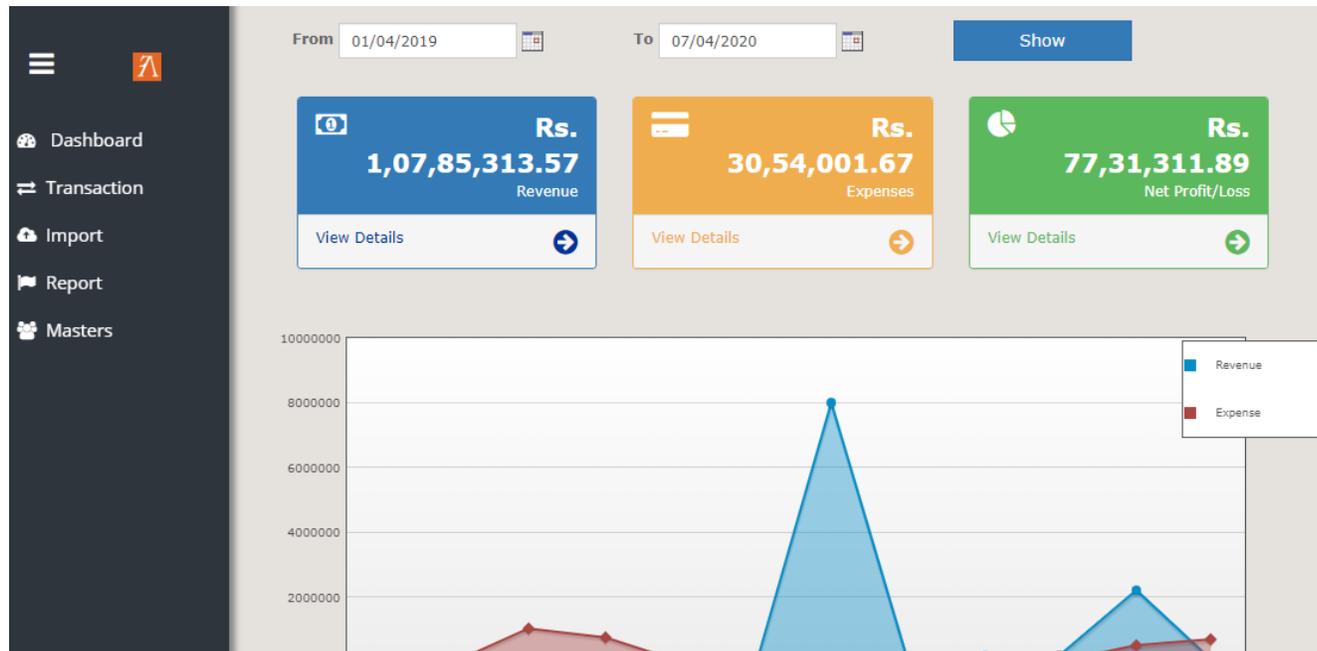


User Guide to get started in FinAcct Accounting

1. After successful login, users get dashboard page where they can check all business summary metrics like Income, Expense, Balance, Tax payable etc.



Users should first setup necessary master like Company Profile, Transaction Voucher Prefix, TDS setting etc. Before proceeding to transactions, user should make sure that necessary ledger group, sub group and ledgers are setup and bank account details are also created in accounting masters.

Users should follow the link **Accounting->Master-**

>Company and Accounting->Master->Company TDS and update the above details.



Company Master

Name	Address	Country
<input type="text" value="Rajesh & Company"/>	<input type="text" value="Bangalore"/>	<input type="text" value="India"/>
State	*Phone	Email
<input type="text" value="Tamil Nadu"/>	<input type="text" value="04424589631"/>	<input type="text" value="rajesh@peacksoft.com"/>
Registration No	Currency	Invoice Reference
<input type="text" value="Registration"/>	<input type="text" value="Rupee"/>	<input type="text" value="Automatic"/>
Item Code	Item Prefix	
<input type="text" value="Manual"/>	<input type="text"/>	
Company Type	PIN	
<input type="text" value="Trading"/>	<input type="text" value="123456"/>	
PAN No	TAN No	GSTN No
<input type="text" value="PKSTR0123L"/>	<input type="text" value="0124575232"/>	<input type="text" value="33AAACH6188F1ZM"/>

