

Quick Start Guide

The purpose of the system is full automation of organization's accounting and warehouse operations. System is flexible and it's easy to adjust to your business activity.

In order to give you quick overview how to use the system let's consider program's capabilities by the example of one commercial organization.

Let's suppose has been set up "ALFA" Ltd. Company, which consists of 2 employees: Manager – V. Tarkhnishvili and Chief Accountant – I. Lomidze. They receive salaries - 2400 GEL and 1500 GEL respectively. Company has supplier - "BETA" Ltd. company and buyer - "GAMA" Ltd. Company.

| | |
|-----------------------------|--|
| Operation 1 | Authorized capital of the company is 60000 GEL. On June 1 st 2017 deposit at bank - 40000 GEL, and in cash desk – 20000 GEL. |
| Operation 2 | On June 6 th 2017 purchased 3 printers for 750 GEL and 2 PC for 1600 GEL (including VAT) by cashless payment from supplier Ltd company "BETA". From the total amount, only 2000 GEL were covered on that day and 350 GEL should be paid within 20 days. |
| Operation 3 | On June 12 th 2017 sold 1 computer for 1180 GEL (including VAT) by cash |
| Operation 4 | On June 18 th 2017 buyer - Ltd company - "GAMA" purchased 2 printers for 1000 GEL (including VAT) payment in arrears. |
| Operation 5 | On June 24 th 2017 supplier's debt – 350 GEL has been paid off by this organization and appropriate payment order has been prepared. |
| Operation 6 | At the end of the month, employees' salaries were accrued. The corresponding transactions were performed and salaries were paid to the staff. |
| Operation 7 | After salary calculation and payment, the organization prepared information about payments and withholding taxes based on the reporting month, to submit to the Revenue Service. Monthly payment form. |
| Operation 8 | Trial balance, profit and loss statement |

Now let's look at how to perform “ALFA” Ltd company’s operations; salary calculation, printing primary documents and statements, and look at results, create trial balance and profit and loss statement using the system.



In order to access the system, select icon from the Desktop and double-click with the left mouse button on it, or click “Enter” on the keyboard. You will see the screen:

Open Database

Language

Database Database eng. ...

User name sa

Password

OK Close

Click the button “OK” or “Enter” on the keyboard. After you access the system you will see the screen of organization’s parameters.

Owner update

Code

Name

Address

City ...

Zip

First person

Second person

Bank accounts Addresses Phones




| Bank code | Bank name | Account | Related accounting account | Related account |
|-----------|-----------|---------|----------------------------|-----------------|
| | | | | |

OK Close

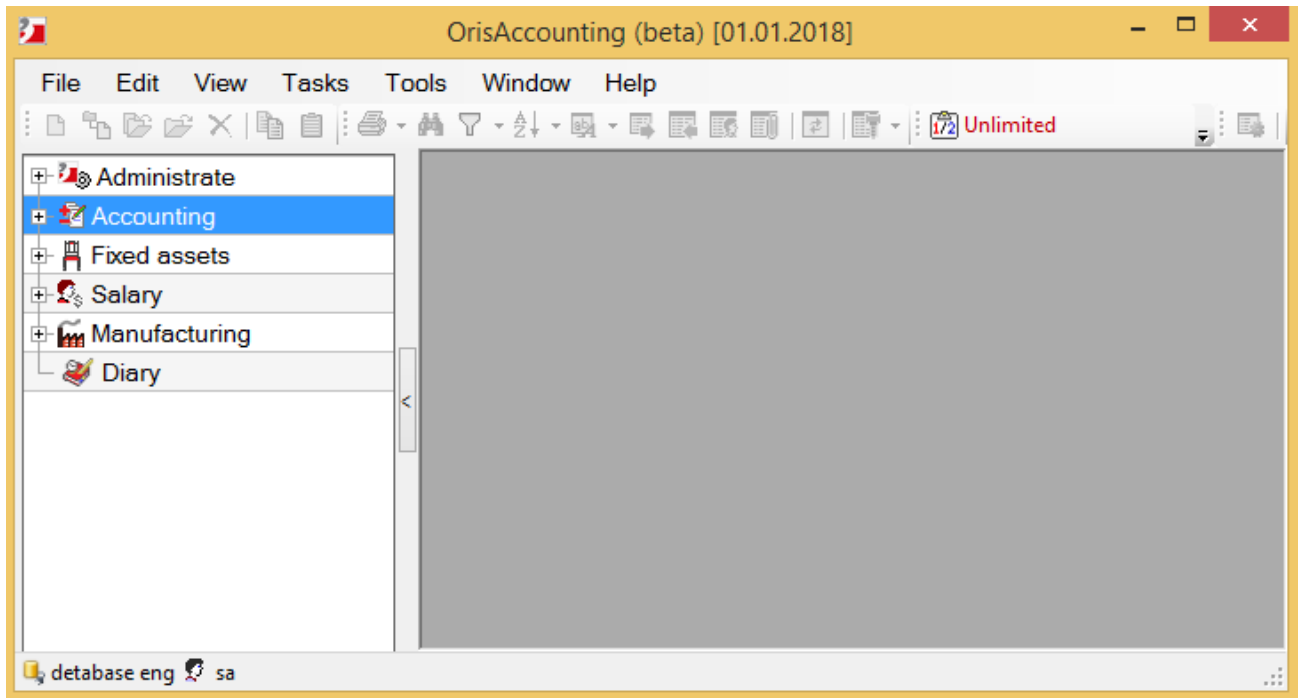
On this screen as well as on other screens of the program, you will be able to move from one field to another using the "Tab" key, or a mouse.



Specify organization requisites in this way:

| Bank code | Bank name | Account | Related accounting account | Related accounting name |
|-----------|-----------------|------------------------|----------------------------|---------------------------------|
| BAGAGE22 | Bank of Georgia | GE48BG0000000853540000 | 1210 | Bank - national currency (resic |
| TBCBGE22 | TBC Bank | GE89TB7221936080100007 | 1210 | Bank - national currency (resic |

In order to add bank requisites select – “add record”  button in the page – “bank account” on the bottom of this screen and specify requisites of the bank account. In order to select bank from the banks’ list double-click on the field – “Bank code”, then you can click this button , or use key combination - Alt+B or ↓, and you will move to the banks’ list existing in the system. Select “Bank of Georgia” in this case and click on “OK” button and fields – “Bank code” and “Bank name” will be filled with information of the selected bank. In the field- “Account” you should specify bank account number. If organization has several accounts in different banks you can add other accounts right here (for example TBC bank account). And in the field – “related accounting account” select bank account from the chart of accounts. In order to do that, double click on this field – “related accounting account” and using appeared drop-down box or key combination - Alt+B or ↓ on the keyboard you will access the chart of accounts. You can also add accounts under each of those bank accounts in the chart of accounts (for example 1210 1Bank of Georgia, 1210 2- TBC Bank). In order to select account in the field “Related accounting account” double-click on this field, then you can click button , or use key combination - Alt+B or ↓.

Add organization's phone numbers and addresses from the pages – “Addresses” and “Phones”. Click Ok button to save organization's parameters. You will be able to change those parameters from the menu – **Accounting /Parameters/System owner**.



In the start screen of the system you see menu bar – File; Edit; View; Tasks; Tools; Window; Help. And there is a toolbar bellow it with different buttons. If you move mouse cursor to one of those buttons you will see content of this button. In order to choose one of those buttons, you should left-click on it. And at the end of the tool bar you see  **Unlimited** "Operation period" button. If you click on this button, screen will appear where you can update not only operation period, but analytical period as well. You can access these buttons not only from the tool bar, but also from the various screen of the system. In order to do that you should right-click on corresponding screen and pop up menu will appear with those buttons in it. On the left side of this screen you see task bar items in the form of a tree structure. You can expand each menu by clicking on the plus sign  at the beginning of this menu.

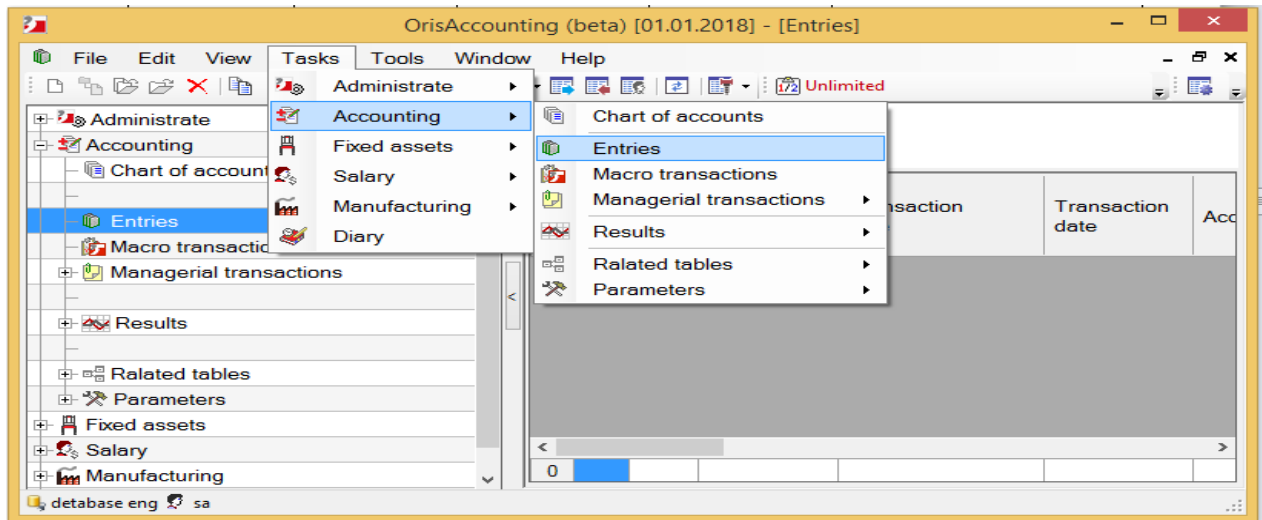
Operation 1

[Start](#)

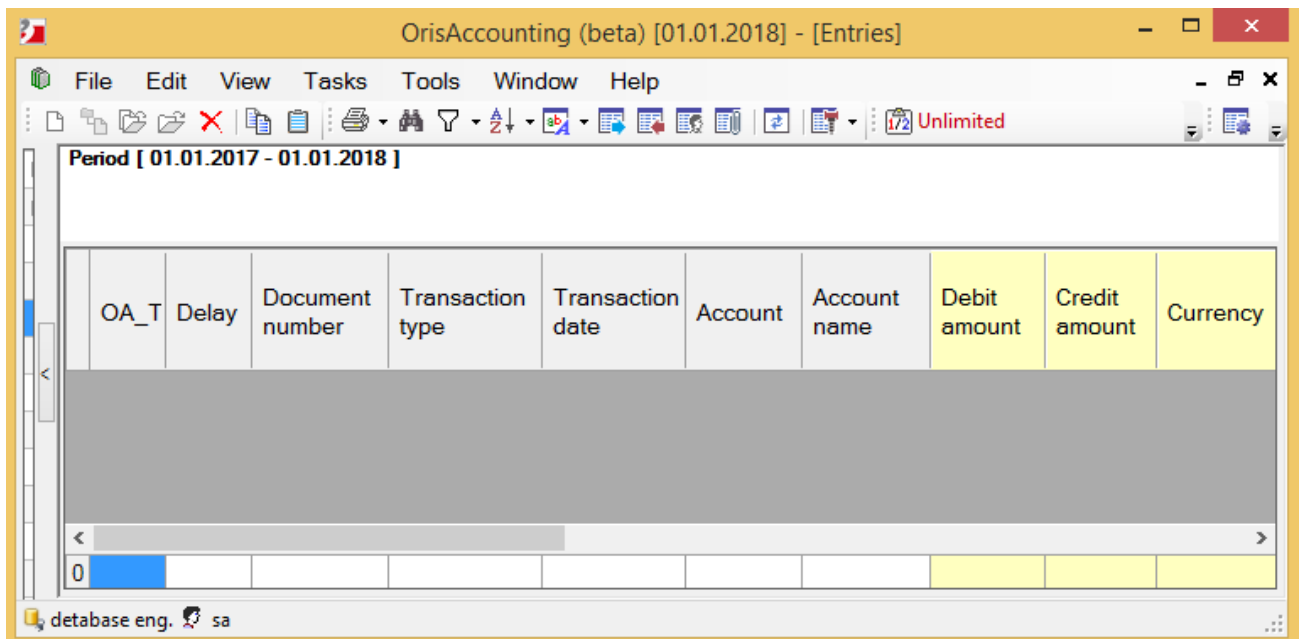
Let's perform the first operation of “ALFA” Ltd. company. As you may remember, 40000 GEL has been put into a bank, and 20000 GEL into a cash desk.


| Doc. N | Reason | Amount |
|--------|----------------------------|--------|
| 1 | Put money into a Bank | 40000 |
| 2 | Put money into a Cash desk | 20000 |

In order to record accounting entries access the menu: **Tasks /Accounting/Entries**, or you can also access tree structure task bar on the left side of this screen and click “+” sign at the beginning of the menu – **“Accounting”** and select **“Entries”** here:



And you will see screen of “Entries”:



In order, to add new entry click on the button  “Add record” from the toolbar, or from the popup menu (right-click of the mouse), or use “Insert” key on the keyboard and screen will appear:

New transaction

Transaction date: 01.01.2017 00:00:00

Document number: Transaction:




Comment:

Account: Account name: Debit amount: Credit amount: Currency: GEL Post centre: General cost center

Debit quantity: Credit quantity:

1

Next Save Cancel

When you add the first transaction, in the field “Transaction date”, current date will be set automatically. But next time, in this field you will see the date of recently recorded or updated transaction. Let’s specify the first operation date - 01.06.2017 in the field - “Transaction date” and on the lower side of this screen automatically will be added the first yellow color row - the main entry. Double-click on the field “Account”, or click “Update field”  button, or F2 key on the keyboard and using the appeared three-dots  button on the right corner of this field you will move to the “Chart of accounts”. In order to find account you want, in the chart of accounts, you can type number or name of this account on the keyboard and system will find it. Select account – 5150 in this case. In order to move from the one field into another, use “Tab” key on the keyboard. Use “Add non-main entry”  button to add non-main entry. And fill out those fields in this way:

New transaction

Transaction date: 01.06.2017 00:00:00

Document number: 1 Transaction:

Comment: Deposit money to the bank

Account: 5150 Account name: Subscription to st... Debit amount: Credit amount: 40000.00 Currency: GEL Post centre: General cost center

Debit quantity: Credit quantity:

1

2

2 40000.00 40000.00

Next Save Cancel

Click button „Save“, or “Enter” key on the keyboard to save transaction. If you click on the “Next” button, transaction will be saved into the list of entries and “New transaction” screen will be opened automatically, with previous transaction information, but with empty fields “Debit amount” and “Credit amount”. If you click on the button “Cancel”, this transaction screen will be closed, without saving information. In order to record another transaction “Put money into a cash desk” click on the “Add record” button once again and fill out this second - New transaction screen in this way:

| | Account | Account name | Debit amount | Credit amount | Currency | Cost centre | Debit quantity | Credit quantity |
|---|---------|-----------------------|--------------|---------------|----------|---------------------|----------------|-----------------|
| 1 | 5150 | Subscription to st... | | 20000.00 | GEL | General cost center | | |
| 2 | 1110 | Cash on hand nati... | 20000.00 | | GEL | General cost center | | |
| | | | 20000.00 | 20000.00 | | | | |

Click “Save” button or “Enter” key on the keyboard and recently performed transactions on the screen of entries will be look like this:

| | D n | Transaction date | Account | Account name | Debit amount | Credit amount | Currency | Cost centre |
|---|-----|------------------|---------|------------------|--------------|---------------|----------|-------------|
| 1 | 1 | 01.06.2017 ... | 5150 | Subscription ... | | 40,000.00 | GEL | General cos |
| 2 | 1 | 01.06.2017 ... | 1210 | Bank - natio... | 40,000.00 | | GEL | General cos |
| 3 | 2 | 01.06.2017 ... | 5150 | Subscription ... | | 20,000.00 | GEL | General cos |
| 4 | 2 | 01.06.2017 ... | 1110 | Cash on han... | 20,000.00 | | GEL | General cos |
| | | | | | 60,000.00 | 60,000.00 | | |

As you see here, on this screen, in the credit part of both of those transactions take part the same account. The system enables you to record those entries in the form of T-accounts.

