

ACCOUNTS

Process 1: Setup organization financial profile

Scenario 1: Setup Organization Profile

OVERVIEW

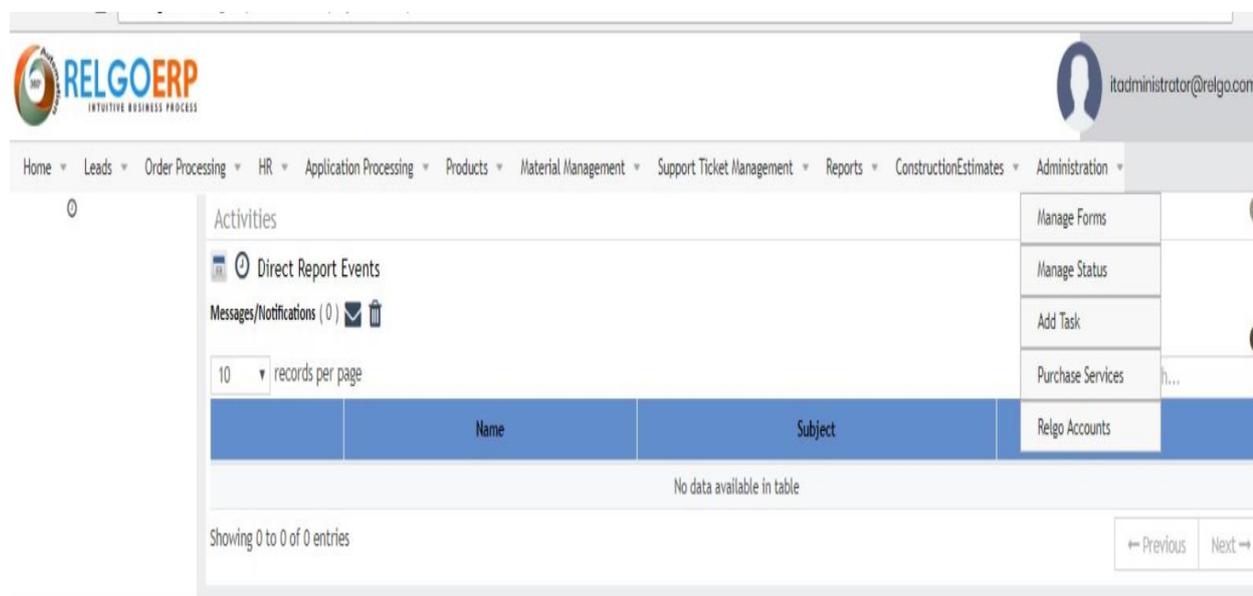
In Organization financial profile Scenario, we setup complete data like Add Currency, add tax, financial report name, Create parent and sub groups along with group mapping and ledger creations.

Form:

1. Add Currency Formats
2. Add Tax Components
3. Add Account Categories
4. Add Financial Report Name
5. Update Profile
6. Create Parent Groups
7. Create Sub Groups
8. Group Mapping
9. Add Ledger

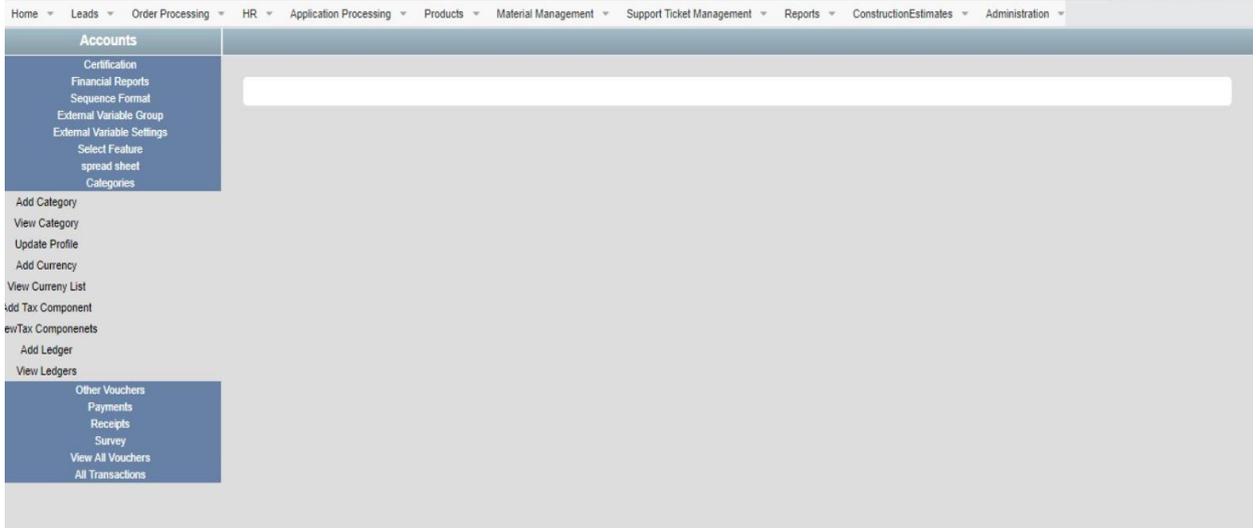
1. Adding Currency Formats :

First, create token in relgo.com, then login to your ERP account with the help of that token. After logging into ERP, the following screen will appear.



The screenshot displays the RELGO ERP Administration interface. At the top left is the RELGO ERP logo with the tagline 'INTUITIVE BUSINESS PROCESS'. The top right shows the user profile for 'itadministrator@relgo.com'. A navigation menu includes: Home, Leads, Order Processing, HR, Application Processing, Products, Material Management, Support Ticket Management, Reports, ConstructionEstimates, and Administration. The Administration menu is expanded, showing options: Manage Forms, Manage Status, Add Task, Purchase Services, and Relgo Accounts. The main content area shows 'Activities' with 'Direct Report Events' and 'Messages/Notifications (0)'. Below this is a table with columns 'Name' and 'Subject', currently empty with the message 'No data available in table'. The bottom of the screen shows 'Showing 0 to 0 of 0 entries' and navigation buttons for 'Previous' and 'Next'.

In that above screen, go to Administration, in that select Relgo Accounts. Whenever you select Relgo Accounts, go to categories will be shown in below screen.



In the above screen, select Add currency, a form opens with a list of variables is as shown below.

Categories > [Add Currency](#)

countries	<input type="text" value="Select an Option"/>	Existing Currency Masters	<input type="text" value="Anas"/>
*Currency	<input type="text"/>		<input type="text" value="Dollar"/>
			<input type="text" value="INR"/>
			<input type="text" value="Rupee"/>
		<input type="button" value="Cancel"/>	<input type="button" value="Add"/>

Country : India
Currency : INR, Anas

Here, we will fill all the fields as country name, currency, and then click on Add. Whenever you click on "Add", the currencies will be shown in existing currency filed as shown in the above screen.

2. Adding Tax Components:

On Relgo ERP, go to Administration and then select Relgo Accounts, then you have to select the categories on Add tax component form as shown in below.

Categories > [Add Tax Component](#)

Tax	<input type="text"/>	Existing Tax Components	<input type="text" value="Select Some Options"/>
Description	<input type="text"/>		
		<input type="button" value="Cancel"/>	<input type="button" value="Add"/>

In the above screen, we have fields like **Tax** and **description**.

1. Tax: For example, you want to add CGST, IGST, SGST etc., in that Tax field will give CGST.

2. Description: Description means whatever we give as the Tax type respective description will be given in the Description field. (For ex: CGST stands for Central Goods & Services Tax which is a component of the tax reform that will be charged by the Central government on all services and goods).

After filling the Tax and description fields, then click on Add. Those taxes will be visible on existing Tax components.

3. Adding Account Categories:

On Relgo ERP, go to Administration and then select Relgo Accounts, then you have to select categories on Add Categories form. Whenever you click on Add category form, the below screen will be displayed.

In that above screen, fill all the required fields, and then click on Add. Here, your work is to create the category type in two groups such as Ledger group and External Ledger group which will be explained with an example as shown below.

a. Categories under Ledger Group:

- 1. Select Category Type** : Accounts
- 2. Category Name** : Provisions
- 3. Description** : A provision is an amount set aside for the probable, but uncertain, economic obligations of an enterprise.
- 4. Is A Ledger Group** : Yes
- 5. Is External Ledger Group** : No

b. Categories Under External Ledger Group:

- 1. Select Category Type** : Accounts
- 2. Category Name** : Receivables

3. Description : A person who owes money to the firm because of credit Sales of goods are called Receivables.

4. Is a Ledger Group : Yes

5. Is External Ledger Group : Yes

4. Add Financial Report Name:

At ERP account, go to Administration, select Relgo Accounts and then move on to financial reports. In that Financial report, select **Financial Statement Name** then the following screen will be displayed.