GST Composition Type	GST Username	GSTN Server
<input type="text" value="Not Applicable"/>	<input type="text" value="0"/>	<input type="text" value="Sandbox"/>
GST Applicable	EWB username	EWB password
<input type="text" value="Applicable"/>	<input type="text" value="INSSDHAMMID"/>	<input type="text" value="4195284248"/>
Item Tax	Invoice Auto Email	Bank Transaction Ref
<input type="text" value="Not Applicable"/>	<input type="text" value="No"/>	<input type="text" value="Invoice"/>
Search Start Date	Report Sorting	
<input type="text" value="04/01/2019"/>	<input type="text" value="Descending"/>	
FY Start Date		
<input type="text" value="04/01/2020"/>		

Contact Person

Contact Person	Designation	Country
<input type="text" value="Rajesh"/>	<input type="text" value="Sales"/>	<input type="text" value="India"/>
State	City	Contact Address
<input type="text"/>	<input type="text" value="Mumbai"/>	<input type="text" value="0"/>

PIN	Phone	Email
<input type="text" value="0"/>	<input type="text" value="9845167247"/>	<input type="text" value="0"/>
PAN		
<input type="text" value="0"/>		
Payroll Details		
ESIC Est code	ESIC Rate	ESIC Cutoff Amount
<input type="text" value="123456789"/>	<input type="text" value="004.75"/>	<input type="text" value="21000"/>
PF Est Code	PF No.	PF Rate
<input type="text" value="123456"/>	<input type="text" value="555,Mumbai"/>	<input type="text" value="012"/>
		PF Cutoff Amount
		<input type="text" value="12000"/>
Salary Bank	Bank Branch	Bank Address
<input type="text" value="HDFC Bank"/>	<input type="text" value="Mumbai"/>	<input type="text" value="Mumbai"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

Company TDS details setting is needed for TDS ledger definition and TDS filing.

Company TDS Setting

Deductor Type:	TDS Payable GL	TDS Payable (Salary) GL
<input type="text" value="Company"/>	<input type="text" value="TDS Payable on Salary"/> <input type="text" value="TDS on Professional Charges"/> <input type="text" value="ZL5768054"/> <input type="text" value="ZL5768054 Int"/>	<input type="text" value="TDS Payable on Salary"/>
TDS Receivable GL	Country	Income Tax Rate
<input type="text" value="TDS Receivable"/>	<input type="text" value="Choose a Country:"/>	<input type="text"/>
TDS Section	TDS Circle	Profit & Loss GL
<input type="text"/>	<input type="text"/>	<input type="text" value="PL Account"/>
Deferred Tax	TDS Payable GL (for GST)	
<input type="text" value="Yes"/>	<input type="text" value="TDS Payable"/>	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

Company Transaction prefix configuration setup is shown below.

Common Prefix: <input type="text" value="RAJ"/>	Bank Payment: <input type="text" value="RAJ_PMT"/>	Bank Deposit: <input type="text" value="RAJ_RCP"/>	Cash Payment: <input type="text" value="RAJ_CASH"/>
Journal: <input type="text" value="RAJ_JRN"/>	Service Invoice: <input type="text" value="RAJ_SVC"/>	Input Service Invoice: <input type="text" value="RAJ_INSVC"/>	Contra: <input type="text" value="RAJ_CON"/>
Purchase Indent: <input type="text" value="RAJ_PI"/>	Purchase Order: <input type="text" value="RAJ_PO"/>	GRN: <input type="text" value="RAJ_GRN"/>	Purchase Invoice: <input type="text" value="RAJ_PINV"/>
Quotation/ Proforma: <input type="text" value="RAJ_SQ"/>	Sales Order: <input type="text" value="RAJ_SO"/>	Sales Delivery: <input type="text" value="RAJ_SD"/>	Sales Invoice: <input type="text" value="RAJ_SINV"/>
Credit Note: <input type="text" value="RAJ_CN"/>	Debit Note: <input type="text" value="RAJ_DN"/>	Manufacturing: <input type="text" value="RAJ_MNF"/>	
Goods Delivery: <input type="text" value="RAJ_GD"/>	Goods Return: <input type="text" value="RAJ_GR"/>		

Transaction Ledger Setup:

Ledger Group and Sub group master creation is shown below.