Operation 2

[Start](#)

Let's take a look at how to record entries in the form of T-accounts by the example of "ALFA" Ltd. company's next operation. As you may remember this organization has supplier "BETA" Ltd. Company. On June 6th has been purchased from this supplier 3 printer for 750 GEL and 2 computers for 1600 GEL (including VAT). In order to perform this transaction you should add this supplier to the Debtor/Creditor list and those items to the Items list and open accounts. Basically you can do that along with performing of transactions. You need to record following entries:


| Doc. N | Reason | Amount | Quantity |
|--------|---------------------------------|-------------|----------|
| 3 | Purchased printer from supplier | 635,59 GEL | 3 pieces |
| 3 | Purchased PC from supplier | 1355,93 GEL | 2 pieces |
| 3 | Doc. N 3, VAT | 358,48 GEL | |

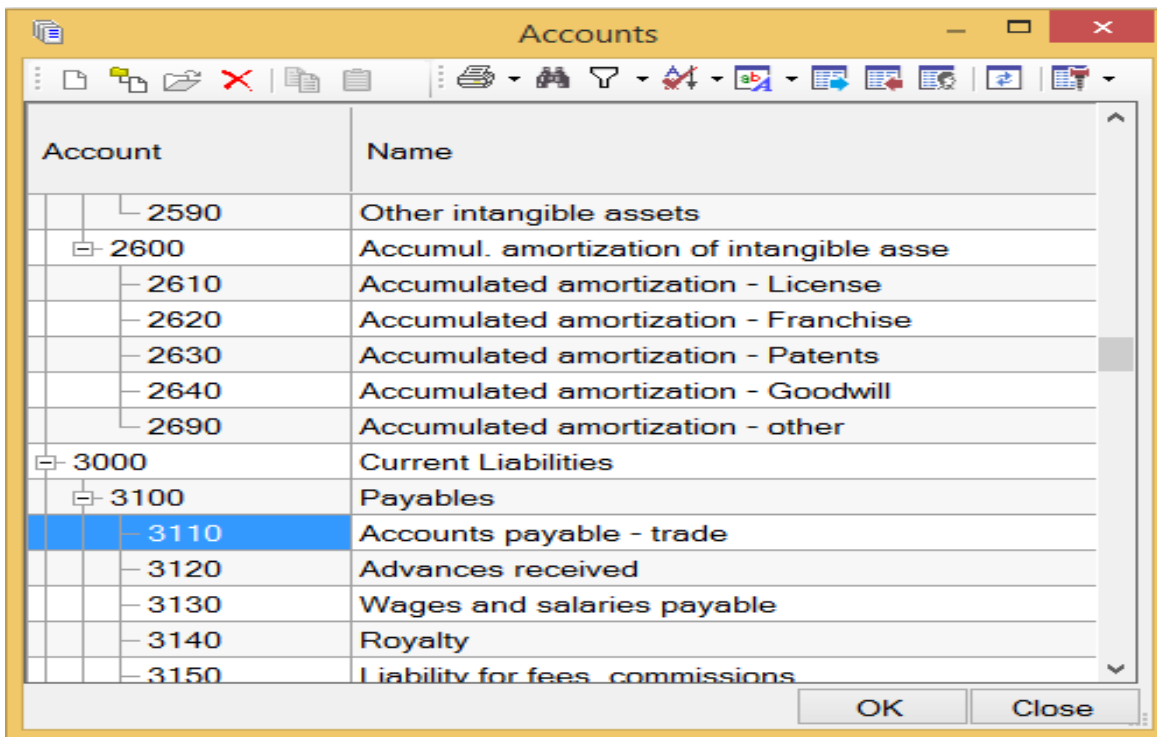
Access the screen "Entries", and click on the button




"Add record", or use "Insert" key on the keyboard. On the "New transaction" screen, in the field "Transaction date" specify 06.06.2017. Because those items has been purchased from the supplier on this date. In the field - "Document number" enter- 3 and in the field "Comment" - "Purchased from supplier". In the main entry you should specify account, which is corresponding to one or several accounts. This is account -3110 in our case.

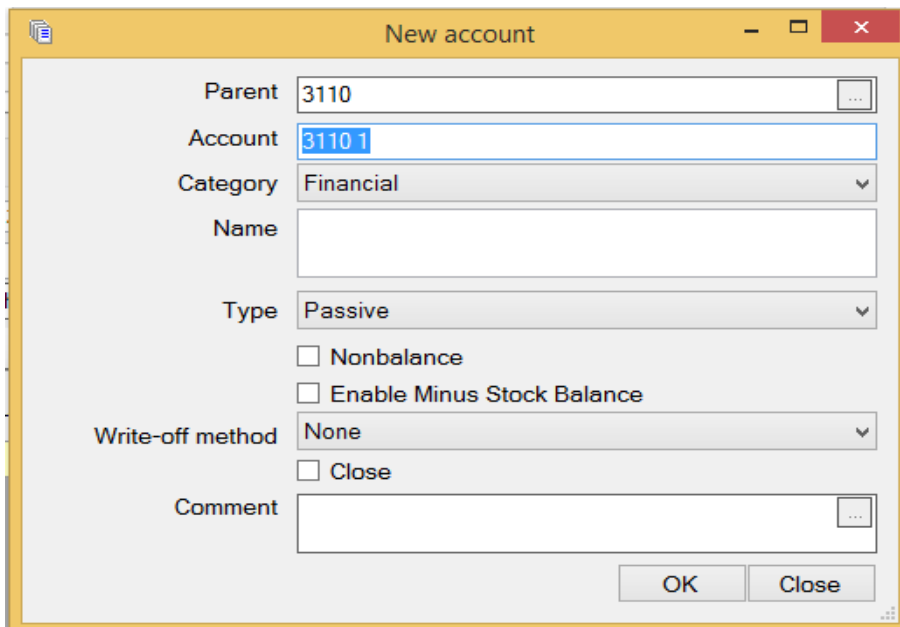


In order to select this account double-click on the field "Account" in this entry, or click on the button "Update field", or F2 key on the keyboard. And  three dots button will appear in the right corner of this field, then use this button, or Alt+B key combination in order to move to the chart of accounts. In order to find account faster in the chart of accounts you can type account number- 3110 on the keyboard:




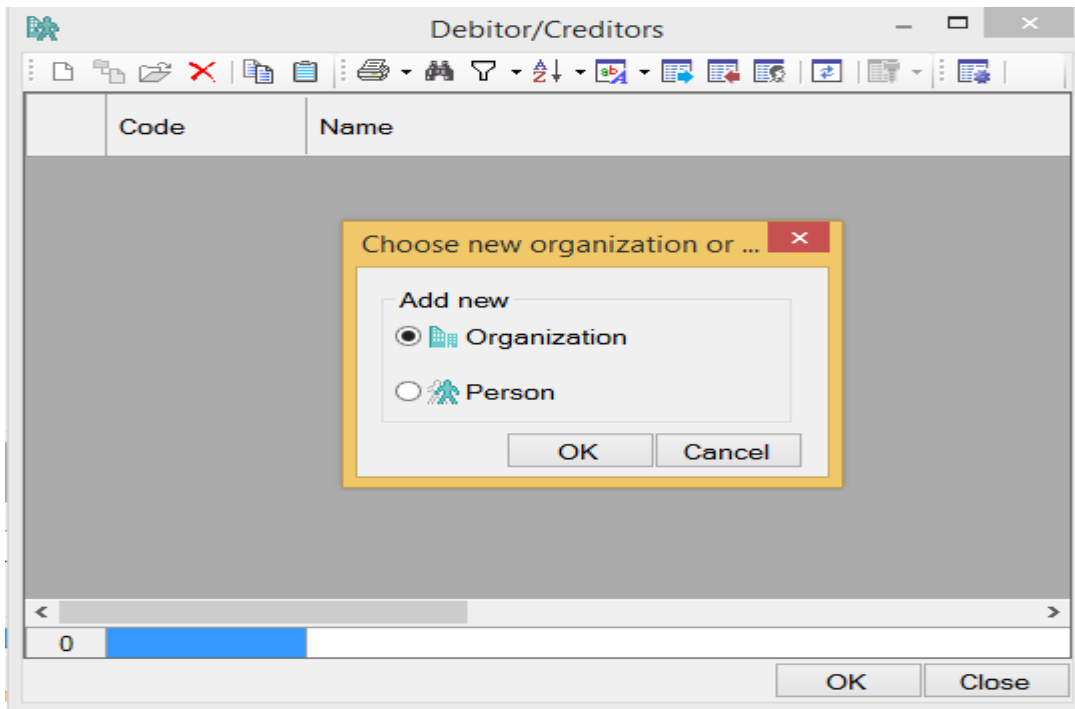
| Account | Name |
|---------|--|
| 2590 | Other intangible assets |
| 2600 | Accumul. amortization of intangible asse |
| 2610 | Accumulated amortization - License |
| 2620 | Accumulated amortization - Franchise |
| 2630 | Accumulated amortization - Patents |
| 2640 | Accumulated amortization - Goodwill |
| 2690 | Accumulated amortization - other |
| 3000 | Current Liabilities |
| 3100 | Payables |
| 3110 | Accounts payable - trade |
| 3120 | Advances received |
| 3130 | Wages and salaries payable |
| 3140 | Royalty |
| 3150 | Liability for fees, commissions |

In order to create supplier's sub-account under the account – 3110 in the chart of accounts, select account -3110 and click on the button  “Add child”. You will see the “New account” screen:



| | |
|------------------|---|
| Parent | 3110 |
| Account | 3110.1 |
| Category | Financial |
| Name | |
| Type | Passive |
| | <input type="checkbox"/> Nonbalance |
| | <input type="checkbox"/> Enable Minus Stock Balance |
| Write-off method | None |
| | <input type="checkbox"/> Close |
| Comment | |

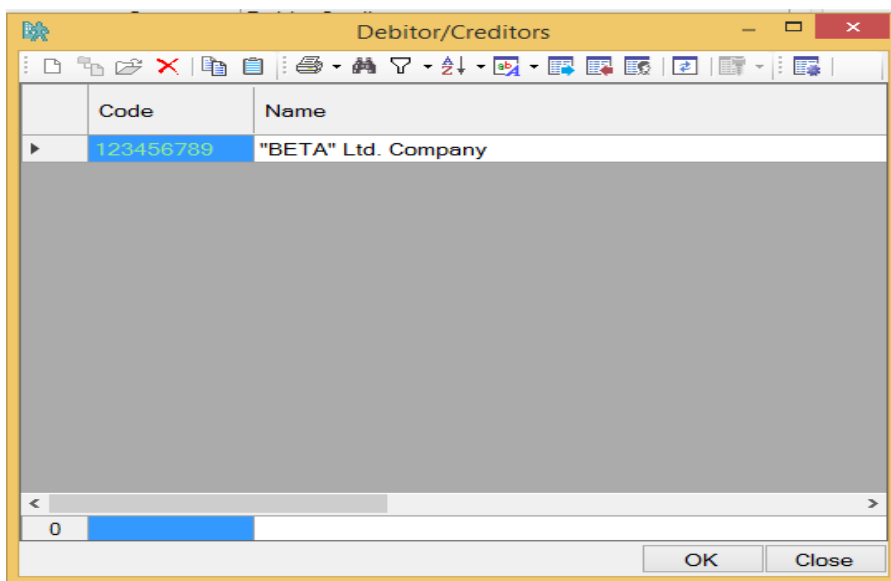
In the field “**Category**” from the drop-down list select-“**Debtor/Creditor**” and you will move to the Debtor/creditor list. In order to add supplier organization click on the “Add record”  button, and select “**Organization**” on the screen that appears:



Click “OK” and New organization screen will open, You should specify the information of supplier organization on this screen:

The image shows a "New organization" form. It contains several input fields: "Identification code" (with the value "123456789"), "Name" (with the value "BETA" Ltd. Company), "Address", "City", "Zip", and "Comment". There is also a checkbox labeled "Is foreigner" which is currently unchecked. Below these fields are four tabs: "Bank accounts", "Addresses", "Phones", and "Miscellaneous". The "Bank accounts" tab is active, showing a table with columns: "Bank code", "Bank name", "Account", and "Comment". The table is currently empty. At the bottom right of the form are "OK" and "Close" buttons.