The screenshot displays the Relgo ERP interface. The top navigation bar includes 'Home', 'Leads', 'Order Processing', 'HR', 'Application Processing', 'Products', 'Material Management', 'Support Ticket Management', 'Reports', 'Construction Estimates', and 'Administration'. The left sidebar is expanded to show 'Financial Statement Name' under the 'Financial Report' category. The main content area is titled 'Balance Sheet Name > Financial Statement Name' and contains a form with the following fields: '*Financial Report Name' (text input), '*Report Type' (dropdown menu with 'BalanceSheet' and 'Profit&Loss' options), 'Existing Financial Reports' (button labeled 'Select Some Options'), and 'Description' (text area). 'Cancel' and 'Add' buttons are located at the bottom right of the form.

Here, we need to fill the below fields.

1. Financial Report Name : Balance sheet 2018-2019

2. Description : 2018-2019 all transactions showing in Balance sheet

3. Report Type : Balance Sheet

Whenever you fill all the fields, click on Add. Those financial reports will be visible on existing financial reports.

5. Update Profile:

At Relgo ERP, go to Administration, click on Relgo Accounts and then move on to categories, then we need to select update profile as shown in below screen.

The screenshot shows the 'Update Profile' form in the RELGO ERP system. The form is titled 'Update Profile > Update Profile'. On the left, there is a navigation menu with 'Accounts' selected. The main form area contains the following fields:

- *Company Name: 09f03f0-3c3e-4b19-be8b-44ef
- *E-mail Address: itadministrator@relgo.com
- Country: [Empty]
- Enter State: [Empty]
- *Address: [Empty]
- *Pincode: [Empty]
- Phone No: [Empty]
- *Mobile No.: [Empty]
- *Currency: [Empty]
- Financial Year from: 07/04/2018
- Record Transactions from: 07/04/2018
- *PAN No.: [Empty]
- *TAN No.: [Empty]
- *Select Financial Report: Select an Option

At the bottom of the form, there are 'Cancel' and 'Save' buttons.

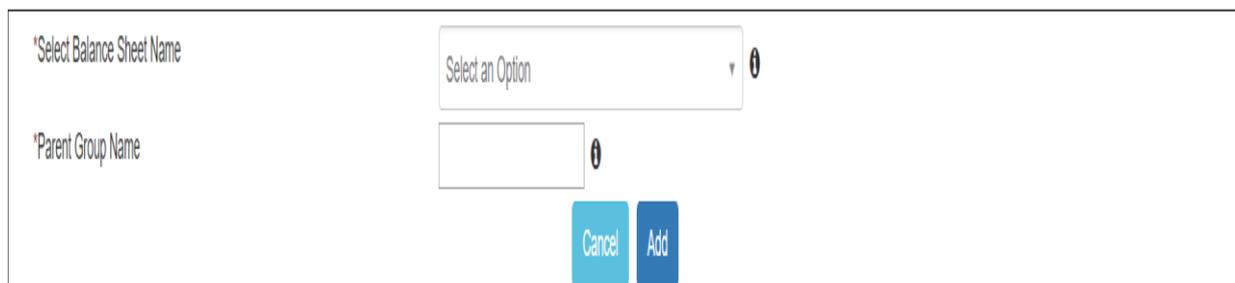
Here, we need to fill all the fields as shown in below format.

1. **Company Name** : Business Automation
2. **E-mail Address** : itadministrator@relgo.com
3. **Country** : India
4. **Enter State** : Telangana
5. **Address** : Relgo Networks Pvt. Ltd.
191, 2nd Floor Tagore Towers, Kavuri hills,
Madhapur, Hyderabad, Telangana 500033, India.
6. **Pin code** : 500033
7. **Phone No** :
8. **Mobile No** : 8686455747
9. **Currency** : Anas
10. **Financial Year from** : 2018
11. **Record Transactions**
From : 2019
12. **PAN No.** :
13. **TAN No.** :
14. **Select Financial Report:** Balance Sheet 2018-2019

After filling all the fields **click on add.**

6. Create Parent Groups:

At ERP account, go to Administration, select Relgo Accounts and then move on to financial reports. In that Financial report, click on **Financial Statement Parent group** as shown in below screen.