Chart Group Master

Chart Group:

New Group

Group Name:

Parent Group:

Ledger master can be manually created in the following way. To create ledgers under given groups/sub groups, please follow Accounting->Master->Ledger Accounts and save the required details like name, account group and opening balance

 **Ledger Master**

GL Code:

Account Name:

Account Group:

Opening Balance:

Current Year Ledger Sync:

Bank Account master Setup:

Users need to setup these masters to add Bank Transactions into the books. Please follow the link Accounting->Master->Bank Account

Account Name: * <input type="text" value="Enter Account Name"/>	Type: <input type="text" value="Current Account"/>	Currency: * <input type="text" value="Select Currency"/>
Default Currency: <input type="text" value="No"/>	Bank Name: * <input type="text" value="Enter Your Bank Name"/>	Opening Balance: <input type="text" value="Enter Opening Balance"/>
Address: <input type="text" value="Enter Address"/>	A/C Number: * <input type="text" value="Enter Account No"/>	IFSC Code: <input type="text" value="Enter IFSC Code"/>

Account Name	Bank	A/C Number	Bank Address	Balance	Edit	Delete
YES BANK	YES BANK	796249106	JAYANAGAR	10,000.00		
Indian Current Account	Indian Bank	102457852	Chennai	0.00		
Vijaya Current Account	Vijaya Bank	20774581220	Chennai	0.00		
HDFC Current Account	HDFC Bank	01254578920	0	0.00		
Union	Union	182371092738347	mmm	1,200.00		
Panjab National Bank	Naveen	120154	Bangalore	0.00		
Sahara Bank2	Sahara Bank2	1800123588	Bangalore	58,000.00		
AXIS Current Account	AXIS Bank	2154862052	Chennai	0.00		
KOTAK Current Account	Kotak Mahindra Bank	5710896523	Chennai	0.00		

Add the necessary details and save it. Please don't forget to add the associated ledger accounts as mentioned in ledger setup and link to it in the GL Code section of account masters

Vendor and Customer Setup:

These details are needed in Service Invoice and Input Service invoice. The Vendor and Customer management are done from the link of Accounting-

>Master->Party->Supplier and Accounting->Master->Party->Customer respectively. The below is the screenshot of vendor as well as customer setup.



Supplier Master

Name: *

Authorised Person: *

Vendor Type:

Domestic ▼

PAN No: *

GSTIN No: *

Currency:

Rupee ▼

Bank Account No:

Country: *

Choose a Country ▼

Bank Name:

IFSC Code:

Account Type:

Current Account ▼

Type:

Company ▼

Opening Balance:

000

Payment Terms:

Due 15th Of the Followin! ▼

Contact: *

Email: *

Contact Person: *

Mailing Address:

State: *

General Notes:

Rating (out of 5):

005

Save

Cancel



Customer Master

Name * <input type="text"/>	Type Domestic ▼	Address * <input type="text"/>
PAN No * <input type="text"/>	GSTIN No * <input type="text"/>	Currency Rupee ▼
Opening Balance <input type="text" value="000"/>	Payment Terms Due 15th Of the Following ▼	
Country Choose a Country: ▼	Customer Type Company ▼	Email <input type="text"/>
State <input type="text" value=""/>	Payment Terms&Condition <input type="text"/>	Invoice Email No ▼
Invoice SMS No ▼	Mobile * <input type="text"/>	Contact Person <input type="text"/>
IEC No <input type="text"/>	Add Supplier No ▼	

Add

Cancel

Tax Types:

FinAcct defines and uses 15 types of GST (5 each in SGST, CGST, and IGST for different possible rates of 0%, 5%, 12%, 18%, 28%) to be used in output (Sales of Goods and Service) and input (Purchase of Goods and Input Service) Invoice.

FinAcct creates all these tax types automatically with their rates and associated input and output ledgers. These tax types are created for every user.

