inc.

Get Entries

Exchange Rate Revaluation Account

No.	Account	Balance In Base Curr...	New Exchange Rate	New Balance In Base ...	Gain/Loss	
1	Debtors EUR - UP	\$ 3,591.00	1.210	\$ 3,630.00	\$ 39.00	Edit

Add Row

Total Gain/Loss \$ 39.00

7. On Submitting, **Create Journal Entry** button will appear.

8.

8.

Awesome GmbH

Draft

<

>

🖨

⋮

Submit

Attachments

Attach File +

Reviews +

Shared With +

Tags

Add a tag ...

0

0

FOLLOW

You edited this just now

You created this just now

Entry Type *

Exchange Rate Revaluation

Finance Book

From Template

Company *

Unico Consulting Inc.

Posting Date *

26-04-2021

Accounting Entries

<input type="checkbox"/>	No.	Account	Debit	Credit	
<input type="checkbox"/>	1	Debtors EUR - UCI	€ 2,000.00	€ 0.00	✎ Edit
<input type="checkbox"/>	2	Debtors EUR - UCI	€ 0.00	€ 2,000.00	✎ Edit
<input type="checkbox"/>	3	Exchange Gain/Loss - UCI	\$ 0.00	\$ 31.60	✎ Edit

Add Multiple

Add Row

9. On submitting the Journal Entry, the general ledger is affected as follows:

General Ledger

Create Card Set Chart ↺ ...

Unico Consulting Inc.		Finance Book	26-04-2021	26-04-2021	Account	ACC-JV-2021-00027				
Party Type		Party			Cost Center	Project				
<input type="checkbox"/> Consider Accounting Dimensions		<input type="checkbox"/> Show Opening Entries		<input type="checkbox"/> Include Default Book Entries		<input type="checkbox"/> Show Cancelled Entries				
	Posting ...	Account	Debit (US...	Credit (U...	Balance (USD)	Voucher Type	Voucher No	Against Acco...	Party Type	Party
1		Opening	0.000	0.000	0.000					
2					0.000					
3		Opening	0.000	0.000	0.000					
4	26-04-2...	Debtors EUR - UCI	2,413.200	2,381.600	31.600	Journal Entry	ACC-JV-2021-00027	Awesome Gm...	Customer	Awes...
5	26-04-2...	Exchange Gain/Loss - UCI	0.000	31.600	0.000	Journal Entry	ACC-JV-2021-00027	Awesome Gm...		
6		Total	2,413.200	2,413.200	0.000					
7		Closing (Opening + Total)	2,413.200	2,413.200	0.000					
8					0.000					
9		Total	2,413.200	2,413.200	0.000					
10		Closing (Opening + Total)	2,413.200	2,413.200	0.000					

3. Automate Exchange Rate Revaluation Creation

Provision for Auto creation of Exchange Rate Revaluation is available in Company master under ****Exchange Rate Revaluation Settings****

Exchange Rate Revaluation Settings

☒ Auto Create Exchange Rate Revaluation

Frequency

Daily
 ↕

☐ Submit ERR Journals?

Manage Foreign Exchange Difference

In DellSuite, you can create transactions in the foreign currency as well. When creating transaction in the foreign currency, system updates current exchange rate with respect to customer/supplier's currency and base currency on your Company. Since Exchange Rate is always fluctuating, one might receive payment from the client on exchange rate different from one mentioned in the Sales/Purchase Invoice. Following is the instruction on how to manage different amount, availed in payment entry, due to exchange rate change.

Add Expense Account

To manage currency difference, create Account **Exchange Gain/Loss**. This account is generally created on the Expense side of P&L statement. However, you can place it under another group as per your accounting requirement.

New Payment Entry • Not Saved Save

Writeoff

Total Allocated Amount (EUR)
€ 3,000.00

Total Allocated Amount (USD)
\$ 3,591.00

Set Exchange Gain / Loss

Unallocated Amount (EUR)
4.68

Difference Amount (USD)
\$ 0.00

Deductions or Loss ^

Payment Deductions or Loss

<input type="checkbox"/> No.	Account	Cost Center	Amount	
<input type="checkbox"/> 1	Exchange Gain/Loss - UP	Main - UP	5.60	Edit

Add Row

Add Row

Currency Exchange Settings

DellSuite comes with 2 predefined configuration for Currency Exchange Rate providers: Frankfurter.app and Exchangerate.host

Frankfurter.app

This is free exchange rate provider. But, it provides exchange rates for a limited set of currencies.

Available Currencies:

{

"AUD": "Australian Dollar",

"BGN": "Bulgarian Lev",

"BRL": "Brazilian Real",

"CAD": "Canadian Dollar",

"CHF": "Swiss Franc",

"CNY":"Chinese Renminbi Yuan",
"CZK":"Czech Koruna",
"DKK":"Danish Krone",
"EUR":"Euro",
"GBP":"British Pound",
"HKD":"Hong Kong Dollar",
"HUF":"Hungarian Forint",
"IDR":"Indonesian Rupiah",
"ILS":"Israeli New Sheqel",
"INR":"Indian Rupee",
"ISK":"Icelandic Króna",
"JPY":"Japanese Yen",
"KRW":"South Korean Won",
"MXN":"Mexican Peso",
"MYR":"Malaysian Ringgit",
"NOK":"Norwegian Krone",
"NZD":"New Zealand Dollar",
"PHP":"Philippine Peso",
"PLN":"Polish Złoty",
"RON":"Romanian Leu",
"SEK":"Swedish Krona",
"SGD":"Singapore Dollar",
"THB":"Thai Baht",
"TRY":"Turkish Lira",
"USD":"United States Dollar",
"ZAR":"South African Rand"
}

Exchangerate.host

This requires an Access Key. It has both free and paid service. Check their site for more details.

Deferred Accounting

Deferred accounting in DellSuite refers to the practice of recognising revenues or expenses at a later date than when the actual transaction occurs. This accounting method is often used for items such as prepaid expenses, unearned revenues, and deferred tax assets or liabilities. In DellSuite, deferred accounting is handled through specific modules or functionalities that allow users to record and manage these deferred items accurately.

Deferred Revenue

Deferred revenue refers to advance payments a Company receives for products or services that are to be delivered or performed in the future.

It is also known as unearned revenue.

The company that receives the prepayment records the amount as Deferred Revenue on their balance sheet as a liability. Deferred revenue is a liability because it refers to revenue that has not been earned and represents products or services that are owed to a Customer. As the product or service is delivered over time, it is recognized as revenue on the income statement.

1. Configuring Deferred Accounting

Introduced in Version 13

Before you start using deferred accounting you should be aware of the below settings which will give you more control over how you manage your deferred accounting

Accounts Settings

Deferred Accounting Settings

☒ Automatically Process Deferred Accounting Entry

Book Deferred Entries Based On

Days

If "Months" is selected, a fixed amount will be booked as deferred revenue or expense for each month irrespective of the number of days in a month. It will be prorated if deferred revenue or expense is not booked for an entire month

☒ Book Deferred Entries Via Journal Entry

If this is unchecked, direct GL entries will be created to book deferred revenue or expense

☒ Submit Journal Entries

If this is unchecked Journal Entries will be saved in a Draft state and will have to be submitted manually

1. **Automatically Process Deferred Accounting Entry:** This setting is enabled by default. In case you don't want the deferred accounting entries to be posted automatically you can disable this setting. If this setting is disabled deferred accounting will have to be processed manually using Process Deferred Accounting
2. **Book Deferred Entries Based On:** Deferred revenue amount can be booked based on two criteria. The default option here is "Days". If "Days" is selected, the deferred revenue amount will be booked based on the number of days in each month and if "Months" is selected, then it will be booked based on number of months. **For Eg:** If "Days" is selected and \$12000 revenue has to be deferred over a period of 12 months, then \$986.30 will be for the month having 30 days and \$1019.17 will be booked for the month having 31 days. If "Months" is selected, \$1000 deferred revenue will be booked each month irrespective of the number of days in a month.
3. **Book Deferred Entries Via Journal Entry:** By default Ledger Entries are posted directly to book deferred revenue against an invoice. In order to book this deferred amount posting via Journal Entry, this option can be enabled.
4. **Submit Journal Entries:** This option is applicable only if deferred accounting entries are posted via Journal Entry. By default, the Journal Entries for deferred posting are kept in Draft state and a user has to verify those entries and submit them manually. If this option is enabled, Journal Entries will be automatically submitted without any user intervention.

2. How to use Deferred Revenue

Internet and broadcasting service providers offer subscription plans on quarterly or yearly basis. They take complete payment in advance from the Customer for couple of months, but book income on monthly basis in their book of accounts. This is Deferred Revenue for the Supplier and Deferred Expense for the Customer. Following is how they should configure Deferred Revenue accounting in DellSuite to automate the process.

2.1 Item

In the Item master created for the subscription plan, under Deferred Revenue section, check field **Enable Deferred Revenue**. You can also select a Deferred Revenue account for this particular item and number of months.

