

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.

Transfer Journal

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

Before we begin, let us understand about the need of Transfer Journal Entry and the relevance of this particular activity.

If you are frequently transferring amount from one Cash/Bank to another Cash/Bank, entering such transactions from this module will save your time a lot because all other information not applicable to these type of transactions shall not be asked. Also, your such voluminous vouchers will remain separate from your regular vouchers making your look and search easy.

You can create a Transfer Journal under Finance Module of AlignBooks.

The key functions of Transfer Journal Module are:

- Creation of a New Transfer Journal,
- Modification of an existing Transfer Journal;
- Deletion of an existing Transfer Journal.

The screenshot shows the Transfer Journal form in the AlignBooks application. The form is titled "Transfer Journal" and is part of the Finance Module. It features a top menu bar with options: Open, Delete, Copy, Cancel, Restore, Help, Configuration, and Close. The form fields are as follows:

- 1**: Division (Gurgaon)
- 2**: Category (Finance Category)
- 3**: Date (09/06/2017)
- 4**: Voucher No (prefix: 000011)
- 5**: From Cash/Bank (Ledger)
- 6**: To Cash/Bank (Ledger)
- 7**: Amount (₹0.00)
- 8**: Cheque No.
- 9**: Narration
- 10**: Attachment (Browse... or Drop file here)

The bottom of the form has a toolbar with buttons: Save, Print, Clear, Mail, Import, and Schedule.

Configuration:

AlignBooks provide you the facility to configure your Transfer Journal 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.


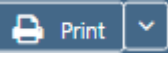


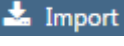

Let's now understand how to create a New Transfer Journal in simple steps

You have three ways to prepare a Transfer Journal;

- 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 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
- 4 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.
- 5 From Cash/Bank :** Select a Cash/Bank account from the dropdown menu from which amount is being transferred. You can Add, Edit or Delete a Cash Bank A/c by following the process described under Location Tab.
- 6 To Cash/Bank :** Select a Cash/Bank account from the dropdown menu where amount is being transferred. You can Add, Edit or Delete a Cash Bank A/c by following the process described under Location Tab.
- 7 Amount :** Enter the amount to be transferred.
- 8 Cheque No.:** Enter the Cheque No, if applicable.
- 9 Narration :** Input here a detailed narration pertaining to the voucher.

- 10 **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.
- 11 Click on  to save the document prepared by you.
- 12 Click on  to print the document prepared by you. Click here ["Print Utility"](#), to know more about this utility.
- 13 If you want to send a **Email** or **SMS**, Click on  beside **Mail** and click on Email or SMS.
- 14  : 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.
- 15 **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.
- 16 **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 Transfer Journal.
- 17 **Open** : Click here to open an existing Transfer Journal. Click here ["Open a Document"](#), to know more about this utility.
- 18 **Copy** : Click here to copy the values from an existing Transfer Journal. 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](#)