

# tHL Accounting User Manual

With tHL Accounting you are going to learn how to manage your business easily by creating receipts, invoices, receiving payments, recording your expenses, purchase orders, pay bills and many more. You will also be able to run various reports so that you know the financial standing of your business. Use this [Manual](#) to guide you through those functions so that you can easily go as fast as possible.

Begin by signing up in the system, choose the package you want i.e Startup, Small, Medium and Enterprise as they are seen below. Each package has **14 Days Free** for trial. Then register your information which will be used to login to the tHL Accounting System and do your operations.

Startup	Small	Medium	Enterprise
Tzs 10,000 / Month ( <a href="#">More</a> )	Tzs 20,000 / Month ( <a href="#">More</a> )	Tzs 40,000 / Month ( <a href="#">More</a> )	Tzs 60,000 / Month ( <a href="#">More</a> )
2 Users	3 Users	4 - 5 Users	6 - 10 Users
14 Days Free Trial			
2 Store/Branch	3 Store/Branch	4 - 5 Store/Branch	6 - 10 Store/Branch
Free Online support	Free Online support	Free Online support	Free Online support
Works on PC, Mac and mobile			
<a href="#">Sign Up</a>	<a href="#">Sign Up</a>	<a href="#">Sign Up</a>	<a href="#">Sign Up</a>

[Click here to Register](#)

Add your personal details as shown in the interface below i.e full name, email, phone number (eg: 0712xxxxxx), city, password then confirm your password and then click **GET STARTED**.

tHL Accounting   Contact   Sign In

### Sign Up

Name \*

Email address

Phone \*

City \*

Password \*

Password \*

**GET STARTED**

After adding your personal information you will find the login interface where you will have to login and add your Business Information including your Business name, Street address and your Home Currency. See the below.

tHL Accounting    Contact    Register

### Sign In

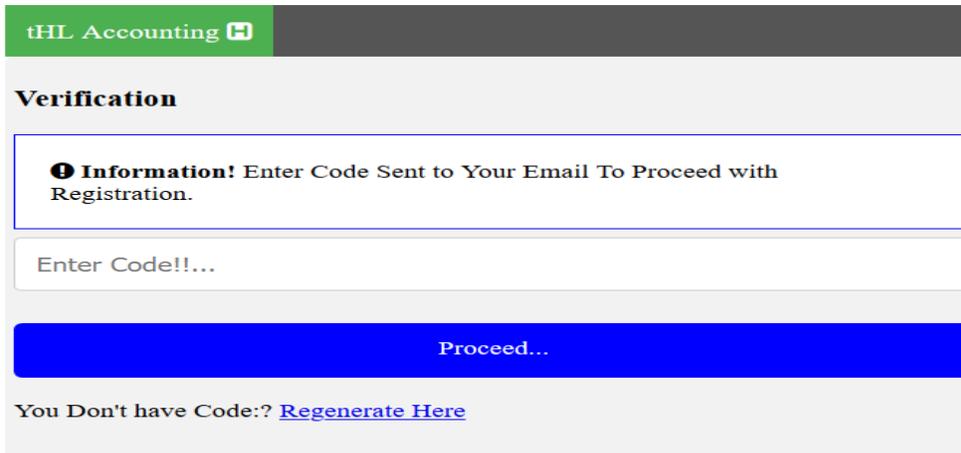
Username

Password

**Sign in**

Forget Password? [Reset Here](#)

After signed in, you will receive the code number to your mobile phone number you entered during registering your personal information. Use the code received in the verification form as shown in the below image.