Click “OK” and you will see supplier organization in the Debtor/Creditor’s list:



Select recently added organization in this list and click OK, and you will see the New account screen, filled with information of recently selected organization:

The screenshot shows a window titled "New account". It contains several fields and checkboxes. The "Parent" field is set to "3110". The "Account" field is set to "3110 1". The "Category" dropdown is set to "DebitorCreditor". The "Name" field is set to "123456789 "BETA" Ltd. Company". The "Type" dropdown is set to "Passive". There are checkboxes for "Nonbalance", "Enable Minus Stock Balance", and "Close", all of which are currently unchecked. The "Write-off method" dropdown is set to "None". The "Comment" field is empty. At the bottom right are "OK" and "Close" buttons.

Click "OK" and account of supplier organization will add as a sub-account, under the account - 3110 in the chart of accounts:

| Account | Name |
|---------|---------------------------------------|
| 2630 | Accumulated amortization - Patents |
| 2640 | Accumulated amortization - Goodwill |
| 2690 | Accumulated amortization - other |
| 3000 | Current Liabilities |
| 3100 | Payables |
| 3110 | Accounts payable - trade |
| 3110 1 | 123456789 "BETA" Ltd. Company |
| 3120 | Advances received |
| 3130 | Wages and salaries payable |
| 3140 | Royalty |
| 3150 | Liability for fees, commissions |
| 3160 | Non-wage payables to company personal |
| 3170 | Payables to subsidiaries |
| 3190 | Other short-term payables |

OK Close

As you see on this screen has been created organization account - 3110 1 by name -123456789 "BETA" Ltd company. Click "OK" and you will move back to the "New transaction" screen. Here, on this screen, you will see that, the fields of the main entry: "Account" and "Account name" will be filled with recently added supplier organization's account number and name.

Transaction date: 01.06.2017 00:00:00

Document number: 3


Transaction:

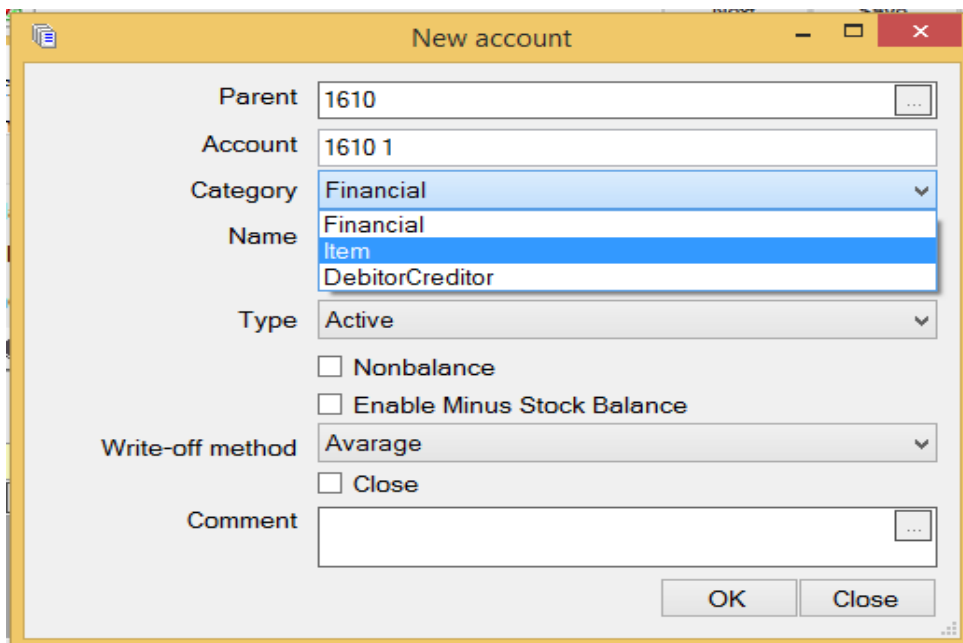
Comment: purchased from supplier

| | Account | Account name | Debit amount | Credit amount | Currency | Cost centre | Debit quantity | Credit quantity |
|---|---------|--------------------|--------------|---------------|----------|---------------------|----------------|-----------------|
| 1 | 3110 1 | 123456789 "BET..." | | | GEL | General cost center | | |


Next Save Cancel

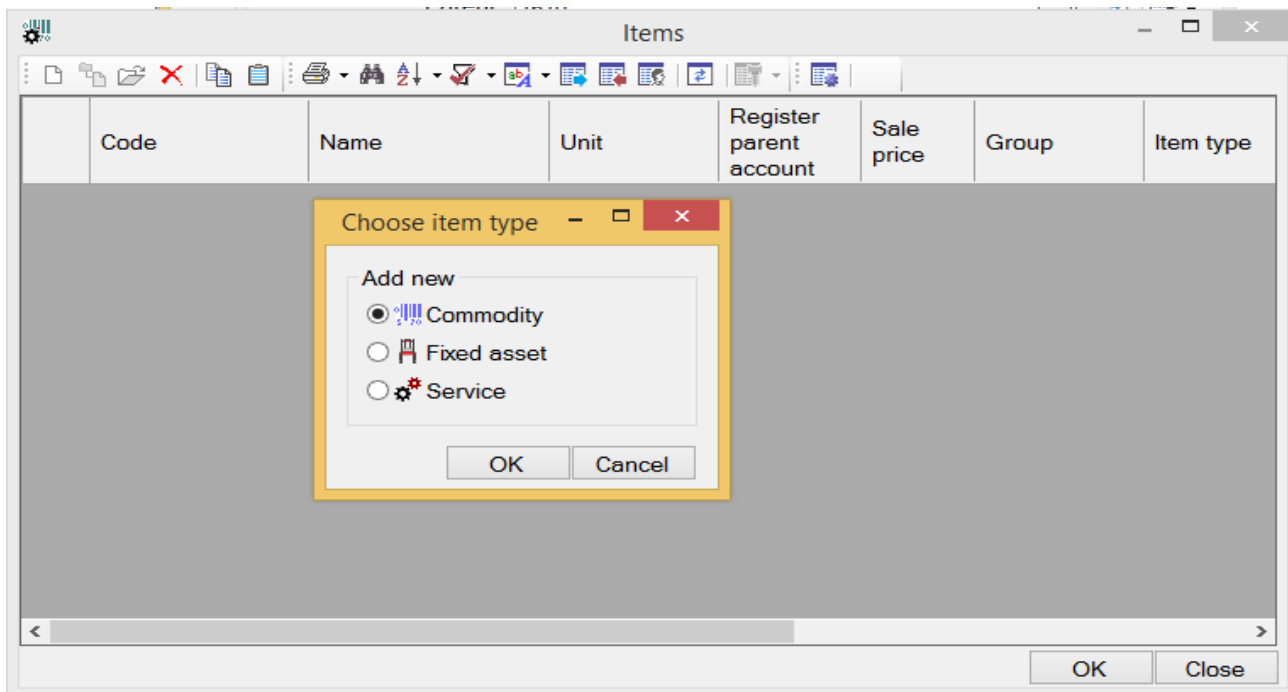
Enter - 2350 in the field - "Credit amount", because account - 3110 1 is a credit account and "ALFA" Ltd company has to pay supplier organization - 2350 GEL. And click "Enter" on the keyboard. In order to add next record, click on the button "Add non main entry". Enter 1610 in the activated field "Account" and click the three dots button - on the right side of this field. And will appear the screen of chart of

accounts. You need to add to the account-1610 subaccount by name – “Printer”. In order to do that, select this account and click on the “Add child”  button. You will see the screen:



The "New account" dialog box is shown. It has a yellow title bar. The fields are: Parent (1610), Account (1610 1), Category (Financial), Name (Financial), Type (Active), Write-off method (Average), and Comment. The "Category" dropdown is open, showing options: Financial, Item, and DebitorCreditor. The "Item" option is selected. There are checkboxes for Nonbalance, Enable Minus Stock Balance, and Close. At the bottom are OK and Close buttons.

Select “**Item**” in the field “Category”, click “OK”. You will move to the Items list. In order to add new item click on the button  “Add record” and select “Commodity” on the “Choose item type” screen, which will appear:



The "Items" window is shown with a table. The "Choose item type" dialog box is open over the table. The dialog has a title bar and a list of options: Commodity (selected), Fixed asset, and Service. There are OK and Cancel buttons at the bottom of the dialog. The "Items" window has a toolbar and a table with columns: Code, Name, Unit, Register parent account, Sale price, Group, and Item type. The table is empty.

| Code | Name | Unit | Register parent account | Sale price | Group | Item type |
|------|------|------|-------------------------|------------|-------|-----------|
|------|------|------|-------------------------|------------|-------|-----------|

Click “OK” and you will see “New commodity” screen. Fill out this screen in this way:

New account

Parent: 1610

Account: 1610 1

Category: Item

Name: 1111111 Printer

Type: Active

☐ Nonbalance

☐ Enable Minus Stock Balance

Write-off method: Average

☐ Close

Comment:

OK Close

In case of write off prime cost of this commodity will be calculated using the method specified in the field „Write-off method”. In this field, the system will automatically specify write-off method of the parent account (account-1610 in our case). After you will fill those fields, click “OK” and you will see this account in the chart of accounts.

Accounts

| Account | Name |
|---------|--|
| 1490 | Other receivables |
| 1500 | Short term Notes Receivable |
| 1510 | Notes receivable due within one year |
| 1520 | Current portion of long-term notes recei |
| 1600 | Inventory |
| 1610 | Merchandise inventory |
| 1610 1 | 1111111 Printer |
| 1620 | Raw materials inventory |
| 1630 | Work-in process inventory |
| 1635 | Intermediate account |
| 1640 | Finished goods inventory |
| 1690 | Other inventory (fuel, tare) |
| 1700 | Prepaid expenses |
| 1710 | Prepaid services |

OK Close

Select this account here, in the chart of accounts and click “OK”. You will move back to the - New transaction screen. Here in this screen you see that fields: “Account”, “Account name” and “Unit” are filled with corresponding data of the recently selected account. And field “Debit amount” is balanced by the

value of the field “credit amount”. Update field “Debit amount” and specify - 639.59. And enter – 3, in the field “Debit quantity” and click key “Enter” on the keyboard.

The screenshot shows the 'New transaction' window with the following details:

- Transaction date: 01.06.2017 00:00:00
- Document number: 3
- Transaction: (empty)
- Comment: purchased from supplier

| | Account | Account name | Debit amount | Credit amount | Currency | Debit quantity | Credit quantity | Unit |
|---|---------|--------------------|--------------|---------------|----------|----------------|-----------------|-------|
| 1 | 3110 1 | 123456789 "BET..." | | 2350.00 | GEL | | | |
| 2 | 1610 1 | 1111111 Printer | 635.59 | | GEL | 3.0000 | | Piece |

Summary row: 635.59 | 2350.00

Buttons: Next, Save, Cancel

Add one more non-main entry. And here in this entry put another commodity - “Computer” in exactly the same way as in the case of the “printer”. And then add entry in order to record – VAT. Finally the New transaction screen will look like this:

The screenshot shows the 'New transaction' window with the following details:

- Transaction date: 01.06.2017 00:00:00
- Document number: 3
- Transaction: (empty)
- Comment: purchased from supplier

| | Account | Account name | Debit amount | Credit amount | Currency | Debit quantity | Credit quantity | Unit |
|---|---------|--------------------------|--------------|---------------|----------|----------------|-----------------|-------|
| 1 | 3110 1 | 123456789 "BETA" Ltd.... | | 2350.00 | GEL | | | |
| 2 | 1610 1 | 1111111 Printer | 635.59 | | GEL | 3.0000 | | Piece |
| 3 | 1610 2 | 22222 Computer | 1355.93 | | GEL | 2.0000 | | Piece |
| 4 | 3340 | VAT recoverable (paid) | 358.48 | | GEL | | | |

Summary row: 2350.00 | 2350.00

Buttons: Next, Save, Cancel


Click “Save” button and you will see performed entries on the screen of “Entries”.

OrisAccounting (beta) [01.01.2018] - [Entries]

Period [01.01.2017 - 31.12.2017]

| | Account | Account name | Debit amount | Credit amount | Currency | Cost centre | Debit quantity | Credit quantity | Unit |
|---|---------|------------------|--------------|---------------|----------|------------------|----------------|-----------------|-------|
| 1 | 5150 | Subscription ... | | 40,000.00 | GEL | General cost ... | | | |
| 2 | 1210 | Bank - natio... | 40,000.00 | | GEL | General cost ... | | | |
| 3 | 5150 | Subscription ... | | 20,000.00 | GEL | General cost ... | | | |
| 4 | 1110 | Cash on han... | 20,000.00 | | GEL | General cost ... | | | |
| 5 | 3110 1 | 123456789 "... | | 2,350.00 | GEL | General cost ... | | | |
| 6 | 1610 1 | 1111111 Pri... | 635.59 | | GEL | General cost ... | 3.0000 | | Piece |
| 7 | 1610 2 | 22222 Comp... | 1,355.93 | | GEL | General cost ... | 2.0000 | | Piece |
| 8 | 3340 | VAT recover... | 358.48 | | GEL | General cost ... | | | |
| | | | 62,350.00 | 62,350.00 | | | 5.0000 | | |

database eng sa

As you can remember on the same day organization - "ALFA" Ltd. company paid 2000 GEL to his supplier - "BETA" Ltd. company. You can record this transaction separately, or with purchase transaction. In this case let's select the second way. Update recently performed purchase transaction and click on the button  "Add main entry". And fill out those fields as you see on the screen below:

Transaction update

Transaction date: 06.06.2017 00:00:00

Document number: 3

Transaction:

Comment: purchased from supplier

| | Account | Account name | Debit amount | Credit amount | Currency | Cost centre | Debit quantity | Credit quantity | Unit |
|---|---------|--------------------------------|--------------|---------------|----------|------------------|----------------|-----------------|-------|
| 1 | 3110 1 | 123456789 "BETA" Ltd. C... | | 2350.00 | GEL | General cost ... | | | |
| 2 | 1610 1 | 1111111 Printer | 635.59 | | GEL | General cost ... | 3.0000 | | Piece |
| 3 | 1610 2 | 22222 Computer | 1355.93 | | GEL | General cost ... | 2.0000 | | Piece |
| 4 | 3340 | VAT recoverable (paid) | 358.48 | | GEL | General cost ... | | | |
| 5 | 3110 1 | 123456789 "BETA" Ltd. C... | 2000.00 | | GEL | General cost ... | | | |
| 6 | 1210 | Bank - national currency (...) | | 2000.00 | GEL | General cost ... | | | |
| | | | 4350.00 | 4350.00 | | | | | |

Save Cancel

Click on "Save" button, to save changes.

