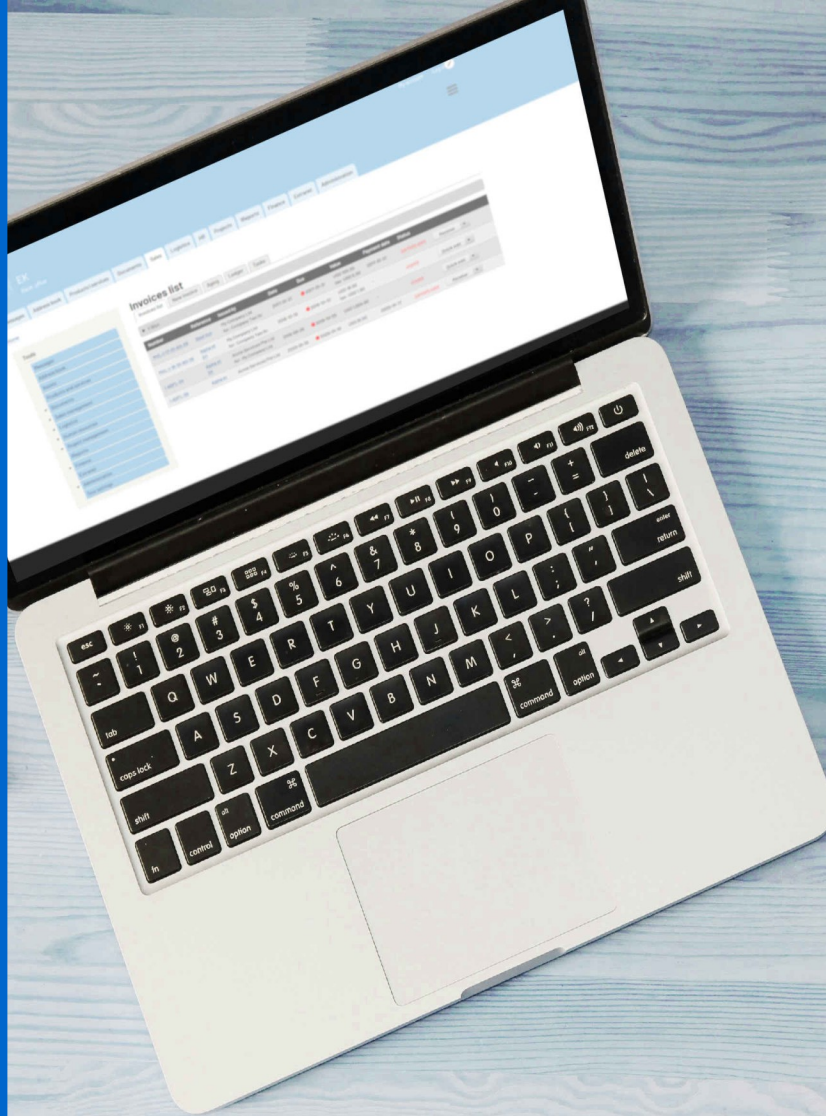


# Finance



## Table of content

Journal tabs

Chart of accounts

Journal

view

entry

Ledger

Trial balance

Report per period

Audit

Settings

## Journal

The journal covers all items necessary to set-up and maintain the accounts structure and its management