Sales Details

Deferred Revenue

Deferred Revenue Account

Deferred Revenue - UP

No of Months

0

☒ Enable Deferred Revenue

2.2 Sales Invoice

On creation of Sales Invoice for the Deferred Revenue Item, instead of posting in the Income Account, Deferred Revenue account is Credited by the sale amount. If you had set the account and period in Item, then the account and service start, end dates will be fetched automatically.

2.3 Journal Entry

Based on the From Date and To Date set in the Sales Invoice Item table, Journal Entries are created automatically at the end of each month. It debits the value from Deferred Revenue account and credits Income Account selected for an Item in the Sales Invoice.

Following is an example of Income for the Deferred Revenue Item booked via multiple Journal Entries.

General Ledger

Create Card Set Chart

Frappe Technologies Priv

Finance Book

01/01/2021

26/04/2021

Account

B2B-20-21-00093

Party Type

Party

Group by

Currency

Cost Center

Project

☐ Consider Accounting Dimensions

☐ Show Opening Entries

☐ Include Default Book Entries

☐ Show Cancelled Entries

	Posting D...	Account	Debit (INR)	Credit (INR)	Balance (INR)	Voucher Type	Voucher No	A...	Party Type	Part
1		Opening	0.00	0.00	0.00					
2					0.00					
3		Opening	0.00	0.00	0.00					
4	31/01/2021	Deferred Revenue A/C Domestic - FT	2,847.83	0.00	2,847.83	Sales Invoice	B2B-20-21-00093	Bull...		
5	31/01/2021	Sales - SAAS - India - FT	0.00	2,847.83	0.00	Sales Invoice	B2B-20-21-00093	Bull...		
6	28/02/2021	Deferred Revenue A/C Domestic - FT	2,572.23	0.00	2,572.23	Sales Invoice	B2B-20-21-00093	Bull...		
7	28/02/2021	Sales - SAAS - India - FT	0.00	2,572.23	0.00	Sales Invoice	B2B-20-21-00093	Bull...		
8	31/03/2021	Deferred Revenue A/C Domestic - FT	2,847.83	0.00	2,847.83	Sales Invoice	B2B-20-21-00093	Bull...		
9	31/03/2021	Sales - SAAS - India - FT	0.00	2,847.83	0.00	Sales Invoice	B2B-20-21-00093	Bull...		
10		Total	8,267.89	8,267.89	0.00					

Deferred Expense

Deferred expense is a cost that has already been incurred, but which has not yet been consumed.

The cost is recorded as an asset until such time as the underlying goods or services are consumed; at that point, the cost is charged to expense. A Deferred Expense is initially recorded as an asset, so that it appears on the balance sheet (usually as a Current Asset, since it is not used as of now and will probably be consumed within one year).

1. Configuring Deferred Accounting

Introduced in Version 13

Before you start using deferred accounting you should be aware of the below settings which will give you more control over how you manage your deferred accounting

The screenshot shows the 'Accounts Settings' page in a software application. The breadcrumb trail at the top is 'Accounting > Accounts Settings'. A search bar contains the text 'Search or type a command (Ctrl + G)'. The page title is 'Accounts Settings' with a 'Save' button. The 'Deferred Accounting Settings' section contains the following options:

- ☒ Automatically Process Deferred Accounting Entry
- Book Deferred Entries Based On: A dropdown menu currently showing 'Days'. Below it, a note states: 'If "Months" is selected, a fixed amount will be booked as deferred revenue or expense for each month irrespective of the number of days in a month. It will be prorated if deferred revenue or expense is not booked for an entire month.'
- ☒ Book Deferred Entries Via Journal Entry. Below it, a note states: 'If this is unchecked, direct GL entries will be created to book deferred revenue or expense.'
- ☒ Submit Journal Entries. Below it, a note states: 'If this is unchecked Journal Entries will be saved in a Draft state and will have to be submitted manually.'

1. **Automatically Process Deferred Accounting Entry:** This setting is enabled by default. In case you don't want the deferred accounting entries to be posted automatically, you can disable this setting. If this setting is disabled, deferred accounting will have to be processed manually using Process Deferred Accounting
2. **Book Deferred Entries Based On:** Deferred expense amount can be booked based on two criteria. The default option here is "Days". If "Days" is selected, the deferred expense amount will be booked based on the number of days in each month and if "Months" is selected then it will be booked based on the number of months. **For Eg:** If "Days" is selected and \$12000 expense has to be deferred over a period of 12 months, then \$986.30 will be for the month having 30 days and \$1019.17 will be booked for the month having 31 days. If "Months" is selected, \$1000 deferred expense will be booked each month irrespective of the number of days in a month.
3. **Book Deferred Entries Via Journal Entry:** By default Ledger Entries are posted directly to book deferred expense against an invoice. In order to book this deferred amount posting via Journal Entry, this option can be enabled.

4. **Submit Journal Entries:** This option is applicable only if deferred accounting entries are posted via Journal Entry. By default, the Journal Entries for deferred posting are kept in Draft state and a user has to verify those entries and submit them manually. If this option is enabled, Journal Entries will be automatically submitted without any user intervention.

2. How to use Deferred Expense

As an example of a Deferred Expense, Unico Plastics pays \$10,000 in April for its May rent. It defers this cost at the point of payment (in April) in the prepaid rent asset account. In May, Unico Plastics has now consumed the prepaid asset, so it credits the prepaid rent asset account and debits the rent expense account.

Other examples of Deferred Expenses are:

- Interest costs that are capitalized as part of a fixed asset for which the costs were incurred
- Insurance paid in advance for coverage in future months
- The cost of a fixed asset that is charged to expense over its useful life in the form of depreciation
- The cost incurred to register the issuance of a debt instrument
- The cost of an intangible asset that is charged to expense over its useful life as amortization
- For an Internet Subscription, the amount is paid upfront and service is delivered every month. So it is Deferred Expense for the Customer.

Following is how you can configure Deferred Expense accounting in DellSuite to automate the process.

2.1 Item

In the Item master, under Deferred Expense section, check field **Enable Deferred Expense**. In this section, you can also select a Deferred Expense account (Asset Account, preferably Current Asset) for this particular item and no. of months.

≡ Consulting Services

• Enabled

View : Duplicate < > ⌂ ... Save

Deferred Expense ^

Deferred Expense Account

Deferred Expense - UP

No of Months

12

☒ Enable Deferred Expense

2.2 Purchase Invoice

On creation of Purchase Invoice for the Deferred Expense Item, instead of posting in the Expense Account, Deferred Expense account (Asset account) is Credited by the purchase amount.

2.3 Journal Entry

Based on the From Date and To Date set in the Purchase Invoice Item table, Journal Entries are created automatically at the end of each month. It debits the value from Deferred Expense account and credits Expense Account selected for an Item in the Purchase Invoice.

Process Deferred Accounting

Process Deferred Accounting is a log which is created on every processing of deferred revenue or expense.

Process Deferred Accounting records are automatically created on booking Deferred Revenue or Expense. It is done via a background job but the user can also create a record for manual Deferred Revenue or Expense booking.

To access the Process Deferred Accounting list, go to:

Home > Accounting > General Ledger > Process Deferred Accounting

1. Prerequisites

Before creating and using a Process Deferred Accounting, it is advised to create and understand the following first:

- Deferred Revenue
- Deferred Expense

2. How to create a Process Deferred Accounting

1. Go to Process Deferred Accounting list, click on New.
2. Enter the Company.
3. Select the type of deferred accounting process. Select 'Income' for booking deferred revenue or select 'Expense' for booking deferred expense
4. Expand the posting date.
5. Enter service Start Date and End Date.
6. Save and Submit.

Accounting > Process Deferred Accounting > ACC-PDA-00001

Search or type a command (Ctrl + G)

Help BS

ACC-PDA-00001 Submitted

< > Print ... Cancel

Assigned To

+

Attachments

Attach File +

Reviews

+

Shared With

+

Tags

Add a tag ...

0 · 0

FOLLOW

You edited this just now

You created this 1 minute ago

Company *

Unico Plastics Inc.

Posting Date *

04-22-2021

Type *

Income

Service Start Date *

03-22-2021

Account

Deferred Revenue - UP

Service End Date *

04-22-2021

Add a comment

Ctrl+Enter to add comment

Comment

3. Features

3.1 On Submitting

On submitting a Process Deferred Accounting document, GL Entries for deferred revenue or expense booking will be created for all the invoices falling between the service Start Date and End Date.

Enter the account if Deferred Revenue or Expense has to be booked only for specific deferred income or expense account

3.2 Enabling automatic deferred accounting

To enable automatic deferred accounting, enable the 'Automatically Process Deferred Account Entry' checkbox by navigating to Accounts Settings.