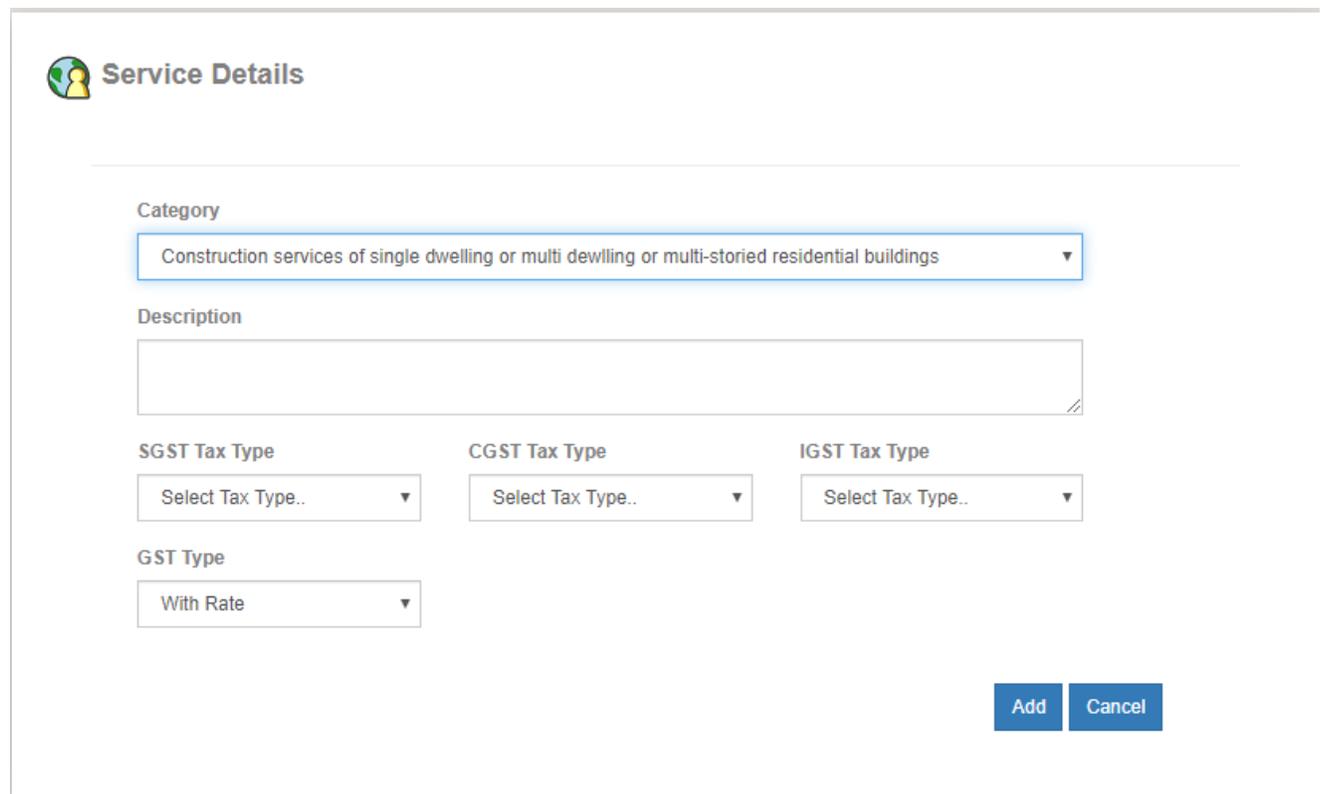
These tax types are associated with inventory items and service detail master. When inventory stocks and service details are setup, these tax types are selected manually or from backend based on their tax rates. Below is the screenshot of the accounting tax types.

Service Master:

Service Details need to be created. The prerequisite to adding Service Invoice, is the Service details configuration which is done by following the link Accounting -> Master -> Service Details. The same can be done by New Service button in the Service Invoice page.

Description field is the long description of the selected category. Three tax type fields are based on the tax rate of the given service.

The following screenshot shows how to setup service details.



The screenshot displays the 'Service Details' configuration form. At the top left, there is a user icon and the title 'Service Details'. Below this, the form contains several fields:

- Category:** A dropdown menu with the selected value 'Construction services of single dwelling or multi dwelling or multi-storied residential buildings'.
- Description:** A large, empty text area for providing a long description of the service.
- SGST Tax Type:** A dropdown menu with the placeholder text 'Select Tax Type..'.
- CGST Tax Type:** A dropdown menu with the placeholder text 'Select Tax Type..'.
- IGST Tax Type:** A dropdown menu with the placeholder text 'Select Tax Type..'.
- GST Type:** A dropdown menu with the selected value 'With Rate'.