tHL Accounting 

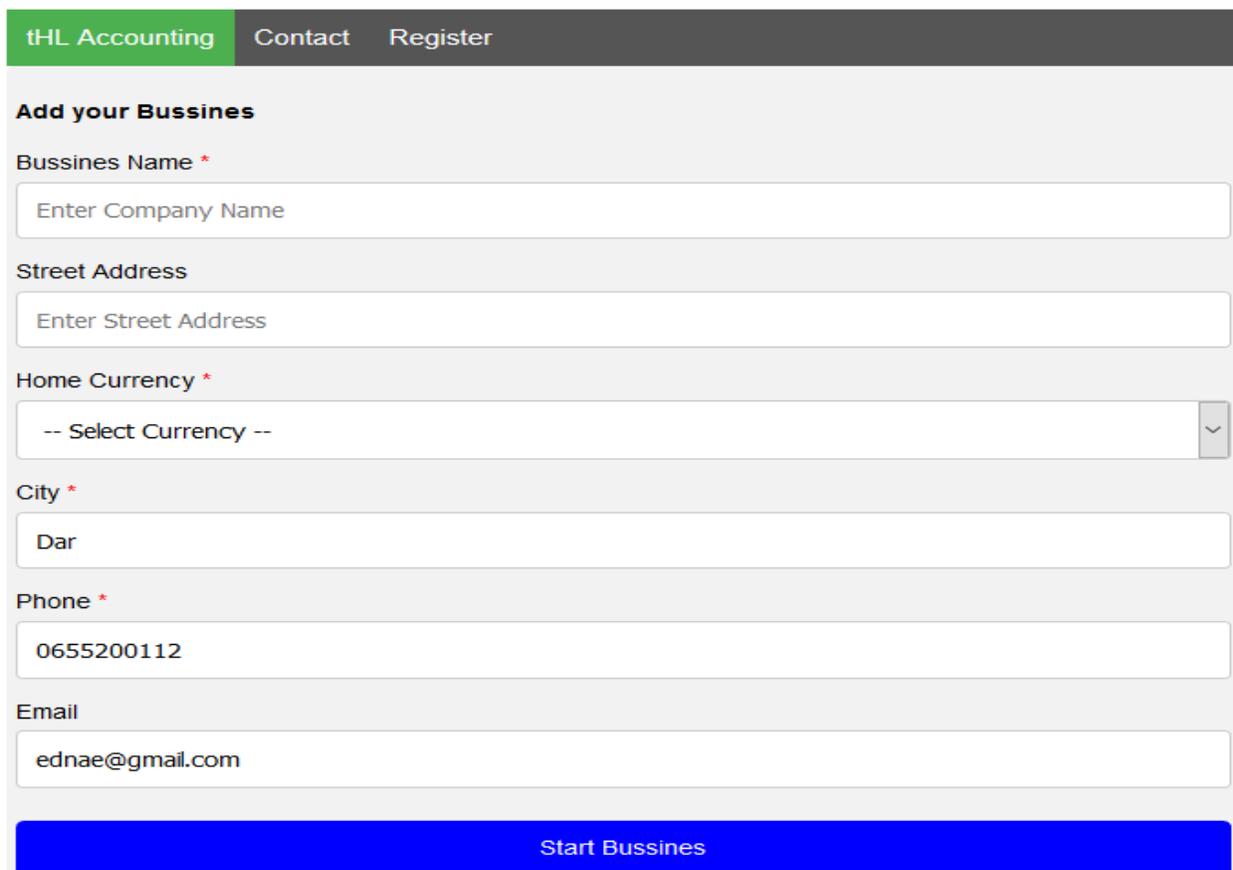
### Verification

**Information!** Enter Code Sent to Your Email To Proceed with Registration.

[Proceed...](#)

You Don't have Code:?  
[Regenerate Here](#)

The new opened form used to enter your business details, and then click start business; you will be directed to dashboard of your system.



tHL Accounting [Contact](#) [Register](#)