To access Accounts Settings go to:

Home > Accounting > Accounting Masters > Accounts Settings

☒ Automatically Process Deferred Accounting Entry

Book Deferred Entries Based On

Days

If "Months" is selected, a fixed amount will be booked as deferred revenue or expense for each month irrespective of the number of days in a month. It will be prorated if deferred revenue or expense is not booked for an entire month

☒ Book Deferred Entries Via Journal Entry

If this is unchecked, direct GL entries will be created to book deferred revenue or expense

☒ Submit Journal Entries

If this is unchecked Journal Entries will be saved in a Draft state and will have to be submitted manually

Calculating the actual income/expense from a Sales/Purchase Invoice with deferred items can be tricky. This report aims to simplify that process.

Deferred Revenue

Create Card Set Chart Add Chart to Dashboard ↻ ...

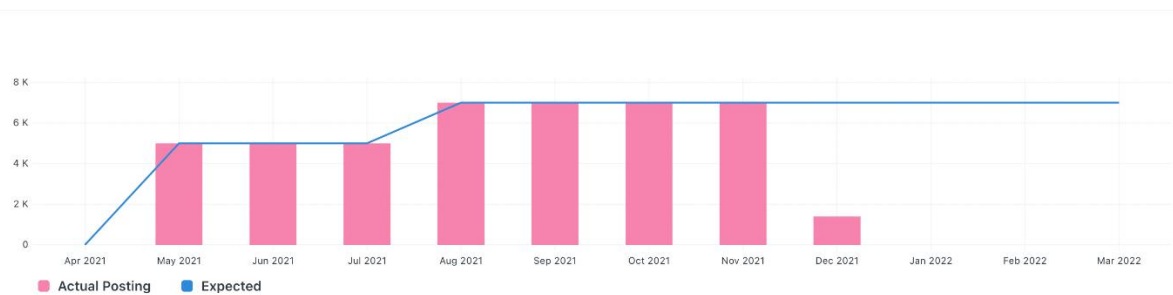
Fiscal Year

2021-2022

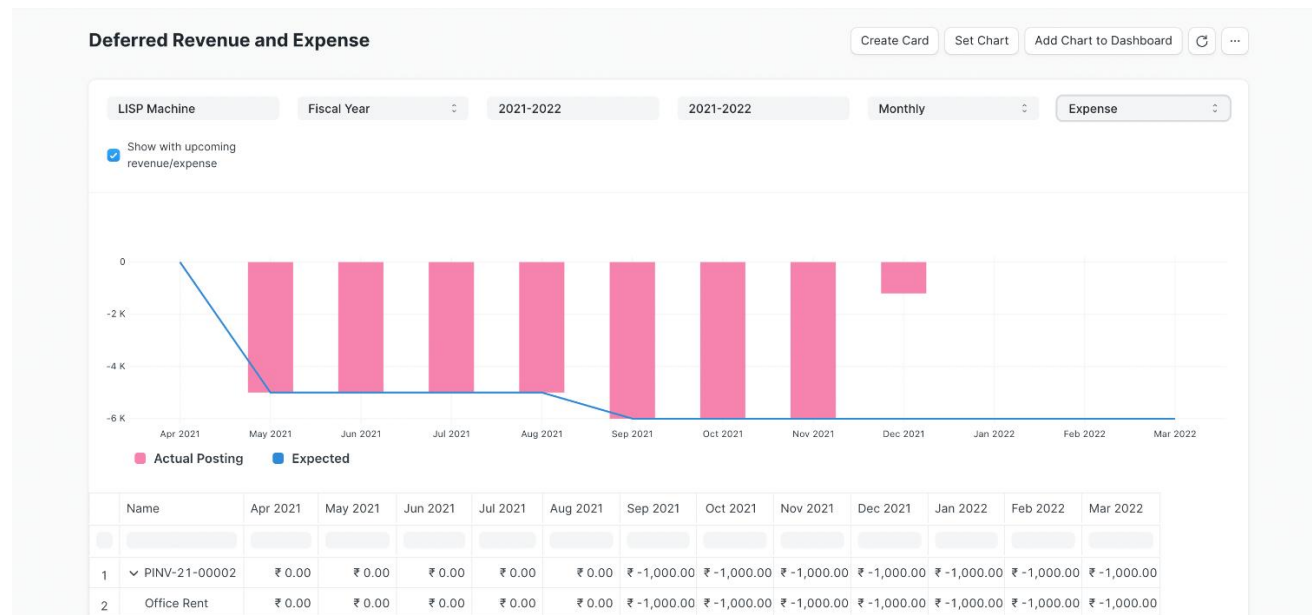
2021-2022

Monthly

Revenue

☒ Show with upcoming revenue/expense[illegible]

Deferred Expense



Banking

In DellSuite's accounting module, the banking section is a vital component that facilitates the management data specific to bank accounts. It provides a centralized platform to handle various banking activities seamlessly. Users can create and manage multiple bank accounts, record transactions such as deposits, withdrawals, and transfers, and reconcile bank statements to ensure accurate financial records.

Bank

In DellSuite, saving different banks lets you upload an excel sheet and map the transactions to the ledger. The transactions are created as Bank Transactions. These can then be used for reference and reports. This is done using Bank Reconciliation.

To access Bank, go to:

Home > Accounting > Banking > Bank

Accounting > Bank > Capital One

Search or type a command (Ctrl + G)

Help

BS

Capital One

<

>

Print

More

Save

+

Tags

Add a tag ...

0 · 0

FOLLOW

You edited this

You created this 6 minutes ago

Address and Contact

No address added yet.

New Address

No contacts added yet.

New Contact

Data Import Configuration

Bank Transaction Mapping

No.	Field in Bank Transaction	Column in Bank File	
<input type="checkbox"/> 1	date	Date	Edit
<input type="checkbox"/> 2	currency	Currency	Edit
<input type="checkbox"/> 3	transaction_id	Transaction Id	Edit

Add Row

1. How to create a Bank

Creating a Bank is simple, go to the Bank list, click on New, and enter a name.

1.1 Configuring data import for a Bank

1. Under 'Field in Bank Transaction' select the field to be updated in the 'Bank Statement Transaction Entry' form.
2. Under 'Column in Bank File', enter the column in the excel file exported from the bank.

On setting this up, Bank Reconciliation can be done smoothly.

Bank Account

In DellSuite, Bank Accounts can be created for a Company as well as other parties like Customers, Suppliers etc. Doing this lets you record all the bank transactions correctly for accounting accuracy.

You can add Bank Accounts in DellSuite for Company, Supplier, Customer, or any other party with whom transactions are carried out. Then the Bank Account can be chosen in Payment Entries as a Mode of Payment.

To access Bank Account, go to:

Home > Accounting > Bank Statement > Bank Account

11000478 - Capital One

<

>

🖨

⋮

Save

Assigned To

+

Attachments

Attach File

+

Reviews

+

Shared With

+

Tags

Add a tag ...

0 · 0

FOLLOW

You edited this just now

You created this just now

Connections

Account Name *

11000478

Company Account *

1003 - Capital One - UP

Bank *

Capital One

Account Type

Account Subtype

Is Default Account

Is Company Account

Setting the account as a Company Account is necessary for Bank Reconciliation

Company

Unico Plastics Inc.

Account Details

1. Prerequisites

Before creating and using Bank Account, it is advised to create the following first:

- Bank

2. How to create a Bank Account

1. Enter an Account Name.
2. Link the General Ledger account set in 'Bank Accounts' in the Chart of Accounts.
3. Select a Bank.
4. Save.

2.1 Additional options when creating a Bank Account

- **Is the Default Account:** Enabling this will use this as the default bank account for all journal transactions.
- **Is Company Account:** Enable if this Bank Account a Company account.
- An Account Type and Account Subtype can be set for further classification in reports etc.

3. Features

3.1 Party Details

- **Party Type:** If this is not a company account, set who this account belongs to. The available options are: Customer, Employee, Member, Shareholder, Student, and Supplier.

- **Party:** Select the specific Customer/Supplier, etc.

3.2 Account Details

For reference, the following details about a Bank Account can be stored in DellSuite:

- IBAN
- Bank Account No
- Branch Code
- SWIFT number

3.3 Address and Contact

- **Address:** A bank may have multiple in the same locality. The bank branch address can be set here.
- **Contact:** A Contact Person can be linked here. Banks usually provide a dedicated contact person for corporate accounts, you can add that person's contact here.
- **Website:** You can add the bank's website here.

3.4 Integration Details

Last Integration Date: If your bank supports Plaid Integration, setting a date here will synchronize on the set date. This will create Bank Transactions entries.

Bank Transaction

This form shows bank transactions in DellSuite.

1. Prerequisites

Before using Bank Transaction Entry, it is advised that you create the following first:

1. Bank
2. Bank Account

2. How to use Bank Transaction

A Bank Transaction Entry is not intended to be created manually. It is automatically created using:

1. Bank Reconciliation Or
2. Plaid Integration to sync with Banks

2.1 Additional fields in Bank Transaction

- Date
- Status:
 - Pending
 - Settled
 - Unreconciled
 - Reconciled
- **Bank Account:** The Bank Account from which the transactions were made.

3. Features/Fields

These fields are updated via Bank Reconciliation and are not intended to be modified from here.

3.1 Currency and debit/credit

- **Debit:** The amount debited.
- **Credit:** The amount credited.
- **Currency:** The Currency in which the transaction was done.
- **Description:** A description for the statement.

3.2 Reference

Reference Number: A cheque or other reference number.

3.3 Payment Entries

- **Payment Document:** The document against which the transaction was made whether a Sales Invoice, Expense Claim, Purchase Invoice, Payment Entry, or Journal Entry.
- **Payment Entry:** The specific transaction.
- **Allocated Amount:** The amount allocated for this particular transaction.

Allocated Amount: The total allocated amount. **Unallocated Amount:** The total unallocated amount.

Bank Reconciliation

A Bank Reconciliation entry is used to match DellSuite account statements with your bank account statements.

If you are receiving payments or making payments via cheques, the bank statements will not accurately match the dates of your entry, this is because the bank usually takes time to “clear” these payments. Also, you may have mailed a cheque to your Supplier and it may be a few days before it is received and deposited by the Supplier.

In DellSuite you can synchronise your bank statements and your Journal Entries using the transaction dates.

1. What is a Bank Reconciliation Statement?

The Bank Reconciliation Report provides the difference between the bank balance shown in an organization's bank statement, as provided by the bank against the amount shown in the companies Chart of Accounts.

This is what a Bank Reconciliation statement looks like:

Bank Reconciliation Statement								Menu ▾	Refresh
								Set Chart	
hdfc - UP		09-10-2019		<input type="checkbox"/> Include POS Transactions					
	Posting D...	Payment Document Type	Payment Document	Debit	Credit	Against Account	Reference		
1	12-04-2019	Journal Entry	ACC-JV-2019-00006	₹ 299.00	₹ 0.00	Cash - PT			
2	12-04-2019	Journal Entry	ACC-JV-2019-00005	₹ 0.00	₹ 200.00	Cash - PT			
3	16-04-2019	Journal Entry	ACC-JV-2019-00008	₹ 0.00	₹ 99.00	InterSupp			
4	03-07-2019	Payment Entry	ACC-PAY-2019-00009	₹ 10,000.00	₹ 0.00	Aamir	123		
5	24-09-2019	Payment Entry	ACC-PAY-2019-00011	₹ 25.00	₹ 0.00	Archie	123		
6	25-09-2019	Payment Entry	ACC-PAY-2019-00013	₹ 25.00	₹ 0.00	Archie	123		
7			Bank Statement balance as per Ge...	₹ 8,550.00	₹ 0.00				
8									
9			Outstanding Cheques and Deposit...	₹ 10,349.00	₹ 299.00				
10			Cheques and Deposits incorrectly ...	₹ 0.00	₹ 0.00				

In the report, check whether the field 'Balance as per bank' matches the Bank Account Statement. If it is matching, it means that the Clearance Date is correctly updated for all the bank entries. If there is a mismatch, it's because of bank entries for which Clearance Date is not yet updated.

To access Bank Reconciliation, go to:

Home > Accounting > Banking and Payments > Update Bank Transaction Date

2. How to Update Bank Transaction Dates

- Go to **Bank Clearance**.
- Select your Bank Account.
- Select a from and to date.
- You can choose to include reconciled entries and POS transactions.
- Click on the **Get Payment Entries** button.
- Now you will get all the “Bank Voucher” type entries.
- In each of the entries, on the rightmost column, update the **Clearance Date** field and click on the **Update Clearance Date** button. By doing this you will be able to sync your bank statements and entries into the system.

Accounting > Bank Clearance

Search or type a command (Ctrl + G)
Help

Bank Clearance
Not Saved

Get Payment Entries
Update Clearance Date

Account *
DB - SI
From Date *
01.03.2023
To Date *
30.06.2023

Bank Account
Select the Bank Account to reconcile.
☐ Include Reconciled Entries
☐ Include POS Transactions

Payment Entries

<input type="checkbox"/>	No.	Payment Entry	Against Account	Amount	Cheque Number	Clearance Date	
<input type="checkbox"/>	1	ACC-PAY-2023-00001	Fishery Association	€ 107,10 Dr	ACC-SINV-2023-00003	27.06.2023	Edit
<input type="checkbox"/>	2	ACC-PAY-2023-00002	Reliance Ind.	€ 107,10 Dr	ACC-SINV-2023-00008	19.06.2023	Edit
<input type="checkbox"/>	3	ACC-PAY-2023-00007	Fishery Association	€ 109,00 Dr	ACC-SINV-2023-00011-2	19.06.2023	Edit
<input type="checkbox"/>	4	ACC-PAY-2023-00008	Fishery Association	€ 50,00 Dr	SO-15	19.06.2023	Edit
<input type="checkbox"/>	5	ACC-PAY-2023-00009	Fishery Association	€ 655,19 Dr	AE234YHGG	18.06.2023	Edit
<input type="checkbox"/>	6	ACC-PAY-2023-00011	Asian Paints.	€ 1.070,00 Dr	scqvw	16.06.2023	Edit
<input type="checkbox"/>	7	ACC-PAY-2023-00012	7 Hills Pharmacy	€ 7.000,00 Dr	swvaeg	11.06.2023	Edit

Add Row
Download
Upload

3. Types of reconciliation tools

DellSuite has two reconciliation tools:

1. A manual reconciliation tool allowing to set clearance dates against payment entries, sales invoice payments or journal entries
2. A semi-automatic reconciliation tool allowing to clear bank transactions against payment entries, sales, and purchase invoices payments, journal entries or expense claims.

3.1 Manual Bank Reconciliation Tool

To view this report, go to:

Accounts > Banking and Payments > Bank Reconciliation Statement

In the report, check whether the field 'Balance as per bank' matches the Bank Account Statement. If it is matching, it means that the Clearance Date is correctly updated for all the bank entries. If there is a mismatch, it's because the Clearance Date is not yet updated for the bank entries.

3.2 Semi-automatic Bank Reconciliation Tool

It is a two-step process:

1. Add Bank Transactions into DellSuite via Bank Statement Import or Bank Account Synchronization
2. Reconcile the Bank Statement

3.2.1 Bank Statement Import

- Download a bank statement from your bank's website

Bank Account	Text	Booking	Order	Debit	Credit	Currency
AT096000000002110321	1512567 BG/000002918 OPSKATTUZWXXX AT776000000098709837 Herr G	23.12.2015	23.12.2015		120	EUR
AT096000000002110321	Re 95282925234 FE/000002917 AT171513000281183046 Conrad Electronic	23.12.2015	23.12.2015		69.42	EUR
AT096000000002110321	Auszahlung Karte MC/000002916 AUTOMAT 698769 K002 27.12. 14:07	23.12.2015	23.12.2015		390	EUR
AT096000000002110321	Zahlungsausgang VA/000002915 TRN 151223034562E12T7 TRN 15122307563452T7 I2429439	23.12.2015	23.12.2015		1708	EUR
AT096000000002110321	I2015000011 VD/000002514 ATWWXXX AT4701345000003510057 Bio	23.12.2015	23.12.2015	10908		EUR
AT096000000002110321	Re 150012 FE/000002913 AT2044510003510069876 Labor	22.12.2015	22.12.2015		2175	EUR
AT096000000002110321	VK-2015-0008 BG/000002912 OPSKATWWXXX AT9060000000081063468 Armin Felder	22.12.2015	22.12.2015		5016	EUR
AT096000000002110321	Abbuchung Onlinebanking BG/000002911 BAWABTWWXXX AT861400013510009940 DA Re 0513 EDI P	18.12.2015	18.12.2015		7280	EUR
AT096000000002110321	Bezahlung Karte MC/000002910 2108 K002 16.12. 21:41 OEBB 6850 FSA\\Dornbir n6850 0400340	17.12.2015	16.12.2015		73.2	EUR
AT096000000002110321	I2015000011 VD/000002909 BUNDATWWtzuX AT5671000000005010067 Bio	17.12.2015	17.12.2015	1880		EUR
AT096000000002110321	Bezahlung Karte MC/000004908 5410 K002 15.12. 17:46 A-TEC ELECTRONIC GMBH\ZU 50	16.12.2015	15.12.2015		22.54	EUR

Make sure you have at least the date, the debit/credit and the currency on every row of your bank statement. To upload your Bank Statement, go to:

Accounting > Bank Statement > Bank Statement Import

Or simply search for **Bank Statement Import** in the awesome bar. * Select your Company and Bank Account * Click Save * Attach the Bank Statement * Click on **Map Columns** to enter the mapping between columns in the uploaded Bank Statement and the Bank Transaction DocType * Click on Start Import to start the import process. The Bank Transactions will be created via a background job, although the progress will be shown here. * The mapping that is done is stored in the Bank document linked to the corresponding Bank Account. In the next upload, the mapping is taken from here but the system allows the user to change it if needed. The changed

mapping is updated in the Bank document too.