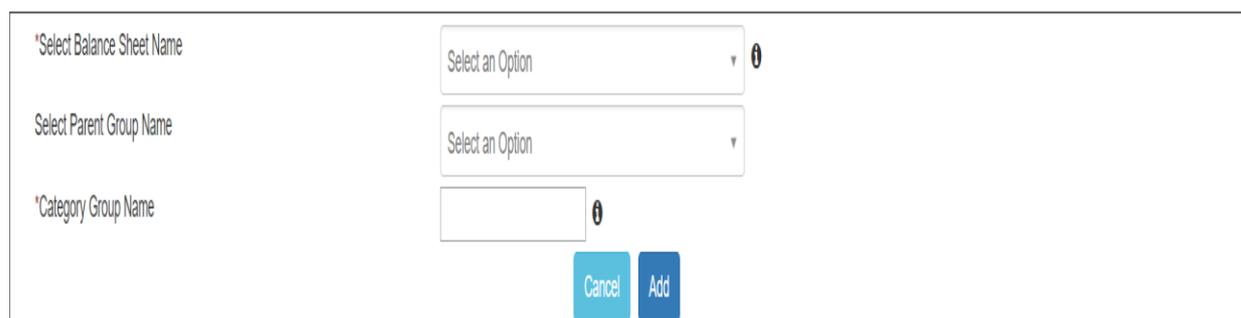


In that above screen, you need to enter your balance sheet name and Parent group name, and then click on Add as shown in below format.

1. **Select Balance Sheet Name** : Balance Sheet 2018-2019
2. **Parent Group Name** : Assets

7. Create Sub Groups:

At ERP account, go to Administration, select Relgo Accounts and then move on to financial reports. In that Financial report, click on **Financial Statement sub group**, the below screen will appear.



Here, select your balance sheet name and then select parent group name, category group name, click on **Add** as shown in below format.

1. **Select Balance Sheet Name** : balance Sheet Name
2. **Select Parent Group Name** : Assets
3. **Category Group Name** : Non-Current Assets

8. Group Mapping:

On ERP account, go to Administration, select Relgo Accounts and then move on to financial reports. In that Financial report, click on **Groups Mapping**, the below screen will appear.

*Select Balance Sheet Name	Select an Option	0
Select Parent Group Name	Select an Option	
Select Group	Select an Option	
*Groups:	Select Some Options	0
*Vouchers Type	Select Some Options	
Expression		

Here, we need to fill all the fields as shown in below format.

1. **Select Balance Sheet Name** : Balance Sheet 2018-2019
2. **Select Parent Group Name** : Assets
3. **Select Group** : Non-Current Assets
4. **Groups** : Fixed Assets
5. **Voucher Type** : Payment

Whenever you fill all the fields, then click on Add.

9. Add Ledger:

On ERP account, go to Administration, select Relgo Accounts and then move on to Categories. In that categories, select **Add ledger** the below screen will appear.

The screenshot shows the 'Add Ledger' form in the Relgo ERP system. The form is divided into several sections:

- Basic Information:** Includes fields for *Ledger Name, Mapping Groups (dropdown), Opening Balance, and As On (date field set to 07/04/2018).
- Existing Ledgers:** A dropdown menu showing 'Asset A/c', 'cash', 'CGST', and 'Computer'.
- Is Cash/Bank Type:** A dropdown menu with 'Cr' and 'Dr' options.
- Type:** Radio buttons for 'Credit x' and 'Debit x'.
- Path in Financial Report:** A section for defining the ledger's path in reports.
- Mailing Details:** Fields for Name, Address, State, PIN Code, A/C No., and Branch Name.
- Tax Information:** Fields for PAN / IT No., IFS Code, Effectiveness For Reconciliation (date field set to 07/04/2018), Percentage Of Calculation (Eg 5), Set/Alter Banking Configuration (dropdown set to 'Yes'), BSR Code, Sales Tax No., and CST No.

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

In that above screen, you need to fill the following fields and then click on **Add** as shown in below format.

1. **Ledger Name** : Siva
2. **Mapping Groups** : Receivable
3. **Is Cash/Bank Type** : Bank
4. **Opening Balance** : 10000
5. **as on** : 7/2/2018
6. **Type** : cash, deposit
7. **Name** : Siva
8. **Address** : 3-9-44
9. **Effective for Reconciliation** :
10. **State** : AP
11. **Percentage of Calculation** :
12. **Pin Code** : 518543
13. **Set alter Banking Configuration** : Yes
14. **A/C No.** : 4586791569
15. **BSR Code** : 582
16. **Branch Name** : ALG
17. **PAN No.** : AAAPL1234C
18. **Sales Tax No.** : In that replace GST
19. **IFSC Code** : SBIN00784
20. **CST No.** :