

ALIGNBOOKS

User guide

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ALIGNBOOKS

The manual has been prepared keeping all the aspects of the software in mind but there might be instances of slight differences whenever updates take place, we try to keep the manuals as updated as possible.

FINANCE MODULE

Welcome to AlignBooks. We are happy to have you on board. In this help studio tutorial, we will explore the Finance Module.

Under Finance module you can create your Chart of Accounts, generate various documents related to the financial receipts & payments and other Accounting Adjustments.

Finance Module has five menu options.

1. Chart of Accounts
2. Receipt Payment Voucher
3. Transfer Journal
4. Adjustment Journal
5. Expenses Journal

We will explore each of them in detail.

Receipt Payment Voucher

Welcome to AlignBooks. We are happy to have you on board. In this help studio tutorial, we will explore the Receipt Payment Voucher preparation options.

Before we begin, let us understand about the need of Receipt Payment Voucher Entry and the relevance of this particular activity.

Apart from payment receipts from customers, you may receive some miscellaneous payments like sale of shares & securities, sale of fixed assets etc. which you need to account for in your books of accounts.

Similarly, apart from payment made to vendors, you will make other payments like administrative expenses, purchase of fixed assets etc. which you need to account for in your books of accounts.

Therefore, you can enter your all receipts and payments, other than receipt from a customer and payment to vendor, through this module.

Alignbooks recommend not to enter payments receipt from customers through this modules and use Payment Receipt menu under Sales module to enter all receipts from customers. Similarly, payments to vendors should be enter through payment option under purchase menu. This will allow you to generate advance reports on your customers / vendors like aging analysis, bill wise outstanding etc. However, if you do not want to generate such advance reports, you can enter such payments through this module.

You can create a Receipt Payment Voucher under Finance Module of AlignBooks.

The key functions of Receipt Payment Voucher Module are:

- Creation of a New Receipt Payment Voucher,
- Modification of an existing Receipt Payment Voucher;
- Deletion of an existing Receipt Payment Voucher.

18 Open 19 Copy

1 Division: Gurgaon

2 Category: Finance Category

3 Cash/Bank Posting: LineWise

4 Cash/Bank A/c: Bank of Barod

5 Voucher Date: 09/06/2017

6 Voucher No: 0003 000002

7 Currency: Indian Rupee

8 Conversion Rate: 1

	Ledger	Party	Debit/Credit	Amount(₹)	Amount(₹)	Remark
+ x				₹0.00	₹0.00	
+ x				₹0.00	₹0.00	
+ x				₹0.00	₹0.00	
+ x				₹0.00	₹0.00	
				Total : ₹0.00	Total : ₹0.00	

9

+ Add Lines

Narration

Attachment

10

11

12 Save 13 Print 15 Clear 14 Mail 16 Import 17 Schedule

Configuration:

AlignBooks provide you the facility to configure your Receipt Payment Voucher documents with respect to choice of maintaining multiple series of documents, choice of sending Email and SMS on creation/edit/approval of the document and for Approval System setting etc.





Click on "**Configuration**" to configure this document. Click here ["How to Configure a Document"](#), to know more about this utility.

Let's now understand how to create a New Receipt Payment Voucher in simple steps

You have three ways to prepare a Receipt Payment Voucher;

- Enter fresh data for the first time;
- Open an existing document and use the "Copy" feature of AlignBooks to make the necessary changes. This will save your time and efforts;
- If you have data in an Excel Format, Import data and make the required changes.

Let's enter the fresh set of data for the first time;



1 Location: If you are handling multi locations, select the required location from the dropdown menu. This field is available only if you have configured "Multi location "ON" in configuration ->Company Setup->General Setup".If your desired Location does not exist in the menu, you can create a New Location by clicking on  option within the dropdown menu. You can also Edit or Delete a Location from Here. Select a Location to be edited/deleted and then click on . The Location will be opened in Edit mode and you can edit it and save by click on . You can delete it by click on .

2 Category: If you are classifying your document in different categories, select the applicable category from the drop down menu. This field is available only if you have configured "Document Classification - ON" in Configuration ->Company Setup->Finance->Basic.You can Add, Edit or Delete a Category by following the process described under Location Tab.