### - Journal

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

Top ↑

## Journal

Journal

Journal entry

Ledger

Trial balance

Reports

Chart of accounts

▼ Filter

from: 2015-06-01

to: 2015-06-07

company \*

- Select -

Apply

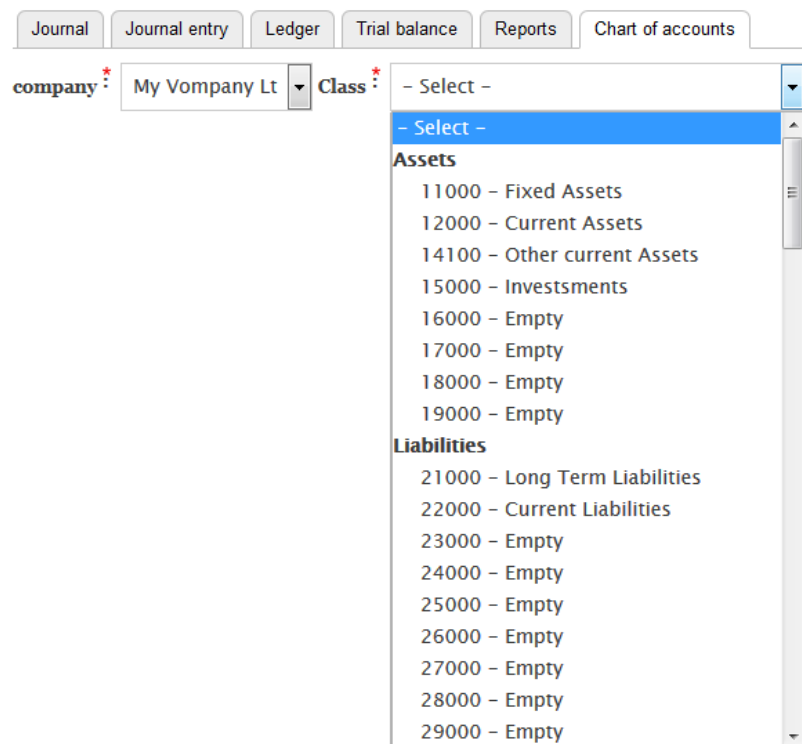
## Chart of accounts

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

A screenshot of a software interface for setting up a chart of accounts. At the top, there are several tabs: "Journal", "Journal entry", "Ledger", "Trial balance", "Reports", and "Chart of accounts", with the last one being active. Below the tabs, there are two dropdown menus. The first is labeled "company\*" and has "My Vompany Lt" selected. The second is labeled "Class\*" and is currently open, showing a list of account classes. The list starts with "- Select -", followed by another "- Select -" which is highlighted in blue. Below these are two sections: "Assets" and "Liabilities". The "Assets" section lists: "11000 - Fixed Assets", "12000 - Current Assets", "14100 - Other current Assets", "15000 - Investments", "16000 - Empty", "17000 - Empty", "18000 - Empty", and "19000 - Empty". The "Liabilities" section lists: "21000 - Long Term Liabilities", "22000 - Current Liabilities", "23000 - Empty", "24000 - Empty", "25000 - Empty", "26000 - Empty", "27000 - Empty", "28000 - Empty", and "29000 - Empty". A vertical scrollbar is visible on the right side of the class list.

## Chart of accounts

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

Journal Journal entry Ledger Trial balance Cash flow Reports Chart of accounts

company:  Class:

[Pdf Excel](#)

List accounts

Download full chart in Pdf or excellformat

list

		Balance	Balance USD	Balance date	Active
12000	Current Assets				<input checked="" type="checkbox"/>
12100	Cash On Hand	0.00	0.00	2015-01-01	<input checked="" type="checkbox"/>
12102	Cash on hand USD	0.00	0.00	2015-01-01	<input checked="" type="checkbox"/>
12115	Saving account	0.00	0.00	2015-01-01	<input type="checkbox"/>
12117	Saving account USD	0.00	0.00	2015-01-01	<input type="checkbox"/>
12120	Mybank ac. 12345678	-1,000.00	-1,000.00	2015-01-01	<input checked="" type="checkbox"/>
12130	C bank Ac. 3593847	0.00	0.00	2015-01-01	<input checked="" type="checkbox"/>
12170	Undeposited Funds	0.00	0.00	2015-01-01	<input type="checkbox"/>
12200	Trade Debtors	0.00	0.00	2015-01-01	<input type="checkbox"/>

Indicate the class or account is active

Note if account is selected or de-selected, the form must be saved to record the change

Indicates that account is in use in the journal. Description cannot be edited

Values in base currency, local currency and date of valuation

Top ↑

Save

## Chart of accounts

To add any account to 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	<input type="checkbox"/>
11700	Furniture			2014-01-01	<input type="checkbox"/>
11702	Office equipment			2014-01-01	<input checked="" type="checkbox"/>
11704	Tools			2014-01-01	<input checked="" type="checkbox"/>
11710	Furniture			2014-01-01	<input type="checkbox"/>
11720	Furniture			2014-01-01	<input type="checkbox"/>
11810	Computers			2014-01-01	<input type="checkbox"/>

