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Journal

The journal covers all items necessary to setup and maintain the accounts structure and its management

- Journa

Retrieve history of journal transactions per date and company

- Journal Entry Enter a manual journal transaction following double entry principle

- Ledger

Retrieve history of account transactions per date and company

- Trial balance Statement and transactions balance control

- Reports Extract balance sheets and Profit & Loss reports

- Chart of accounts Accounts structure per company

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Journal

Journal	Journal entry	Ledger	Trial balance	Reports	Chart of accounts	
▼ Filter						
from:	2015-06-01	to: 2015-0	6-07 comp a	any [‡] – Sel	lect -	Apply



The chart must be build before any account transaction can be recorded.

Charts are made by company.

Based on your system setup you will have an imported basic structure or full structure already built

Chart of accounts

Journal Journal entry Ledger Trial	balance Reports Chart of accounts
company : My Vompany Lt 🖵 Class :	– Select –
	– Select –
	Assets
	11000 – Fixed Assets ≡
	12000 – Current Assets
	14100 – Other current Assets
	15000 – Investsments
	16000 – Empty
	17000 – Empty
	18000 – Empty
	19000 – Empty
	Liabilities
	21000 - Long Term Liabilities
	22000 - Current Liabilities
	23000 – Empty
	24000 – Empty
	25000 – Empty
	26000 – Empty
	27000 – Empty
	28000 – Empty
	29000 – Empty 👻



Accounts are organized in

- Headers (i.e. Assets)
- Class (i.e. Fixed assets)Detail (i.e. Building)

To view a chart detail list, Select the company and class of accounts and click 'list accounts'

Chart of accounts

J	lournal	Journal entry Ledge	r Trial balanc	ce Cash flov	v Reports	Chart of a	ccounts
COI	mpany [‡]	My Company Ltd	- Class [‡]	12000 - Cu	irrent Assets		•
Pd	fExcel	List accounts					
		excelformat					
	_list						Indicate the class or account is active
	12000	Current Assets	Balance	Balance USD	Balance date	Active	Note if account is selected or de- selected, the form
	12100	Cash On Hand	0.00	0.00	2015-01-01		record the change
	12102	Cash on hand USD	0.00	0.00	2015-01-01	V	
	12115	Saving account	0.00	0.00	2015-01-01		
	12117	Saving account USD	0.00	0.00	2015-01-01		
	12120	Mybank ac. 12345678	-1,000.00	-1,000.00	2015-01-01	V	
	12130	C bank Ac. 3593847	0.00	0.00	2015-01-01		
Indicates that	12170	Undeposited Funds	0.00	0.00	2015-01-01		
in the journal. Description	12200	Trade Debtors	0.00	0.00	2015-01-01		Values in base currency, local
cannot be edited	Save						of valuation



To add any account I the chart, click 'New account' In the New account box, enter an account detail number (not yet used) and the account name.

Then click 'Save'

If the account number already exists and error message will be displayed

Error: account already exist

Otherwise, the account will be confirmed

Account created: 11600 Factory equipment. Refresh list to view.

You need to close the box and refresh the list to view the account

List accounts

Top ↑

+ new account

Save



11520	Vehicles – Accum Dep	0.00	0.00	2014-01-01	
<mark>11600</mark>	Factory equipment	0.00	0.00	2014-01-10	
11700	Furniture and Fixtures	0.00	0.00	2014-01-01	
11702	Office equipment	0.00	0.00	2014-01-01	

Accounts are created with 0 value at date of creation and automatically activated



Example of Pdf format download

Chart of accounts: My Company Ltd

10000	Assets	Pdf file
11000	Fixed Assets	
11300	Buildings & Improvements	_
11500	Vehicles	
11700	Furniture and Fixtures	
11810	Computer & Office Equipt cost	
11900	Depreciation of equipment	
12000	Current Assets	_
12100	Cash On Hand	
12102	Cash on hand USD	
12115	Saving account	
12117	Saving account USD	
12120	Mybank ac. 123456789	
12130	C bank Ac. 3593847	
12138	test	
12170	Undeposited Funds	
12200	Trade Debtors	
12203	Trade Debtors SGD	
12204	Trade Debtors FUR	
12290	Provision for Doubtful Debts	
12600	Tax deductible	
12602	Tax deductible USD	
14100	Other current Assets	
15000	Investsments	_
16000	Empty	_
17000	Empty	
18000	Empty	
19000	Empty	 _
20000	Liabilities	_
21000	Long Term Liabilities	
21100	Loans	_