### Add your Bussines

Bussines Name \*

Street Address

Home Currency \*

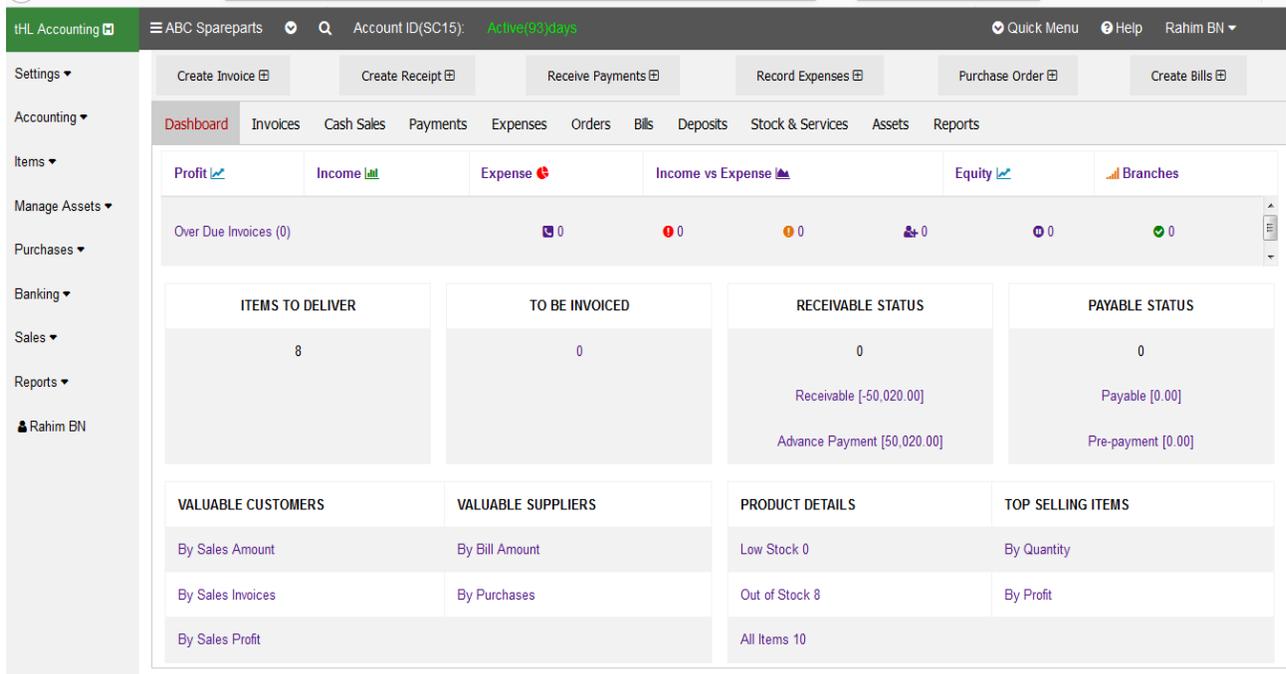
City \*

Phone \*

Email

[Start Bussines](#)

You can use dashboard to move around all of functions on the tHL Accounting. The dashboard gives you a big picture on how your business tasks flow together. Whenever you login to your business, dashboard opens automatically.

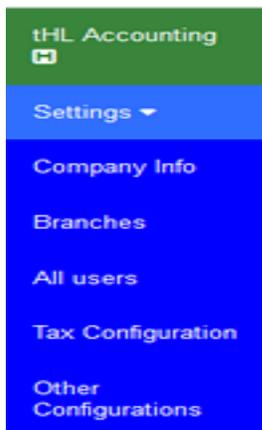


You can perform all of your activities through the shortcut **action buttons** on dashboard as seen on the below image.



## 1. Settings

Under settings module you will find sub-modules like Company info, Branches, All users, Tax configuration and other configuration, all these will guide you to do some configurations according to the nature of your business.



## 1.1 Company Info

You can view information of your business/company also you can add another business by using Company Info link under Settings module as shown below image.

**Go to settings** > click **Company Info** then click on **New Company**

<input type="checkbox"/>	Company Name	City	Phone Number	Actions
<input type="checkbox"/>	Vinywaji Store	Dar es Salaam	0762159568	<input type="button" value="Change"/>

On the Add Company window fill the details of new company, you can also change city, phone number and email if you want or you can leave the previous one, then select Home Currency then click Save to add another company or Save and Close to leave the page or Cancel to end the whole process.

### Add Company

Company Name *	City
<input type="text" value="Enter Company Name:"/>	<input type="text" value="Dar"/>
Street Address	Phone *
<input type="text" value="Enter Street Address:"/>	<input type="text" value="0655200112"/>
Home currency *	E-Mail
<input type="text" value="Select Home Currency"/>	<input type="text" value="ednae@gmail.com"/>
<input type="button" value="Save"/> <input type="button" value="Save and Close"/> <input type="button" value="Cancel"/>	

## 1.2 Branches

You can add branches if your business has more than one branch. To add branch go to **Setting ->Branches**, click New Branch, enter branch name then click save and close.

<input type="checkbox"/>	Branch Name	Actions
<input type="checkbox"/>	Temboni	
<input type="checkbox"/>	Dar es Salaam - Main	

Branch Name \*

Save Save and Close Cancel

## 1.3 All Users

Those who use system to perform different activities in the system are known as Users. To create user go to All Users > click **New User** then add all the details required then click **Save** to add another User or **Save and Close** to leave the page or **Cancel** to end the whole process.

tHL Accounting

Settings

Company Info

All users

Tax Configuration

### Users

New User User Roles Print Excel Pdf

<input type="checkbox"/>	User Name	Email	Phone Number
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Delete Showing 0 to 0 of 0 Records

Click here to add user

## Add User

User Full Name: \*

Phone: \*

Password \*

Retype Password \*

Branch

Level

Email

Active

Save Save and Close Cancel

The User form to add details will be shown as above image, On the Branch part here you can assign branch to your user if not assigned by default will be assigned to main branch. Another part is the level, here involving three options. (I) View personal, this implies your user has the ability to view everything she/he has done within the branch, though depends on the roles assigned to perform a particular task see below about user roles. (II) View branch , this implies that your user has the ability to see everything done within the branch by other user/s and him/herself also will depend what roles assigned to him/her. (III) View all, this implies that your user has the ability to see everything done within the Company(All branches) as previous stated this depends also on the roles assigned to perform in the system.

## User Roles

These are activities users are assigned to perform in the system such as create invoice, receive payment, post expenses etc. To assign roles to User go to All Users, click on User Roles tab as see below.