3 Cash/Bank Posting : Select from the drop down whether you want voucher posting in cash / bank book on single line basis or multiple line basis i.e. single entry of voucher even though there are multiple accounts in voucher or separate entry for each and every account of voucher

4 Cash/Bank A/C : Select a Cash/Bank account from the dropdown menu. You can Add, Edit or Delete a Cash Bank A/c by following the process described under Location Tab.

5 Voucher Date: Enter the date which you wish to reflect in the document. By default, the system will take the current date. You can also pick a different date by just clicking on the calendar function

6 Voucher No. – Prefix : While configuring your document, if you have opted to "maintain manual prefix", select a prefix from the drop down list. If the required prefix does not exist in the list, you are able to create a new one by clicking on  Icon or  option within the dropdown menu and input a name.

Number : While configuring your document, if you have opted to "maintain manual numbering", enter a document number here.

7 Currency : If your payment/receipt is in a foreign currency, select a Currency from the drop down menu. This field is available only if you have configured "Multi Currency - ON" in Configuration ->Company Setup->General Setup.If your desired currency does not exist in the menu, you can add a new currency by clicking on  Icon or  option within the dropdown menu.


8 Conversion Rate : System will automatically get the conversion rate from currency master, if already created by you. If you wish to change the currency conversion rate for this particular document, you can do the same here.

9 So far we have entered the relevant details to clearly identify the Receipt Payment Voucher. We will now enter the specific ledger details to generate a Receipt Payment Voucher;

	Ledger	Party	Debit/Credit	Amount(₹)	Amount(₹)	Remark	Bank Ref	Cheque No	Bank Date	Beneficiary	FA11	FA22
+ x				₹0.00	₹0.00							
+ x				₹0.00	₹0.00							
+ x				₹0.00	₹0.00							
+ x				₹0.00	₹0.00							
				₹0.00	₹0.00							

+ : Click here to add a Row to the table. You can also add a row by clicking on "Add Lines"

x : Click here to delete a row from the table.

Ledger : Select a Ledger from the drop down list. Click on  to add a new Ledger.

Party : If ledger selected by you is Customer / vendor control ledger, select a customer/vendor from the drop down menu.

Debit/Credit : Select from drop down Dr. or Cr. i.e. the selected ledger is to be debited or credited. The counter effect will automatically be given to Cash/Bank ledger selected above.

Amount : Enter the amount to be Debited / Credited. If the payment is received / made in foreign currency , enter the amount in that currency only without converting it in local currency. For example if you have paid \$ 41625, you should enter 41625.

Amount : Here is displayed the amount converted into Local currency. System will calculate the Amount in LC automatically i.e. with the Amount in FC x conversion rate.

Remark : If you wish to put any remark against this transaction, enter here.

Bank Ref : Enter the issuing party bank reference, if applicable.

Cheque No. : Enter the cheque No., if applicable

Cheque Date : Enter the cheque Date, if applicable


Beneficiary : Enter the beneficiary name, if applicable.


Attribute : These fields are available only if you have selected to use attributes in General Ledgers (Configuration -> Company Setup->Finance ->Attribute).


The field will be active only if a attribute is linked with the ledger selected by you.

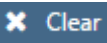
10 Narration : Input here a detailed narration pertaining to the voucher.


11 Attachment : Here you may upload any supporting documents, which can be used for the future reference. You can browse the location to attach the same. Click on "X" to remove the attachment


12 Click on  to save the document prepared by you.

13 Click on  to print the document prepared by you. Click here ["Print Utility"](#) to know more about this utility.

14 If you want to send a **Email** or **SMS**, Click on  beside **Mail** and click on Email or SMS.

15  **Clear** : Before clicking this option make sure that the data entered is no more required by you; the moment you click on this option the system will erase all the data and give you an empty screen to enter fresh data.

16 Import : Click on  to Import Data and select a file from which Data is to be imported. Click here ["Import Utility"](#) to know more about this utility.

17 Schedule : If you want to create a schedule for this document, click on . Click here ["Schedule a Document"](#) to know more about this utility.
You have completed Receipt Payment Voucher.

18 Open : Click here to open an existing Receipt Payment Voucher. Click here ["Open a Document"](#) to know more about this utility.

19

Copy : Click here to copy the values from an existing Receipt Payment Voucher. Click here ["Copy from a Document"](#), to know more about this utility.

We hope you enjoyed this tutorial. Please give us a call for further help. Happy Aligning!

[Disclaimer](#)