+ new account

Save

**New account** ×

11 600

**account name \***

Factory equipment

Save

11520	Vehicles – Accum Dep	0.00	0.00	2014-01-01	<input type="checkbox"/>
11600	Factory equipment	0.00	0.00	2014-01-10	<input checked="" type="checkbox"/>
11700	Furniture and Fixtures	0.00	0.00	2014-01-01	<input type="checkbox"/>
11702	Office equipment	0.00	0.00	2014-01-01	<input checked="" type="checkbox"/>

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

## Chart of accounts

Example of Pdf format  
download

### Chart of accounts: My Company Ltd

10000	Assets
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 USD
12204	Trade Debtors SGD
12205	Trade Debtors EUR
12290	Provision for Doubtful Debts
12600	Tax deductible
12602	Tax deductible USD
14100	Other current Assets
15000	Investments
16000	Empty
17000	Empty
18000	Empty
19000	Empty
20000	Liabilities
21000	Long Term Liabilities
21100	Loans

[Pdf file](#)



## Chart of accounts

### Example of Excel format download

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

Excel file

Non active account



## Chart of accounts

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

Import Excel chart of accounts

company \*  
- Select -

Select file  
Browse... No

Excel format

⚠ Import data will erase all current data for selected company.

Import

Import form

Import will delete existing data

To import data you must strictly follow the structure: Header – Class - Detail

Account Name	Type	Balance	Balance USD	Date	Status
10000 Assets	header	0	0	2016-01-01	1
11000 Fixed Assets	class	0	0	2016-01-01	1
11300 changed description	detail	0	0	2016-01-01	0

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

» Settings verification

Period year: 2025 -> Month: 12 ->

999 ->

22312 - Tax payable USD

999 ->

22900 - Tax deductible

6

22200 - Trade Creditors

12000 - Tax deductible

1

21100 - Loans

11500 - Vehicles

49999 - Currency Gain Loss ->

999 ->

	Bank card account	Other card account	Monthly amount_Author	Monthly amount_coffee
Other Australia (AUD)	11500 - Vehicle ->	11000 - Vehicle ->	11000 - Vehicle ->	21100 - Loans ->
Other HongKong (HKD)	11500 - Vehicle ->	11000 - Vehicle ->	11000 - Vehicle ->	21100 - Loans ->
Other Singapore (SGD)	12107 - Cash ->	12204 - Trade ->	11000 - Vehicle ->	21100 - Loans ->

## Accounts

List New employee Categories Main parameters Allowances Organization Accounts

company \*

My Vompny Lt -

Select finance account for each debit type

pay account  
22400 - Payroll Liabilities

funds account

funds account

fund3 account  
22900 - Other Current Liabilities

fund4 account  
22900 - Other Current Liabilities

fund5 account  
22900 - Other Current Liabilities

taxa account  
22420 - Payroll Tax Payable

taxa account  
22420 - Payroll Tax Payable

Banks Bank accounts

DEW

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

Top ↑

Journal
Journal entry
Ledger
Trial balance
Cash flow
Reports
Chart of accounts

Filter
Search ID
from: 01 / 01 / 2015
to: 01 / 31 / 2015
company: My Company Ltd
Apply

Search single ID
Date range filter

Excel
Export in Excel format

general

expense

receipt

payroll

invoice

Date and entry ID

Entry	Account	Debit	Credit
2 - abc			
2015-05-28			
29	41010 Sales		50.00
30	12203 Trade Debtors USD	50.00	
Total USD		50.00	50.00

Chart of account ref.  
(Click on ref. To view an account history)

Double entry record value

purchase

## Journal view

Search single ID

Journal
Journal entry
Ledger
Trial balance
Cash flow
Reports
Chart of accounts

▼ Filter

Search single ID

Journal data

My Company Ltd  
Purchase (2018-02-12)  
24 - [JustJobs Sdn Bhd](#)