Settings ▾

Company Info

Branches

All users

Tax Configuration

Invoice Configuration

Users

Refresh ↻

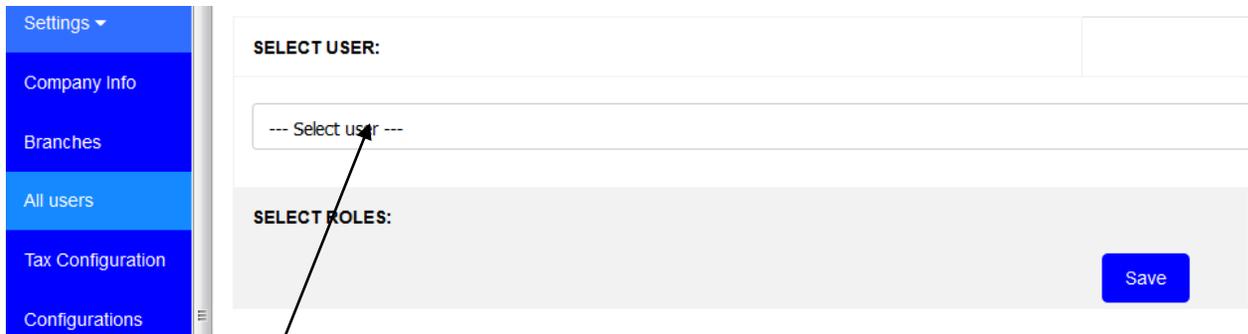
New User ⊕ User Roles ⊕ Print 🖨 Excel 📄 Pdf 📄 Search 🔍 5 ▾

<input type="checkbox"/>	Name ▾	Phone Number ▾	Branch ▾	Active ▾	Actions
<input type="checkbox"/>	Baraka	0655000000	Temboni	Yes	

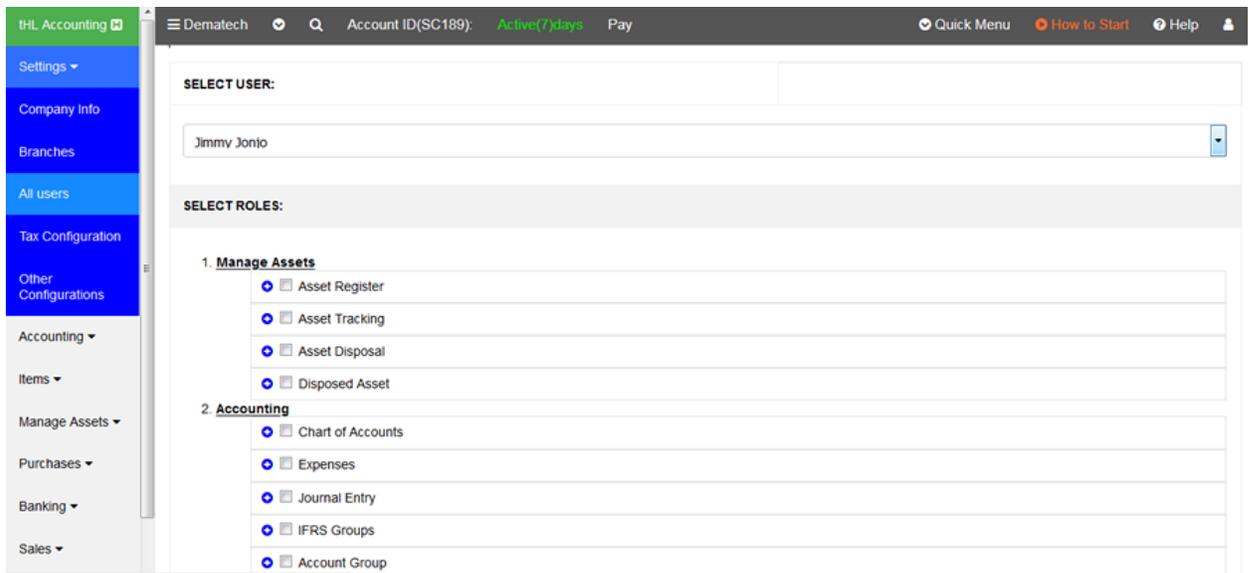
Delete ⏪ ⏩ Showing 1 to 1 of 1 Records

User Roles

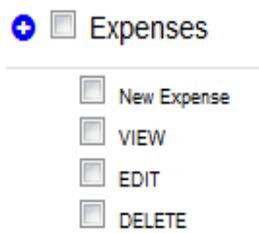
The new page will open for you to select your system user, see below image



Select user from the drop down list at first user given all the roles automatically see below image.



Therefore you need to add the tick by clicking check box  to enable what task you do want your user to perform in the system. Also you can allow your user to perform actions like delete, edit, add or view by clicking this symbol  and the new small window will open so you can click the checkbox and your user will be able to perform the checked actions see below image.



By default any new created user will have the permission of making sales either for invoice or cash, only cannot delete and pay invoices.