ICICI

You edited this
10 minutes ago

You created this
3 months ago

DATA IMPORT CONFIGURATION ^

Bank Transaction Mapping

<input type="checkbox"/>	Field in Bank Transaction	Column in Bank File	
<input type="checkbox"/>	8 Don't Import	0	▼
<input type="checkbox"/>	9 description	1	▼
<input type="checkbox"/>	10 reference_number	2	▼
<input type="checkbox"/>	11 date	3	▼
<input type="checkbox"/>	12 withdrawal	4	▼
<input type="checkbox"/>	13 deposit	5	▼
<input type="checkbox"/>	14 credit	6	▼

Add Row

3.2.2 Bank Account Synchronisation

You can use Plaid (see Plaid Integrations page) to automatically synchronise your bank account with DellSuite. All your bank transactions will be automatically imported into DellSuite.

3.2.3 Automatic Party Matching for Bank Transactions

You can optionally enable automatic party matching so that a party is auto set (if matched) in the Bank Transaction. To enable this, go to:

Accounts Settings > Banking > Enable Automatic Party Matching

Accounting > Accounts Settings

Search or type a command (Ctrl + G)

Help A

Accounts Settings

...

Save

Assigned To

+

Attachments

Attach File

+

Shared With

+

Invoice and Billing

Credit Limits

POS

Assets

Accounts Closing

Chart Of Accounts

Banking

☒ Enable Automatic Party Matching

Auto match and set the Party in Bank Transactions

☐ Enable Fuzzy Matching

Approximately match the description/party name against parties

You can additionally check **Enable Fuzzy Matching** where, the Party Name/Description in the Bank Transaction is **approximately** matched with all the parties in the system. This is useful when the party's Bank Account is not registered in the system.

Once enabled, party matching will automatically happen on **submitting** the Bank Transaction.

To aid the mapping, you can easily store **Customer**, **Supplier** and **Employee** bank data by creating a Bank Account against individual parties. **After Submission**, the Party Type and Party in the Bank Transaction will be automatically set and can be corrected/updated.

The fuzzy matching results depend on the nature of the party data there is in the system. It may fail to be accurate where multiple parties with extremely similar names exist.

It would be best to test this feature out first by:

1. Enabling the feature
2. Having some party records in the system
3. Creating a Bank Transaction where the party name/description contains a target party's name
4. Submitting the bank transaction after which the party should be automatically set in the Bank Transaction. Here you can determine if the results are acceptable.

3.2.4 Reconcile the Bank Statement

Once all your bank transactions are imported into DellSuite, you can reconcile them with your existing vouchers. Go to:

Accounting > Bank Statement > Bank Reconciliation Tool

Or simply search for **Bank Reconciliation Tool** in the awesomebar.

- Select your Company, Bank Account, Bank Statement Start and End Date.
- Make sure that the opening balance from DellSuite matches the opening balance of your Bank Statement.
- Enter the Closing Balance of the Bank Statement.
- Saving the document will show the matching bank transactions.

Bank Reconciliation Tool Upload Bank Statement Save

Company	Bank Statement From Date	Account Opening Balance
moha	01-09-2020	₹ 0.00
Bank Account	Bank Statement To Date	Bank Statement Closing Balance
ICICI Moha - ICICI	31-03-2021	23,543.00

RECONCILE

Closing Balance as per Bank Statement	Closing Balance as per ERP	Difference
₹ 23,543.00	₹ 543.00	₹ 23,000.00

	Date	Party ...	Party	Description	Deposit	Withdrawal	Unallocate...	Reference Number	Actions
1	2020-10-04			Travelling Expenses	₹ 0.00	₹ 146.00	₹ 146.00	738456287104774	Actions
2	2020-10-03			T-Mobiles Payment	₹ 0.00	₹ 15,000.00	₹ 15,000.00	756837465783456	Actions
3	2020-10-02			M-Services	₹ 20,000.00	₹ 0.00	₹ 20,000.00	283756348568493	Actions
4	2020-10-01			Interest	₹ 15,000.00	₹ 0.00	₹ 15,000.00	753643865899226	Actions

- The final goal of Bank Reconciliation is to make the difference amount zero (green) by either matching to an existing voucher or creating a new voucher.

- For all the bank transactions which are present in the Bank Statement but do not have a clearance date, click on the Actions Button to Match/ Create Vouchers
- For matching, choose 'Match Against Voucher' in 'Action'. The vouchers that are related to this transaction will be displayed. They will be ranked on the basis of the maximum number of fields matched. You can match one or multiple vouchers against the same Bank Transaction using the checkboxes.

Reconcile the Bank Transaction

Close Submit

Action

Match against Voucher

FILTERS

☒ Payment Entry
 ☐ Sales Invoice
 ☐ Expense Claim

☐ Journal Entry
 ☐ Purchase Invoice
 ☒ Show Only Exact Amount

SELECT VOUCHERS TO MATCH

<input type="checkbox"/>		Document Type	Document Name	Reference Date	Amount	Party	Reference Number
<input type="checkbox"/>							
<input type="checkbox"/>	1	Payment Entry	ACC-PAY-2021-01591	2021-01-11	₹ 146.00	assa	12763
<input type="checkbox"/>	2	Payment Entry	ACC-PAY-2021-01592	2021-01-11	₹ 146.00	usd supp	12763
<input type="checkbox"/>	3	Payment Entry	ACC-PAY-2021-01593	2021-01-11	₹ 146.00	assa	738456287104774

TRANSACTION DETAILS

- To create a new voucher, choose 'Create Voucher' in the 'Action' and then choose the document type. Fill in the details that were not available in the Bank Transaction.

Clicking on Submit will create the corresponding voucher and update its clearance date.

The screenshot shows a web form titled "Reconcile the Bank Transaction". At the top right are "Close" and "Submit" buttons. The "Action" dropdown is set to "Create Voucher" and the "Document Type" dropdown is set to "Payment Entry". Below these is a "DETAILS" section with several input fields: "Reference Number" (738456287104774), "Posting Date" (11-01-2021), "Cheque/Reference Date" (empty), "Party Type" (empty), "Party" (empty), "Project" (empty), "Mode of Payment" (empty), and "Cost Center" (empty). At the bottom is a "TRANSACTION DETAILS" section with a dropdown arrow.

- It is also possible to update the Bank Transactions. Updating the Bank Transaction might help DellSuite in finding better matches. To Update a Bank transaction, choose 'Update Bank Transaction' in 'Action', fill in the required details, and click on Submit to save the Bank Transaction.

This screenshot shows the same "Reconcile the Bank Transaction" form, but the "Action" dropdown is now set to "Update Bank Transaction". The "Reference Number" field still contains "738456287104774". The "Party Type" field now contains "Supplier", and the "Party" field contains "usd supp". The "TRANSACTION DETAILS" section remains at the bottom.

Bank Guarantee

A Bank Guarantee is a guarantee from a lending institution such as a bank ensuring the liabilities of a debtor will be met.

In other words, if the debtor fails to settle a debt, the bank covers it. A Bank Guarantee enables the customer, or debtor, to acquire goods, buy equipment or draw down loans, and thereby expand business activity.

A client may ask you to provide a Bank Guarantee from a third party such as a Bank. This guarantee is for a specified amount, which is usually a percentage of the total value of the contract. The Bank Guarantee is valid for a specified duration after which it expires.

In a transaction between a large organization and a small organization, the larger organization (Supplier) is at risk of not receiving the money owed for providing Items/Services so it will receive a Bank Guarantee from the smaller organization (Customer). A Bank Guarantee ensures that the larger organization gets money in case the smaller organization is not able to deliver.

To access the Bank Guarantee list, go to:

Home > Accounting > Banking and Payments > Bank Guarantee

1. How to create a Bank Guarantee

1. Go to the Bank Guarantee list and click on New.
2. Select the type whether you're Receiving a Bank Guarantee from a Customer or Providing it to a Supplier.
3. Set the Start Date and under 'Validity in Days' enter the number of days the guarantee is valid for.
4. Select the Sales Order or Purchase Order depending on step 2.
5. The Customer/Supplier and the Amount will be fetched automatically.
6. Select a Bank and the Bank Account.
7. Enter a Bank Guarantee number and name of the beneficiary.
8. Save and Submit.

≡ ACC-BG-2021-00001

Submitted

< > ⌂ ... Cancel

Assigned To
+

Attachments
Attach File +

Reviews
+

Shared With
+

Tags
Add a tag ...

0 · 0 FOLLOW

You edited this just now

You created this 1 minute ago

Bank Guarantee Type *
Providing

Amount *
\$ 31,875.00

Reference Document Type
Purchase Order

Start Date *
05-01-2021

Reference Document Name
PUR-ORD-2021-00001

Validity in Days
365

Supplier
Kirkland and Watkins

End Date
04-30-2022

Project

Bank Account Info

Bank
Capital One

Bank Account
11000478 - Capital One

This document allows you to track Bank Guarantees given to Suppliers and received from Customers. You can set Email Alerts as the Bank Guarantee expiry date approaches to remind yourself to get the Bank Guarantee back from your client.

