

User Manual for “General Ledger Module”

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OPENING DETAIL

14

Transaction No.: 1
Reference No.: 2

Transaction Date: 3
Ledger Date: 4

Currency: 5
Exchange Rate: 6

Site: 7

Remarks: 8

ADD NEW ROW ALL ACCOUNT 9

Account	Amount	Debit/Credit	Exc. Amount	Invoice Ref.	Project Reference	Remarks
DUBAI ISLAMIC BANK	400000	DEBIT	400,000		SELECT PROJECT REFERENCE	
RETAINED EARNING AND PROFIT	400000	CREDIT	400,000		SELECT PROJECT REFERENCE	

IMPORT Choose File | No file chosen 13

12

Total Debit:	400,000
Total Credit:	400,000

1. Auto-generated Number (Entry Reference No.)	2. Reference Number (If any)
3. Date of Transaction	4. Date of GL Entry against this transaction
5. Currency in which the transaction is made	6. Exchange rate of the currency in local currency (if both currencies are same enter 1)
7. Select the SITE for which the voucher is parked	8. General Remarks/ Narration/ Description
9. Select the head of accounts from the given list to make the entry	10. Enter the amount in selected currency (Point 5)
11. Select the nature of Transaction (Debit or Credit) and the exchange amount will appear in local currency	12. Sum of Debit and Credit Transaction(s)
13. Option to import the opening balances from the given excel template	14. Actions buttons to SAVE, Update, FIND, CLEAR (REFRESH), DELETE, REPORT VIEW, and DOCUMENT ATTACHMENT

PAYMENT DETAIL

SAVE UPDATE DELETE FIND CLEAR REPORT DOCUMENTS 14

Payment Mode*: <input type="text" value="BANK"/> 1	Payment Type*: <input type="text" value="OTHER PAYMENT"/> 2	<div style="border: 2px solid red; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;">Sub Total:</td><td style="text-align: right;">1,000.00</td></tr> <tr><td>Total Excise:</td><td style="text-align: right;">50.00</td></tr> <tr><td>Total VAT:</td><td style="text-align: right;">52.50</td></tr> <tr><td>Total:</td><td style="text-align: right;">1,102.50</td></tr> </table> </div> 13	Sub Total:	1,000.00	Total Excise:	50.00	Total VAT:	52.50	Total:	1,102.50
Sub Total:	1,000.00									
Total Excise:	50.00									
Total VAT:	52.50									
Total:	1,102.50									
Credit Account*: <input type="text" value="DUBAI ISLAMIC BANK"/> 3	Site*: <input type="text" value="HEAD OFFICE"/> 4									
Transaction No.: <input type="text" value="BP-00000011"/> 5	Reference No.: <input type="text" value=""/> 6									
Transaction Date*: <input type="text" value="10/17/2018"/> 7	Ledger Date*: <input type="text" value="10/17/2018"/> 8									
Currency*: <input type="text" value="PKR"/> 9	Exchange Rate*: <input type="text" value="1"/> 10									
Remarks: <input style="width: 100%;" type="text"/> 11										

ADD NEW ROW 12

Account	Amount	Exc. Amount	Excise Slab	Excise Percent	Excise Amount	VAT Slab
ACCUMULATED DEPRECIATION	1000	1,000.00	EXCISE TAX PU...	5	50.00	STANDARD RAT...

<p>1. Select the Mode of Payment (Bank or Cash)</p>	<p>2. Select the type of Payment [Purchase Payment]: For Suppliers' payable, and [Other Payment]: For payment voucher against expenses</p>
<p>3. Select the Bank or Cash Account name to Credit for payment</p>	<p>4. Select the site for which the payment is made</p>
<p>5. Auto-generated Number (Entry Reference No.)</p>	<p>6. Enter Reference number (If any)</p>
<p>7. Date of Transaction</p>	<p>8. Date of GL Entry against this transaction</p>
<p>9. Select the currency in which the payment is made</p>	<p>10. Enter the exchange rate of the currency to local currency (If both are same currencies then enter 1)</p>
<p>11. General Remarks/ Narration/ Description</p>	<p>12. Select the Head of account against which the payment is made from the given list, and enter the amount in Selected currency, the system will show you the exchanged amount in local currency automatically</p>
<p>13. Break-up of total payment made, inclusive of Excise and VAT</p>	<p>14. Actions buttons to SAVE, Update, FIND, CLEAR (REFRESH), DELETE, REPORT VIEW, and DOCUMENT ATTACHMENT</p>

RECEIPT DETAIL

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Receipt Mode*: <input type="text" value="BANK"/> 1	Receipt Type*: <input type="text" value="OTHER RECEIPT"/> 2	
Debit Account*: <input type="text" value="DUBAI ISLAMIC BANK"/> 3	Site*: <input type="text" value="HEAD OFFICE"/> 4	
Transaction No.: <input type="text" value="BR-00000012"/> 5	Reference No.: <input type="text" value=""/> 6	
Transaction Date*: <input type="text" value="11/08/2018"/> 7	Ledger Date*: <input type="text" value="11/08/2018"/> 8	
Currency*: <input type="text" value="PKR"/> 9	Exchange Rate*: <input type="text" value="1"/> 10	
Remarks: <input style="width: 100%;" type="text"/> 11		

Sub Total:	999,999.00	
Total Excise:	49,999.95	
Total VAT:	52,499.95	
Total:	1,102,498.90	

ADD NEW ROW

Account	Amount	Exc. Amount	Excise Slab	Excise Percent	Excise Amount	VAT Slab	VA
QAISER 12	999999	999,999.00	EXCISE TAX SALE	5	49,999.95	STANDARD RAT...	5

1. Select the Mode of Receipt (Bank or Cash)	2. Select the type of Receipt [Sale Receipt]: For Customers' Receivables, and [Other Receipt]: For Receipt voucher against Other Income(s)
3. Select the Bank or Cash Account name to Debit for Receipt	4. Select the site for which the Receipt is made
5. Auto-generated Number (Entry Reference No.)	6. Enter Reference number (If any)
7. Date of Transaction	8. Date of GL Entry against this transaction
9. Select the currency in which the Receipt is made	10. Enter the exchange rate of the currency to local currency (If both are same currencies then enter 1)
11. General Remarks/ Narration/ Description	12. Select the Head of account against which the receipt is made from the given list, and enter the amount in Selected currency, the system will show you the exchanged amount in local currency automatically
13. Break-up of total receipt, inclusive of Excise and VAT	14. Actions buttons to SAVE, Update, FIND, CLEAR (REFRESH), DELETE, REPORT VIEW, and DOCUMENT ATTACHMENT

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JOURNAL DETAIL

UPDATE
DELETE
FIND
CLEAR
REPORT
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Transaction No.:	JV-00000002 1	Reference No.:	
Transaction Date:	05/16/2018 3	Ledger Date:	05/16/2018 4
Currency*:	AED 5	Exchange Rate*:	1 6
Adjusting Entry:	<input type="checkbox"/> Adjusting 7	Site*:	HEAD OFFICE 8
Remarks:	9		

ADD NEW ROW
10

Account	Amount	Debit/Credit	Exc. Amount	Invoice Ref.	Project Reference	Remarks
OPR INCOME 01	50000	CREDIT	50,000		SELECT PROJECT REFERENCE	
QAISER	50000	DEBIT	50,000		SELECT PROJECT REFERENCE	

11

Total Debit:	50,000
Total Credit:	50,000

1. Auto-generated Number (Entry Reference No.)	2. Enter Reference number (if any)
3. Date of Transaction	4. Date of GL Entry against this transaction
5. Select the currency in which the transaction is done	6. Enter the exchange rate of the currency to local currency (If both are same currencies then enter 1)
7. Click the checkbox if the voucher is made for an adjusting entry	8. Select the site for which the voucher is made
9. General Remarks/ Narration/ Description	10. Select the Head of account from the given list, and enter the amount in Selected currency, the system will show you the exchanged amount in local currency automatically. Select the nature of transaction for each head (Debit or Credit)
11. Total of Debit and Credit amount in local currency. The system won't be able to save the voucher until both debit and credit amounts are equal in total	12. Actions buttons to SAVE, Update, FIND, CLEAR (REFRESH), DELETE, REPORT VIEW, and DOCUMENT ATTACHMENT

PETTY CASH DETAIL

SAVE
UPDATE
DELETE
FIND
CLEAR
REPORT
DOCUMENTS

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Cash Account*: 1 | Site*: 2

Transaction No. *: 3 | Reference No. *: 4

Transaction Date*: 5 | Ledger Date*: 6

Currency*: 7 | Exchange Rate*: 8

Remarks: 9

Sub Total:

Total Excise:

Total VAT:

Total:

ADD NEW ROW

Account	Amount	Exc. Amount	Excise Slab	Excise Percent	Excise Amount	VAT Slab	VAT Per
INSURANCE COSTS	1000	1,000.00	EXCISE TAX PU...	5	50.00	STANDARD RAT...	5