Finally scroll the page down to save it. And you have completed to give the roles to your users.

## 1.4 Tax configuration

System already configured with Taxes which are VAT (Value Added Tax) and WHT (Withholding Tax). When you click Tax configuration link under setting module you will see page with VAT and its percentage, see below image

<input type="checkbox"/>	Sales Tax Name	Tax Rate	Active	Tax Type	Actions
<input type="checkbox"/>	VAT	18.00	Yes	VAT	

On the opened page you can click Tax Type button **Tax Type** to see WHT and VAT as well, see below image.

<input type="checkbox"/>	Tax Type	Status	Actions
<input type="checkbox"/>	WHT	Active	
<input type="checkbox"/>	VAT	Active	

WHT was not listed on the first page because its percentage value depends with type of

transaction performed but you can set it by clicking New Tax button **New Tax** on the

page opened as shown on above image and another page will be opened so you can select Tax type as shown on below image

#### Add Sales Tax

Tax Type \*  
-- Select Tax Type --

Percentage (%) \*  
Enter Percentage

Sales tax name \*  
Enter Tax Name

Active  
No

Save Save and Close Cancel

Select Tax Type

Enter sales tax name ( i.e WHT Service or WHT Product depend the type of your business transactions) then enter the percentage for that sales tax name (i.e 5% ,10%, etc) , also set it Active yes or no. You can Save to add other ones or Save and Close once you completed to enter all your sales taxes.

If you have other Taxes rather than VAT and WHT you can add them by clicking new tax type as shown on below image.

New Tax Type New Tax Search 5

<input type="checkbox"/>	Tax Type	Status	Actions
<input type="checkbox"/>	VAT	Active	

Delete ⏪ ⏩ Showing 1 to 1 of 1 Records

And fill your Tax type as shown on below image then select Active yes or no, after that you can save or save and close to complete your activity.

Tax Type \*  
Enter Tax Name

Active  
No

Save Save and Close Cancel

## 1.5 Other Configurations

You can configure other configurations those enable you to run your business smoothly, to configure stuff like invoices or billing payment terms, recurring invoices or bills. Also you can hide or show some actions to appear in different pages during your business transactions by using General configurations as shown on below image.

The screenshot shows the 'Payment Terms' configuration page. The sidebar on the left includes 'Settings', 'Company Info', 'Branches', 'All users', 'Tax Configuration', 'Other Configurations', 'Accounting', 'Items', and 'Manage Assets'. The main content area has a title 'Payment Terms' and a toolbar with buttons for 'New Payment Term', 'Recurring Frequency', 'General Configurations', a search box, and a page size selector set to '5'. Below the toolbar is a table with the following data:

<input type="checkbox"/>	Terms	Days	Default	Actions
<input type="checkbox"/>	Net 60	60	No	<input type="text"/> <input type="text"/>
<input type="checkbox"/>	Net 30	30	Yes	<input type="text"/> <input type="text"/>
<input type="checkbox"/>	Net 15	15	No	<input type="text"/> <input type="text"/>

At the bottom of the table, there are navigation controls: 'Delete', 'Home', 'Previous', 'Next', and 'End', along with the text 'Showing 1 to 3 of 3 Records'.

To add **New Payment Term for invoices or bills**, go to other configurations, click new payment term then fill the required field, select **Yes** on default to set the term default then click save and close. See the below;

The 'Add Term' form contains the following fields and controls:

- Term \***: A text input field with the placeholder 'Enter term'.
- Days \***: A text input field with the placeholder 'Enter days'.
- Default**: A dropdown menu currently showing 'No'.
- Buttons**: 'Save', 'Save and Close', and 'Cancel'.

To set **New Recurring Frequency for invoices or bills** go to other configurations, then click Recurring Frequency, then new Recurring Frequency then fill the field required and then click save and close.

**Payment Terms**

New Payment Term  Recurring Frequency  General Configurations  Search  5

<input type="checkbox"/>	Terms	Days	Default	Actions
<input type="checkbox"/>	Net 60	60	No	<input type="text"/> <input type="text"/>
<input type="checkbox"/>	Net 30	30	Yes	<input type="text"/> <input type="text"/>
<input type="checkbox"/>	Net 15	15	No	<input type="text"/> <input type="text"/>

Delete     Showing 1 to 3 of 3 Records

**Recurring Frequency**

New Payment Term  New Recurring Frequency  Search  5

<input type="checkbox"/>	Name	Days	Default	Actions
<input type="checkbox"/>	Weekly	7	No	<input type="text"/> <input type="text"/>
<input type="checkbox"/>	Monthly	30	No	<input type="text"/> <input type="text"/>
<input type="checkbox"/>	Annually	365	No	<input type="text"/> <input type="text"/>

Delete     Showing 1 to 3 of 3 Records

Repeat Every \*  Eg. 1

Period \*  Day(s)

Active \*  Yes

In the **General Configurations** button you can enable or disable what to be hidden or shown in various pages of your system according to the nature of a business. To enable or disable

such settings go to other configuration, click on General Configuration tab, then check the one you want and then click save and close.