1.1 Additional Options when creating a Bank Guarantee

- **Margin Money:** This is some percentage of money paid to the Bank to proceed with the Bank Guarantee.
- **Charges Incurred:** Handling charges charged by the Bank.
- **Fixed Deposit Number:** In case the providing party has any Fixed Deposits, they can use them for proceeding with the Bank Guarantee.

Invoice Discounting

Invoice discounting is the practice of using a company's unpaid sales invoices as collateral for a short term loan, which is issued by a bank or a finance company.

To access the Invoice discounting list, go to:

Home > Accounting > Banking and Payments > Invoice Discounting

1. Prerequisites

You need to create following ledgers in order to post invoice discounting transactions.

- **Short Term Loan:** A ledger under the 'Current Liabilities' > 'Loans (Liabilities)' group for loan.
- **Bank Account Charges:** An expense ledger for charges levied by the bank.
- **Accounts Receivable Credit Account:** A control account of type receivable.
- **Accounts Receivable Discounted Account:** A receivable account for invoices which have been discounted.
- **Accounts Receivable Unpaid Account:** A receivable account for invoices which were discounted and remain unpaid even after the loan period is over.

2. How to Post an Invoice Discounting Transaction

1. Go to the Invoice Discounting list, click on New.
2. Enter Posting Date and Loan Start Date. Enter the Loan Period in days.
3. Select invoices either manually in the table or by clicking on the 'Get Invoices' button on the top right.
4. Select Short Term Loan Account, Bank Account, and Bank Charges Account.
5. Select Accounts Receivable Credit Account, Accounts Receivable Discounted Account and Accounts Receivable Unpaid Account.

- Click on Save then Submit.
- After submitting the Invoice Discounting form, click on the **Disburse Loan**.

The screenshot shows a web interface for a loan disbursement form. The title bar at the top reads "ACC-INV-DISC-2021-00001" with a green "Sanctioned" status tag. On the right, there are buttons for "View", "Disburse Loan" (highlighted with a red box), and "Cancel". A left sidebar contains navigation options: "Assigned To", "Attachments", "Reviews", "Shared With", and "Tags". The main form area is divided into two sections. The top section, titled "Connections", contains fields for "Posting Date" (04-22-2021), "Loan Start Date" (05-01-2021), "Loan Period (Days)" (180), and "Loan End Date" (10-28-2021). To the right of these fields are "Status" (Sanctioned) and "Company" (Unico Plastics Inc.). The bottom section, titled "Invoices", contains a table with the following data:

No.	Invoice	Customer	Date	Outstanding Amount	
1	ACC-SINV-2021-00013	Orange Inc.	04-21-2021	\$ 63,750.00	Edit

- You'll be taken to a Journal Entry screen. Save and Submit the Journal Entry.

The screenshot shows a "New Journal Entry" form with a "Not Saved" status tag. The top right has buttons for "Quick Entry" and "Save". The form is divided into two main sections. The top section contains fields for "Series" (ACC-JV-.YYYY.-), "Company" (Unico Plastics Inc.), "Finance Book", and "Posting Date" (04-22-2021). The bottom section, titled "Accounting Entries", contains a table with the following data:

No.	Account	Party Type	Party	Debit	Credit	
1	1003 - Capital One - UP			\$ 63,250.00	\$ 0.00	Edit
2	Bank Charges - UP			\$ 500.00	\$ 0.00	Edit
3	Secured Loans - UP			\$ 0.00	\$ 63,750.00	Edit
4	Accounts Receivable ...	Customer	Orange Inc.	\$ 63,750.00	\$ 0.00	Edit
5	Accounts Receivable ...	Customer	Orange Inc.	\$ 0.00	\$ 63,750.00	Edit

At the bottom of the table are buttons for "Add Multiple" and "Add Row".

2. Features

2.1 Import Invoices

Click on 'Get Invoices' button to import invoices. You can import invoices by filtering on certain criteria.

- Invoices created against a specific Customer.
- Date range between which the invoices were raised.
- Minimum and maximum amount.

You can also specify multiple of the above filters.

2.2 Closing the Loan

When you repay the loan at the end of the loan period or before that, you can update the same by clicking on 'Close Loan' button.

The screenshot displays the Dell Suite interface for a loan record. At the top, the loan ID is 'ACC-INV-DISC-2021-00001' with a status of 'Disbursed'. A 'View' dropdown menu is open, and the 'Close Loan' option is highlighted with a red rectangle. Below this, the 'Connections' section shows the loan details: Posting Date (04-22-2021), Loan Start Date (05-01-2021), Loan Period (Days) (180), and Loan End Date (10-28-2021). The Status is 'Disbursed' and the Company is 'Unico Plastics Inc.'. At the bottom, the 'Invoices' table lists one invoice with the following details:

No.	Invoice	Customer	Date	Outstanding Amount	
1	ACC-SINV-2021-00013	Orange Inc.	04-21-2021	\$ 63,750.00	Edit

System will prepare the Journal Entry. Review and Submit the it.

2.3 Auto Update of Ledgers at the end of Loan Period

If the loan is not repaid at the end of loan period, system will create a Journal Entry via a scheduled job to shift value from 'Accounts Receivable Discounted Account' to 'Accounts Receivable Unpaid Account'. This will make it easy to trace the invoices which were discounted and remained unpaid at the end of the loan period.

Subscription Management

Subscription management in DellSuite streamlines the handling of recurring revenue streams by enabling businesses to effortlessly create, manage, and monitor subscription plans.

This comprehensive solution automates processes from signup to renewal, ensuring accurate billing and payment tracking. With integrated accounting modules, DellSuite simplifies revenue recognition and offers insightful reporting for optimizing subscription offerings.

Subscription Plan

A Subscription Plan stores information about the Item being subscribed, its price, and billing interval.

To access the Subscription Plan list, go to:

Home > Accounting > Subscription Management > Subscription Plan

1. How to create a Subscription Plan

Before you can set a Subscription, you need a Subscription Plan.

1. Go to the Subscription Plan list and click on New.
2. Select the item that will be subscribed.
3. Select a Price Determination whether Fixed or based on a Price List.
4. Set a Billing Interval whether Daily, Weekly, Monthly, or Yearly.
5. Set a Billing Interval Count. If you select Year as your interval and count as 5, the billing will be done for every 5 years.
6. Save.

The screenshot shows the 'Cloud-2020' Subscription Plan creation interface. The breadcrumb trail at the top is 'Home > Accounting > Subscription Plan > Cloud-2020'. A search bar and 'Help' link are in the top right. The left sidebar contains navigation options: 'Assigned To', 'Attachments' (with an 'Attach File' button), 'Reviews', 'Shared With', and 'Tags' (with an 'Add a tag ...' button). The main form area has a 'Connections' dropdown, followed by input fields for 'Currency' (USD) and 'Item' (Hosting). Below these are fields for 'Subscription Price Based On' (Monthly Rate) and 'Cost' (1,000.00). The 'Billing Interval' is set to 'Month' and the 'Billing Interval Count' is '1'. A note explains that the count represents the number of intervals for the selected interval (e.g., 3 intervals for 'Days' would mean invoices every 3 days). At the bottom, there is a 'Payment Plan' section and a green 'Saved' confirmation message.

You can also set up additional payment details and link a Payment Gateway.

A Subscription Plan is linked to an Item, for which a Sales Invoice is created.

Subscription

If you offer a service that requires renewal in a certain time period or you pay some monthly expenses like rent (yearly, monthly, quarterly, etc.), you can use the Subscription feature in DellSuite to track them. The Subscription master captures all the details required for the auto-creation of Sales or Purchase Invoices.

Let's consider a use-case of DellSuite subscription itself. Our hosting plans are available on a yearly basis. Each Customer's account has a subscription expiry date, after which customers must renew their subscription with us.

To manage the client's subscription expiry and auto-generation of Sales Invoice for the renewal, we use the Subscription feature.

To access the Subscription list, go to:

Home > Accounting > Subscription Management > Subscription

1. Prerequisites

Before creating and using a Subscription, it is advisable to create the following first:

1. Subscription Plan

2. How to set a Subscription

1. Go to the Subscription list and click on New.
2. Select Party Type as 'Customer' or 'Supplier' and select the party.
3. Set the Start Date from when the subscription will be active.
4. Optionally you can also enter the subscription end date if you know it before hand.
5. Days Until Due is the number of days within which Customer has to pay a generated Sales Invoice.
6. Select the Subscription Plans.

7. Save.

The screenshot shows a subscription management interface for a subscription ID **ACC-SUB-2021-00001** with a status of **Active**. The interface includes a sidebar with options like 'Assigned To', 'Attachments', 'Reviews', 'Shared With', and 'Tags'. The main content area is divided into two sections: 'Party Information' and 'Subscription Period'.