Entry	Account	Debit	Credit
2943 - 861	<a href="#">61800</a> -	0.00	
2944 - 862	<a href="#">22202</a> - Trade creditors USD		0.00
2945 - 863	<a href="#">51010</a> - Cost of Sales service	100.00	
2946 - 864	<a href="#">22202</a> - Trade creditors USD		100.00
2947 - 865	<a href="#">51010</a> - Cost of Sales service	110.00	
2948 - 866	<a href="#">22202</a> - Trade creditors USD		110.00
2949 - 867	<a href="#">51010</a> - Cost of Sales service	0.00	
2950 - 868	<a href="#">22202</a> - Trade creditors USD		0.00
2951 - 869	<a href="#">51010</a> - Cost of Sales service	0.00	
2952 - 870	<a href="#">22202</a> - Trade creditors USD		0.00
2953 - 871	<a href="#">51010</a> - Cost of Sales service	120.00	
2954 - 872	<a href="#">22202</a> - Trade creditors USD		120.00
2955 - 873	<a href="#">51010</a> - Cost of Sales service	130.00	
2956 - 874	<a href="#">22202</a> - Trade creditors USD		130.00
2957 - 875	<a href="#">51010</a> - Cost of Sales service	0.00	
2958 - 876	<a href="#">22202</a> - Trade creditors USD		0.00
2959 - 877	<a href="#">51010</a> - Cost of Sales service	150.00	
2960 - 878	<a href="#">22202</a> - Trade creditors USD		150.00
Total USD		610.00	610.00

Top ↑

## 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

Journal
Journal entry
Ledger
Trial balance
Reports
Chart of accounts

company: My Vompany Lt
currency: US dollar
exchange rate: 1

record date: 2015-01-30
Transaction date
Currency and rate (1 if base currency is used)

Debit account	Debit	Credit	Credit account	Comment
12117 - Saving a	8.95	8.95	48001 - Interests	Monthly interests
	8.95	8.95		

Add line
Save
Record the transaction
Double entry record value (total credit and debit must be equal)
Add an entry line

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

## Journal entry Edit

General journal entry can be edited.

When cloning, new data entry is created.

30 - Bank interests				
2025-02-28				
<a href="#">edit</a>	572 - 237	<a href="#">12120</a>	Mybank CA USD	150.00
	573 - 238	<a href="#">48001</a>	Interests	150.00
Total USD				150.00
				150.00

## Journal entry edit

[Back](#)

My Company Ltd.

USD

☐ delete

Select to delete entry on record

**Record**

☒ clone

Select this option to edit or clone data entry on record

☐ edit

record date \*

02 / 28 / 2025

Change date

Debit account	Debit	Ex.	Credit	Ex.	Credit account	Comment
12120 - Mybank CA	150	<input type="checkbox"/>	150	<input type="checkbox"/>	48001 - Interests	Bank interests
	150.00		150.00			

Editable values

Use checkbox to force record as exchange value.  
(use for account adjustment)

company \* My Company Ltd.   
 Currency \* US dollar Exchange rate: 1

Step 1 : record a gain in base currency

Record date \*

11 / 07 / 2022

Debit account	Debit	Credit	Credit account	Comment
12119 - SGD curri	85.00	85.00	49999 - Currency	Currency gain in USD
	85.00	85.00		

Add line

Save

### 34 - Currency gain in USD

2022-11-07

Step 2: From journal, select "edit"

[edit](#)

4256 - 1047

12119 SGD current

85.00

4257 - 1048

49999 Currency Gain Loss

85.00

Total USD

85.00

85.00

Step 3: edit Debit as exchange value and save

Debit account	Debit	Credit	Credit account	Comment
12119 - SGD curri	85 <input checked="" type="checkbox"/>	85 <input type="checkbox"/>	49999 - Currency	Currency gain in USD
USD	85.00	85.00		

Save

Value Debit as USD exchange in journal

2022-11-07

[edit](#)

4256 - 1047

12119 SGD current

exchange

85.00

4257 - 1048

49999 Currency Gain Loss

85.00

Total USD

85.00

85.00

## Journal entry Edit

Example of account adjustment for a multi currency gain / loss.



## 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 12117 - Saving a

Apply Reset

Excel

Export in Excel format.

Transaction type and value.