At the bottom right of the form, there are two buttons: 'Add' and 'Cancel'.

Transaction Service Invoice:

The following is the screenshots of the service invoice.

Service Invoice

Customer *	Date	Due Date *				
<input type="text" value="Select Customer"/>	<input type="text" value="04/16/2020"/>	<input type="text"/>	<input type="button" value="Fetch"/>			
Customer Reference *	Type	TDS Rate(%)				
<input type="text"/>	<input type="text" value="Domestic"/>	<input type="text" value="TDS Not Ap"/>				
<input type="button" value="New Service"/>			<input type="button" value="+ Add Item"/>			
Sr. No.	SAC Code	Service Item *	Ledger	Description	Amount	Action
1.	<input type="text" value="997134"/>	<input type="text" value="Motor vehicle insurance"/>	<input type="text" value="Sale:"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="🗑"/>
Memo						
<input type="text"/>						
						<input type="button" value="Add"/> <input type="button" value="Cancel"/>

Before Service invoice is used, user should create required Customer masters as mentioned vendor and customer setup. User also should create the sales rate-wise ledgers under group called "Revenue from operations" where service income can be credited to.

Input Service Invoice:

The transaction is for consuming service just like purchase of service. Like Service Invoice, it needs to add service item and fill the amount against each item to complete the process of invoice.

User should create required vendor/supplier master as mentioned in Vendor and customer setup. User also should create the purchase rate-wise ledgers under group called "Purchase stock in trade".

Input Service Invoice

Supplier *	Date	Due Date *	Get Reference
<input type="text" value="Biocon ltd"/>	<input type="text" value="04/16/2020"/>	<input type="text" value="04/17/2020"/>	
Supplier Invoice No *	Type	Invoice Reference *	+ Add Item
<input type="text"/>	<input type="text" value="Domestic"/>	<input type="text"/>	

Sr. No	SAC Code	Description *	Ledger	Amount	Delete
1	<input type="text" value="995473"/>	<input type="text" value="Painting services"/>	<input type="text" value="Purchase 18%"/>	<input type="text" value="25000"/>	

Memo

[Add](#) [Cancel](#)

Journal Transaction:

Most of the accounting transactions are in the form Journal transactions which always involves two entries of debit and credit with same amount associated with two corresponding ledgers.

Journal Details

Date:	Reference No:	
<input type="text" value="04/16/2020"/>	<input type="text"/>	<input type="button" value="Fetch"/>
Type:	Attachment:	
<input type="text" value="TDS Not Applicable"/>	<input type="button" value="Choose File"/> No fil...hosen	

Ledger	Debit	Credit	Delete
<input type="text" value="12500"/>	<input type="text" value="000"/>	<input type="text" value="000"/>	<input type="button" value="🗑"/>
<input type="text" value="12500"/>	<input type="text" value="000"/>	<input type="text" value="000"/>	<input type="button" value="🗑"/>

Cost Center	Amount	Narration	Delete
-------------	--------	-----------	--------

Memo:

Expense Management:

Instead of configuring expense in the form of Journal Transactions, direct expense amount incurred towards party can be provided in the form of simple transaction form is done via expense transaction as shown below.

Expense Details

Date:	<input type="text" value="04/17/2020"/>	Reference No:	<input type="text"/>	<input type="button" value="Fetch"/>
Expense:	<input type="text" value="Office expenses"/>	Amount:	<input type="text" value="25000"/>	
Payable To:	<input type="text" value="Anitha enterprises"/>	Memo:	<input type="text"/>	

Transactions Report:

This shows all types of transaction supported in FinAcct. The link to show the above report is at Accounting -> Report -> Transaction. The report can be queried by transaction type, Date range. Each transaction entry gives the option to manage (edit, delete) them and they can be exported in PDF format. The report has the capability of searching transaction by reference no or any keywords in the memo/narration of it.

The sample screenshot of the transaction report is shown below.