Party Information:

- Party Type: Customer
- Party: Orange Inc.
- Company: Unico Plastics Inc.
- Status: Active

Subscription Period:

- Subscription Start Date: 05-01-2021
- Subscription End Date: 05-31-2022
- Current Invoice Start Date: 05-01-2021
- Current Invoice End Date: 05-31-2021
- Days Until Due: 0
- Follow Calendar Months: ☐ (checked)
- Generate New Invoices Past Due Date: ☐ (unchecked)
- Cancel At End Of Period: ☐ (unchecked)

At the bottom, there are buttons for 'Cancel Subscription', 'Fetch Subscription Updates', and 'Save'.

Based on the subscription start and end date, actual dates for invoices will be calculated.

3. Features

3.1 Trial Period

If you're offering a trial period for the subscription, a Trial Period Start Date and a Trial Period End Date can be set. Invoices will not be generated during the trial period and the Subscription status will show 'Trialling'.

The screenshot shows a subscription management interface for a subscription ID **ACC-SUB-2021-00002** with a status of **Trialling**. The interface is similar to the previous one, but with additional fields for the trial period.

Party Information:

- Party Type: Customer
- Party: Orange Inc.
- Company: Unico Plastics Inc.
- Status: Trialling

Subscription Period:

- Subscription Start Date: 05-01-2021
- Subscription End Date: 04-30-2022
- Current Invoice Start Date: 04-22-2021
- Current Invoice End Date: 04-30-2021
- Days Until Due: 0
- Trial Period Start Date: 04-22-2021
- Trial Period End Date: 04-30-2021
- Cancel At End Of Period: ☐ (unchecked)

At the bottom, there are buttons for 'Cancel Subscription', 'Fetch Subscription Updates', and 'Save'.

3.2 Cancel Auto Renewal

On enabling the 'Cancel At End Of Period' the Subscription will be canceled at the end of its period. For example, if it is a yearly subscription, the system will stop generating invoices after one year of subscription.

3.3 Taxes

You can apply Taxes to a Subscription by using a Sales Taxes and Charges Template. Visit the Sales Taxes and Charges Template page to know more.

3.4 Applying discounts

You can apply additional discounts on the Subscription based on Grand Total (pre tax) or Net Total (post tax). A discount percentage can also be set. For example, a discount of 2% on 12,000 would be 240 in discount.

ACC-SUB-2019-00002 Active Menu Save

DISCOUNTS	
Apply Additional Discount On	Additional Discount Percentage
<input type="text" value="Grand Total"/>	<input type="text" value="2.000"/>
	Additional Discount Amount
	<input type="text" value="240.00"/>

Visit the Applying Discount page for more details.

3.5 Automatically create invoices

Based on the Subscription Plans interval, invoices will be created automatically. "Generate Invoice At Beginning Of Period" needs to be enabled if you want to generate invoices as soon as the subscription is active. If "Generate New Invoices Past Due Date" is enabled then new invoices will keep on generating even though current invoice is unpaid or past due date. If "Generate Invoice Early" is enabled, an invoice will be generated before the end of the period by the number of days entered in "Generate Invoice Days Early."

The generated invoices will be submitted automatically by default. If 'Submit Invoice Automatically' is disabled, the invoice will be saved as a draft.

> Accounting > Subscription > ACC-SUB-2021-00003 Search or type a command (Ctrl + G) Help BS

≡ **ACC-SUB-2021-00003** Active Cancel Subscription Fetch Subscription Updates < > ... Save

Invoices		
Invoices		
<input type="checkbox"/>	No.	Invoice
<input type="checkbox"/>	1	ACC-SINV-2021-00020 Edit
Add Row		

3.6 Follow Calendar Months

If 'Follow Calendar Months' is enabled then proper calendar months will be followed even if the Subscription Start Date is in the middle of the month. For Eg: Suppose billing interval is 'Month' and billing interval count is 3 in subscription plan and Subscription Start Date is '15-04-2020' then if 'Follow Calendar Months' is checked then first invoice will be generated for '15-04-2020' to '30-06-2020' rather than '15-04-2020' to '14-07-2020'

3.7 Canceling a Subscription

If the Customer decides to cancel a Subscription, it can be canceled in the system using the **Cancel Subscription**. The system will stop generating invoices when a Subscription is canceled.

ACC-SUB-2021-00003 • Active

Cancel Subscription Fetch Subscription Updates < > Save

Assigned To

Attachments

Attach File

Reviews

Shared With

Tags

Add a tag ...

0 · 0 FOLLOW

You edited this just now

You created this 1 minute ago

Party Type *

Customer

Company

Unico Plastics Inc.

Party *

Orange Inc.

Status

Active

Subscription Period

Subscription Start Date

04-01-2021

Subscription End Date

03-31-2022

Current Invoice Start Date

04-01-2021

Current Invoice End Date

04-30-2021

Days Until Due

0

Number of days that the subscriber has to pay invoices generated by this subscription

☐ Follow Calendar Months

If this is checked subsequent new invoices will be created on calendar month and quarter start dates irrespective of current invoice start date

☒ Generate New Invoices Past Due Date

New invoices will be generated as per schedule even if current invoices are unpaid or past due date

☐ Cancel At End Of Period

3.8 Updating a Subscription

Clicking on the **Fetch Subscription Updates** button will update the Subscription with the latest generated invoices.

4. Difference Between Subscription and Auto-Repeat

Auto Repeat	Subscription
Is applicable on transactions	Is applicable on Items
Multiple transactions like Sales Order, Purchase Order, Invoices, Journal Entry, etc. are auto created	Only Sales Invoices and Purchase Invoices are auto-created

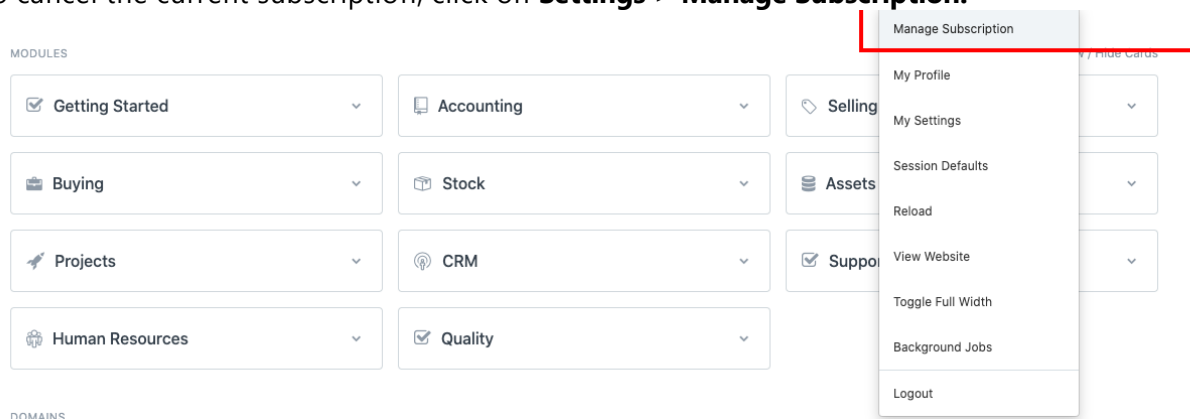
Auto Repeat	Subscription
Has only a few controls	Has many control options to define trials, billing due date, and creating Subscription Plans

Update Subscription Payment Method

On DellSuite.com, you can subscribe for a monthly plan either by using Paypal or using your credit card. Once subscribed, the amount is deducted monthly from your card.

If, for any reason you need to change the Credit Card you are paying from, you will first need to cancel the existing subscription. After the current site expires, you can re-subscribe again with a new card.

To cancel the current subscription, click on **Settings > Manage Subscription**.



After this on the checkout screen, scroll down and cancel the subscription.

Choose your plan

Billing Cycle Monthly

STANDARD

\$10 /month

- ✓ 1 users
- ✓ 10GB of storage
- ✓ 5000 emails per month

PRO

\$500 /month

- ✓ 10 users
- ✓ 25GB of storage
- ✓ 25000 emails per month

Add-Ons

USERS

\$ 10 / user / month

- + Add Users
- Remove Users

SPACE

\$ 15 / 5 GB / month

- + Add 5GB space
- + Add 10GB space
- + Add 15GB space

EMAILS

\$ 15 / 5000 emails / month

- + Add 5000 Emails
- + Add 10000 Emails
- + Add 15000 Emails

You card will be charged automatically every month

Cancel Subscription

When the current subscription expires, you can start the subscription again with a new card.