USD	Entry	Description		Debit	Credit
<b>12117 - Saving account USD</b>					
opening 0.00 ( 0.00 USD )					
2015-01-30	35	1 Monthly interests	USD	8.95	
Total period (local currency)				8.95	0.00
<b>Closing (local currency)</b>				8.95	

USD	Entry	Description		Debit	Credit
<b>12120 - Mybank ac. 123456789</b>					
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 currency)				0.00	1,500.00
<b>Closing (local currency)</b>					1,500.00

USD	Entry	Description		Debit	Credit
<b>12130 - C bank Ac. 3593847</b>					
opening 0.00 ( 0.00 USD )					
2015-01-07	41	6 supplies	EUR		260.00
2015-01-07	42	6 supplies	exchange		65.00
Total period (local currency)				0.00	260.00
Total USD				0.00	325.00
<b>Closing (local currency)</b>					260.00
<b>Closing USD</b>					325.00

Total and closing expressed in multi-currencies 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

Journal
Journal entry
Ledger
Trial balance
Reports
Chart of accounts

▼ Filter

year: 2015 ▼ month: 01 ▼ company: \* My Vompany Lt ▼

active only: ☒ no transaction: ☒

Apply Reset

[Excel](#)
Export in Excel format.

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
<b>12120 – Mybank ac. 123456789</b>		8.95	230.00	221.05	8.95	230.00
Exchange USD		8.95	230.00	221.05	8.95	230.00
<b>12205 – Trade Debtors EUR</b>		550.00	0.00	-550.00	550.00	0.00
Exchange USD		687.50	0.00	-687.50	687.50	0.00
<b>22352 – Tax payable</b>		0.00	50.00	50.00	0.00	50.00
Exchange USD		0.00	62.50	62.50	0.00	62.50
<b>41010 – Sales</b>		0.00	500.00	500.00	0.00	500.00
Exchange USD		0.00	625.00	625.00	0.00	625.00
<b>48001 – Interests</b>		0.00	8.95	8.95	0.00	8.95
Exchange USD		0.00	8.95	8.95	0.00	8.95
<b>61002 – Phone</b>		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

Period selection.  
'Active only' will show only accounts that are set to 'active' in the chart  
'no transaction' will hide accounts with no transaction during the period.

Chart of account ref.  
(Click on ref. To view an account history)

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

Top ↑

Filter

year: 2015 month: 01 company: My Vompany Lt

summary only: ☐

Apply

Reset

Period selection.

'summary only' option will only show total by class and no detail accounts

Export

Export in Pdf format.

REVENUE		Base currency (USD)	Multi currency
40000	Income		
	41000 Income		
41010	Sales	625.00	500.00
	Sub Total 41000 Income	625.00	500.00
	42000 Other Income		
	Sub Total 42000 Other Income	0.00	0.00
	43000 Empty		
	Sub Total 43000 Empty	0.00	0.00
	44000 Empty		
	Sub Total 44000 Empty	0.00	0.00
	47000 Empty		
	Sub Total 47000 Empty	0.00	0.00
	48000 Miscellaneous		
48001	Interests	8.95	8.95
	Sub Total 48000 Miscellaneous	8.95	8.95
	49900 Currency Gain Loss		
	Sub Total 49900 Currency Gain Loss	0.00	0.00
	Total 40000 Income	633.95	508.95
	Profit (loss)	397.70	273.95

COST OF SALES		Base currency (USD)	Multi currency
50000	Cost of Sales		
	51000 Cost of Sales service		
	Sub Total 51000 Cost of Sales service	0.00	0.00
	52000 Cost of Sales purchases		
	Sub Total 52000 Cost of Sales purchases	0.00	0.00
	Total 50000 Cost of Sales	0.00	0.00

CHARGES		Base currency (USD)	Multi currency
60000	Expenses		
	61000 General & Administrative		
61002	Phone	-230.00	-230.00
	Sub Total 61000 General & Administrative	-230.00	-230.00
	62000 Travel		
	Sub Total 62000 Travel	0.00	0.00
	63000 Finance charges		
63002	bank charges	-6.25	-5.00
	Sub Total 63000 Finance charges	-6.25	-5.00
	64000 Shrinkage/Spoilage		
	Sub Total 64000 Shrinkage/Spoilage	0.00	0.00
	65000 Employment Expenses		
	Sub Total 65000 Employment Expenses	0.00	0.00
	66000 Occupancy Costs		
	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

Calculated profit/loss in base currency

## 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

▼ Filter

year: 2015 month: 01 company: My Vompany Lt summary only: ☐ Apply Reset

Period selection.

'summary only' option will only show total by class and no detail accounts

[Export](#)

Export in Pdf format.