<input type="checkbox"/>	Date	Type	Ref	Amount	Ledgers	Status	Person	Memo	Approve	More
<input type="checkbox"/>	16 Apr 2020	Supplier Invoice	RAJ_PINV/2020/6077	41,820.00	8	OK	Raman		Approved	⋮
<input type="checkbox"/>	15 Apr 2020	Customer Credit Note	RAJ_CN/2020/124	1,83,195.00	14	OK	SAR		Approved	⋮
<input type="checkbox"/>	15 Apr 2020	Sales Invoice	RAJ_SINV/2020/958	62,235.00	14	OK	SAR		Approved	⋮
<input type="checkbox"/>	15 Apr 2020	Sales Invoice	RAJ_SINV/2020/957	8,960.00	4	OK	SAR		Approved	⋮
<input type="checkbox"/>	15 Apr 2020	Sales Invoice	RAJ_SINV/2020/955	35,630.00	9	OK	R.K Traders		Approved	⋮
<input type="checkbox"/>	14 Apr 2020	Supplier Invoice	RAJ_PINV/2020/6076	7,840.00	3	OK	Govind		Approved	⋮
<input type="checkbox"/>	10 Apr 2020	Inventory Adjustment		1,500.00	3	Failed			⊙	⋮
<input type="checkbox"/>	11 Mar 2020	Customer Credit Note	RAJ_CN/2020/952	6,700.00	4	OK	Dell co pvt ltd		Approved	⋮

- Delete
- Edit
- Report

When amount column value is clicked on, it shows the ledger wise debit credit transactions in it as shown below.

General Ledger Transaction Details				
Ledger Transaction	Reference	Date	Person/Item	
20559	20559	15/04/2020	R.K Traders	
Account Code	Account Name	Debit	Credit	Memo
2931	Output Freight Tax		150.00	
7135	Discount On Sales	3,000.00		
8934	Output Freight Charges		3,000.00	
7619	R.K Traders	32,630.00		
5109	Sales GL		8,000.00	
5109	Sales GL		9,000.00	
9784	Output GL CGST 12%		1,740.00	
9468	Output GL SGST 12%		1,740.00	
5109	Sales GL		12,000.00	
	Total	35,630.00	35,630.00	

Ledger wise transactions report:

This report gives the detailed option to check all the transactions entered on a given ledger between any given date range and check their data validity so that company compliance report like balance sheet and profit & loss can be verified. The following screenshot is the sample report for a given ledger

Account: From: To:

Min: Max: Format:

Entries 1 - 500 of 742 [Next](#)

Type	Trans No	Ref	Date	Party	Debit	Credit	Memo	More
Supplier Invoice	6077	RAJ_PINV/2020/6077	16 Apr 2020	Raman	2,160.00			⋮
Customer Credit Note	154	RAJ_CN/2020/154	15 Apr 2020	SAR	9,240.00			⋮
Sales Invoice	20561	RAJ_SINV/2020/20561	15 Apr 2020	SAR		2,760.00		⋮
Sales Invoice	20560	RAJ_SINV/2020/20560	15 Apr 2020	SAR	8,960.00			⋮

Bank Transactions:

It records all bank payment and receipt transactions as shown below.

Date	Type	Trans No	Invoice	From	To	Debit	Credit	Balance	More
16 Mar 2020	Bank Deposit	29475	00154	R.K Traders	YES BANK	11,200.00		11,200.00	⋮
12 Mar 2020	Bank Deposit	29456	RAJ_SVC/2019/727	R.K Traders	Panjab National Bank	2,240.00		13,440.00	⋮
11 Mar 2020	Contra	19195		YES BANK	CANARA BANK	1,500.00		14,940.00	⋮
11 Mar 2020	Contra	19195		YES BANK	CANARA BANK		1,500.00	13,440.00	⋮
11 Mar 2020	Bank Payment	59886	0001	YES BANK	Milan		1,200.00	12,240.00	⋮
11 Mar 2020	Bank Payment	59885	0001	YES BANK	Milan		1,500.00	10,740.00	⋮
11 Mar 2020	Bank Deposit	29455	RAJ	Sunrise	YES BANK	840.00		11,580.00	⋮
23 Feb 2020	Bank Payment	59881	RAJ	Panjab National Bank	Deepak Marbels		9,034.00	2,546.00	⋮
13 Feb 2020	Bank Payment	59880		CANARA BANK	Keerthi		100.00	2,446.00	⋮

Company Balance sheet:

To get the report please follow the link [Accounting -> Report -> Balance Sheet](#)

The below is the screenshot of the above report.