Your account expiry date can be checked via the **Manage Subscription** option seen earlier:

Your current subscription expires on **May 27, 2020**
Number of users in current subscription: **1**

Choose your plan

Billing Cycle Monthly

STANDARD

\$10 /month

- ✓ 1 users
- ✓ 10GB of storage
- ✓ 5000 emails per month

PRO

\$500 /month

- ✓ 10 users
- ✓ 25GB of storage
- ✓ 25000 emails per month

Add-Ons

USERS

\$ 10 / user / month

- + Add Users
- Remove Users

SPACE

\$ 15 / 5 GB / month

- + Add 5GB space
- + Add 10GB space
- + Add 15GB space

EMAILS

\$ 15 / 5000 emails / month

- + Add 5000 Emails
- + Add 10000 Emails
- + Add 15000 Emails

You card will be charged automatically every month

[Cancel Subscription](#)

Upgrade Subscription Plan and Buy Add-ons

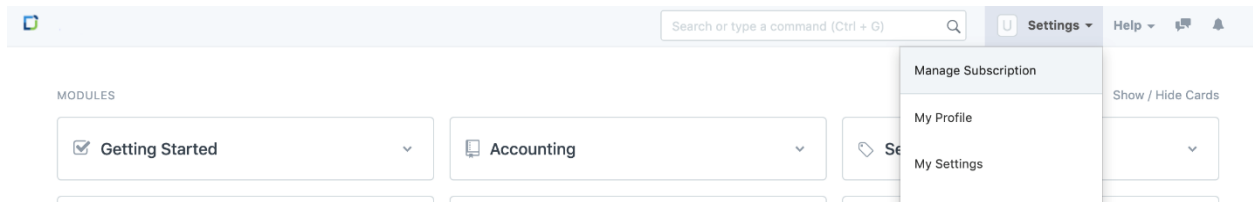
Question: What are the steps to change the plan to Enterprise?

Answer:

You can upgrade your account to higher plan from:

1. My Settings > Manage Subscriptions
2. Choose the plan you wish to upgrade
3. Select Add-ons

Step 1: Go to Manage Subscription



Step 2: Choose plan and add-ons

Choose your plan

Billing Cycle: Monthly

PRO ₹ 2000 /month ✓ 25GB of storage ✓ 25000 emails per month	STANDARD ₹ 800 /month ✓ 10GB of storage ✓ 5000 emails per month	BASIC ₹ 400 /month ✓ 2GB of storage ✓ 2000 emails per month
--	---	---

Addons

USERS ₹ 2000 /month + Add Users - Remove Users	SPACE ₹ 1000 /month + Add 5GB space + Add 10GB space + Add 15GB space	EMAILS ₹ 1000 /month + Add 5000 Emails + Add 10000 Emails + Add 15000 Emails
--	--	---

Step 3: Checkout and Make Payment

Once you have successfully selected the plan and add-ons, proceed with checkout by reviewing the Items subscribed and payment option.

Checkout

Item	Qty	Amount
Subscription (5 Users)	1	₹ 10,000.00
Total		₹ 10,000.00

[Set Billing Address](#)

[Pay via Razorpay](#)

Subscription Settings

The Subscription Settings page allows configuring settings for your DellSuite subscriptions.

To access the Subscription list, go to:

Home > Accounting > Subscription Management > Subscription Settings

- **Grace Period:** Number of days after invoice date has elapsed before canceling subscription or marking subscription as unpaid.
- **Cancel Invoice After Grace Period:** Instead of displaying 'Unpaid', the Subscription will be canceled in DellSuite if the Customer does not pay.

Accounting > Subscription Settings

Search or type a command (Ctrl + G) | Help | BS

Subscription Settings

Assigned To

Attachments

Attach File

Reviews

Shared With

0 · 0 FOLLOW

Administrator edited this 1 week ago

Administrator created this 1 week ago

Grace Period

1

Number of days after invoice date has elapsed before canceling subscription or marking subscription as unpaid

☐ Cancel Subscription After Grace Period

☒ Prorate

Add a comment

Ctrl+Enter to add comment

Comment

New Email

Shareholder Management

Shareholder management in DellSuite encompasses various functionalities aimed at effectively managing relationships with shareholders and maintaining accurate records.

Shareholder

A Shareholder is someone who owns shares of a Company.

A Shareholder is any person, company or other institution that owns at least one share of a company's stock. Because shareholders are a company's owners, they reap the benefits of the company's successes in the form of increased stock valuation. If the company does poorly, shareholders can lose money if the price of company stock declines.

Any profit or loss made by a Company belongs to the Shareholders and hence the Shareholders are a liability to the Company.

DellSuite allows you to keep a track of all your Shareholders and maintain Share Transfers, Share Ledger and Share Balances. A shareholder is uniquely identified by the Shareholder ID. Normally this ID is a Naming Series starting with 'ACC-SH-'. Also as soon as the Shareholder makes even a single transaction, a Folio number is allocated to him. This also is unique to the Shareholder.

To access the Shareholder list, go to:

Home > Accounting > Share Management > Shareholder

1. How to create a Shareholder

1. Go to the Shareholder list and click on New.
2. Enter the name of the Shareholder.
3. Add Address and Contact details.
4. Save.

The screenshot shows the 'Awesome Tech' Shareholder creation interface. At the top, there are tabs for 'Share Balance', 'Share Ledger', and a 'Save' button. The form is divided into three main sections: 'Folio no.' and 'Company', 'Address and Contacts', and 'Share Balance'.

Folio no. and Company:

- Folio no.: FN00001
- Company: Unico Plastics Inc.

Address and Contacts:

- No address added yet. (New Address button)
- No contacts added yet.

Share Balance:

No.	Share Type	Rate	No of Shares	Amount	
1	Equity	100	100	10000	Edit

Buttons: Add Row

A Shareholder can avail the features (operations) in the Share Transfer process. Only after shares are issued to them, a Folio Number and the shares will be visible.

1.1 Contacts and Addresses

Contacts and Addresses in DellSuite are stored separately so that you can attach multiple Contacts or Addresses to Shareholders and other parties.

Share Transfer

A Share Transfer is the Issue, Transfer, or Purchase of Company shares from one party to another.

There may be times when you want to change the share structure of your Company; either by adding new Shareholders or by changing the existing proportion of shares between Shareholders. A Share Transfer is the process of transferring existing shares from one person to another; either by sale or gift.

When creating a new Shareholder, they need to be issued shares first. Only then a Folio Number is visible and further transfer can be done using that Shareholder.

To access the Share Transfer list, go to:

Home > Accounting > Share Management > Share Transfer

1. How to create a Share Transfer

1. Go to the Share Transfer list and click on New.
2. Select the Transfer Type, for first ever Shareholder transaction this will be 'Issue'.
3. Set a date for the transfer.
4. Select the From and To Shareholders.
5. Select the from and to Folio Numbers.
6. Set the Liability and Asset accounts.
7. Select the share type whether Preference or Equity (more share types can be added if needed).
8. Select the number of shares to be transferred.
9. Select the From and To number of shares. For example 1 to 3,000.
10. Set the rate of one share, the amount will be calculated based on the number of shares.
11. Save and Submit.

ACC-SHT-2021-00001

Submitted

Create Journal Entry < > Print ... Cancel

Assigned To

+

Attachments

Attach File +

Reviews

+

Shared With

+

Tags

Add a tag ...

0 0

FOLLOW

You edited this 3 minutes ago

You created this 3 minutes ago

Transfer Type *

Issue

Date *

01-01-2021

To Shareholder

ACC-SH-2021-00001

To Folio No

FN00001

Equity/Liability Account *

Capital Stock - UP

Asset Account *

1003 - Capital One - UP

Share Type *

Equity

No of Shares *

100

From No *

To No *

After submitting, a Journal Entry can be created to update the ledger using the **Create Journal Entry** button.

Note: Before you can Purchase or Transfer shares between shareholders, shares need to be issued.

1.1 Terminology

Transfer Types:

- **Issue:** Shares are being issued to an existing Shareholder by the Company.
- **Purchase:** The Company is purchasing back shares from an existing Shareholder.
- **Transfer:** Shares are being transferred from one Shareholder to another.

Folio Number: This is a number used to uniquely identify a Shareholder and their transaction.

Share Type: The two default options in DellSuite are Preference and Equity. This only indicates the type of share, more can be added as per your Company structure.

Share Reports

There are two types of reports in DellSuite for shares. Share Balance and Share ledger.

1. Share Balance

This is a report view which gives the list of all the shares held by a given Shareholder and its value.

To access the Share Balance report, go to:

Home > Accounting > Share Management > Share Balance

Share Balance

Create CardSet Chart🔄⋮

04-22-2021ACC-SH-2021-00001

	Shareholder	Share Ty...	No of Sh...	Average ...	Amount
1	ACC-SH-2021-000...	Equity	100	\$ 100.00	\$ 10,000.00

For comparison, use >5, <10 or =324. For ranges, use 5:10 (for values between 5 & 10).Execution Time: 0.009525 sec

2. Share Ledger

This is a report view which gives the list of all the transactions made by a given Shareholder.

To access the Share Ledger report, go to:

Home > Accounting > Share Management > Share Ledger

Accounting

Search or type a command (Ctrl + G)

HelpBS

Share Ledger

Create CardSet Chart🔄⋮

04-22-2021ACC-SH-2021-00001

	Shareholder	Date	Transfer Type	Share Ty...	No of Sh...	Rate	Amount	Company	Share Tr...
1	ACC-SH-2021-000...	01-01-2021	Issue	Equity	100	\$ 100.00	\$ 10,000.00	Unico Plastics Inc.	ACC-SHT-...

For comparison, use >5, <10 or =324. For ranges, use 5:10 (for values between 5 & 10).Execution Time: 0.004286 sec