Now let's see how those transactions will be reflected on accounts. You will be able to see that, from the menu - **Accounting / Results / Balances**. In order to define period, currency, cost center for those balances

you want to see, click on the title “Date” in the upper left corner of the screen and will open the screen – **Date/Period/Currency/Cost center**:

Date/Period/Currency/Cost Centre

Main | **Currency** | Cost centre | Cost unit

Date

11.10.2017 - inclusive

☐ Show zero results

☒ Show stock values

OK Close

In the field - “Date” select- current date and check the box – **“Show stock values”**, in order to see in the field **“Stock balance”** quantitative balances as well. Then move to the page “Currency” and select – **GEL** here. Click “OK” and you will see the screen – “Balances”, with indicated parameters:

OrisAccounting (beta) [01.01.2018] - [Balances]

File Edit View Tasks Tools Window Help


01.01.2018-01.01.2019 Unlimited

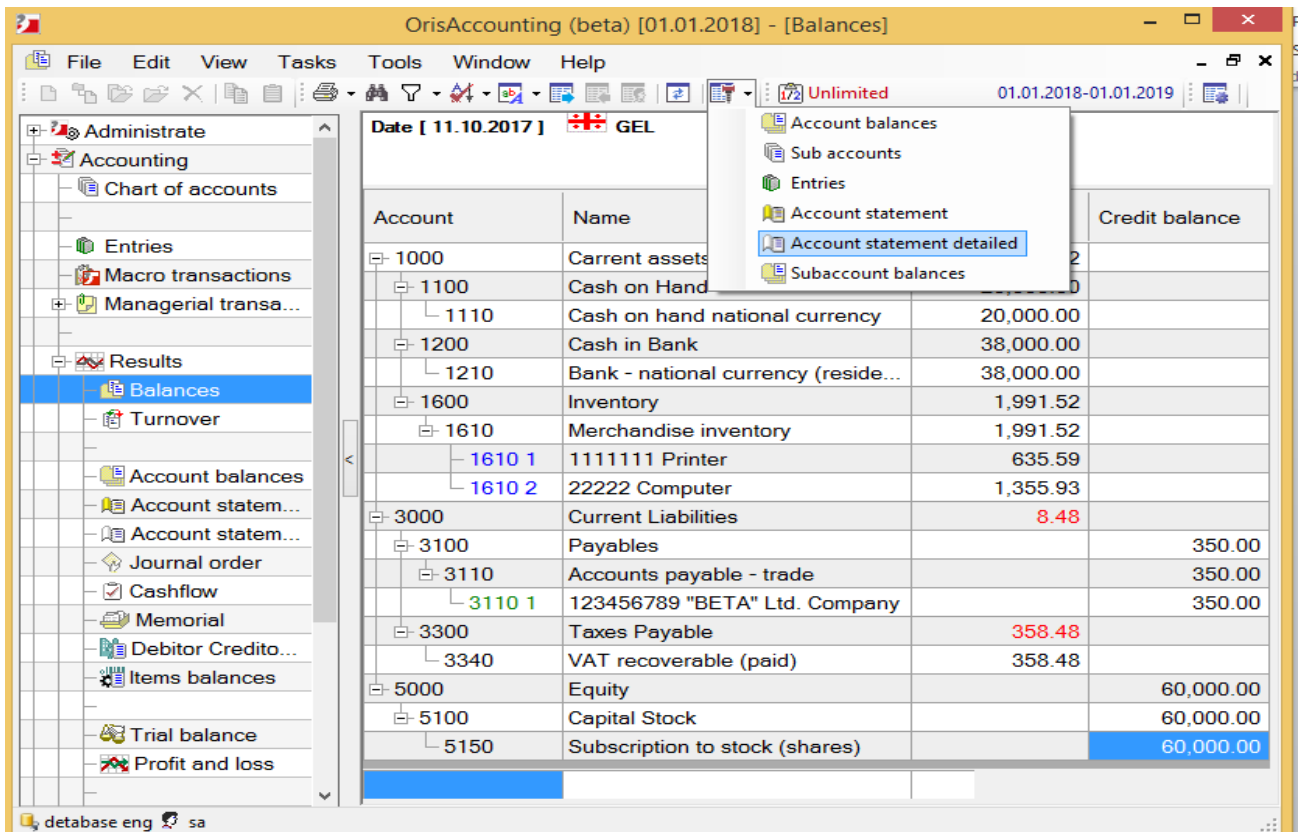
Date [11.10.2017] GEL

| Account | Name | Debit balance | Credit balance | Stock balance | Unit |
|---------|-------------------------------------|---------------|----------------|---------------|-------|
| 1000 | Current assets | 59,991.52 | | | |
| 1100 | Cash on Hand | 20,000.00 | | | |
| 1110 | Cash on hand national currency | 20,000.00 | | | |
| 1200 | Cash in Bank | 38,000.00 | | | |
| 1210 | Bank - national currency (reside... | 38,000.00 | | | |
| 1600 | Inventory | 1,991.52 | | | |
| 1610 | Merchandise inventory | 1,991.52 | | | |
| 1610 1 | 1111111 Printer | 635.59 | | 3.0000 | Piece |
| 1610 2 | 22222 Computer | 1,355.93 | | 2.0000 | Piece |
| 3000 | Current Liabilities | 8.48 | | | |
| 3100 | Payables | | 350.00 | | |
| 3110 | Accounts payable - trade | | 350.00 | | |
| 3110 1 | 123456789 "BETA" Ltd. Company | | 350.00 | | |
| 3300 | Taxes Payable | 358.48 | | | |
| 3340 | VAT recoverable (paid) | 358.48 | | | |
| 5000 | Equity | | 60,000.00 | | |
| 5100 | Capital Stock | | 60,000.00 | | |
| 5150 | Subscription to stock (shares) | | 60,000.00 | | |
| | | 60,000.00 | 60,000.00 | | |

database eng sa

On this screen you see final financial and quantitative state of those accounts.

In order to go into details of each result, select account you want in the screen – Balances and click on the arrow  next to the “Drill down” button and from this drop-down menu select form depending on, what you want to know. For example if you are interested to look at accounts which correspond with selected account, when and by what amount of money, so you have to choose “Account statement detailed”:



OrisAccounting (beta) [01.01.2018] - [Balances]

Date [11.10.2017] GEL

| Account | Name | | Credit balance |
|---------|-------------------------------------|-----------|----------------|
| 1000 | Current assets | | |
| 1100 | Cash on Hand | | |
| 1110 | Cash on hand national currency | 20,000.00 | |
| 1200 | Cash in Bank | 38,000.00 | |
| 1210 | Bank - national currency (reside... | 38,000.00 | |
| 1600 | Inventory | 1,991.52 | |
| 1610 | Merchandise inventory | 1,991.52 | |
| 1610 1 | 1111111 Printer | 635.59 | |
| 1610 2 | 22222 Computer | 1,355.93 | |
| 3000 | Current Liabilities | 8.48 | |
| 3100 | Payables | | 350.00 |
| 3110 | Accounts payable - trade | | 350.00 |
| 3110 1 | 123456789 "BETA" Ltd. Company | | 350.00 |
| 3300 | Taxes Payable | 358.48 | |
| 3340 | VAT recoverable (paid) | 358.48 | |
| 5000 | Equity | | 60,000.00 |
| 5100 | Capital Stock | | 60,000.00 |
| 5150 | Subscription to stock (shares) | | 60,000.00 |

Let's take a look at “Account statement detailed” of account 5150 - Subscription to stock (shares)

Account statement detailed

Period [01.01.2017 - 12.10.2017] GEL

Account 5150 Subscription to stock (shares)

| Del | Doc conf | Transaction date | Correspon account | Correspondent account name | Debit amount | Credit amount | Debit balance | Credit balance | Transaction |
|-----|----------|----------------------|-------------------|----------------------------|--------------|------------------|---------------|------------------|---------------|
| | | | Start | | | | | | |
| | | 01/06/2017 00:00:... | 1210 | Bank - national currenc... | | 40,000.00 | | 40,000.00 | Deposit money |
| | | 01/06/2017 00:00:... | 1110 | Cash on hand national ... | | 20,000.00 | | 60,000.00 | Put money int |
| | | | Final | | | 60,000.00 | | 60,000.00 | |

OK Close


In order to look at balances, you can also access the menu: **Accounting / Results / Turnover**. You will see the following screen:

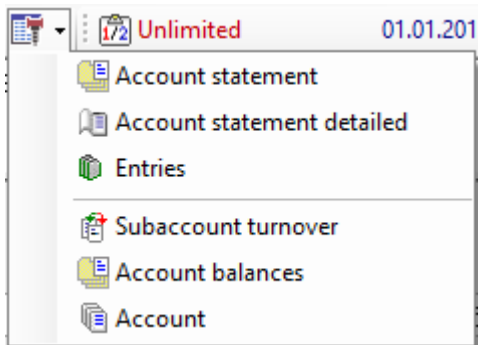
OrisAccounting (beta) [01.01.2018] - [Turnover]

Period [01.01.2017 - 01.01.2018] GEL

| Account | Name | Start credit balance | Turnover debit | Turnover credit | Debit balance | Credit balance | Turnover stock debit | Turnover stock credit | Stock balance | Un |
|---------|--------------------------|----------------------|----------------|-----------------|---------------|----------------|----------------------|-----------------------|---------------|------|
| 1000 | Current assets | | 61,991.52 | 2,000.00 | 59,991.52 | | | | | |
| 1100 | Cash on Hand | | 20,000.00 | | 20,000.00 | | | | | |
| 1110 | Cash on hand nation... | | 20,000.00 | | 20,000.00 | | | | | |
| 1200 | Cash in Bank | | 40,000.00 | 2,000.00 | 38,000.00 | | | | | |
| 1210 | Bank - national curre... | | 40,000.00 | 2,000.00 | 38,000.00 | | | | | |
| 1600 | Inventory | | 1,991.52 | | 1,991.52 | | | | | |
| 1610 | Merchandise inventory | | 1,991.52 | | 1,991.52 | | | | | |
| 1610 1 | 1111111 Printer | | 635.59 | | 635.59 | | 3.0000 | | 3.0000 | Pier |
| 1610 2 | 22222 Computer | | 1,355.93 | | 1,355.93 | | 2.0000 | | 2.0000 | Pier |
| 3000 | Current Liabilities | | 2,358.48 | 2,350.00 | 8.48 | | | | | |
| 3100 | Payables | | 2,000.00 | 2,350.00 | | 350.00 | | | | |
| 3110 | Accounts payable - tr... | | 2,000.00 | 2,350.00 | | 350.00 | | | | |
| 3110 1 | 123456789 "BETA" Lt... | | 2,000.00 | 2,350.00 | | 350.00 | | | | |
| 3300 | Taxes Payable | | 358.48 | | 358.48 | | | | | |
| 3340 | VAT recoverable (paid) | | 358.48 | | 358.48 | | | | | |
| 5000 | Equity | | | 60,000.00 | | 60,000.00 | | | | |
| 5100 | Capital Stock | | | 60,000.00 | | 60,000.00 | | | | |
| | | | 64,350.00 | 64,350.00 | 60,000.00 | 60,000.00 | | | | |

database eng sa

Let's take a look at the account – 1210. As you see on the screen, there is no start balance in in this account. Turnover debit – 40000 GEL and Turnover credit – 20000 GEL and as a result has been left debit balance 38000 GEL. If you are interested to look at accounts which correspond with selected account, the date when they were corresponding and by what amount of money, you have to select this account and click on the arrow  next to the “Drill down” button. And from this drop-down menu select form you want:




Operation 3

[დასაწყისი](#)

Let's move to the third operation. As you may remember on June 12th was 1 computer for 1180 GEL (including VAT) by cash. Let's perform transaction of sale and print cash income order. Following entries have to be done:

| Doc. N | Reason | amount | Quantity |
|--------|-------------------------|------------|----------|
| 4 | Computer is sold | 677,97 GEL | 1 piece |
| 4 | Income from sale | 1000 GEL | |
| 4 | Doc N4, VAT | 180 GEL | |
| 4 | Payment by the customer | 1180 GEL | |

Move to the screen "Entries" in order to record those entries. Click on the  "Add record" button. "New transaction" screen will appear. Record entries here in this screen like this:

New transaction

Transaction date: 12.06.2017 15:00:00

Document number: 4



Transaction:

Comment: Computer has been sold

| | Account | Account name | Debit amount | Credit amount | Currency | Cost centre | Debit quantity | Credit quantity | Unit | Cas |
|---|---------|----------------------|--------------|---------------|----------|------------------|----------------|-----------------|-------|-----|
| 1 | 7210 | Acquisition/purchase | | | GEL | General cost ... | | | | |
| 2 | 1610 2 | 22222 Computer | | 677.97 | GEL | General cost ... | | 1.0000 | Piece | |

2 677.97

Next Save Cancel

In case of inventory account, when you put quantity (in this case - 1) in the field "Credit quantity" you will see that credit amount will be calculated automatically by the system based on prime cost of commodity. And prime cost will be calculated using method specified in the field "Write-off method". In order to balance amount, click on the button -  "Correct imbalance" and you will see that debit amount in the main entry will be balanced with calculated prime cost of commodity. If you select account 1610 2 – computer, here in this "New transaction" screen and click on the button  "Account", you will move to the screen "Account update" and here in the field "Write-off method" is specified - "average":

Account update

Parent: 1610

Account: 1610 2

Category: Item

Name: 22222 Computer

Type: Active

☐ Nonbalance


☐ Enable Minus Stock Balance

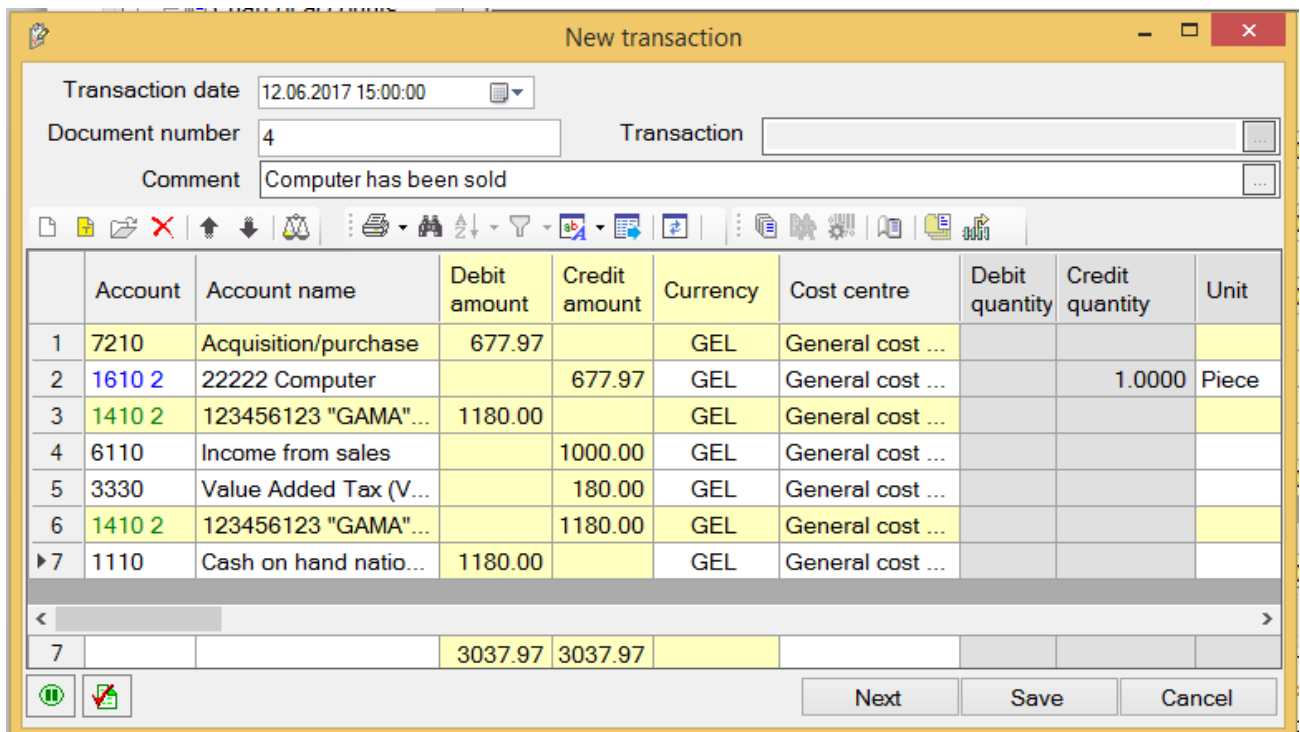
Write-off method: Average

☐ Close

Comment:

OK Close

Click the button “Close”, to close this screen. If you select FIFO or LIFO “Write-off method” in order to calculate prime cost of this commodity and select the entry, with this commodity account in the “New transaction” screen, and then click on the button  “Show FIFO/LIFO>Returns result table”, you will see in detail, by invoices how the prime cost of the commodity was calculated. Add new main entry on the same screen. And select account of the buyer - “GAMA” Ltd. company from the chart of accounts using the same way as in case of account of supplier. And after recording those entries “New transaction” screen will get final view:



| | Account | Account name | Debit amount | Credit amount | Currency | Cost centre | Debit quantity | Credit quantity | Unit |
|---|---------|-----------------------|--------------|---------------|----------|------------------|----------------|-----------------|-------|
| 1 | 7210 | Acquisition/purchase | 677.97 | | GEL | General cost ... | | | |
| 2 | 1610 2 | 22222 Computer | | 677.97 | GEL | General cost ... | | 1.0000 | Piece |
| 3 | 1410 2 | 123456123 "GAMA"... | 1180.00 | | GEL | General cost ... | | | |
| 4 | 6110 | Income from sales | | 1000.00 | GEL | General cost ... | | | |
| 5 | 3330 | Value Added Tax (V... | | 180.00 | GEL | General cost ... | | | |
| 6 | 1410 2 | 123456123 "GAMA"... | | 1180.00 | GEL | General cost ... | | | |
| 7 | 1110 | Cash on hand natio... | 1180.00 | | GEL | General cost ... | | | |
| 7 | | | 3037.97 | 3037.97 | | | | | |

In order to save transaction click “Save”. As you can see performing of this sale transaction requires to record 7 entries, which a pretty complicated process and user can make lots of mistakes during this process. However there are “Managerial transactions” and “Macro transactions” in the system in order to avoid those problems, because those entries will be recorded by the system automatically, using these transactions. Let’s take a look at, how to perform Managerial transactions by the example of “ALFA” Ltd. company.

Operation 4

[Start](#)

As you can remember, on June 18th buyer purchased - 2 printers for 1000 GEL, payment in arrears. Following entries should be recorded:

| Doc. N | Amount | Quantity |
|--------|------------|----------|
| 5 | 423,73 GEL | 2 pieces |
| 5 | 847,46 GEL | |
| 5 | 152,54 GEL | |

Access the menu: **Tasks / Accounting / Managerial transactions** on the task bar. And select from the list of Managerial transactions - **Supply operations**, because we need to record sale entries in this case. Click “Add record” button on this screen and “New supply operation” screen will appear:

Click on the drop-down box in the field „Buyer“ and you will move to the Debtor / Creditors list, then select “GAMA” Ltd company from this list, which already was here. In order to select item move to the lower part of this screen – “Item” and click on the button “Add record”. Then double click on the field “Code”, or “Item” and from the drop-down box, you will move to the items list. Select – printer from this list. Then specify – 2 in the field “Quantity”, 1000 - in the field “Amount” and 18 - in the field “VAT Rate”. And you will see that price and VAT will be calculated automatically:

New supply operation

Transaction date: 18.06.2017 12:50:52 Document number: 5

Buyer/Receiver: Supplier Miscellaneous Entries

Buyer: 123456123 "GAMA" Ltd. Company

Receiver: 123456123 "GAMA" Ltd. Company

Receiver address:

Cost centre: General cost center

Comment:

Items Amount: 1000.00

| | Code | Item | Quantity | Unit | Price | Amount | VATRate | VAT | ExciseR | Excise | Register parent | Item |
|---|---------|---------|----------|-------|----------|---------|---------|--------|---------|--------|-----------------|------|
| 1 | 1111111 | Printer | 2.0000 | Piece | 500.0000 | 1000.00 | 18 | 152.54 | | | 1610 | Com |

OK Close

In order to be recorded entries for supply operation, move to the page – “Entries” on the upper part of the same screen and you will see:

New supply operation

Transaction date: 18.06.2017 12:50:52 Document number: 5

Buyer/Receiver: Supplier Miscellaneous Entries

Create Update Delete

Parent account for buyer: 1410 Accounts receivable - trade

Incomes account for supply: 6110 Income from sales

Expense account for item write off: 7210 Acquisition/purchase

Cost centre: General cost center

Comment:

Items Amount: 1000.00

| | Code | Item | Quantity | Unit | Price | Amount | VATRate | VAT | ExciseR | Excise | Register parent | Item |
|---|---------|---------|----------|-------|----------|---------|---------|--------|---------|--------|-----------------|------|
| 1 | 1111111 | Printer | 2.0000 | Piece | 500.0000 | 1000.00 | 18 | 152.54 | | | 1610 | Com |

OK Close

On the upper side of this screen you see parent accounts: of buyer, of incomes and of expenses, which have been specified automatically. Those accounts are used to record entries. You can change them, if you want. But in regard to items parent account, you can find them in the items list, where each item has “Register parent account”. From those accounts will be performed write off, during the supply operation. In order

to record entries, click on the button

Create

“Create” on the upper left side of the screen. And

you will see entries, for supply transaction:

The screenshot shows a window titled "Transaction update" with a yellow header. It contains a form with the following fields:

- Transaction date: 18.06.2017 12:50:52
- Document number: 5
- Transaction: მიწოდების ოპერაცია
- Comment: (empty)

Below the form is a toolbar with various icons. The main area is a table with the following data:

| | Account | Account name | Debit amount | Credit amount | Currency | Cost centre | Debit quantity | Credit quantity | Unit |
|---|---------|-----------------------|--------------|---------------|----------|---------------------|----------------|-----------------|-------|
| 1 | 1410 2 | 123456123 "GAMA"... | 1000.00 | | GEL | General cost ... | | | |
| 2 | 6110 | Income from sales | | 847.46 | GEL | General cost ... | | | |
| 3 | 3330 | Value Added Tax (V... | | 152.54 | GEL | General cost ... | | | |
| 4 | 7210 | Acquisition/purchase | 423.73 | | GEL | General cost ... | | | |
| 5 | 1610 1 | 1111111 Printer | | 423.73 | GEL | General cost center | | 2.0000 | Piece |
| | | | 1423.73 | 1423.73 | | | | | |

At the bottom of the table, there is a summary row showing the total debit and credit amounts. Below the table is a toolbar with icons for saving, deleting, and other actions.

Close screen of entries. If supply transaction entries have been already recorded and you want to change

them manually, use “Update”

Update

button. And use “Delete”

Delete

button in order to delete those entries. But in order that, changes in supply transaction will be reflected in entries,

at first you have to delete those entries by clicking on the button

Delete

“Delete” and then

create them again by using button

Create

“create”. Click “OK” to save supply transaction.

As you can see, entries which are corresponding to sales transaction have been recorded by the system automatically. And also automatically have been specified values in corresponding fields of those entries. It is very simple and convenient and you will avoid mistakes.

You will be able to find all of those entries, performed on different screens of the system, on the screen “Entries”. In order to make sure, access the screen “Entries”. Here, on this screen in the field – “Transaction type” you can see, type of the managerial transaction, in which has been used this entry. But if the entry has been recorded manually, this field is empty:

OrisAccounting (beta) [01.01.2018] - [Entries]



File Edit View Tasks Tools Window Help

01.01.2018-01.01.2019 Unlimited

Period [01.01.2017 - 31.12.2017]

| | Docu numt | Transaction type | Transaction date | Account | Account name | Debit amount | Credit amount | Currency | Cost centre | Debit quantity | Credit quantity | Unit |
|----|--------------|---------------------|---------------------|---------|------------------|-----------------|------------------|----------|------------------|-------------------|--------------------|-------|
| 1 | 1 | | 01.06.2017 ... | 5150 | Subscription ... | | 40,000.00 | GEL | General cost ... | | | |
| 2 | 1 | | 01.06.2017 ... | 1210 | Bank - natio... | 40,000.00 | | GEL | General cost ... | | | |
| 3 | 2 | | 01.06.2017 ... | 5150 | Subscription ... | | 20,000.00 | GEL | General cost ... | | | |
| 4 | 2 | | 01.06.2017 ... | 1110 | Cash on han... | 20,000.00 | | GEL | General cost ... | | | |
| 5 | 3 | | 01.06.2017 ... | 3110 1 | 123456789 "... | | 2,350.00 | GEL | General cost ... | | | |
| 6 | 3 | | 01.06.2017 ... | 1610 1 | 1111111 Pri... | 635.59 | | GEL | General cost ... | 3.0000 | | Piece |
| 7 | 3 | | 01.06.2017 ... | 1610 2 | 22222 Comp... | 1,355.93 | | GEL | General cost ... | 2.0000 | | Piece |
| 8 | 3 | | 01.06.2017 ... | 3340 | VAT recover... | 358.48 | | GEL | General cost ... | | | |
| 9 | 3 | | 01.06.2017 ... | 3110 1 | 123456789 "... | 2,000.00 | | GEL | General cost ... | | | |
| 10 | 3 | | 01.06.2017 ... | 1210 | Bank - natio... | | 2,000.00 | GEL | General cost ... | | | |
| 11 | 4 | | 12.06.2017 ... | 7210 | Acquisition/p... | 677.97 | | GEL | General cost ... | | | |
| 12 | 4 | | 12.06.2017 ... | 1610 2 | 22222 Comp... | | 677.97 | GEL | General cost ... | | 1.0000 | Piece |
| 13 | 4 | | 12.06.2017 ... | 1410 2 | 123456123 "... | 1,180.00 | | GEL | General cost ... | | | |
| 14 | 4 | | 12.06.2017 ... | 6110 | Income from ... | | 1,000.00 | GEL | General cost ... | | | |
| 15 | 4 | | 12.06.2017 ... | 3330 | Value Added... | | 180.00 | GEL | General cost ... | | | |
| 16 | 4 | | 12.06.2017 ... | 1410 2 | 123456123 "... | | 1,180.00 | GEL | General cost ... | | | |
| 17 | 4 | | 12.06.2017 ... | 1110 | Cash on han... | 1,180.00 | | GEL | General cost ... | | | |
| 18 | 5 | Supply ... | 18.06.2017 ... | 1410 2 | 123456123 "... | 1,000.00 | | GEL | General cost ... | | | |
| 19 | 5 | Supply ... | 18.06.2017 ... | 6110 | Income from ... | | 847.46 | GEL | General cost ... | | | |
| 20 | 5 | Supply ... | 18.06.2017 ... | 3330 | Value Added... | | 152.54 | GEL | General cost ... | | | |
| 21 | 5 | Supply ... | 18.06.2017 ... | 7210 | Acquisition/p... | 423.73 | | GEL | General cost ... | | | |
| 22 | 5 | Supply ... | 18.06.2017 ... | 1610 1 | 1111111 Pri... | | 423.73 | GEL | General cost ... | | 2.0000 | Piece |
| | | | | | | 68,811.69 | 68,811.69 | | | 5.0000 | 3.0000 | |

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The system allows you, along with performing supply operation, upload corresponding waybill and invoice to Revenue Service. In order to do that, select in the “Supply operations” screen, corresponding transaction, and click on the button  “Revenue service-Upload waybill”, or button  “Revenue service-Upload VAT” on the toolbar and follow the macros (Reference to the documentation, describing the upload of waybills)

Operation 5

[Start](#)

Let's go back to operations of “ALFA” Ltd. Company. As you may remember, on June 24th 2017 supplier's debt – 350 GEL has been paid off by this organization and appropriate payment order has been prepared. Following entry should be recorded:

| Doc. N | Reason | Amount |
|--------|-------------------|---------|
| 6 | Paid for supplier | 350 GEL |

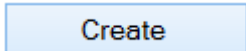
There are 2 different ways to perform this transaction in the system: 1. You can add new entries. We've already considered this way. 2. You can use "Managerial transactions" and fill out primary forms. Let's take a look at this way.

Access the menu: **Tasks /Accounting / Managerial transactions** and select "**Bank transfers**", because should be performed transaction of money transfer from the bank account. In order to add new bank transfer, click on the "Add record" button and you will see the screen "New bank transfer". Fill out those fields, you need like this:

The screenshot shows a software window titled "New bank transfer" with a yellow header bar. Inside, there are two tabs: "Transaction" and "Entries", with "Entries" being the active tab. The form contains the following fields and values:

- Document date:** 24.06.2017
- Document number:** 6
- Payer section:**
 - Payer:** 206322102 (ID) and "ALFA" Ltd. Company (Name)
 - Bank code:** BAGAGE22
 - Bank name:** Bank of Georgia
 - Bank account:** GE48BG0000000853540000
 - Tax payer code:** (empty)
 - Tax payer name:** (empty)
- Receiver section:**
 - Receiver:** 123456789 (ID) and "BETA" Ltd. Company (Name)
 - Bank code:** TBCBGE22
 - Bank name:** TBC Bank
 - Bank account:** GE89TB7221936080100007
- Treasury code:** (empty) with buttons 1, 2 - 5, and 6 - 9.
- Amount:** 350
- Comment:** Paid for supplier
- Additional information:** (empty)

At the bottom right, there are "OK" and "Close" buttons.

In order to record entries, corresponding to the bank transfer, move to the page – "Entries", Specify in the field – Bank account – 1210, click on the button  "Create" and on the screen you will see entries, which are corresponding to the bank transfer:

Transaction update

Transaction date: 24.06.2017 15:21:33

Document number: 6

Transaction: Bank transfers

Comment: Paid for supplier

| | Account | Account name | Debit amount | Credit amount | Currency | Cost centre | Debit quantity | Credit quantity | Unit |
|---|---------|-------------------------|--------------|---------------|----------|------------------|----------------|-----------------|------|
| 1 | 1210 | Bank - national curr... | | 350.00 | GEL | General cost ... | | | |
| 2 | 3110 1 | 123456789 "BETA" ... | 350.00 | | GEL | General cost ... | | | |

2 350.00 350.00

Update Delete

Close this “Transaction update” screen and click “OK” on the screen “New bank transfer” to save bank transfer. If you want to make changes manually in entries, which are already performed, use “Update”

button. And use “Delete” button to delete those entries. But if you

want to reflect changes in the bank transfer operation in entries, click on the button

“Delete” at first to delete these entries and then form them again using the button

“Create”. In order to print bank transfer form, select bank transfer and click on the button


“Print” on the toolbar. And in order to send payment order to the bank, you can use the button on the toolbar, with the bank image on it.



Operation 6

[Start](#)

Let’s go back to operations of “ALFA” Ltd. Company. As you may remember, organization consists of 2 employees: Manager – V. Tarkhnishvili and Chief Accountant – I. Lomidze. They receive salaries - 2400 GEL and 1500 GEL respectively. Let’s take a look at how to prepare employee cards, calculate accrued salaries and how to keep payroll records in the system.

In order to perform salary transactions access the menu –**Tasks / Accounting / Salary**. And select menu – **“Employee and salary accrued”** to add new employee:

As you can see this screen is divided into 2 parts: You need to specify employees' personal data in the upper part of this screen, and in the lower part you will see salary information of the selected employee. In order to create employee card, use “add record”  button and you will see the screen:

In order to select employee click on the “three dots”  button in the field – “Identity number” and you move to the list “Persons”. In order to add new employee - V. Tarkhnishvili in this list click “Add record”  button and you will see the screen “New person”:

New person

Identity number

Name

Birth day

Clock number

Address

City

Zip

Comment

Is foreigner ☐

Bank accounts | Addresses | Phones | Legal identifiers

| Bank code | Bank name | Account | Comment |
|-----------|-----------------|-----------------------|---------|
| BAGAGE22 | Bank of Georgia | GE12BG000000121212122 | |

OK Close

Specify person's first and last name in the field – “Legal name”, you can fill other fields as well in case of need. You can also use “Add record” button on the lower left side of this screen and specify bank requisites in the page – “Bank accounts”. Click “OK” and you will see this person in the "persons list". Select this person from this list, click “OK” again and you will see “New employee” screen, filled with selected person's data from the “New person” screen. As you can see here, fields: “Identity number”, Legal name”, “Birthday” and “Clock number” are filled automatically with data, which was specified on the “New person” screen. In order to specify department and position of selected employee, click on the three-dots button in the right corner of the field – “Department” and you will move to the departments list. Add new department - Administration and new position – Manager, use appropriate fields.

New employee

Employee | Address | ID card | Bank

Identity number

Legal name

Birthday

Clock number

Department

Position title

Cost centre

Valid from

Close date

Comment

OK Close

Click “OK”, to finish and V. Tarkhnishvili is in the employee list now. Add the second employee Chief Accountant – I. Lomidze in the same way. And finally screen will look like this:

OrisAccounting (beta) [01.01.2018] - [Employee and salary accrued]

| | Identity number | Legal name | Valid from | Birth day | Clock number | Address | Department | Position title | Bank code |
|---|-----------------|------------------|------------|------------|--------------|---------|----------------|------------------|-----------|
| 1 | 12345678910 | V. Tarkhnishvili | | 07.11.1987 | | | Administration | Manager | BAGAGE22 |
| 2 | 15454555454 | I. Lomidze | | | | | Administration | Chief Accountant | TBCBGE22 |

Accrued year **2017** Month **January**

| | Month | A Accrued | B Sick-leave (day) | C Leave (day) | D Non administ. 1-0 | E Desired salary | F Not to deduct 3000 (1-0) | H Mountain terrain deduct 50% | J Days worked |
|---|----------|-----------|--------------------|---------------|---------------------|------------------|----------------------------|-------------------------------|---------------|
| 1 | January | | | | | | | | |
| 2 | February | | | | | | | | |
| 3 | March | | | | | | | | |
| 4 | April | | | | | | | | |
| 5 | May | | | | | | | | |

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You need to specify salary calculation period, before you calculate the salary. In order to do that, access the menu – “Salary period” and you will see the small screen. Fill out this screen like this:

Select year and month, when you want to calculate the salary. And number of days in this month, except Saturday and Sunday will be specified automatically by the system in the field “Number of work days in the month”. If there are other rest-days in the selected month, you can change number of working days by using small arrows next to it. In order that, the number of working days automatically will appear in the appropriate column on the lower part of the screen "Employee and salary accrued" Check the box “Fill [Days worked] with number of work days in the month”:

Salary period

Year: 2017

Month: 6. June

22 Number of work days in the month

This number will be set to all of employees! If you want to set different number of work days for particular employee change work days after

☒ Fill [Days worked] with number of work days in the month

This number will be set to employees which has not set days worked.

OK Close

Then click “OK” and you will see that, on the lower side of this screen, in the accrued salary table the row of the month, which correspond with salary calculation period, will turn yellow. And only along this activated row you can specify amount of accrued salary. Select employee - V. Tarkhnishvili at first and on the lower side of this screen, in the column “A Accrued” along the month of June specify – 2400 GEL and press the “enter” key on the keyboard. Then select the second employee and enter his accrued salary - 1500 GEL in the same way.

As you can see amount of accrued salary has been repeated below, in the appropriate column of following months (But if accrued salary is not fixed and frequently change, you need to access the menu - Parameters / Salary accrued fields. And on this screen, in the field – “Accrued”, you should unmark the checkbox - “Repeatable field“)

OrisAccounting (beta) [01.01.2018] - [Employee and salary accrued]

File Edit View Tasks Tools Window Help

Unlimited 01.01.2017-01.01.2018

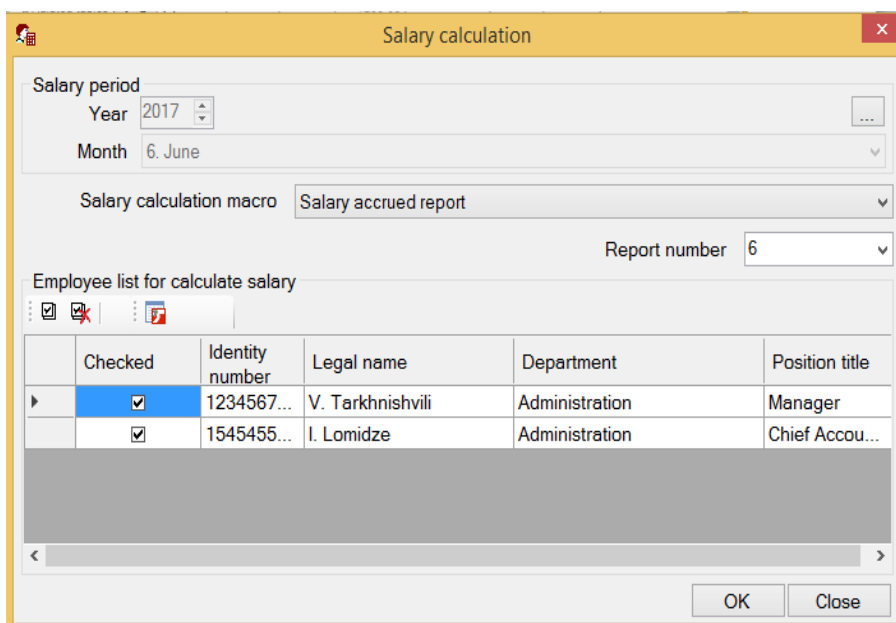
| | Identity number | Legal name | Valid from | Birth day | Clock number | Address | Department | Position title | Bank |
|---|-----------------|------------------|------------|------------|--------------|---------|----------------|------------------|-------|
| 1 | 12345678910 | V. Tarkhnishvili | | 07.11.1987 | | | Administration | Manager | BAGAC |
| 2 | 15454555454 | I. Lomidze | | | | | Administration | Chief Accountant | TBCBC |

Accrued year 2017 Month January

| | Month | A Accrued | B Sick-leave (day) | C Leave (day) | D Non administ. 1-0 | E Desired salary | F Not to deduct 3000 (1-0) | H Mountain terrain deduct 50% | J Days work |
|----|-----------|-----------|--------------------|---------------|---------------------|------------------|----------------------------|-------------------------------|-------------|
| 4 | April | | | | | | | | |
| 5 | May | | | | | | | | |
| 6 | June | 2,400.00 | | | | | | | |
| 7 | July | 2,400.00 | | | | | | | |
| 8 | August | 2,400.00 | | | | | | | |
| 9 | Septem... | 2,400.00 | | | | | | | |
| 10 | October | 2,400.00 | | | | | | | |
| 11 | Novem... | 2,400.00 | | | | | | | |
| 12 | Decem... | 2,400.00 | | | | | | | |

database eng sa

After accrued salary is specified, in order to calculate the salary, you need to access the menu: **Salary / Salary calculation**. You will see the screen:



Salary calculation window showing the following fields and data:

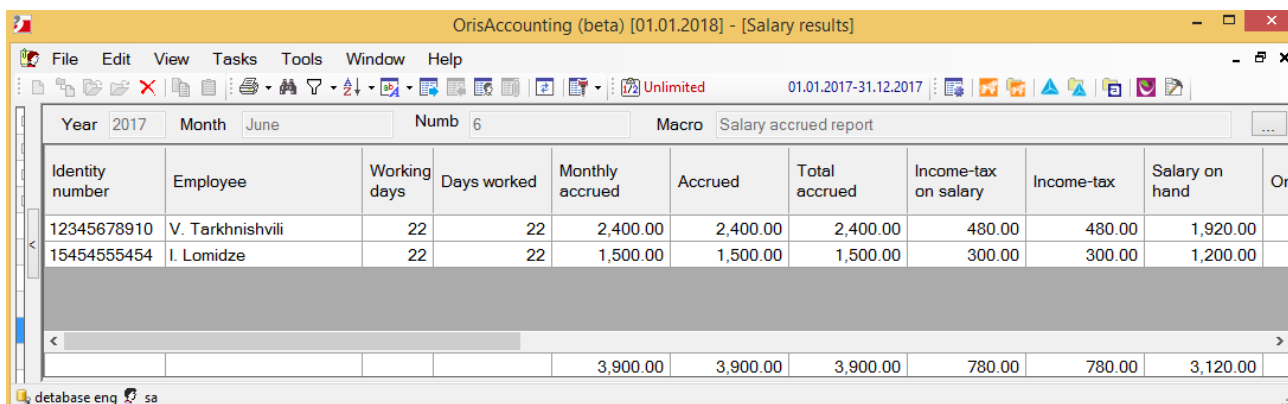
- Salary period: Year 2017, Month 6. June
- Salary calculation macro: Salary accrued report
- Report number: 6
- Employee list for calculate salary:

| Checked | Identity number | Legal name | Department | Position title |
|-------------------------------------|-----------------|------------------|----------------|----------------|
| <input checked="" type="checkbox"/> | 1234567... | V. Tarkhnishvili | Administration | Manager |
| <input checked="" type="checkbox"/> | 1545455... | I. Lomidze | Administration | Chief Accou... |

Buttons: OK, Close

Here, on this screen, fields: Year, month and report number are filled out automatically, using the data, which has been specified in the screen “salary period”. All check boxes in the field “Checked” are marked automatically. It means that all employees are on the payroll automatically. If you want some of them not to be on the payroll, you need to unmark corresponding check-box and click “OK”.

