

Process 2: Manage financial transactions for payable and receivables integrated with organization operations

Scenario 2: Reconcile Organization Transactions

Scenario Overview:

In this scenario, creditor and debtor nodes, reconciliations, and Day book forms are involved to complete this scenario.

1. Add Credit Note
2. Add Debit Note
3. Account Reconciliation
4. Bank Reconciliation
5. Day book

1. Add Credit Note:

Credit note proves that a credit entry has been made to a debtor's or creditor's account. A customer or supplier can be credited for a variety of reasons such as sales returns - when the goods are returned by the customer etc., a credit is made out of his name.

After login to ERP, go to Accounts, select the menu **Credit note**, in that select sub menu **Add Credit Note**, a form opens with a list of variables.

Fill the required fields, and click add request button as shown in below screen.

The screenshot shows a web-based form for adding a credit note. The form is organized into three main sections: 'Basic Information', 'Additional Information', and 'Payment Details'. The 'Basic Information' section includes fields for 'Credit No.', '*Reference No.', 'Date' (pre-filled with 07/05/2018), '*Amount', '*Credit' (dropdown), '*Accounts Category', 'Accounts Sub Category', 'Tax Component', 'Tax Amount', and 'Total Amount With Tax'. The 'Additional Information' section includes 'Debtor Name', 'Description', and 'Email Id'. The 'Payment Details' section includes 'Mode Of Payment' (dropdown), 'Cheque Number', 'Transaction ID', 'Drawn at', and 'DD Number'. At the bottom right, there are 'Payment' and 'Cancel' buttons. A sidebar on the left contains a navigation menu with items like 'Financial Reports', 'Sequence Format', 'Other Vouchers', 'Reports', 'Manage Scope', 'BankReconciliation Form', 'Add External Group', 'Accounts Reconciliation Form', 'Debit Notes', 'Credit Notes', 'Payments', 'Categories', 'Select Feature', 'All Transactions', 'Importdata', 'Receipts', 'View All Vouchers', 'Certification', and 'External Variable Settings'.

In the above screen, we need to fill the following fields:

1. Credit No : CR-0001

- 2. Date : 7/5/2018
- 3. Reference No : 5955413(Original Invoice No)
- 4. Amount : 1000
- 5. Credit : Siva (customer)
- 6. Debit : Relgo Anas
- 7. Accounts Category : Credit Note
- 8. Accounts Sub Category : Sales Return
- 9. Tax Component : CGST, SGST, IGST
- 10. Tax Amount : 180(90, 90)
- 11. Tax Type : GST
- 12. Total Amount with Tax : 1180
- 14. Debtor Name : Siva
- 15. Description : Customer return due to the Extra
- 16. Email Id : sivahanumanreddy@relgo.com
- 17. Mode of Payment : Cash

2. Add Debit Note:

Debit note proves that a debit entry has been made to the debtor's or creditor's account. A customer or supplier can be debited for variety of reasons such as purchase return, wrong quantity, discount, commission etc.

After login to ERP, go to Accounts; select the menu **Debit Note**, in that select sub menu **Debit note**, a form opens with a list of variables as shown in below screen.

The screenshot shows the 'Debit Notes > New Debit Notes' form in an ERP system. The form is organized into several sections:

- Debit Notes Section:** Contains fields for DebitNo, Date (07/05/2018), Reference No, Amount, Credit (Select an Option), Debit (Select an Option), Accounts Category (Select an Option), Tax Component (Select an Option), Accounts Sub Category (Select an Option), Tax Amount, Tax Type (Select an Option), and Total Amount With Tax.
- Additional Information Section:** Contains fields for Creditor Name, Description, and Email Id.
- Payment Details Section:** Contains fields for Mode Of Payment (Select an Option), Cheque Number, DD Number, Transaction ID, and Drawn at.

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

- In the above screen fill the required fields, and then click on **add request** button. Those fields are:

1. Debit No : Dr-0001
2. Date : 7/5/2018
3. Reference No : 4841684(Original Invoice No)
4. Amount : 1000
5. Credit : Relgo Anas
6. Debit : Bharathi Raj (Vendor)
7. Accounts Category : Debit Note
8. Tax Component : CGST, SGST, IGST
9. Accounts Sub Category : Purchase Return
10. Tax Amount : 180(90, 90)
11. Tax Type : GST
12. Total Amount with Tax : 1180
14. Creditor Name : Bharthi Raj
15. Email Id : BharthiRaj@relgo.com
16. Description : Return due to Discrepancy
17. Mode of Payment : Cash

3. Account Reconciliation:

After login ERP, go to Accounts; select the menu **Account Reconciliation Form**, in that select sub menu **Account Reconciliation**, a form opens with a list of variables.

- Fill the required fields, and click add request button.
 1. from Date : 7/2/2018
 2. to Date : 8/2/2018

Select Group > AccountReconciliation

From Date	<input type="text" value="06/30/2018"/>
To Date	<input type="text" value="06/30/2018"/>
<input type="button" value="Show"/>	
<input type="button" value="UpdateStatus"/>	

4. Bank Reconciliation:

After login to ERP, go to Accounts, select the menu **Bank Reconciliation Form**, in that select sub menu **Bank Reconciliation**, a form opens with a list of variables.

- Fill the required fields, and click add request button.
 1. from Date : 7/2/2018
 2. to Date : 8/2/2018

Select Group > Bank Reconciliation

From Date	<input type="text" value="06/30/2018"/>
To Date	<input type="text" value="06/30/2018"/>
	<input type="button" value="Show"/>
	<input type="button" value="UpdateStatus"/>

5. Day book: A book in which daily transactions are recorded.

- After login to ERP, go to Accounts; select the menu **Survey**, in that select sub menu **Day Book**, a form opens with a list of variables.
- Fill the required fields, and click add request button.
 1. from Date : 7/2/2018
 2. to Date : 8/2/2018
 3. Voucher Type : Payment voucher

Survey > Daybook

From Date	<input type="text" value="06/30/2018"/>
To Date	<input type="text" value="06/30/2018"/>
Voucher Type	<input type="text" value="Select an Option"/>
	<input type="button" value="Show"/>
	Total Debit Amount:
	Total Credit Amount: