USER GUIDE

THE EXCEL-BASED FULLY-AUTOMATED

ACCOUNTING AND MIS SOFTWARE

About the Excel-based Accounting and MIS software

The Excel-based Accounting and MIS software is an easy-to-use Excel-based fully-automated accounting and MIS software for start-ups and small enterprises.

Key feature of the Accounting and MIS tool

A user need not possess any accounting or financial knowledge to use this application as it automatically imports raw bank statement, list of sales invoices and purchase invoices and passes entries in the books of accounts based on a highly advanced proprietary algorithm.

The above feature speeds up accounting process by upto 20 times and even a non-accountant can maintain books of accounts using this application, thus doing away with the need for having a regular accountant to maintain books of accounts.

The application will also be greatly helpful for CA firms and consultants that need to compile accounts for multiple clients in a very short span of time.

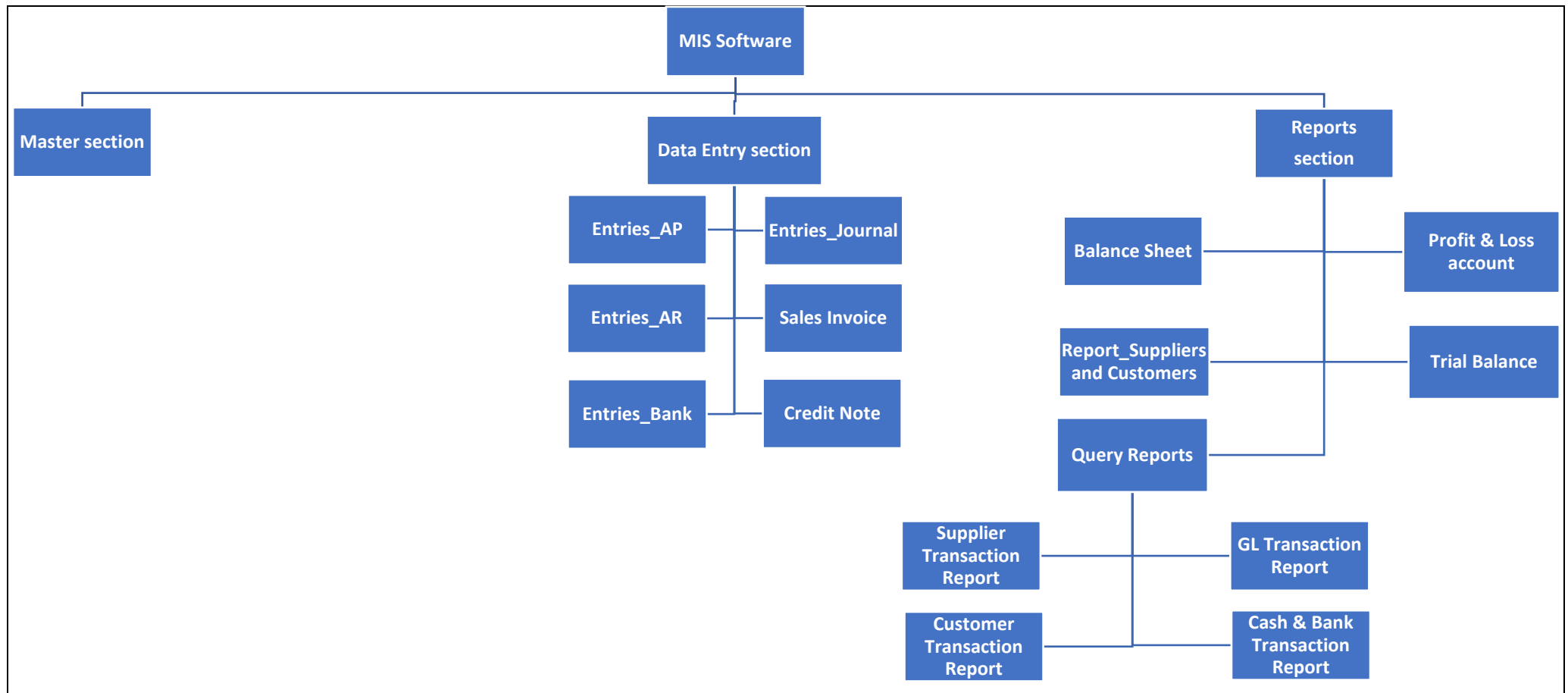Detailed features of the Accounting and MIS tool

1. A key feature of the tool is its ability to import raw bank statement directly in any format and auto-code entries in the bank statement based on a unique and advanced proprietary algorithm through which more than 95% of manual work of passing entries is avoided. This feature allows a user to complete accounts nearly 20 times faster.
2. A user, in case they use a different application for generating customer invoices, can import the list of customer invoices in one go into the tool, which also codes the invoices to correct GL accounts based on a unique algorithm. In the same manner, they can also import list of vendor invoices into the tool. This feature, along with (1) above are greatly helpful for chartered accountants and consultants who need to prepare accounts for their clients during the year-end in a short span of time.
3. The application features a very user-friendly interface for raising invoices and credit notes.
4. Extremely cost-effective compared to other accounting packages available in the market as the payment is one-time with permanent license validity.
5. The application features a project-wise profit and loss account through which a user can analyse profitability by each project/vertical.
6. Can be used immediately after downloading without requiring detailed installation/set-up processes

7. At the click of a button, a user can generate transactional reports for any customer, vendor, GL account or bank account for any period, aiding in customer follow-ups, scheduling vendor payments, and monitoring cash flow position
8. As the tool is Excel-based, the user can use this tool for any number of companies by using each copy of the tool for a separate company.

Reports in the MIS software

- Profit & Loss account
- Balance sheet
- Vendor and Customer balance report
- Customer transaction report
- Vendor transaction report
- GL transaction report
- Bank and cash transaction report
- Trial balance

Layout of the software

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                              MIS Software

Master section          Data Entry section                    Reports
                                                              section

              Entries_AP        Entries_Journal      Balance Sheet        Profit & Loss
                                                                          account

              Entries_AR        Sales Invoice        Report_Suppliers     Trial Balance
                                                     and Customers

              Entries_Bank      Credit Note          Query Reports

                        Supplier              GL Transaction
                        Transaction           Report
                        Report

                        Customer              Cash & Bank
                        Transaction           Transaction
                        Report                Report
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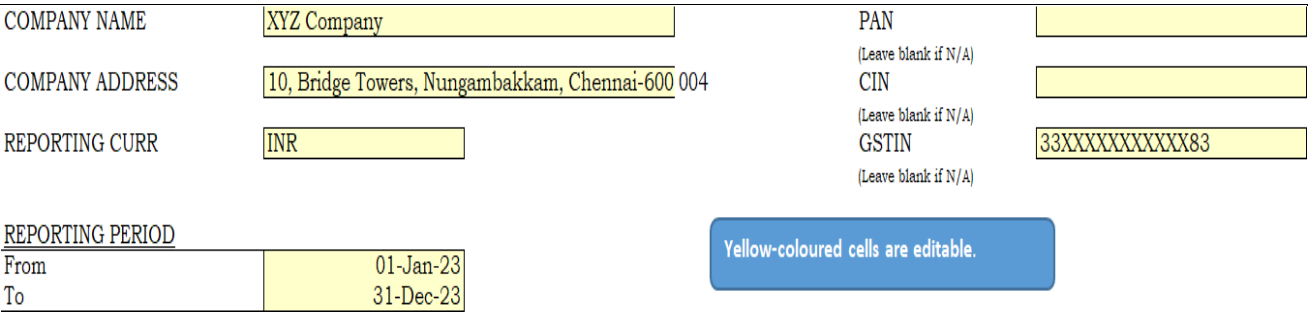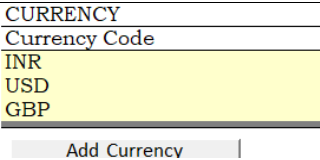
Master section

The Master sheet in the software is used for :

- Entering organisation details like name, address, reporting currency, PAN, GST number (if applicable), among others
- Adding vendors in the Vendor Master
- Adding customers in the Customer Master
- Adding new GL accounts
- Running various query reports like customer transaction report, supplier transaction report, GL transaction report etc.
- Adding HSN codes (applicable only for GST-registered users)
- Defining raw-report parameters like file name, file path, layout of data-columns in the raw report for importing raw bank statement, sales register or purchase register into the tool. This is explained in detail later.
- Adding rules in the Bank Transaction Identifier Rules Table based on which the tool will automatically identify GL codes for bank entries.

Only the yellow-coloured cells in the Master sheet are user-editable.

Screen-shots of various modules in the Master sheet along with their purpose are given for easy understanding:

Sl.No	Screen-shot	Remarks
1	COMPANY NAME: XYZ Company PAN (Leave blank if N/A) COMPANY ADDRESS: 10, Bridge Towers, Nungambakkam, Chennai-600 004 CIN (Leave blank if N/A) REPORTING CURR: INR GSTIN 33XXXXXXXXXXX83 (Leave blank if N/A) REPORTING PERIOD From 01-Jan-23 To 31-Dec-23 Yellow-coloured cells are editable.	The user shall enter organization name, address, PAN, Company Identification Number (if applicable) and GSTIN (if applicable) in the respective earmarked fields.
2	CURRENCY Currency Code INR USD GBP Add Currency	In case the organization invoices customers in multiple currencies, the user can add the required currencies

Exchange Rate Date	INR	USD	GBP
01-Jan-23	1	75	94
02-Jan-23	1	75	94
03-Jan-23	1	75	94
04-Jan-23	1	75	94
05-Jan-23	1	75	94
06-Jan-23	1	75	94
07-Jan-23	1	75	94
08-Jan-23	1	75	94
09-Jan-23	1	75	94
10-Jan-23	1	75	94
11-Jan-23	1	75	94
12-Jan-23	1	75	94
13-Jan-23	1	75	94
14-Jan-23	1	75	94
15-Jan-23	1	75	94

using this module. The exchange rates for the various currencies are entered in the **Master_Exchange Rates** sheet/module.

3

VENDOR MASTER

Vendor Code	Vendor Name	Vendor GST/VAT No.	Address	Opg Balance	GL Code	GL Description
VEN-0001	HARSHDEEP CONTRACTORS				4402	Repairs and Maintenance
VEN-0002	DEF AND COMPANY				4400	Printing and Stationery
VEN-0003	KKR AND SONS				4403	Local conveyance
VEN-0004	RAMESH AND CO				4400	Printing and Stationery
VEN-0005	RAHUL V				4401	Office consumables
VEN-0006	JK ROAD WORKS				4402	Repairs and Maintenance
VEN-0007	JUNIPER ASSOCIATES				2302	Inventories_Finished Goods

Add Vendor

CUSTOMER MASTER

Customer Code	Customer Name	Customer GST/VAT No.	Address	Opg Balance	GL Code	GL Description
CUS-0001	SQUAREAGE BUILDERS				3000	Taxable Sales-Domestic
CUS-0002	TAZ GARDEN				3001	Taxable Sales-Export
CUS-0003	GANESH ASSOCIATES				3001	Taxable Sales-Export
CUS-0004	DEEPAM ASSOCIATES				3000	Taxable Sales-Domestic

Add Customer

The user shall add vendors and customers using the Vendor Master and Customer Master modules. The Vendor and Customer codes are alpha-numeric codes and are auto-generated by the software in the following format : VEN-XXXXX for vendors and CUS-XXXXX for customers.

4	TABLE FOR ADDING NEW GL ACCOUNTS			The user can add any number of GL codes in the Trial Balance using this module. All GL codes are numeric, have four characters and should follow the following logic:
	Account Code	Account Description	Grouping	
	4410	Power and Fuel	Other expenses	

Add account in Trial Balance

The user can add any number of GL codes in the Trial Balance using this module. All GL codes are numeric, have four characters and should follow the following logic:

A) All equity and liability accounts start with 1
B) All asset accounts start with 2
C) All revenue accounts start with 3
D) All expense accounts start with 4

While adding a new GL account, the user shall enter the account code followed by the account description and mention its grouping. The user may refer the Trial balance for a detailed understanding of the GL coding logic of various GL groups (Fixed Assets, Current Assets, Equity, Non-current/Current Liabilities, Revenue, Direct Costs etc).

5	**CUSTOMER TRANSACTIONS REPORT** Customer Code — CUS-0001 Customer Name — John and Company Period_From — 01-Jan-2023 Period_To — 31-Jan-2023 [Generate Report] **VENDOR TRANSACTIONS REPORT** Supplier Code — VEN-0001 Supplier Name — Philip and Company Period_From — 01-Jan-2023 Period_To — 31-Mar-2023 [Generate Report] **CASH/BANK TRANSACTIONS REPORT** Cash/Bank Code — 2500 Description — Cash at bank-A/c 1 Period_From — 01-Jun-2023 Period_To — 30-Sep-2023 [Generate Report] **GL TRANSACTIONS REPORT** GL Code — 1001 GL Description — Surplus in P&L A/c Period_From — 01-Oct-2023 Period_To — 31-Dec-2023 [Generate Report]	The user can use these modules to generate transactional reports for various customers, suppliers, GL accounts and bank/cash accounts for any period. Sample customer and vendor transaction reports for a customer and vendor are shown below:
6	(see table below)	The user shall define rules in the Bank Transaction Identifier Rules Table by means of which the system will proceed to code each entry in the Bank entries module. In the rules table, the user shall specify key-words appearing in the narration/description field for a transaction in the bank statement that unambiguously is to be mapped to a particular GL code or a particular vendor or customer. This is explained in detail later.

Table for row 6:

Keyword in narration field	Type of transaction (Receipt/Payment)	Identified A/c Code	Identified A/c Description	Cust/Supp Code	Identified Cust/Supp Desc
SQUAREAGE	Receipt	2400	Trade Receivable	CUS-0001	SQUAREAGE BUILDERS
PRAKASH	Both	1103	Loans from director-Prakash		
TAZ GARDEN	Receipt	2400	Trade Receivable	CUS-0002	TAZ GARDEN
JUNIPER	Payment	1400	Trade Payables	VEN-0007	JUNIPER ASSOCIATES

[Add Row] [Remove Row]

[**IDENTIFY BANK ENTRIES**]

7	**BANK STATEMENT IMPORT**	This section is used for importing the raw bank statement file (in XLS, XLSX, XLSM or CSV format) into the tool. The user shall specify the folder path where the raw bank statement report is located and also mention the name of the raw bank statement file.

BANK STATEMENT IMPORT
Raw File Import Path   D:\GM Tech Analytics\Tools\Code-editable Versions\Testing\Bank statement_2023-24

Mapping of columns in raw report
Date	1
Amount-Received	5
Amount-Paid	4
Dr/Cr identifier (if applicable)	
Narration	2

Removal of redundant data in raw report
| Column where redundant data is to be removed | 6 |

Details_Redundant data
| BLANK |
| BALANCE |

[Add Row]   [Remove Row]

Note : If blank rows are to be removed, enter "BLANK" in the above table.

| Statement currency | INR |
| Bank Code | 2500 |

| Import data from (enter date) | 01-May-23 |
| Import data till (enter date) | 31-Mar-24 |

IMPORT BANK STATEMENT

This section is used for importing the raw bank statement file (in XLS, XLSX, XLSM or CSV format) into the tool. The user shall specify the folder path where the raw bank statement report is located and also mention the name of the raw bank statement file.

Under the Column Mapping table, the user shall specify the column number in the raw bank statement file where the date column, amount received column, amount paid column and narration column are located. For instance, if date values are located in Column A in bank statement file, the user shall mention 1, if amount received values are located in Column D, the user shall mention 4 in the mapping table, and so on.

This is explained in detail later.

| 8 | **SALES REGISTER IMPORT** | In case the user generates customer invoices using a different software/application, they can import the complete list of invoices into the tool using the functionalities available in this section.

This is explained in detail later. |
|---|---|---|
| | Raw File Import Path — D:\GM Tech Analytics\Tools\Code-editable Versions\Testing\Sales report | |

Mapping of columns in raw report

Invoice date	5
Invoice number	4
Taxable amount	9
Invoice amount	6
Customer Name	2
Currency	16
Sales/Sales return	3
Narration	2

Identifier for Sales	Sale
Identifier for Sales returns	Credit Note

Removal of redundant data in raw report

Column where redundant data is to be removed	3

Details_Redundant data
Transaction Type
BLANK

[Add Row]   [Remove Row]

Note : If blank rows are to be removed, enter "BLANK" in the above table.

Import data from (enter date)	01-May-23
Import data till (enter date)	31-May-23

IMPORT SALES REGISTER

9	**PURCHASE REGISTER IMPORT**	The user can import list of vendor invoices into the tool using the functionalities available in this section.
	Raw File Import Path — D:\GM Tech Analytics\Tools\Code-editable Versions\Testing\Sales report	

Mapping of columns in raw report

Invoice date	5
Invoice number	4
Taxable amount	9
Invoice amount	6
Vendor Name	2
Currency	16
Purchase/Purchase return	3
Narration	2

Identifier for Purchase	Purchase
Identifier for Purchase returns	Debit Note

Removal of redundant data in raw report

Column where redundant data is to be removed	3

Details_Redundant data
Transaction Type
BLANK

[Add Row]   [Remove Row]

Note : If blank rows are to be removed, enter "BLANK" in the above table.

Import data from (enter date)	01-May-23
Import data till (enter date)	31-May-23

IMPORT PURCHASE REGISTER

Data-entry section

The data-entry section comprises:

- **Entries_Bank** module for entering all cash and bank transactions
- **Entries_AR** module for entering all trade receivable/customer transactions (other than cash and bank transactions)
- **Entries_AP** module for entering all trade payable/supplier transactions (other than cash and bank transactions)
- **Entries_Journal** module for entering all journal entries
- **Sales Invoice** module for raising invoices on customers
- **Credit Note** module for raising credit notes on customers

General rules for passing entries in various modules:

- Only the yellow-coloured cells are editable, with the other cells protected.
- For adding a new line item, the user shall press **Add Row** button and then fill out the user-editable fields in the blank row created
- The user shall select the appropriate GL account code from the list of account codes available in the Trial Balance. The user may refer the Trial Balance for a complete list of the available GL account heads and their corresponding account codes. The user can add further GL account codes in the Master sheet/module, if the available GL account codes are not sufficient for passing entries. For example, assuming the user wants to book an expense under the GL account "Power and Fuel" (grouped under **Other Expenses)**, but this account is not available in the standard Trial Balance. In this case, the user needs to go to the table "TABLE FOR ADDING NEW GL ACCOUNTS" in the Master sheet module and add the new GL account by entering the GL account particulars and press the *Add account...* button as shown below.

TABLE FOR ADDING NEW GL ACCOUNTS		
Account Code	Account Description	Grouping
4410	Power and Fuel	Other expenses

Add account in Trial Balance

Upon doing so, the new GL account becomes available for passing entries.
In the above case, the user shall identify the new account code to be given for Power and Fuel ('4410') by referring the list of existing GL accounts under **Other Expenses** grouping in the Trial Balance and take the next available GL code in that grouping.

Trial Balance Extract below:

4400	Printing and Stationery	-	-	-	-	-	-	Other expenses
4401	Office consumables	-	-	-	-	-	-	Other expenses
4402	Repairs and Maintenance	-	-	-	-	-	-	Other expenses
4403	Local conveyance	-	-	-	-	-	-	Other expenses
4404	Vehicle Insurance	-	-	-	-	-	-	Other expenses
4405	Travelling exp	-	-	-	-	-	-	Other expenses
4406	Conference exp	-	-	-	-	-	-	Other expenses
4407	IT consumables	-	-	-	-	-	-	Other expenses
4408	Subscription_Journals	-	-	-	-	-	-	Other expenses
4409	Subscription_IT	-	-	-	-	-	-	Other expenses

It can be noted that the last GL account code under Other expenses is 4409; thus, the user can take 4410 as the account code for 'Power and Fuel'.

- POSTING AN ENTRY: After creating an entry, for it to reflect in the books of accounts, the user has to post the entry to books by clicking on Post Entries button. Before pressing Post Entries button, the user has to enter the range of entries to be posted in the **Sl No -From** and **Sl No – To** fields. For instance, if the user has prepared entries from Sl Nos 4 to 11, they shall enter 4 and 11 respectively in the two fields mentioned before before clicking on the Post Entries button. The accounts will be updated with the entries only after they are posted.

- Once an entry is posted to the books, due to the Audit Trail feature, it cannot be edited further but can only be reversed by passing a reversal entry. Hence, the user shall ensure that the details entered in the draft entry are correct in all respects before posting an entry.

- For ready reference, the account code for Trade Receivables (Debtors Control Account) is '2400' and the account code for Trade Payables(Creditors Control Account) is '1400' (these two control accounts are built into the software and cannot be changed). For example, when the user needs to account for a bank receipt from a customer (Account code-CUS-0001), in the **Entries_Bank** module, the user shall mention GL code '2400' (corresponding to Trade Receivables) in Column 3 ,enter the specific customer (CUS-0001) from whom the money has been received in Column 11 and enter the other transactional particulars (date, amount, narration etc), after which the entry shall be posted by clicking on **Post Entries** button, as shown below.

BANK AND CASH ENTRIES

Sl No	Date	GL Code	GL Description	Amt (Trans. curr)	Currency	Exc.Rate	Amt (Rep. curr)	Dr/Cr	Bank code	Cust Code	Supp Code	INV/BILL REF	Narration
1	31-Jan-23	2400	Trade Receivables	25,000	INR	1.00	25,000	Dr		2500 CUS-0001		AGST INV 001	AGAINST SUPPLY OF MATERIALS
2						0.00	-						
3						0.00	-						
4						0.00	-						
5						0.00	-						

Add Row

Remove Row

Post Entries

Sl No - From	1
Sl No - To	1

Similar logic should be applied for payments to vendors.

Screen-shots of some data-entry modules

BANK AND CASH ENTRIES

Sl No	Date	GL Code	GL Description	Amt (Trans. curr)	Curren	Exc.Ra	Amt (Rep. curr)	Dr/C	Bank code	Cust Code	Supp Code	INV/BILL REF	Narration	Time Stamp	Posted by	Posting Statu
1	01-Jan-23	1400	Trade Payables	150,000	INR	1.00	150,000	Dr	2500		VEN-0001		285	05/01/2024 10:57	admin	Posted
2	04-Jan-23	2400	Trade Receivables	150,000	INR	1.00	150,000	Dr	2500	CUS-0001		Against Inv 0018	Ref Barclays XXXX31	05/01/2024 10:57	admin	Posted
3	07-Jan-23	2400	Trade Receivables	175,000	INR	1.00	175,000	Dr	2500	CUS-0003		Against Inv 0019	Ref Barclays XXXX34	05/01/2024 10:57	admin	Posted
4	07-Jan-23	2400	Trade Receivables	600,000	INR	1.00	600,000	Dr	2500	CUS-0001		Against Inv 0020	Ref Barclays XXXX37	05/01/2024 10:57	admin	Posted
5	10-Jan-23	2400	Trade Receivables	720,000	INR	1.00	720,000	Dr	2500	CUS-0002				05/01/2024 10:57	admin	Posted
6	12-Jan-23	4201	Bank charges	10,500	INR	1.00	10,500	Cr	2500					05/01/2024 10:57	admin	Posted
7	12-Jan-23	1400	Trade Payables	75,000	INR	1.00	75,000	Cr	2500		VEN-0005			05/01/2024 10:57	admin	Posted
8	13-Jan-23	2400	Trade Receivables	300,000	INR	1.00	300,000	Dr	2500	CUS-0001		Against Inv 0021	Ref Barclays XXXX38	05/01/2024 10:57	admin	Posted
9	14-Jan-23	2400	Trade Receivables	850,000	INR	1.00	850,000	Dr	2500	CUS-0002				05/01/2024 10:57	admin	Posted
10	17-Jan-23	2400	Trade Receivables	150,000	INR	1.00	150,000	Dr	2500	CUS-0001		Against Inv 0022	Ref Barclays XXXX41	05/01/2024 10:57	admin	Posted
11	17-Jan-23	2400	Trade Receivables	200,000	INR	1.00	200,000	Dr	2500	CUS-0001		Against Inv 0023	Ref Barclays XXXX44	05/01/2024 10:57	admin	Posted
12	18-Jan-23	4201	Bank charges	32,000	INR	1.00	32,000	Cr	2500					05/01/2024 10:57	admin	Posted
13	18-Jan-23	1400	Trade Payables	64,000	INR	1.00	64,000	Cr	2500		VEN-0001		288	05/01/2024 10:57	admin	Posted
14	18-Jan-23	1400	Trade Payables	75,000	INR	1.00	75,000	Cr	2500		VEN-0001		300	05/01/2024 10:57	admin	Posted
15	28-Jan-23	1400	Trade Payables	90,000	INR	1.00	90,000	Cr	2500		VEN-0001		301	05/01/2024 10:57	admin	Posted
16	31-Jan-23	1400	Trade Payables	170,000	INR	1.00	170,000	Cr	2500		VEN-0002			05/01/2024 10:57	admin	Posted
17	31-Jan-23	1400	Trade Payables	160,000	INR	1.00	160,000	Cr	2500		VEN-0004			05/01/2024 10:57	admin	Posted
18	31-Jan-23	4100	Staff Salaries	3,520,000	INR	1.00	3,520,000	Cr	2500				January 2023	05/01/2024 10:57	admin	Posted
19						0.00	-									

[Add Row]

[Remove]

[Post Entries]

Sl No - From	1
Sl No - To	18

This module is used for accounting cash and bank receipts and payments, whether these are receipts from customers, payments to vendors, non-vendor expenses (like bank charges, conveyance etc), non-customer receipts (interest income), capital receipts/payments etc.

ACCOUNTS RECEIVABLE

Sl No	Date	GL Code	GL Description	Amt (Trans. curr)	GST Rate	Currency	Exc.Rate	Amt (Rep. Curr)	GST Amt (Rep. Curr)	Total Amt (Rep. curr)	Dr/Cr	Cust Code	INV REF	Narration	Time Stamp	Posted	Posting Status
1	01-Jan-23	3000	Taxable Sales-Domestic	150,000	0%	INR	1.00	150,000	-	150,000	Dr	CUS-0001	Inv 0018		05/01/2024 10:50	admin	Posted
2	01-Jan-23	3000	Taxable Sales-Domestic	175,000	0%	INR	1.00	175,000	-	175,000	Dr	CUS-0003	Inv 0019		05/01/2024 10:50	admin	Posted
3	04-Jan-23	3000	Taxable Sales-Domestic	600,000	0%	INR	1.00	600,000	-	600,000	Dr	CUS-0001	Inv 0020		05/01/2024 10:50	admin	Posted
4	05-Jan-23	3000	Taxable Sales-Domestic	300,000	0%	INR	1.00	300,000	-	300,000	Dr	CUS-0001	Inv 0021		05/01/2024 10:50	admin	Posted
5	07-Jan-23	3000	Taxable Sales-Domestic	150,000	0%	INR	1.00	150,000	-	150,000	Dr	CUS-0001	Inv 0022		05/01/2024 10:50	admin	Posted
6	07-Jan-23	3000	Taxable Sales-Domestic	200,000	0%	INR	1.00	200,000	-	200,000	Dr	CUS-0001	Inv 0023		05/01/2024 10:50	admin	Posted
7	08-Jan-23	3000	Taxable Sales-Domestic	175,000	0%	INR	1.00	175,000	-	175,000	Dr	CUS-0001	Inv 0024		05/01/2024 10:50	admin	Posted
8	08-Jan-23	3000	Taxable Sales-Domestic	250,000	0%	INR	1.00	250,000	-	250,000	Dr	CUS-0001	Inv 0025		05/01/2024 10:50	admin	Posted
9	09-Jan-23	3000	Taxable Sales-Domestic	750,000	0%	INR	1.00	750,000	-	750,000	Dr	CUS-0002	Inv 0026		05/01/2024 10:50	admin	Posted
10	10-Jan-23	3000	Taxable Sales-Domestic	125,000	0%	INR	1.00	125,000	-	125,000	Dr	CUS-0003	Inv 0027		05/01/2024 10:50	admin	Posted
11	12-Jan-23	3001	Taxable Sales-Export	45,000	0%	USD	75.00	3,375,000	-	3,375,000	Dr	CUS-0004	Inv 0028		05/01/2024 10:51	admin	Posted

Add Row

Remove Row

Post Entries

Sl No - From   1
Sl No - To   11

This module is used for accounting non-cash accounts receivable/customer transactions like customer invoices, credit notes etc.

ACCOUNTS PAYABLE

Sl No	Date	GL Code	GL Description	Amt (Trans. curr)	GST Rate	Currency	Exc.Rate	Amt (Rep. Curr)	GST Amt (Rep. Curr)	Total Amt (Rep. curr)	Dr/Cr	Supp. Code	BILL REF	Narration	Time Stamp	Posted by	Posting Status
1	01-Jan-23	4002	Sub-contracting exp	150,000	0%	INR	1.00	150,000	-	150,000	Cr	VEN-0001	285	Project ref.1	05/01/2024 10:51	admin	Posted
2	01-Jan-23	4002	Sub-contracting exp	64,000	0%	INR	1.00	64,000	-	64,000	Cr	VEN-0001	288	Project ref.1	05/01/2024 10:51	admin	Posted
3	01-Jan-23	4002	Sub-contracting exp	150,000	0%	INR	1.00	150,000	-	150,000	Cr	VEN-0001	300	Project ref.3	05/01/2024 10:51	admin	Posted
4	25-Jan-23	4002	Sub-contracting exp	180,000	0%	INR	1.00	180,000	-	180,000	Cr	VEN-0001	301	Project ref.4	05/01/2024 10:51	admin	Posted
5	28-Jan-23	4402	Repairs and Maintenance	25,300	0%	INR	1.00	25,300	-	25,300	Cr	VEN-0003	A00013	General office maintenance	05/01/2024 10:51	admin	Posted
6	31-Jan-23	4400	Printing and Stationery	18,200	0%	INR	1.00	18,200	-	18,200	Cr	VEN-0004	B855	Toner purchase	05/01/2024 10:51	admin	Posted
7							0.00	-	-	-							
8							0.00	-	-	-							
9							0.00	-	-	-							

Add Row

Remove Row

Post Entries

Sl No - From	1
Sl No - To	6

This module is used for accounting non-cash accounts payable/vendor transactions like vendor bills, debit notes etc.

JOURNAL REGISTER

Sl No	Date	GL Code	GL Description	Amt (Trans. curr)	Currency	Exc.Rate	Total Amt (Rep. curr)	Dr/Cr	Tran Ref	Narration	Time Stamp	Posted by	Posting Status
1	31-Jan-23	4404	Vehicle Insurance	48,000	INR	1.00	48,000	Dr	1	Jan-2023	05/01/2024 11:41	admin	Posted
2	31-Jan-23	1403	Provision for expenses	48,000	INR	1.00	48,000	Cr	1	Jan-2023	05/01/2024 11:41	admin	Posted
3						0.00	-						
4						0.00	-						
5						0.00	-						
6						0.00	-						
7						0.00	-						
8						0.00	-						
9						0.00	-						

Add Row
Remove Row

Post Entries

Sl No - From	1
Sl No - To	2

This module is used for accounting journal entries.

Import of raw bank statement into the tool and setting up rules for the tool to auto-code bank entries imported from the bank statement file

A very unique feature of this application is the ability to import raw bank statement having any column arrangement without needing to re-format the columns or remove redundant rows in the raw bank statement. The user will then define rules by which the application will automatically code the various bank entries (imported from the bank statement) based on specific key-words found in the description/narration column in the bank statement. A properly defined rules table will almost wholly eliminate the need for the user to manually code bank and cash entries.

Detailed steps to import bank statement and auto-identify bank entries imported into the tool

1. The user shall go to the Bank Statement Import segment in the Master module and specify the folder path where the raw bank statement report is located and also mention the name of the raw bank statement file as shown below. In the given illustration, a raw bank statement file by name *Bank statement_2023-24* is to be imported into the tool.

Raw File Import Path | D:\GM Tech Analytics\Tools\Code-editable Versions\Testing\Bank statement_2023-24

2. Under the Column Mapping table, the user shall specify the column number in the raw bank statement file where the date column, amount received column, amount paid column and narration column are located. For instance, if date values are located in Column A in bank statement file, the user shall mention 1, if amount received values are located in Column E, the user shall mention 5 in the mapping table, and so on.
Sample bank statement file

			MEGA BANK LTD				
			BRANCH : GUDUVANCHERY				
			5 Srinivasapuram Nandhivaram Guduvanchery 603202				
ACCOUNT NO	: CA-51090901009999						
ACCOUNT NO (15 DIGIT)	: 510909010096773						
IFSC	: CIUB0000336						
ACCOUNT TYPE	: Current Account - General						
CUSTOMER DETAILS	: TOOLS OPERATIONS & CO LLP						
	NO 999 A ARUL NAGAR						
	GUDUVANCHERY						
	GUDUVANCHERY						
	KANCHEEPURAM						
	603202						
Statement Date	: May 22, 2024, at 08:20 PM						
STATEMENT OF ACCOUNT from 01/04/2024 to 30/04/2024							
DATE	DESCRIPTION	CHEQUE NO	DEBIT	CREDIT	BALANCE
02/04/2023	RTGS: SQUAREAGE BUILD/REF : 00014800			151948	727698.28
05/04/2023	TO CHEQUE:K PRAKASH:00336-CHQ NO 390	390	600000		127698.28
06/04/2023	BY CLEARING:012480-KIOSK-570-STR FOUNDATION:00121-2272	2272		388013	515711.28
09/04/2023	TO ONL IMPSCUB41008793173:KS NARAYAN/ICIC/ESI PF:		46019.7		469691.58
12/04/2023	TO CHEQUE:K PRAKASH:00336-CHQ NO 391	391	400000		69691.58
17/04/2023	BY NEFT TRF:TAZ GARDEN SMAR N108242992535578:			1096308	1165999.58
18/04/2023	TO ONL NEFT:UTR:CIUBH24109003673:UTIB0000189:SPACE		322273		843726.58
18/04/2023	TO ONL NEFT:UTR:CIUBH24109003782:UTIB0000189:SPACE		30000		813726.58
18/04/2023	TO CHEQUE:K PRAKASH:00336-CHQ NO 392	392	100000		713726.58

Mapping table in the tool

BANK STATEMENT IMPORT

Raw File Import Path	D:\GM Tech Analytics\Tools\Code-editable Versions\Testing\Bank statement_2023-24

Mapping of columns in raw report

Date	1
Amount-Received	5
Amount-Paid	4
Dr/Cr identifier (if applicable)	
Narration	2

Removal of redundant data in raw report

Column where redundant data is to be removed	6

Details_Redundant data
BLANK
BALANCE

Add Row	Remove Row

Note : If blank rows are to be removed, enter "BLANK" in the above table.

Statement currency	INR
Bank Code	2500

Import data from (enter date)	01-May-23
Import data till (enter date)	31-Mar-24

IMPORT BANK STATEMENT

The tool will automatically remove headers and unwanted rows in the raw file based on data-elimination rules defined in the redundant data table shown above. In the given example, the tool will remove all blank rows of column 6 (equivalent to F in the sheet) and rows wherever the string "BALANCE" occurs (which is in fact the header for column F in the raw bank statement file). By these means, the tool will import only required data into the tool after removing all redundant data like header/footer rows, blank rows etc., based on proper elimination rules defined by the user.

3. After the bank statement is imported into the Bank entries module (which is a data entry module for all bank and cash entries), the user shall define rules in the Bank Transaction Identifier Rules Table means of which the system will proceed to code each entry in the Bank entries module.

In the rules table, the user shall specify key-words appearing in the narration/description field for a transaction in the bank statement that unambiguously is to be mapped to a particular GL code or a particular vendor or customer. A properly set-up

rules table will result in the tool identifying nearly 100% of bank entries imported from the bank statement, thus saving enormous time and resources for the user.

Keyword in narration field	Type of transaction (Receipt/Payment)	Identified A/c Code	Identified A/c Description	Cust/Supp Code	Identified Cust/Supp Desc
SQUAREAGE	Receipt	2400	Trade Receivable	CUS-0001	SQUAREAGE BUILDERS
PRAKASH	Both	1103	Loans from director-Prakash		
TAZ GARDEN	Receipt	2400	Trade Receivable	CUS-0002	TAZ GARDEN
JUNIPER	Payment	1400	Trade Payables	VEN-0007	JUNIPER ASSOCIATES

Add Row	Remove Row

IDENTIFY BANK ENTRIES

In the given illustration, the company has a vendor named Juniper Associates to whom payments are made periodically. It can be inferred by glancing at the bank statement entries (highlighted in yellow) that among other redundant data like wire transfer reference, cheque number, the narration field mentions JUNIPER or JUNIPER ASSOCIATES wherever a payment to Juniper Associates is made. Thus, a rule can be set in the rules table in the Master module that wherever any bank payment with the key-word JUNIPER appears in the bank statement, the entry is to be coded as a Trade Payable with VEN-0007 as the Supplier Code, which corresponds to Juniper Associates (the supplier code can be taken from the Supplier Master in the Master module) .For reference, A/c 1400 corresponds to Trade Payables whereas A/c 2400 corresponds to Trade Receivables. The complete list of GL codes is available in the Trial balance.

Extract of bank statement:

Date	Narration	Ref	Debit	Credit	Balance
22/06/2023	BY CLG: JUNIPER ASSOCIATES	397	97234		77454.58
02/07/2023	BY NEFT TRF:SQUAREAGE BUILDERS N093242964287460:			151948	727698.28
05/07/2023	TO CHEQUE:K PRAKASH:00336-CHQ NO 390	390	600000		127698.28
06/07/2023	BY CLEARING:012480-KIOSK-STR FOUNDATION:00121-	2272		388013	515711.28
09/07/2023	TO ONL IMPSCUB410008793173:KS NARAYAN/ICIC/ESI PF:		46019.7		469691.58
12/07/2023	TO CHEQUE:K PRAKASH:00336-CHQ NO 391	391	400000		69691.58
17/07/2023	BY NEFT TRF:TAZ GARDEN SMAR N108242992535578:			1096308	1165999.58
18/07/2023	TO ONL NEFT:UTR:CIUBH24109003673:UTIB0000189:SPACE		322273		843726.58
18/07/2023	TO ONL NEFT:UTR:CIUBH24109003782:UTIB0000189:SPACE		30000		813726.58
18/07/2023	TO CHEQUE:K PRAKASH:00336-CHQ NO 392	392	100000		713726.58
20/07/2023	BY RTGS TRF:RCK ENTERPRISES RTGS - 202404200035352			1000000	1713726.58
20/07/2023	BY CHEQUE/DD PAYMENT: CA 510909010015267:00336-CHQ	1730		600000	2313726.58
20/07/2023	293888: JUNIPER	396	200000		2113726.58
20/07/2023	BY CLG: JUNIPER ASSOCIATES	395	588085		1525641.58
20/07/2023	TO NEFT TRF:SALARY:NEFT:UTR:CIUBH24111016485:UTIB		4160		1521481.58
20/07/2023	TO NEFT TRF:SALARY:NEFT:UTR:CIUBH24111016486:UBIN		31433		1490048.58
20/07/2023	TO NEFT TRF:SALARY:NEFT:UTR:CIUBH24111016487:IPOS		30880		1459168.58
20/07/2023	TO NEFT TRF:SALARY:NEFT:UTR:CIUBH24111016488:SBIN		83470		1375698.58
20/07/2023	TO NEFT TRF:SALARY:NEFT:UTR:CIUBH24111016489:SBIN		17500		1358198.58
20/07/2023	TO NEFT TRF:SALARY:NEFT:UTR:CIUBH24111016490:SBIN		123930		1234268.58
20/07/2023	TO NEFT TRF:SALARY:NEFT:UTR:CIUBH24111016491:SBIN		395240		839028.58
20/07/2023	TO NEFT TRF:SALARY:NEFT:UTR:CIUBH24111016492:SBIN		200000		639028.58
20/07/2023	TO NEFT TRF:SALARY:NEFT:UTR:CIUBH24111016493:PUNB		97234		541794.58
20/07/2023	TO CLEARING:SAL:00336: - -CHQ NO 393	393	495220		46574.58
20/07/2023	RFGS: GANESH A : 230238023VF			97234	143808.58
20/07/2023	TRF: GANESH ASSOCIATES : AC XXX33			30880	174688.58
20/07/2023	TO NEFT TRF:SALARY:NEFT:UTR:CIUBH24111047134:PUNB		97233		77455.58
20/07/2023	TO NEFT TRF:SALARY:NEFT:UTR:CIUBH24111047135:PUNB		1		77454.58
21/07/2023	GPAY : DEEPAM ASSOC: PETROL			22415	174687.58
21/07/2023	CREDIT CARD: 445556: DEEPAM AS			1	174688.58
22/07/2023	BY CLG: JUNIPER ASSOCIATES	397	97234		77454.58

In the same manner as above, rules are defined for various bank transactions . After creating and reviewing the rules, the user shall click on Identify Bank Entries button whereupon the application will auto-code various bank entries imported into the application from the bank statement. Thus, the application can auto-identify and pass entries for nearly 90-100% of bank entries by referring a properly set rules table, saving enormous time for the user.

4. The user will then review the entries auto-coded by the tool in the bank entries module, and after review, will post the entries into the books of accounts by clicking on the Post Entries button in the bank entries module.

5. Since the various rules have to be defined only once, enormous time is saved in data-entry process with new rules only to be added whenever a new customer or a new vendor comes on-board or a new keyword from the bank statement is to be added.

To summarise, manual effort in passing bank entries is almost eliminated by means of the import and auto-coding functionalities built into the tool.

Import of raw sales report and purchase report into the tool

The user can create a sales invoice in the Sales Invoice module and a credit note in the Credit Note module. After creation and approving a sales invoice/credit note, these are automatically passed into the AR entries module.

Certain companies may use a different application/ERP for generating sales invoices .

In such case, the user can import the complete list of sales invoices generated for any given period in one-go into the application through the Sales Register Import segment in the Master module.

This process is similar to bank statement import wherein the user will first specify the raw sales register file name with its complete path (the file name in the below illustration is Sales report), map each column in the raw sales report by referencing their specific column numbers in the sales register import table, and also define redundant-data elimination rules, as shown below.

SALES REGISTER IMPORT

Raw File Import Path	D:\GM Tech Analytics\Tools\Code-editable Versions\Testing\Sales report

Mapping of columns in raw report

Invoice date	5
Invoice number	4
Taxable amount	9
Invoice amount	6
Customer Name	2
Currency	16
Sales/Sales return	3
Narration	2

Identifier for Sales	Sale
Identifier for Sales returns	Credit Note

Removal of redundant data in raw report

Column where redundant data is to be removed	3

Details_Redundant data
Transaction Type
BLANK

[Add Row]   [Remove Row]

Note : If blank rows are to be removed, enter "BLANK" in the above table.

Import data from (enter date)	01-Apr-23
Import data till (enter date)	31-Mar-24

[**IMPORT SALES REGISTER**]

Upon properly mapping, the user shall then click on Import Sales Register button whereupon the application will import all entries from the raw report into the AR entries module after removing redundant data like headers, footers, blank rows etc

After verifying the individual entries imported in the AR entries module of the application, the user can post entries by clicking on Post Entries button.

It may be added here that the application, in addition to importing the sales register will also code the individual sales entries by referring the customer master for the GL code to be used for each customer. For instance, the GL account to be used for recording a sale to a customer SQUAREAGE BUILDERS is A/c 3000 (Taxable Sales-Domestic).

CUSTOMER MASTER

Customer Code	Customer Name	Customer GST/VAT No.	Address	Opg Balance	GL Code	GL Description
CUS-0001	SQUAREAGE BUILDERS				3000	Taxable Sales-Domestic
CUS-0002	TAZ GARDEN				3001	Taxable Sales-Export
CUS-0003	GANESH ASSOCIATES				3001	Taxable Sales-Export
CUS-0004	DEEPAM ASSOCIATES				3000	Taxable Sales-Domestic

Add Customer

The process of importing purchase list is similar to the sales register import process.

Reports section

The Reports section comprises Profit and Loss account, Balance Sheet, Suppliers and Customers summary report, Trial Balance, and various query reports like Customer transaction report, Vendor transaction report, Bank/Cash transaction report and GL transaction report.

Screen-shots of few reports are given below:

XYZ Company
Balance sheet as on 31-December-2023

(Amt in INR)

Equity and Liabilities	Period ended 31-December-2023
Equity	
Capital	1,000,000
Reserves and surplus	2,052,000
Non-current liabilities	
Long-term borrowings	-
Deferred tax liabilities	-
Current liabilities	
Trade payables	103,500
Bank borrowings	-
Current liabilities_Others	48,000
Total	**3,203,500**

Assets	Period ended 31-December-2023
Non-current assets	
Property, Plant and Equipment	-
Intangible assets	-
Deferred tax assets	-
Current assets	
Inventories	-
Trade Receivables	3,105,000
Cash and Bank	98,500
Other current assets	-
Total	**3,203,500**

XYZ Company
Profit and Loss Account for the period 01-January-2023 to 31-December-2023

(Amt in INR)

Income		Period ended 31-December-2023
Revenue from operations		
Taxable Sales-Domestic	2,875,000	
Taxable Sales-Export	3,375,000	
Exempt Sales-Domestic	-	
Exempt Sales-Export	-	
		6,250,000
Other income		
Interest Income	-	
Dividend Income	-	
		-
Total Revenue		6,250,000

Expenses		Period ended 31-December-2023
Direct costs		
Cost of materials consumed	-	
Cost of finished goods sold	-	
Sub-contracting exp	544,000	
		544,000
Employee benefit expenses		
Staff Salaries	3,520,000	
Staff welfare	-	
Staff Insurance	-	
		3,520,000
Finance costs		
Interest on term loan	-	
Bank charges	42,500	
		42,500
Depreciation and amortizations		
Depreciation_Fixed assets	-	
Amortisation_Intangible assets	-	
		-
Other expenses		
Printing and Stationery	18,200	
Office consumables	-	
Repairs and Maintenance	25,300	
Local conveyance	-	
Vehicle Insurance	48,000	
Travelling exp	-	
Conference exp	-	
IT consumables	-	
Subscription_Journals	-	
Subscription_IT	-	
		91,500
Total Costs		4,198,000
Profit before tax/(loss)		2,052,000
Less:Tax expense		
Current tax	-	
Deferred tax	-	
		-
Profit after tax/(loss)		2,052,000