You can find calculated results on the screen “Salary results”:

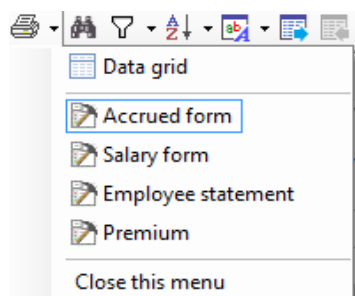


Salary results window showing the following data:

| Year | Month | Numb | Macro | Identity number | Employee | Working days | Days worked | Monthly accrued | Accrued | Total accrued | Income-tax on salary | Income-tax | Salary on hand | Or |
|------|-------|------|-----------------------|-----------------|------------------|--------------|-------------|-----------------|----------|---------------|----------------------|------------|----------------|----|
| 2017 | June | 6 | Salary accrued report | 12345678910 | V. Tarkhnishvili | 22 | 22 | 2,400.00 | 2,400.00 | 2,400.00 | 480.00 | 480.00 | 1,920.00 | |
| | | | | 1545455454 | I. Lomidze | 22 | 22 | 1,500.00 | 1,500.00 | 1,500.00 | 300.00 | 300.00 | 1,200.00 | |
| | | | | | | | | 3,900.00 | 3,900.00 | 3,900.00 | 780.00 | 780.00 | 3,120.00 | |



Buttons: database eng, sa

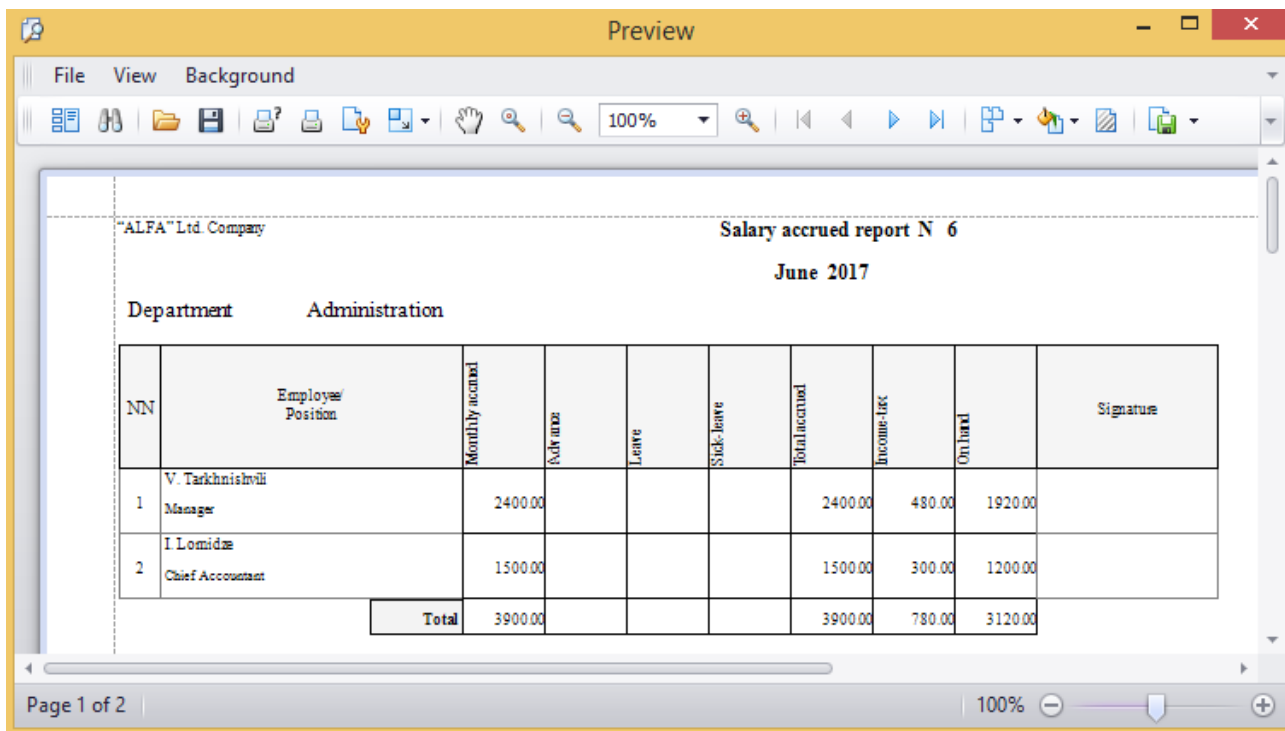
You can print this document by using the “Print” button. Click on the small arrow on the right side of the “Print” button and you will see the drop-down menu:



Print button drop-down menu showing the following options:

- Data grid
- Accrued form
- Salary form
- Employee statement
- Premium
- Close this menu

Select only  **Accrued form** from this list and click on the “Print”  button. And you will see preview of this form:



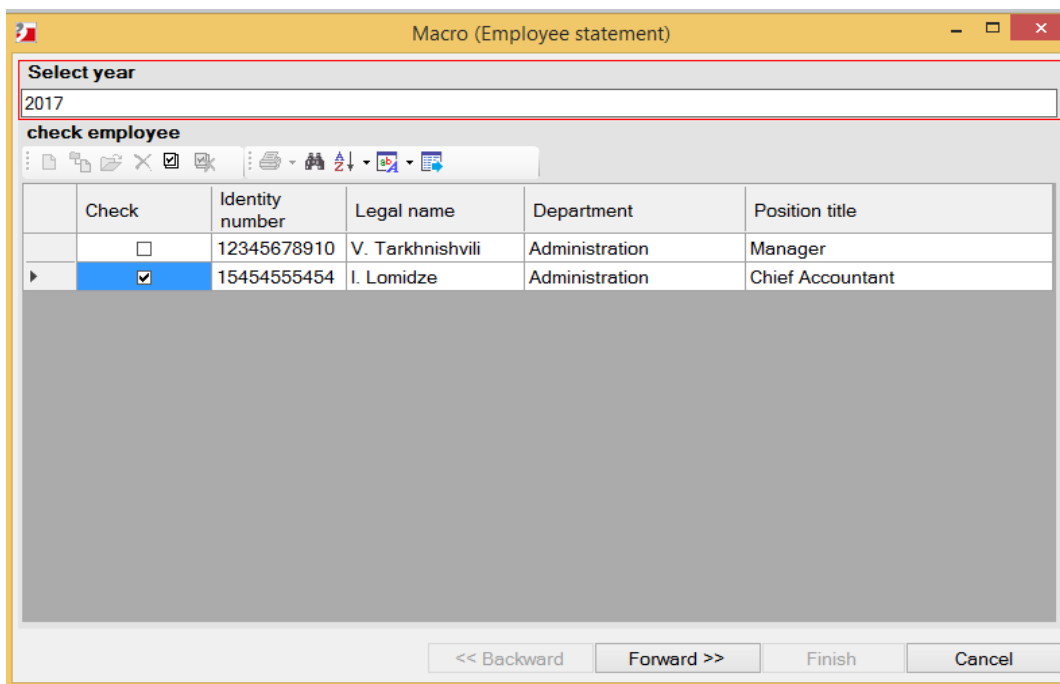
ALFA Ltd. Company **Salary accrued report N 6**
June 2017

Department Administration

| NN | Employee/ Position | Monthly accrued | Advance | Leave | Sick-leave | Total accrued | Income tax | On hand | Signature |
|----|--------------------------------|-----------------|---------|-------|------------|----------------|---------------|----------------|-----------|
| 1 | V. Tarkhnishvili Manager | 2400.00 | | | | 2400.00 | 480.00 | 1920.00 | |
| 2 | I. Lomidze Chief Accountant | 1500.00 | | | | 1500.00 | 300.00 | 1200.00 | |
| | Total | 3900.00 | | | | 3900.00 | 780.00 | 3120.00 | |

Page 1 of 2 | 100%

You can print “Salary form” from this list in the same way. But if you want to print “Employee statement” for the selected employee, when you click on the “Print” button you will see the screen “Macro”. Here on this screen you need to specify the year and select the employee, whose employee card, you want to print:



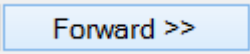
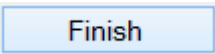
Macro (Employee statement)


Select year
2017

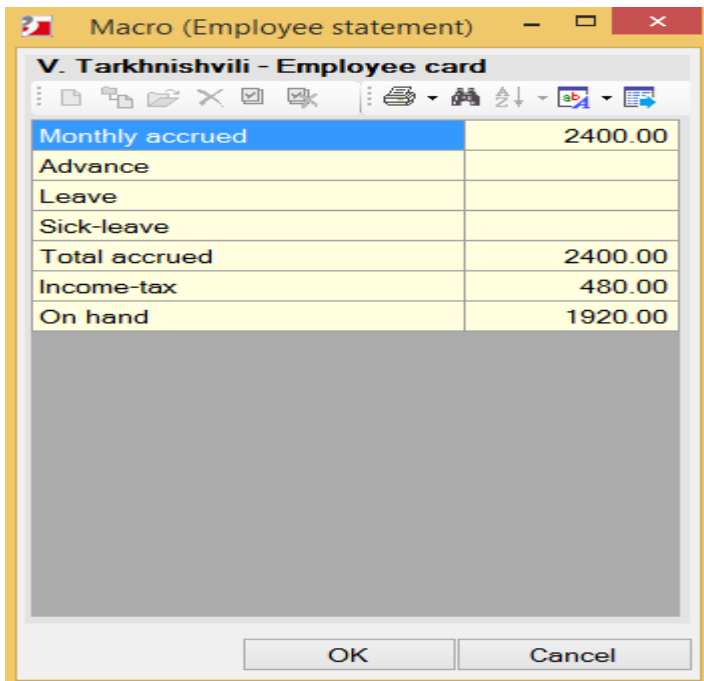
check employee

| Check | Identity number | Legal name | Department | Position title |
|-------------------------------------|-----------------|------------------|----------------|------------------|
| <input type="checkbox"/> | 12345678910 | V. Tarkhnishvili | Administration | Manager |
| <input checked="" type="checkbox"/> | 15454555454 | I. Lomidze | Administration | Chief Accountant |

<< Backward Forward >> Finish Cancel

Press buttons , then .

You can print “Employee statement” also from the screen “Salary results”. Here on this screen you need to select the corresponding employee, click on the button  “Employee statement” in the right corner of the toolbar and you will see the screen:



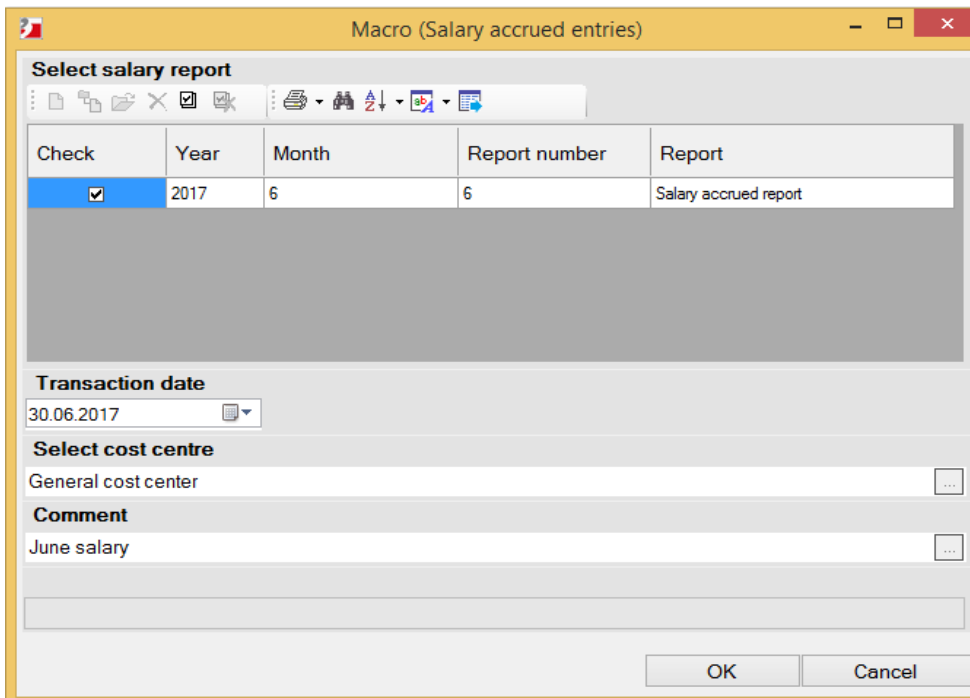
Macro (Employee statement)

V. Tarkhnishvili - Employee card

| | |
|-----------------|---------|
| Monthly accrued | 2400.00 |
| Advance | |
| Leave | |
| Sick-leave | |
| Total accrued | 2400.00 |
| Income-tax | 480.00 |
| On hand | 1920.00 |

OK Cancel

In order to perform entries of accrued salary, you need to access the menu: **Salary / Salary accrued entries**. And Macro of accrued salary entries will open:



Macro (Salary accrued entries)

Select salary report

| Check | Year | Month | Report number | Report |
|-------------------------------------|------|-------|---------------|-----------------------|
| <input checked="" type="checkbox"/> | 2017 | 6 | 6 | Salary accrued report |

Transaction date
30.06.2017

Select cost centre
General cost center

Comment
June salary

OK Cancel

Here on this screen, mark the check-box, in order to prepare accrued payroll for June. Specify in the field transaction date - 30.06.2017. Put comment in the field – Comment and click “OK”. And accrued salary entries will be performed by the date, which has been specified. In order to look at these entries, access the menu Accounting / Entries. Here on this screen, in the field – Transaction type, these entries have specific logo and name – “Accrued salary” and in the field – Document number you see ordinal number, of the month, when transaction has been performed.

| Period [01.01.2017 - 31.12.2017] | | | | | | | | | |
|------------------------------------|--------------|---------------------|---------------------|---------|--------------------|-----------------|------------------|----------|---------|
| | Docu numt | Transaction type | Transaction date | Account | Account name | Debit amount | Credit amount | Currency | Cost ce |
| 16 | 4 | | 12.06.2017 ... | 1410 2 | 123456123 "G... | | 1,180.00 | GEL | Genera |
| 17 | 4 | | 12.06.2017 ... | 1110 | Cash on hand ... | 1,180.00 | | GEL | Genera |
| 18 | 5 | Supply ... | 18.06.2017 ... | 1410 2 | 123456123 "G... | 1,000.00 | | GEL | Genera |
| 19 | 5 | Supply ... | 18.06.2017 ... | 6110 | Income from s... | | 847.46 | GEL | Genera |
| 20 | 5 | Supply ... | 18.06.2017 ... | 3330 | Value Added ... | | 152.54 | GEL | Genera |
| 21 | 5 | Supply ... | 18.06.2017 ... | 7210 | Acquisition/pur... | 423.73 | | GEL | Genera |
| 22 | 5 | Supply ... | 18.06.2017 ... | 1610 1 | 1111111 Printer | | 423.73 | GEL | Genera |
| 23 | 6 | Bank tr... | 24.06.2017 ... | 1210 | Bank - nationa... | | 350.00 | GEL | Genera |
| 24 | 6 | Bank tr... | 24.06.2017 ... | 3110 1 | 123456789 "B... | 350.00 | | GEL | Genera |
| 25 | 6 | Salary ... | 30.06.2017 ... | 3130 3 | 12345678910 ... | | 2,400.00 | GEL | Genera |
| 26 | 6 | Salary ... | 30.06.2017 ... | 7410 | Salary and wa... | 2,400.00 | | GEL | Genera |
| 27 | 6 | Salary ... | 30.06.2017 ... | 3320 | Payroll taxes p... | | 480.00 | GEL | Genera |
| 28 | 6 | Salary ... | 30.06.2017 ... | 3130 3 | 12345678910 ... | 480.00 | | GEL | Genera |
| 29 | 6 | Salary ... | 30.06.2017 ... | 3130 4 | 15454555454 ... | | 1,500.00 | GEL | Genera |
| 30 | 6 | Salary ... | 30.06.2017 ... | 7410 | Salary and wa... | 1,500.00 | | GEL | Genera |
| 31 | 6 | Salary ... | 30.06.2017 ... | 3320 | Payroll taxes p... | | 300.00 | GEL | Genera |
| 32 | 6 | Salary ... | 30.06.2017 ... | 3130 4 | 15454555454 ... | 300.00 | | GEL | Genera |
| | | | | | | 73,841.69 | 73,841.69 | | |

As you can see, performing of accrued payroll transaction requires to record 3 accounting entries, and also has been identified certain obligations of the organization, which has been reflected in corresponding accounts. As regards salary payment entries, you will be able to perform them, when you receive bank statement. Also you can record those entries manually from the screen of “Entries”, or use macro transaction – “Salary payment entries”, which already prepared in the system. This time let’s take a look at, how to perform salary payment entries using “Macro transaction”. Select the menu - Salary / Salary payment entries, from the taskbar. And you will see the screen of macro operation. Specify -30.06.2017, in the field – “Transaction date” and indicate “salary payment in June” in the field – “Comment”. And on the lower side of this screen you will see list of calculated payrolls. In this case you have only, one payroll, so should be performed salary payment entries of this payroll. In order to do that, mark the check-box in the field “Check”, by clicking on this check-box, or by using “Check records” button.