Example of Excel format download

	A	В	C	D	E	F	G
1	Acme	Services Pte Ltd					
2	Account	Name	Туре	Balance	Balance USD	Date	Status
3	10000	Assets	header	0	C	2016-01-01	1
4	11000	Fixed Assets	class	0	C	2016-01-01	1
5	11300	changed description	detail	0	C	2016-01-01	0
6	11500	Vehicles	detail	0	C	2016-01-01	1
7	11700	Furniture and Fixtures	detail	0	C	2016-01-01	1
8	11810	Computer & amp; Office Equipt cost	detail	0	C	2016-01-01	1
9	11900	Depreciation of equipment	detail	0	C	2016-01-01	1
10	12000	Current Assets	class	0	c	2016-01-01	1
11	12100	Cash On Hand	detail	0	C	2016-01-01	1
12	12102	Cash on hand USD	detail	0	C	2016-01-01	1
13	12115	Saving account	detail	0	C	2016-01-01	1
14	12117	Saving account USD	detail	0	C	2016-01-01	1
15	12120	Mybank ac. 123456789	detail	-2000	-2000	2016-01-01	1
16	12130	C bank Ac. 3593847	detail	0	C	2016-01-01	1
17	12138	test	detail	0	C	2016-01-01	1
18	12170	Undeposited Funds	detail	-1000	-1000	2016-01-01	1
19	12200	Trade Debtors	detail	0	C	2016-01-01	1
20	12203	Trade Debtors USD	detail	0	C	2016-01-01	1
21	12204	Trade Debtors SGD	detail	0	c	2016-01-01	1
22	12205	Trade Debtors EUR	detail	0	C	2016-01-01	1
23	12290	Provision for Doubtful Debts	detail	0	C	2016-01-01	1
24	12600	Tax deductible	detail	0	C	2016-01-01	1
25	12602	Tax deductible USD	detail	0	C	2016-01-01	1
26	14100	Other current Assets	class	0	C	2016-01-01	0
27	15000	Investsments	class	0	C	2016-01-01	0
28	16000	Empty	class	0	c	2016-01-01	0
29	17000	Empty	class	0	C	2016-01-01	0
30	18000	Empty	class	0	C	2016-01-01	0
31	19000	Empty	class	0	C	2016-01-01	0
32	20000	Liabilities	header	0	C	2016-01-01	1
33	21000	Long Term Liabilities	class	0	C	2016-01-01	1
34	21100	Loans	detail	0	C	2016-01-01	1
		1	1	1	1	1	1 I

Excel file

1



Note: you can re-use Excel format to import new structure





Header ex. 10000, 20000, 30000 etc... Class ex 11000, 21000, 22000 etc... Detail ex 11300, 22202, 41010 etc...



Chart of accounts is used in the following settings:

- finance settings per company
- Human resources settings
- bank accounts settings

Fiscal year: 2014 • me	onth: 12 •			
yes				
22352 - Tax payable US	D •			
sales tax collection account				
VOT -				
deductible sales tax				
12600 - Tax deductible	•			
sales tax deduction account				
10				
sales tax rate				
22200 - Trade Creditor				
Withholding tax collection accou	t			
12600 - Tax deductible				
Withholding tax deduction account	nt			
1				
Withholding tax rate				
41010 Falar				
commercy sain loss account				
tania) gan, mi ana an				
	main cash account	other cash account	receivable account, debtor	Isability account, ci
Dollar Singapour (SGD)	11500 - Vehicl •	11500 - Vehicl •	12204 - Trade •	22200 - Trade •
EURO (EUR)	11500 - Vehicl •	11500 - Vehicl •	12205 - Trade •	21100 - Loans .