Particulars	Notes No.	16 Apr, 2020	31 Mar, 2020
I. EQUITY AND LIABILITIES			
(1) Shareholder fund		1,15,702.00	2,28,202.00
Share Capital		0.00	0.00
Reserves and surplus	1	1,15,702.00	2,28,202.00
(2) Non-current Liabilities		25,85,404.00	26,72,614.00
Long-term borrowings	2	25,85,404.00	26,72,614.00
Deferred tax liabilities (Net)		0.00	0.00
Other Long term liabilities		0.00	0.00
Long-term provisions		0.00	0.00
(3) Current Liabilities		19,76,856.00	19,90,361.00
Short-term borrowings		0.00	0.00
Trade Payables	3	21,53,172.00	21,53,172.00
Other current liabilities		0.00	0.00
Short-term provision	4	1,76,316.00	1,62,811.00
Total Equity And Liabilities		4,92,847.00	4,54,052.00

Schedule of BS (Equity And Liabilities) [Show](#)

*Format: [Schedule](#)

II. ASSETS

(1) Non-current Assets			13,45,000.00	13,45,000.00
	Tangible assets	5	6,95,000.00	6,95,000.00
	Intangible assets	6	6,50,000.00	6,50,000.00
	Capital work-in-progress		0.00	0.00
	Non-current investments		0.00	0.00
	Deferred tax assets (net)		0.00	0.00
	Long-term loans and advances		0.00	0.00
	Other non-current assets		0.00	0.00
(2) Current Assets			81,500.00	81,475.00
	Current Investments		0.00	0.00
	Inventories		0.00	0.00
	Trade receivables		0.00	0.00
	Cash and cash equivalents	7	81,175.00	81,175.00
	Cash in Hand		0.00	0.00
	Short-term loans and advances		0.00	0.00
	Other current assets	8	325.00	300.00
	Total Assets		14,26,500.00	14,26,475.00

Schedule of BS (Assets) [Show](#)

*Format: [Schedule](#)

Company Profit & Loss Report:

To get the report please follow the link **Accounting -> Report -> Profit & Loss**

The below is the screenshot of the above report.

Particulars		Notes No.	16 Apr, 2020	31 Mar, 2020
I. INCOME				
(1) Stock Adjustments			0.00	0.00
	Closing Stock		0.00	0.00
(2) Operations Revenue			68,000.00	20,65,729.00
	Revenue from operations	1	68,000.00	20,65,729.00
(3) Other Income			0.00	20,535.00
	Other Income		0.00	20,535.00
	Income from Property		0.00	0.00
	Income from other source		0.00	0.00
II. Total Income			68,000.00	20,86,264.00
III. EXPENSE				
(1) General & Administrative expenses			0.00	0.00
(2) Raw Materials			0.00	0.00
	Opening Stock		0.00	0.00
(3) Expenses			47,500.00	18,84,199.00
	Purchase of stock in trade	2	44,500.00	18,58,062.00
	Employee benefit expense		0.00	0.00
	Finance cost		0.00	0.00
	Depreciation and amortization expense		0.00	0.00
	Other expense	3	3,000.00	26,138.00
	Cost of materials consumed		0.00	0.00
IV. Total Expense			47,500.00	18,84,199.00
V. Profit before exceptional items and tax(III - IV)			-1,15,500.00	2,02,064.00
VI. Exceptional Items				
VII. Profit before tax (V - VI)			1,15,500.00	2,02,064.00
VIII. Tax Expense				
	Deferred Tax		0.00	0.00
IX. Profit/(Loss) for the period (VII - VIII)			-1,15,500.00	2,02,064.00

[Schedule of P&L](#) [Show](#)

*Format: [Report](#)