10

<p>1. Select the Cash Account head for Petty Cash transaction (in case of multiple Cash accounts)</p> <p>3. Auto-generated Number (Entry Reference No.)</p> <p>5. Date of Transaction</p> <p>7. Select the currency in which the transaction is done</p> <p>9. General Remarks/ Narration/ Description</p> <p>11. Break-up of total petty cash payment, inclusive of Excise and VAT</p>	<p>2. Select the site for which Petty Cash transaction is done</p> <p>4. Enter reference number (if any)</p> <p>6. Date of GL Entry against this transaction</p> <p>8. Enter the exchange rate of the currency to local currency (If both currencies are same then enter 1)</p> <p>10. Select the Expense Head of account against which the payment is made from the given list, and enter the amount in Selected currency, the system will show you the exchanged amount in local currency automatically</p> <p>12. Actions buttons to SAVE, Update, FIND, CLEAR (REFRESH), DELETE, REPORT VIEW, and DOCUMENT ATTACHMENT</p>
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FUND TRANSFER

SAVE UPDATE DELETE FIND CLEAR REPORT DOCUMENTS

11

Transaction No.*: **1** Reference No.: **2**

Transaction Date*: **3** Ledger Date*: **4**

Currency*: **5** Exchange Rate*: **6**

Site*: **7**

Remarks: **8**

ADD NEW ROW **9**

Fund Transfer From	Fund Transfer In	Amount	Exc. Amount	Cheque No.	Cheque Date
DUBAI ISLAMIC BANK	CASH IN HAND	1500	1,500.00	124512	02/10/2018 <input type="text"/>
SELECT ACCOUNT	SELECT ACCOUNT		0.00		<input type="text"/>

10 Total Amount:

1. Auto-generated Number (Entry Reference No.)	2. Enter reference number (if any)
3. Date of Transaction	4. Date of GL Entry against this transaction
5. Select the currency in which the transaction is done	6. Enter the exchange rate of the currency to local currency (If both currencies are same then enter 1)
7. Select the site for which the transfer is recorded	8. General Remarks/ Narration/ Description
9. Select the head of account from which you need to transfer the balance in first column, and select the head of account to which you need to transfer the balance in second column. Enter the amount to transfer in third column	10. Total amount to be transferred
11. Actions buttons to SAVE, Update, FIND, CLEAR (REFRESH), DELETE, REPORT VIEW, and DOCUMENT ATTACHMENT	

TRANSACTION MOVEMENT DETAIL

SAVE
UPDATE
DELETE
FIND
CLEAR
REPORT
DOCUMENTS
8

Transaction No.*: 1 Transaction Date*: 2

Remarks: 3

Site*: 4

Move From*: 5 Move To*: 6

Select All

7	Trans. No.	Trans. Date	Trans. S.No.	Entry From	Post Status	Debit	Credit	Cheque No.	Remarks
<input checked="" type="checkbox"/>	CP-00000006	05/16/2018	0	Payment Detail	POST	0.00	31,500.00		
<input type="checkbox"/>	CP-00000006	05/16/2018	1	Payment Detail	POST	30,000.00	0.00		
<input type="checkbox"/>	CP-00000006	05/16/2018	2	Payment Detail	POST	0.00	31,500.00		
<input checked="" type="checkbox"/>	OP-00000002	05/16/2018	1	Opening Detail	POST	400,000.00	0.00		

1. Auto-generated Number (Entry Reference No.)	2. Date of Transaction
3. General Remarks/ Narration/ Description	4. Select the site for which Transaction movement is done
5. Select the head of account from which you want to move ledger	6. Select the head of account to which you want to move ledger
7. Select the voucher numbers which you want to move from selected head to new head	8. Actions buttons to SAVE, Update, FIND, CLEAR (REFRESH), DELETE, REPORT VIEW, and DOCUMENT ATTACHMENT

CLOSING DETAIL

SAVE

UPDATE

DELETE

FIND

CLEAR

REPORT

DOCUMENTS

11

Retained Earnings Account*: 1

Transaction No.*: 2 3 Reference No.:

Transaction Date*: 4 5 Ledger Date*:

Currency*: 6 7 Site*:

Remarks: 8

GET CLOSING

9

Account	Amount	Debit/Credit	Exc. Amount
OPR INCOME 01	1728110	DEBIT	1,728,110
INSURANCE COSTS	140000	CREDIT	140,000
LEGAL FEES	270000	CREDIT	270,000

10 Total Amount:

1. Select the Profit/Loss account head from the list of given account heads	2. Auto-generated Number (Entry Reference No.)
3. Enter Reference number (if any)	4. Date of Transaction
5. Date of GL Entry against this transaction	6. Select the currency in which the transaction is done
7. Select the site for which Closing transaction is done	8. General Remarks/ Narration/ Description
9. Click the GET CLOSING button to fetch all the Income and Expenses head with their closing balances for the fiscal year	10. Total cumulative Profit or Loss amount
11. Actions buttons to SAVE, Update, FIND, CLEAR (REFRESH), DELETE, REPORT VIEW, and DOCUMENT ATTACHMENT	