Accounts



Banks Bank accounts

new				
Account reference	Bank reference	Currency	Accounting	Operations
000050223143-MYR	Clicky bank - My Vompany Lt	SGD	12115	Edit •
0033023143-USD	credit limited - Company 2	USD	12120	Edit •
3593847-EUR	Clicky bank - My Vompany Lt	EUR	12130	Edit •



Journal view

The journal is automatically updated by any transaction recorded in other modules like: purchase, invoice, expenses, salaries etc... General section is for records of manual journal entries.

Data can be extracted by date and company or single ID

Data are displayed by categories:

- general
- expense
- receipt
- payroll
- invoice
- purchase

Search ID from:	01 / 01 / 2015 🕲 to: 01 / 31 / 201	5 🛛 company: My Company Ltd	 ✓ Apply 	
	Search single ID		Date range filter	
general	Export in Excel	format		
expense				
receipt				
payroll				
invoice	Date and e	ntry ID		
Entry	Account		Debit Cr	edit
2 – abc				
2015-05-28				
	41010 Sales		50.05	50.00
29	12203 Trade Debtors USD	Chart of account ref	50.00	50.00
29 30 Total USD			50.00	
29 30 Total USD		(Click on ref. To view an account history)		



Journal view

Search single ID

Journal Journal entry I	edger Trial balance Cash flow Reports	Chart of accounts		
' Filter				
2954 Apply	Reset		Print Html format	
Search sir	igle ID			
My Company Ltd	Journal da	ita		
Purchase (2018-02-12)				
24 - JustJobs Sdn Bhd				
Entry	Account		Debit Cr	redit
2943 - 861	<u>61800</u> -		0.00	
2944 - 862	22202 - Trade creditors USD			
2945 - 863	51010 - Cost of Sales service		100.00	
2946 - 864	22202 - Trade creditors USD			10
2947 - 865	51010 - Cost of Sales service		110.00	
2948 - 866	22202 - Trade creditors USD			11
2949 - 867	51010 - Cost of Sales service		0.00	
2950 - 868	22202 - Trade creditors USD			
2951 - 869	51010 - Cost of Sales service		0.00	
2952 - 870	22202 - Trade creditors USD			
2953 - 871	51010 - Cost of Sales service		120.00	
2954 - 872	22202 - Trade creditors USD			12
2955 - 873	51010 - Cost of Sales service		130.00	
2956 - 874	22202 - Trade creditors USD			13
2957 - 875	51010 - Cost of Sales service		0.00	
2958 - 876	22202 - Trade creditors USD			(
2959 - 877	51010 - Cost of Sales service		150.00	
2960 - 878	22202 - Trade creditors USD			15/
Total USD			610.00	61



Journal entry

Journal entry can be done manually for any transaction that is not covered by other module like sales or expenses for instance.

Manual entries may be used for account adjustment or transfers for example.

The manual entry will appear in the 'general' section after record



general							
Entry		Account	Debit	Credit			
1 -	1 – Monthly interests						
2015-	-01-30						
	35	12117 Saving account USD	8.95				
	36	48001 Interests		8.95			
Total	Total USD			8.95			



Ledger

The Ledger will extract list of transactions per account with opening and closing balance

Filter			
from: 2015-01-01 to: 2015-01-30 company	* My Vompany Lt 👻 range *	12100 - Cash On 🔻 12	117 - Saving a
Apply Reset			
Expert in Excel format		/	Transaction type a

Excel	port in Excel	format.			/	value.
USD	Entry	Description			Debit	Credit
12117 - Saving account	USD 🔺 🔽	Account ref				
opening 0.00 (0.00 USD)		Account tel.				
2015-01-30	35	1 Monthly interests		USD	8.95	
Total period (local current	cy)				8.95	0.00
Closing (local currency)					8.95	
USD	Entry	Description			Debit	Credit
12120 - Mybank ac. 123	456789					
opening 0.00 (0.00 USD))					
2015-05-14	12	2 Payroll record allowance g		USD		1,000.00
2015-06-07	38	5 MVL-EM-15-06-8 test		USD		500.00
Total period (local current	cy)				0.00	1,500.00
Closing (local currency)						1,500.00
USD	Entry	Des Transa	action	D	ebit	Credit
12130 - C bank Ac. 3593	3847	expressed	l in multi-			
opening 0.00 (0.00 USD))	Currencie	smode			
2015-01-07	41	6 supplies	EUR			260.00
2015-01-07	42	6 supplies	exchange			65.00
Total period (local current	cy)				0.00	260.00
Total USD					0.00	325.00
Closing (local currency)						260.00
Closing USD						325.00
		<hr/>				

Total and closing expressed in multicurrencies mode



Trial balance

The trial balance can be extracted by year, month and company. The transactions amount are cumulative every month.