Macro (Salary payment entries)

Transaction date
30.06.2017

Payment account
1210 Bank - national currency (resident banks)

Select cost centre
General cost center

Comment
Salary payment for June

Select report, which payment entries you want to perform

| | Check | Year | Month | Report number | Report |
|---|-------------------------------------|------|-------|---------------|-----------------------|
| ▶ | <input checked="" type="checkbox"/> | 2017 | 6 | 6 | Salary accrued report |

OK Cancel

Click “OK” to perform salary payment entries. Those entries will add to the screen “Entries”, by corresponding document number and transaction type:

| Period [01.01.2017 - 31.12.2017] | | | | | | | | | |
|------------------------------------|--------------|---------------------|---------------------|---------|----------------------------|-----------------|------------------|----------|----|
| | Docu numb | Transaction type | Transaction date | Account | Account name | Debit amount | Credit amount | Currency | Cr |
| 17 | 4 | | 12.06.201... | 1110 | Cash on hand national ... | 1,180.00 | | GEL | Ge |
| 18 | 5 | Supply ... | 18.06.201... | 1410 2 | 123456123 "GAMA" Ltd... | 1,000.00 | | GEL | Ge |
| 19 | 5 | Supply ... | 18.06.201... | 6110 | Income from sales | | 847.46 | GEL | Ge |
| 20 | 5 | Supply ... | 18.06.201... | 3330 | Value Added Tax (VAT)... | | 152.54 | GEL | Ge |
| 21 | 5 | Supply ... | 18.06.201... | 7210 | Acquisition/purchase | 423.73 | | GEL | Ge |
| 22 | 5 | Supply ... | 18.06.201... | 1610 1 | 1111111 Printer | | 423.73 | GEL | Ge |
| 23 | 6 | Bank tr... | 24.06.201... | 1210 | Bank - national currenc... | | 350.00 | GEL | Ge |
| 24 | 6 | Bank tr... | 24.06.201... | 3110 1 | 123456789 "BETA" Ltd.... | 350.00 | | GEL | Ge |
| 25 | 6 | Salary ... | 30.06.201... | 3130 3 | 12345678910 V. Tarkh... | | 2,400.00 | GEL | Ge |
| 26 | 6 | Salary ... | 30.06.201... | 7410 | Salary and wages expe... | 2,400.00 | | GEL | Ge |
| 27 | 6 | Salary ... | 30.06.201... | 3320 | Payroll taxes payable | | 480.00 | GEL | Ge |
| 28 | 6 | Salary ... | 30.06.201... | 3130 3 | 12345678910 V. Tarkh... | 480.00 | | GEL | Ge |
| 29 | 6 | Salary ... | 30.06.201... | 3130 4 | 15454555454 I. Lomidze | | 1,500.00 | GEL | Ge |
| 30 | 6 | Salary ... | 30.06.201... | 7410 | Salary and wages expe... | 1,500.00 | | GEL | Ge |
| 31 | 6 | Salary ... | 30.06.201... | 3320 | Payroll taxes payable | | 300.00 | GEL | Ge |
| 32 | 6 | Salary ... | 30.06.201... | 3130 4 | 15454555454 I. Lomidze | 300.00 | | GEL | Ge |
| 33 | 6 | Salary ... | 30.06.201... | 1210 | Bank - national currenc... | | 3,120.00 | GEL | Ge |
| 34 | 6 | Salary ... | 30.06.201... | 3130 3 | 12345678910 V. Tarkh... | 1,920.00 | | GEL | Ge |
| 35 | 6 | Salary ... | 30.06.201... | 3130 4 | 15454555454 I. Lomidze | 1,200.00 | | GEL | Ge |
| | | | | | | 76,961.69 | 76,961.69 | | |

In order to send salary results to the bank and make corresponding transfers you can use following buttons on the screen - “Salary results”:



-Upload salary to the “Bank of Georgia” (web service).



-Prepare file for uploading salary to the “Bank of Georgia”.



- Upload salary to the “TBC Bank” (web service).



- Prepare file for uploading salary to the “TBC Bank”.



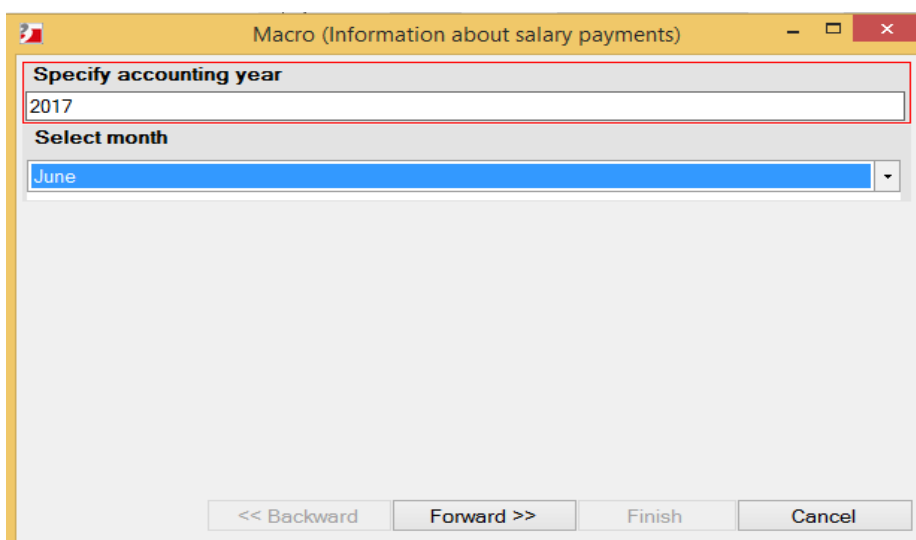
- Prepare file for uploading salary to the “Alta software”

But if you receive bank statement from those banks, you can skip salary payment entries and perform them, when you receive bank statement.

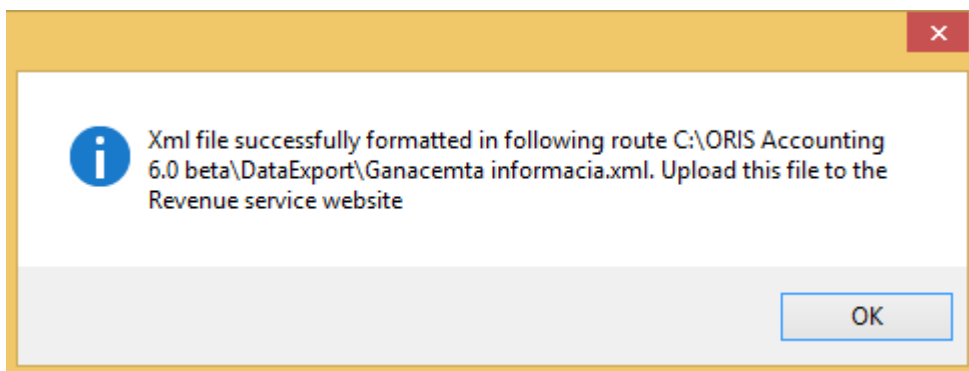
Operation 7

[Start](#)

Let's perform 7th operation of "ALFA" Ltd. Company. As you may remember at the end of the month the organization prepared - Monthly payment form, in order to upload on the Revenue Service web-page. Let's take a look how those data can be formatted by using the system. There are accounting forms in the system. These forms are filled automatically according to the data entered in the system. In order to payment form has been formatted automatically, access the menu: **Salary / Reports / Information about salary payments**. Screen of Macro will open:



Here, on this screen, select – “Year” and “Month”, when you want to fill payment form and click button , **Forward >>** , then **Finish** . And file of payment form will be formatted in xml format and the system will report the file route, the address where you can see this file:



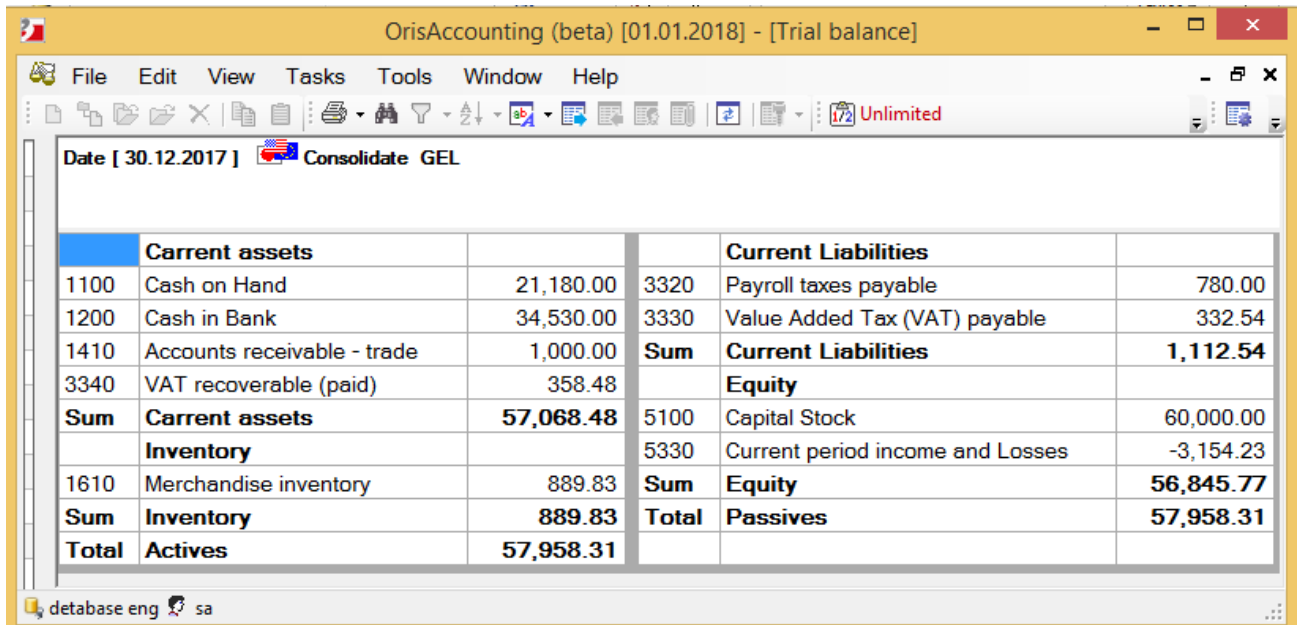
After that you can upload the file to the Revenue Service web site.

So, operations of “ALFA” Ltd. Company are completed. As mentioned above, the program allows you to view and print the status of your accounts (balances, turnovers, cards) based on entries, performed in the system. And also you can get trial balances and profit and loss statement automatically.

Operation 8

[Start](#)

In order to get trial balance access the menu: **Accounting / Results / Trial balance** and you will see the screen:



| Date [30.12.2017] | | Consolidate GEL | |
|----------------------------------|------------------|---------------------------------------|------------------|
| Current assets | | Current Liabilities | |
| 1100 Cash on Hand | 21,180.00 | 3320 Payroll taxes payable | 780.00 |
| 1200 Cash in Bank | 34,530.00 | 3330 Value Added Tax (VAT) payable | 332.54 |
| 1410 Accounts receivable - trade | 1,000.00 | Sum Current Liabilities | 1,112.54 |
| 3340 VAT recoverable (paid) | 358.48 | Equity | |
| Sum Current assets | 57,068.48 | 5100 Capital Stock | 60,000.00 |
| Inventory | | 5330 Current period income and Losses | -3,154.23 |
| 1610 Merchandise inventory | 889.83 | Sum Equity | 56,845.77 |
| Sum Inventory | 889.83 | Total Passives | 57,958.31 |
| Total Actives | 57,958.31 | | |

And access the menu: **Accounting / Results / Profit and loss**, in order to get profit and loss statement. After filling out form of “Profit and loss” will look like this:

OrisAccounting (beta) [01.01.2018] - [Profit and loss]

File Edit View Tasks Tools Window Help

Period [01.01.2017 - 31.12.2017] GEL

| Profit and loss category | Income | Loss |
|---|-----------------|-----------------|
| Receipts | 1,847.46 | |
| Cost of product sold | | 1,101.69 |
| Commercial expenses | | |
| Administration expenses | | 3,900.00 |
| Other production costs | | |
| financial costs | | |
| Income from financial taxation and inter... | | |
| Total | 1,847.46 | 5,001.69 |
| Profit and loss | | 3,154.23 |

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As you can see on the screen, from the operating activities the loss of “ALFA” Ltd. Company is - 3154.23 GEL.