**Payment Terms**

New Payment Term | Recurring Frequency | **General Configurations** | Search Q | 5

<input type="checkbox"/>	Terms	Days	Default	Actions
<input type="checkbox"/>	Net 60	60	No	
<input type="checkbox"/>	Net 30	30	Yes	
<input type="checkbox"/>	Net 15	15	No	

Delete | | | | | Showing 1 to 3 of 3 Records

**General Configuration**

Hide/Show POS Item Location     
  Hide/Show Discount     
  Enable selling Unit on POS  
 Hide/Show With-Holding Tax     
  Hide/Show Wholesale Price     
  Enable Customer Group  
 Enable Percentage Margin

Table below summarise if on checked above items where will it be shown on different pages of your system

If Checked	Item name	On the page to be shown
<input checked="" type="checkbox"/>	POS Item Location	Sales order, Cash sales, Invoices, Recurring Invoices, Purchase Order and Bills
<input checked="" type="checkbox"/>	With-Holding Tax	Sales order, Cash sales, Invoices, Recurring Invoices, Purchase Order and Bills
<input checked="" type="checkbox"/>	Percentage Margin	Items with Cost
<input checked="" type="checkbox"/>	Discount	Sales order, Cash sales, Invoices, Recurring Invoices, Purchase Order and Bills
<input checked="" type="checkbox"/>	Wholesale Price	Sales order, Cash sales, Invoices, Recurring Invoices, Purchase Order Bills , Items with cost and Items without cost
<input checked="" type="checkbox"/>	Selling Unit on POS	Sales order, Cash sales, Invoices, Recurring Invoices, Purchase Order and Bills
<input checked="" type="checkbox"/>	Customer Group	Customers

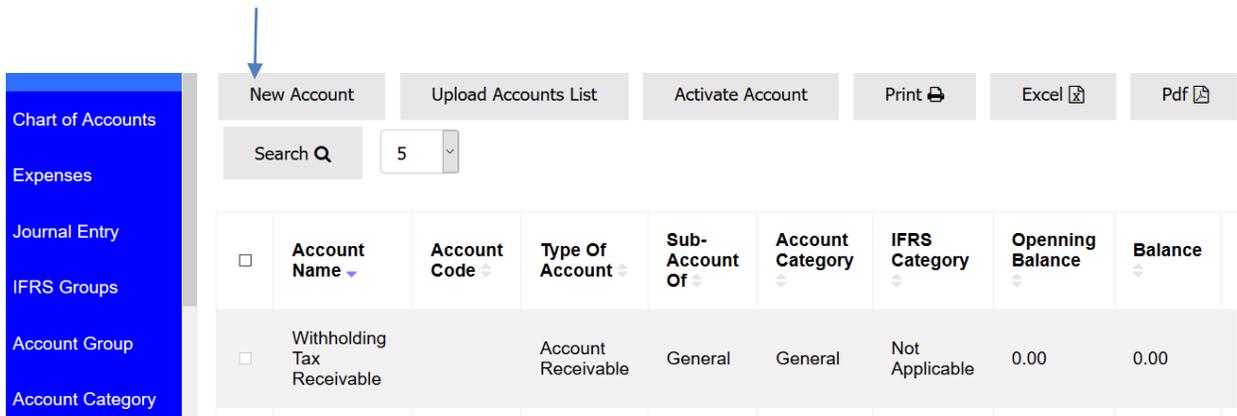
## 2. Accounting

In accounting module you can add your Expenses, Journals, create your Business Chart of Accounts, and add IFRS groups, Account groups and Account categories.



### 2.1 Chart of Accounts

Chart of accounts is a listing of the names of the accounts that a company has identified and made available for recording transactions in its general ledger. On Chart of Accounts you can create all of you Business Accounts i.e Income, Expense, Assets, Equity and Liability. To create an account go to Chart of Accounts click **New Account** fill the required fields as shown on the form below then click **Save** to add another account or **Save and Close** to leave the page or **Cancel** to quit the whole process.