If double entries transaction are accurate the net balance should be equal to 0



Account	USD	Debit	Credit	Net	Year to date Debit	Year to date Credit
TOTAL balance		788.95	788.95	0.00	788.95	788.95
TOTAL balance USD		926.45	926.45	0.00	926.45	926.45
12120 - Mybank ac. 1234	56789	8.95	230.00	221.05	8.95	230.00
Exchange USD		8.95	230.00	221.05	8.95	230.00
12205 - Trade Debters EUP		50.00	0.00	-550.00	550.00	0.00
Exchange USD (C	(Click on ref. To view	an 687.50	0.00	-687.50	687.50	0.00
22352 - Tax payable	2 - Tax payable account history)		50.00	50.00	0.00	50.00
Exchange USD		0.00	62.50	62.50	0.00	62.50
41010 – Sales		0.00	500.00	500.00	0.00	500.00
Exchange USD		0.00	625.00	625.00	0.00	625.00
48001 - Interests		0.00	8.95	8.95	0.00	8.95
Exchange USD		0.00	8.95	8.95	0.00	8.95
61002 – Phone		230.00	0.00	-230.00	230.00	0.00
Exchange USD		230.00	0.00	-230.00	230.00	0.00
TOTAL balance		788.95	788.95	0.00	788.95	788.95
TOTAL balance USD		926.45	926.45	0.00	926.45	926.45

Net balance should be 0



Reports

The profit and loss report.

The profit and loss is calculated by year and month per company.

It is calculated from journal entries:

Revenue

- cost of sales
- charges



Period selection.

Export in Pdf format.

Export

REVENUE		Base currency (USD)	Multi currency	COST OF SALES		Base currency (USD)	Multi currency
40000	Income			50000	Cost of Sales		
	41000 Income				51000 Cost of Sale	s service	
41010	Sales	625.00	500.00	Sub Total 51000	Cost of Sales service	0.00	0.00
Sub Total 41000) Income	625.00	500.00		52000 Cost of Sale	s purchases	
	42000 Other Inc	ome		Sub Total 52000	Cost of Sales	0.00	0.00
Sub Total 42000	Other Income	0.00	0.00	purchases		0.00	0.00
	43000 Empty			Total 50000	Cost of Sales	0.00	0.00
Sub Total 43000) Empty	0.00	0.00	CHARCES		P	Madei
	44000 Empty			CHARGES		Also Currency	
Sub Total 44000) Empty	0.00	0.00	60000	Fundamente	(050)	currency
	47000 Empty			00000	Expenses		_
Sub Total 47000) Empty	0.00	0.00	61002	Phone Phone	220.00	220.00
	48000 Miscellar	eous		5h T-s-1 61000	Canada P	-250.00	-230.00
48001	Interests	8.95	8.95	Administrative	General œ	-230.00	-230.00
Sub Total 48000) Miscellaneous	8.95	8.95	, and the second second	62000 Travel		
	49900 Currency	Gain Loss		Sub Total 62000	Travel	0.00	0.00
Sub Total 49900 Loss) Currency Gain	0.00	0.00		63000 Finance char	ges	
Total 40000	Income	633.95	508.95	63002	bank charges	-6.25	-5.00
				Sub Total 63000	Finance charges	-6.25	-5.00
Profit (loss)		397.70	273.95		64000 Shrinkage/S	poilage	
				Sub Total 64000	Shrinkage/Spoilage	0.00	0.00
	Calculated				65000 Employment	Expenses	
	currency			Sub Total 65000 Expenses	Employment	0.00	0.00
					66000 Occupancy O	osts	
				Sub Total 66000	Occupancy Costs	0.00	0.00
					67000 Operation		
				Sub Total 67000	Operation	0.00	0.00
				Total 60000	Expenses	-236.25	-235.00



Reports

The balance sheet report.