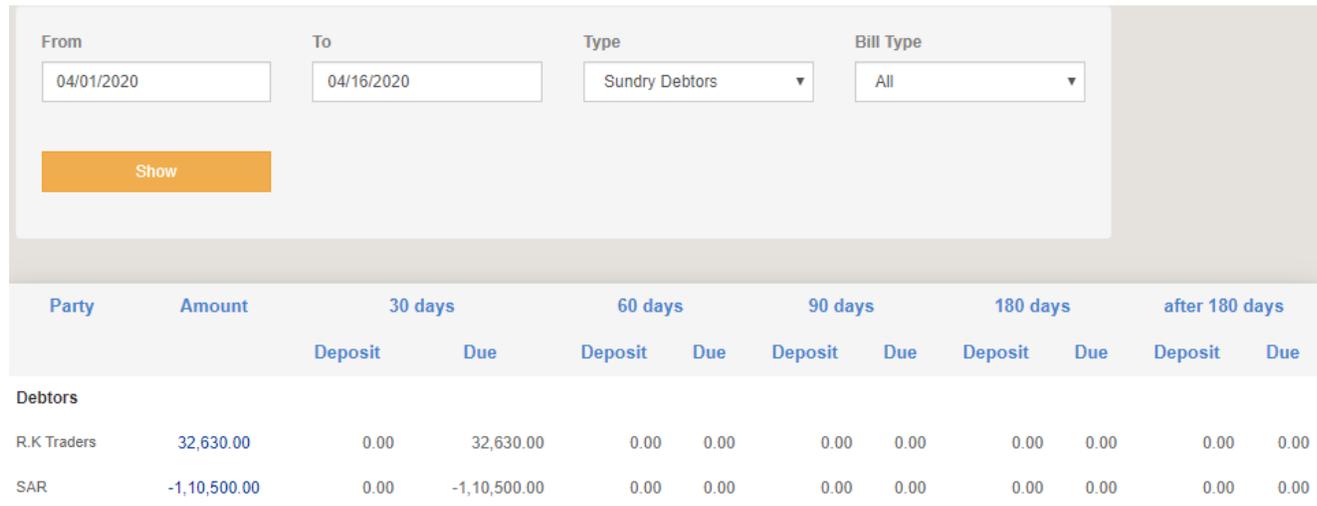
Invoice Bill Tracking:

This is the age wise report for all input and output invoices for a period of 30 days, 60 days, 90 days, 120 days from the date of invoice. This shows clearly what amount is pending either from customer or from company towards supplier given a particular invoice.

If partial payment is made against any invoice, it shows the balance amount.

To get the report please follow the link **Accounting -> Report -> Financial Analysis -> Agewise Analysis**

The below is the screenshot of the above report.



The screenshot shows a web interface for generating a report. At the top, there are four filter fields: 'From' (04/01/2020), 'To' (04/16/2020), 'Type' (Sundry Debtors), and 'Bill Type' (All). Below these is an orange 'Show' button. The main part of the screenshot is a table with the following structure:

Party	Amount	30 days		60 days		90 days		180 days		after 180 days	
		Deposit	Due	Deposit	Due	Deposit	Due	Deposit	Due	Deposit	Due
Debtors											
R.K Traders	32,630.00	0.00	32,630.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SAR	-1,10,500.00	0.00	-1,10,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

It shows the party wise consolidated invoice total amount and their dues w.r.t 30/60/90/180 days. If you click on this total amount, the report shows the details invoice wise payment and dues. There is an action column against each invoice entry which helps user to either make corresponding Bank Payment or Bank deposit into the company books in such way, that there is correlation of invoice and payment.

Variance Analysis:

Please go to the link **Accounting -> Report -> Financial Analysis -> Variance Analysis**

Financial Year

FY 2015-16

Quarter

Q1

Show

Expense Account	01/04/2020			01/05/2020			01/06/2020		
	Budget	Expense	Variance	Budget	Expense	Variance	Budget	Expense	Variance
Conveyance		0.00	0.00		0.00	0.00		0.00	0.00
Discount On Sales		3,000.00	0.00		0.00	0.00		0.00	0.00
Employee Salary		0.00	0.00		0.00	0.00		0.00	0.00
General Expense		0.00	0.00		0.00	0.00		0.00	0.00
Light Bill		0.00	0.00		0.00	0.00		0.00	0.00
Office expenses		0.00	0.00		0.00	0.00		0.00	0.00
Professional Charges		0.00	0.00		0.00	0.00		0.00	0.00
Rent account		0.00	0.00		0.00	0.00		0.00	0.00
Repair and maintenace		0.00	0.00		0.00	0.00		0.00	0.00