The interface shows a sidebar on the left with a blue background and white text. The top item is 'Chart of Accounts', which is highlighted. Below it are 'Expenses', 'Journal Entry', 'IFRS Groups', 'Account Group', and 'Account Category'. To the right of the sidebar is a main content area. At the top of this area is a horizontal bar with several buttons: 'New Account', 'Upload Accounts List', 'Activate Account', 'Print', 'Excel', and 'Pdf'. A blue arrow points to the 'New Account' button. Below the buttons is a search bar with the text 'Search Q' and a dropdown menu showing the number '5'. Below the search bar is a table with the following columns: 'Account Name', 'Account Code', 'Type Of Account', 'Sub-Account Of', 'Account Category', 'IFRS Category', 'Opening Balance', and 'Balance'. The table has one row with the following data: 'Withholding Tax Receivable', 'Account Receivable', 'General', 'General', 'Not Applicable', '0.00', and '0.00'. There are checkboxes in the first column of the table.

## Add Account

Account Code:	<input type="text" value="Enter Account Code"/>	IFRS Category:	<input type="text" value="Select IFRS Category"/>
Account Name: *	<input type="text" value="Enter Account Name"/>	Account Category:	<input type="text" value="General"/>
Type of Account: *	<input type="text" value="Select Type of Account"/>	Opening Balance:	<input type="text" value="Enter Opening Balance"/>
Type Detail	<input type="text" value="Select Type Detail"/>	As of Date:	<input type="text" value="dd / mm / yyyy"/>
Account Group: *	<input type="text" value="General"/>	Active	<input type="text" value="Yes"/>

[Save](#) [Save and Close](#) [Cancel](#)

You can also add account in the system by uploading them, see the below instructions

Accounting ▾

Chart of Accounts

Expenses

Journal Entry

IFRS Groups

Account Group

Account Category

Budget

Imported file must be a CSV FORMAT(.csv) with ONLY **EIGHT(8)** Columns in an order as follows:

1. Account Code
2. Account Name
3. Type of Account  
*This type of account must exist in the system*
4. Sub-Account of
5. IFRS Category  
*This IFRS category must exist in the system*
6. Account Category
7. Opening Balance
8. As of Date

**NOTE :**  
\*If no account code just put serial numbers for account code.  
\*Fill Correctly all Informations required

[Click here to Download a sample file format](#)

Select a .CSV File

No file selected.

[Upload File](#) [Cancel](#)

## 2.2 To record expenses

Go to expense on the list then click New Expense, select name of Customer or Supplier you want to pay, choose bank account, choose an expense account so that it can be easy to track your expenses, add amount, add cheque number and memo if any then put transaction date then click **Save** to add another expense or **Save and Close** to leave the page or **Cancel** to quit the whole process.

The screenshot displays the 'Expenses' page in the Vinywaji Store application. The page header includes the user name 'Bernadeta Mshanga' and navigation options like 'Quick Menu' and 'Help'. The main content area features a table with the following columns: Date, Name, Amount, Bank Account, Account Name, Cheque No, Memo / Description, and Actions. A 'New Expense' button is highlighted with a blue arrow. Below the table, there is a 'Total' row showing 0.00 and a 'Showing 0 to 0 of 0 Records' message. The sidebar on the left contains navigation options such as Accounting, Chart of Accounts, Expenses, Journal Entry, IFRS Groups, and Account Group.

Click here to record expense

The screenshot shows the 'New Expense' form. The form is divided into several sections: 'Pay To \*' with a dropdown for 'Select Customer or Supplier'; 'Cheque Number' with a text input 'Enter Cheque Number'; 'Bank Account \*' with a dropdown for 'Select Bank Account'; 'Memo' with a text area 'Write something..'; 'Account \*' with a dropdown for 'Expense, Liability or Equity'; 'Amount \*' with a text input 'Enter Amount'; and 'Date \*' with a date picker showing '10 / 29 / 2019'. There are also checkboxes for 'Set Credits' and 'Pay Tax'. At the bottom, there are three buttons: 'Save', 'Save and Close', and 'Cancel'.

## 2.3 Journal Entry

A journal entry is used to record a business transaction in the accounting records of a business.

To record it go to Journal Entry, Click New Journal Entry fill all the required fields then click Save to add another entry or **Save and Close** to leave the page or **Cancel** to quit the whole process.

The screenshot shows a web-based accounting interface. On the left is a blue sidebar menu with the following items: Accounting (dropdown), Chart of Accounts, Expenses, Journal Entry, IFRS Groups, Account Group, Account Category, Budget, and Items (dropdown). The main area is a light gray form titled 'Journal Entry'. It contains several fields: 'Pay To \*' (dropdown: Select Customer or Supplier), 'Bank Account \*' (dropdown: Select Bank Account), 'Account \*' (dropdown: Expense, Liability or Equity; Select Account), and 'Amount \*' (text input: Enter Amount). On the right side, there are 'Cheque Number' (text input: Enter Cheque Number), 'Memo' (text area: Write something..), and 'Date \*' (text input: 10 / 29 / 2019). At the bottom right, there are three buttons: 'Save', 'Save and Close', and 'Cancel'. There are also checkboxes for 'Set Credits' and 'Pay Tax'.