The balance sheet is calculated by year and month per company.

It is calculated from journal entries:

Assets

- liabilities

= net assets



			30000	Equity		
Fixed Assets				31000 Owners/Shareholders Equ	iity	
ed Assets	0.00	0.00	31100	Capital	1,000.00	1,000.00
Current Assets			Total 21000	Owners/Shareholders	1 000 00	1 000 00
ank ac.	778.95	778.95	10141 51000	Equity	1,000.00	1,000.00
6790	110.55	110.55		38000 Retained Earnings		
Chart of account ref.	-6.25	-5.00	Total 38000	Retained Earnings	0.00	0.00
account history)	687.50	550.00		39000 Current Year Earnings		
	,460.20	1,323.95	39001	Earnings	397.70	273.95
s 1,	,460.20	1,323.95	Total 39000	Current Year Earnings	397.70	273.95
			Grand Total		1 007 70	1 070 05
1,397.70	0	1.273.95	30000	Equity	1,397.70	1,273.95
	Fixed Assets ed Assets Current Assets ank ac. Chart of account ref. (Click on ref. To view an account history) s 1 1,397.7	Fixed Assets and Assets Current Assets Chart of account ref. (Click on ref. To view an account history) (Click	Fixed Assets 0.00 0.00 current Assets 0.00 0.00 current Assets 778.95 778.95 chart of account ref. (Click on ref. To view an account history) -6.25 -5.00 reference -550.00 -687.50 550.00 reference 1,323.95 -1,323.95 s 1,460.20 1,323.95	Fixed Assets 0.00 0.00 current Assets 0.00 0.00 current Assets 0.00 0.00 current Assets 778.95 778.95 Chart of account ref. (Click on ref. To view an account history) -6.25 -5.00 refut rests -5.20 550.00 s 1,460.20 1,323.95 1,397.70 1,273.95 30000	Fixed Assets0.00EquityIf Exed Assets0.000.00311000 Owners/Shareholders EquityIf Exed Assets0.000.0031100CapitalIf Current Assets0.000.000.000.000.00If Current Assets0.000.0031100CapitalIf Current Assets0.000.000.000.000.00If Current Assets778.95778.95778.95Total 31000If Chart of account ref6.25-5.00687.50550.00If Citick on ref. To view an account history)-6.201,323.95Total 38000If Citick on ref. To view an account history-460.201,323.9539001If Af60.201,323.95Total 39000Current Year EarningsIf Af60.201,2273.95Total 39000Current Year EarningsIf Af60.20	Fixed Assets 0.00 0.00 31000 Cwners/Shareholders Equity red Assets 0.00 0.00 31100 Capital 1,000.00 Current Assets 0.00 0.00 31100 Capital 1,000.00 Current Assets 778.95 778.95 778.95 778.95 778.95 778.95 1,000.00 Chart of account ref. (Click on ref. To view an account history) -6.25 -5.00 687.50 550.00 39000 Current Year Earnings 0.00 s 1,460.20 1,323.95 Total 39000 Current Year Earnings 397.70 1,397.70 1,273.95 30000 Current Year Earnings 397.70

LIABILITIES		Base currency (USD)	Multi currency
20000	Liabilities		
	21000 Long Term Lia	bilities	
Sub Total 2100 Liabilities	0 Long Term	0.00	0.00
	22000 Current Liabili	ties	
22352	Tax payable USD	62.50	50.00
Sub Total 2200	0 Current Liabilities	62.50	50.00
Total 20000	Liabilities	62.50	50.00

Start new year

Sub Total 11000 Fix

Sub Total 12000 Ca

12120

12130

12205

Total

10000

Net Assets

12345

Calculated net assets in base currency Net assets should equal equity in base currency

Link to post data to a new fiscal year.



Balance sheet

New fiscal year: You can post data to a new fiscal year after the year end. Closing account values will be posted as opening account values for the next year.

Click 'Confirm new year posting' to proceed.

New year

company *

My Vompany Lt

A You are going to post accounting data to next fiscal year.