TRIAL BALANCE

GL A/c	GL A/c Description	Opening Balance		Current Period		Closing Balance		Grouping
		Dr	Cr	Dr	Cr	Dr	Cr	
1000	Capital	-	1,000,000	-	-	-	1,000,000	Capital
1001	Surplus in P&L A/c	-	-	-	-	-	-	Reserves and surplus
1100	Term Loans-From Banks	-	-	-	-	-	-	Long-term borrowings
1101	Term Loans-From Others	-	-	-	-	-	-	Long-term borrowings
1200	Deferred Tax Liabilities	-	-	-	-	-	-	Deferred tax liabilities
1300	Cash Credit_Ac 1	-	-	-	-	-	-	Short-term bank borrowings
1400	Trade Payables	-	-	634,000	737,500	-	103,500	Trade payables
1401	GST/VAT output	-	-	-	-	-	-	Current liabilities_Others
1402	Other payables	-	-	-	-	-	-	Current liabilities_Others
1403	Provision for expenses	-	-	-	48,000	-	48,000	Current liabilities_Others
1404	Provision for tax	-	-	-	-	-	-	Current liabilities_Others
2000	Vehicles	-	-	-	-	-	-	Property, Plant and Equipment
2001	Computers	-	-	-	-	-	-	Property, Plant and Equipment
2002	Furniture and Fixtures	-	-	-	-	-	-	Property, Plant and Equipment
2100	Patents and other IP	-	-	-	-	-	-	Intangible assets
2200	Deferred tax assets	-	-	-	-	-	-	Deferred tax assets
2300	Inventories_Raw Materials	-	-	-	-	-	-	Inventories
2301	Inventories_WIP	-	-	-	-	-	-	Inventories
2302	Inventories_Finished Goods	-	-	-	-	-	-	Inventories
2400	Trade Receivables	-	-	6,250,000	3,145,000	3,105,000	-	Trade Receivables
2500	Cash at bank-A/c 1	1,000,000	-	3,295,000	4,196,500	98,500	-	Cash and Bank
2501	Cash at bank-A/c 2	-	-	-	-	-	-	Cash and Bank
2502	Cash at bank-A/c 3	-	-	-	-	-	-	Cash and Bank
2401	GST Input	-	-	-	-	-	-	Other current assets
2402	GST paid	-	-	-	-	-	-	Other current assets
2403	Inter-bank transfers	-	-	-	-	-	-	Other current assets
2404	Staff advance	-	-	-	-	-	-	Other current assets
2405	EB deposit	-	-	-	-	-	-	Other current assets
3000	Taxable Sales-Domestic	-	-	-	2,875,000	-	2,875,000	Revenue from operations
3001	Taxable Sales-Export	-	-	-	3,375,000	-	3,375,000	Revenue from operations
3002	Exempt Sales-Domestic	-	-	-	-	-	-	Revenue from operations
3003	Exempt Sales-Export	-	-	-	-	-	-	Revenue from operations
3100	Interest Income	-	-	-	-	-	-	Other income
3101	Dividend Income	-	-	-	-	-	-	Other income
4000	Cost of materials consumed	-	-	-	-	-	-	Direct costs
4001	Cost of finished goods sold	-	-	-	-	-	-	Direct costs
4002	Sub-contracting exp	-	-	544,000	-	544,000	-	Direct costs
4100	Staff Salaries	-	-	3,520,000	-	3,520,000	-	Employee benefit expenses
4101	Staff welfare	-	-	-	-	-	-	Employee benefit expenses
4102	Staff Insurance	-	-	-	-	-	-	Employee benefit expenses
4200	Interest on term loan	-	-	-	-	-	-	Finance costs
4201	Bank charges	-	-	42,500	-	42,500	-	Finance costs
4300	Depreciation_Fixed assets	-	-	-	-	-	-	Depreciation and amortizations
4301	Amortisation_Intangible assets	-	-	-	-	-	-	Depreciation and amortizations
4400	Printing and Stationery	-	-	18,200	-	18,200	-	Other expenses
4401	Office consumables	-	-	-	-	-	-	Other expenses
4402	Repairs and Maintenance	-	-	25,300	-	25,300	-	Other expenses
4403	Local conveyance	-	-	-	-	-	-	Other expenses
4404	Vehicle Insurance	-	-	48,000	-	48,000	-	Other expenses
4405	Travelling exp	-	-	-	-	-	-	Other expenses
4406	Conference exp	-	-	-	-	-	-	Other expenses
4407	IT consumables	-	-	-	-	-	-	Other expenses
4408	Subscription_Journals	-	-	-	-	-	-	Other expenses
4409	Subscription_IT	-	-	-	-	-	-	Other expenses
4500	Current tax	-	-	-	-	-	-	Tax expense
4501	Deferred tax	-	-	-	-	-	-	Tax expense
	TOTAL	1,000,000	1,000,000	14,377,000	14,377,000	7,401,500	7,401,500	

```
XYZ Company
10, Bridge Towers, Nungambakkam, Chennai-600 004

ACCOUNTS RECEIVABLE REPORT OF JOHN AND COMPANY FOR THE PERIOD 01-Jan-2023 TO 31-Jan-2023
```

Date	GL Code	GL Description	Amount-Dr	Amount-Cr	Inv/Bill Ref	Narration
01/01/2023	3000	Taxable Sales-Domestic	150000		Inv 0018	
04/01/2023	Cash/Bank	Cash/Bank		150000	Against Inv 0018	Ref Barclays XXXX31
04/01/2023	3000	Taxable Sales-Domestic	600000		Inv 0020	
05/01/2023	3000	Taxable Sales-Domestic	300000		Inv 0021	
07/01/2023	Cash/Bank	Cash/Bank		600000	Against Inv 0020	Ref Barclays XXXX37
07/01/2023	3000	Taxable Sales-Domestic	150000		Inv 0022	
07/01/2023	3000	Taxable Sales-Domestic	200000		Inv 0023	
08/01/2023	3000	Taxable Sales-Domestic	175000		Inv 0024	
08/01/2023	3000	Taxable Sales-Domestic	250000		Inv 0025	
13/01/2023	Cash/Bank	Cash/Bank		300000	Against Inv 0021	Ref Barclays XXXX38
17/01/2023	Cash/Bank	Cash/Bank		150000	Against Inv 0022	Ref Barclays XXXX41
17/01/2023	Cash/Bank	Cash/Bank		200000	Against Inv 0023	Ref Barclays XXXX44
			1825000	1400000		
		Opening Balance		0		
		Closing Balance		425000		

```
XYZ Company
10, Bridge Towers, Nungambakkam, Chennai-600 004

ACCOUNTS PAYABLE REPORT OF PHILIP AND COMPANY FOR THE PERIOD 01-Jan-2023 TO 31-Mar-2023
```

Date	GL Code	GL Description	Amount-Dr	Amount-Cr	Inv/Bill Ref	Narration
01/01/2023	Cash/Bank	Cash/Bank		150000		285
01/01/2023	4002	Sub-contracting exp		150000	285	Project ref.1
01/01/2023	4002	Sub-contracting exp		64000	288	Project ref.1
01/01/2023	4002	Sub-contracting exp		150000	300	Project ref.3
18/01/2023	Cash/Bank	Cash/Bank	64000			288
18/01/2023	Cash/Bank	Cash/Bank	75000			300
25/01/2023	4002	Sub-contracting exp		180000	301	Project ref.4
28/01/2023	Cash/Bank	Cash/Bank	90000			301
			229000	694000		
		Opening Balance		0		
		Closing Balance		-465000		

```
XYZ Company
10, Bridge Towers, Nungambakkam, Chennai-600 004

CASH/BANK TRANSACTIONS REPORT FOR CASH AT BANK-A/C 1 FOR THE PERIOD 01-Jan-2023 TO 15-Jan-2023
Date          GL Code GL Description    Amount-Dr  Amount-Cr  Inv/Bill Ref         Narration
 01/01/2023      1400 Trade Payables       150000                                          285
 04/01/2023      2400 Trade Receivables    150000             Against Inv 0018  Ref Barclays XXXX31
 07/01/2023      2400 Trade Receivables    175000             Against Inv 0019  Ref Barclays XXXX34
 07/01/2023      2400 Trade Receivables    600000             Against Inv 0020  Ref Barclays XXXX37
 10/01/2023      2400 Trade Receivables    720000
 12/01/2023      4201 Bank charges                    10500
 12/01/2023      1400 Trade Payables                  75000
 13/01/2023      2400 Trade Receivables    300000             Against Inv 0021  Ref Barclays XXXX38
 14/01/2023      2400 Trade Receivables    850000

                                          2945000    85500

                     Opening Balance                1000000
                     Closing Balance                3859500
```

```
XYZ Company
10, Bridge Towers, Nungambakkam, Chennai-600 004

GL TRANSACTIONS REPORT FOR SUB-CONTRACTING EXP FOR THE PERIOD 01-Jan-2023 TO 31-Jan-2023
Date          GL Code GL Description Amount-Dr  Amount-Cr  Inv/Bill Ref  Narration
 01/01/2023      1400 Trade Payables    150000                      285 Project ref.1
 01/01/2023      1400 Trade Payables     64000                      288 Project ref.1
 01/01/2023      1400 Trade Payables    150000                      300 Project ref.3
 25/01/2023      1400 Trade Payables    180000                      301 Project ref.4

                                        544000         0

                     Opening Balance                0
                     Closing Balance            544000
```

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