ASSETS		Base currency (USD)	Multi currency
10000	Assets		
	11000 Fixed Assets		
	Sub Total 11000 Fixed Assets	0.00	0.00
	12000 Current Assets		
12120	Mybank ac.	778.95	778.95
12130	Ch...	-6.25	-5.00
12205	Tr...	687.50	550.00
	Sub Total 12000 Current Assets	1,460.20	1,323.95
Total	Assets	1,460.20	1,323.95
10000	Assets		
	Net Assets	1,397.70	1,273.95

EQUITY		Base currency (USD)	Multi currency
30000	Equity		
	31000 Owners/Shareholders Equity		
31100	Capital	1,000.00	1,000.00
Total 31000	Owners/Shareholders Equity	1,000.00	1,000.00
	38000 Retained Earnings		
Total 38000	Retained Earnings	0.00	0.00
	39000 Current Year Earnings		
39001	Earnings	397.70	273.95
Total 39000	Current Year Earnings	397.70	273.95
Grand Total	Equity	1,397.70	1,273.95
30000	Equity		

LIABILITIES		Base currency (USD)	Multi currency
20000	Liabilities		
	21000 Long Term Liabilities		
	Sub Total 21000 Long Term Liabilities	0.00	0.00
	22000 Current Liabilities		
22352	Tax payable USD	62.50	50.00
Sub Total 22000 Current Liabilities		62.50	50.00
Total 20000	Liabilities	62.50	50.00

Chart of account ref.  
(Click on ref. To view an account history)

Calculated net assets in base currency

Net assets should equal equity in base currency

[Start new year](#)

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 Vcompany Lt

 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 functions are tools that helps you to identify discrepancies in records

Currently, there are 3 audit functions available:

- [currency](#) audit for gain/loss record in multi-currencies configuration;
- [chart](#) audit to track missing account
- [post](#) new year report

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

- /finance/audit/currency/i to audit invoices
- /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 Ilc						
12221	49999	2843	0.8	0.7	EUR	ok
Total 17.86						

Audit indicates no discrepancy 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.



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

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

Audit: chart

This will track accounts that are in journal record but not in the chart

## Audit

Chart structure in journal  
My Company Ltd.

Missing chart of accounts ID	Journal ID	Date
12136	245	2015-07-26
12136	246	2015-07-26

Audit indicates no  
discrepancy found

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

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

→ `/finance/post-year/{id}|{year}` where id = company system id, i.e. 1

Audit: chart

This will display the posting of accounts into a new fiscal year

## Audit

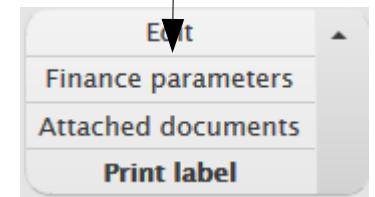
Post new year report 2015 Company Two

	2015-01-01		2016-01-01	
Account	Previous opening USD	Previous opening local currency	New opening USD	New opening local currency
10000 Assets	0.00	0.00	0.00	0.00
11000 Fixed Assets	0.00	0.00	0.00	0.00

Custom settings for accounts are set by company.

Go to company list menu to access the finance parameters

id	Name	Status	
1	 My Company Ltd	active	Edit ▾



Accounts selected are based on the chart of accounts.

For information only: system verification

Sales tax collection, i.e. VAT

Sales tax deductible, i.e. VAT

Other tax collection (optional)

In multi-currencies, the account that compile exchange gains or losses

Option to list liabilities in sales forms (i.e. invoice)

## Settings verification

Fiscal year: 2025 Month: 12

yes

Collectible sales tax

22352 - Tax payable USD

Sales tax collection account

yes

Deductible sales tax

12600 - Tax deductible

Sales tax deduction account

6

Sales tax rate

GST

Sales tax default name

22200 - Trade Creditors

Other tax collection account

12600 - Tax deductible

Other tax deduction account

1

Other tax rate

Service tax

Other tax default name

21100 - Loans

Other tax collection account

11500 - Vehicles

Other tax deduction account

other tax rate

Other tax rate

default name

Other tax default name

49999 - Currency Gain Loss

currency gain, loss account

yes

List liabilities in sales form

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.

Next:

Select accounts  
reference per currency:

- cash
- receivable
- liability

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

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.