Current year start: 2014-01-01 , New year start: 2015-01-01

	Current		Next			
Account	Previous opening	USD	Local currency	New opening	USD	Local currency
10000 Assets	2015-01-01	0.00	0.00	2015-01-01	0.00	0.00
11000 Fixed Assets	2015-01-01	0.00	0.00	2015-01-01	0.00	0.00
11300 Buildings & Improvements	2015-01-01	0.00	0.00	2015-01-01	0.00	0.00
11500 Vehicles	2015-01-01	0.00	0.00	2015-01-01	0.00	0.00
11700 Furniture and Fixtures	2015-01-01	0.00	0.00	2015-01-01	0.00	0.00
11810 Computer & Office Equipt cost	2015-01-01	0.00	0.00	2015-01-01	0.00	0.00
12000 Current Assets	2015-01-01	0.00	0.00	2015-01-01	0.00	0.00
12100 Cash On Hand	2015-01-01	0.00	0.00	2015-01-01	0.00	0.00
12102 Cash on hand USD	2015-01-01	0.00	0.00	2015-01-01	0.00	0.00
12115 Saving account	2015-01-01	0.00	0.00	2015-01-01	0.00	0.00
12117 Saving account USD	2015-01-01	0.00	0.00	2015-01-01	0.00	0.00
12120 Mybank ac. 123456789	2015-01-01	-1,000.00	-1,000.00	2015-01-01	-1,000.00	-1,000.00

Confirm New year posting



Audit

Audit functions are tools that helps you to identify discrepancies in records

Currently, there are 2 audit functions available:

- currency audit for gain/loss record in multi-currencies configuration;

- chart audit to track missing account



Audit: currency

This will track errors in sales and purchases currencies gain / loss

To access the audit function, you need to key in the full url in browser:

- \rightarrow /finance/audit/currency/i to audit invoices
- \rightarrow /finance/audit/currency/p to audit purchases

Audit

Currency gains and loss with sales

Debit	Credit	Journal ID	Fx in	Fx out	Currency	Audit
3 Acme Services Pte	Ltd					
Total 0						
2 Company Two IIc						
12221	49999	2843	0.8	0.7	EUR	ok
Total 17.86					/	~
				Audit ind discrepa	licates no ncy found	

The audit verifies that gain or loss is properly recorded as debit or credit of currency gain/loss account. If audit does not states 'OK', it means that the particular journal ID reference is wrongly recorded. It may be adjusted with manual entry.



Audit: chart

This will track accounts that are in journal record but not in the chart To access the audit function, you need to key in the full url in browser:

 \rightarrow /finance/audit/chart/{id} where id = company system id, i.e. 1

Audit

Chart structure in journal My Company Ltd.



The audit will list any account found in journal record that has no match with the chart for the selected company



Custom settings for accounts are set by company.

Go to company list menu to access the finance parameters



Edit Finance parameters Attached documents Print label



Accounts selected are based on the chart of accounts.



In multicurrencies, the account that compile exchange gains or losses

Currency gain, loss account

Top 1



Next:

Select accounts reference per currency:

- cash
- receivable
- liability

Warning: if you change those settings after recording data (i.e. sales) you may encounter discrepancies in your accounts. You will need to adjust your journal.

	main cash account	other cash account	receivable account, debtor	liability account, creditor
Dollar Singapour (SGD)	12100 - Cash Oi 🗸	12107 - Cash SC 🗸	12204 – Trade E 🗸	22200 - Trade C 🗸
Dong Vietnam (VND)	12111 - Cash VI 🗸	12111 - Cash VI 🗸	12200 - Trade E 🗸	22200 - Trade C 🗸
EURO (EUR)	12138 - test 🗸 🗸	12100 - Cash Oi 🗸	12205 - Trade E 🗸	22200 - Trade C 🗸
Ringgit (MYR)	12170 - Undepo 🗸	12100 - Cash Oi 🗸	12200 - Trade E 🗸	22200 - Trade C 🗸
US dollar (USD)	12102 - Cash or 🗸	12105 - Cash U! 🗸	12203 – Trade E 🗸	22202 - Trade c 🗸