## 2.4 IFRS Groups

These are groups created in the system to enable user of the system to prepare their financial reports through IFRS standards.

## 2.5 Account Group

Click on New Account Group add an account group then click **Save** to add another account group or **Save and Close** to leave the page or **Cancel** to quit the whole process.

The screenshot shows a web-based accounting interface for managing account groups. On the left is a blue sidebar menu with the following items: Accounting (dropdown), Chart of Accounts, Expenses, Journal Entry, IFRS Groups, and Account Group. The main area is a light gray form with a toolbar at the top containing buttons for 'New Account Group', 'Print', 'Excel', 'Pdf', 'Email', 'Search', and a page number '5'. Below the toolbar is a table with the following structure:

<input type="checkbox"/>	Account Group	Actions
<input type="checkbox"/>	Computer & Electronic	<input type="text"/> <input type="text"/>
<input type="checkbox"/>	Wine	<input type="text"/> <input type="text"/>

- Accounting ▾
- Chart of Accounts
- Expenses
- Journal Entry
- IFRS Groups
- Account Group

### Account Group

Account Group \*

Save
Save and Close
Cancel

## 2.6 Account Category

Click on New Account Category add an account category then click **Save** to add another account category or **Save and Close** to leave the page or **Cancel** to quit the whole process.

- Accounting ▾
- Chart of Accounts
- Expenses
- Journal Entry
- IFRS Groups
- Account Group
- Account Category

Account Category
Refresh ↻

New Account Category ⊕
Print 🖨
Excel 📄
Pdf 📄
Email ✉
Search 🔍

	Account Category ⇅	Actions
<input type="checkbox"/>	General	<span style="font-size: 1em;">✎</span> <span style="font-size: 1em;">🗑</span>

Delete
⏪
⏴
⏵
⏩
Showing 1 to 1 of 1 Records

- Accounting ▾
- Chart of Accounts
- Expenses
- Journal Entry
- IFRS Groups
- Account Group
- Account Category

### Account Category

Account Category \*

Save
Save and Close
Cancel



After filling your budget form then save and close. To see how your budget trending you can view in the details reports, under report module; see below image



### 3. Items

Item is anything that your company buys, sells or resells in the course of business. Under Items module you can add all products and services that your business dealing with, you can also add your Fixed Assets.

#### 3.1 Item with Cost

Item with Cost are those items you purchase in order to sell them that you incur cost to get them then you sell. Click **Item with Cost** then click New Item, fill all the required fields then click **save** to add another item or **Save and Close** to leave the page or **Cancel** to quit the whole process.

Items ▾  
Item With Cost  
Item Without Cost  
Inventory Assembly

Stores Movements Adjustment

### ITEMS WITH COST

New Item Upload Stock List Print Excel Pdf Email Search 5

Item Name	Cost	Selling Price	Item Type	category	income Account
-----------	------	---------------	-----------	----------	----------------

Click here to add new item

#### Register Item

Item Name *	Item Description	Income Account *
<input type="text" value="..Item Name.."/>	<input type="text" value="..Description.."/>	<input type="text" value="Revenue"/>
Cost ( Per Smallest Item Unit) *	Item Type *	Account: Expense, Cogs *
<input type="text" value="..Cost.."/>	<input checked="" type="radio"/> Stock <input type="radio"/> Service <input type="radio"/> Non stock	<input type="text" value="Cost of Goods Sold"/>
<input type="checkbox"/> Inclusive of Purchase Tax	Opening Stock	Smallest Item Unit
Percentage Margin ( % )	<input type="text" value="..Opening Stock.."/>	<input type="text"/>
<input type="text" value="..Eg. 50 .."/>	As of Date	Other Units:
Sale Price ( Per Smallest Item Unit)	<input type="text" value="14 / 11 / 2019"/>	<input type="text"/>
<input type="text" value="Sale Price"/>	Item Category *	Reorder Point
<input type="checkbox"/> Inclusive of Tax	<input type="text" value="General"/>	<input type="text" value="..Reorder Point.."/>
Barcode	Item Group *	Expire Date
<input type="text" value="Scan Code ."/>	<input type="text" value="General"/>	<input type="text" value="dd / mm / yyyy"/>

Save Save and Close Cancel

### 3.2 Item without Cost

Item without Cost is that item which has no direct buying price and you cannot purchase it but you can sell it in your business. To create Item without cost go to Item, Click **Item without Cost** then click New Item, fill all the required fields then click **save** to add another Item or **Save and Close** to leave the page or **Cancel** to quit the whole process.

The screenshot displays the software interface for creating an item without cost. On the left, a sidebar menu shows 'Items' expanded, with 'Item Without Cost' selected. The main area shows a table with columns: Item Name, Selling Price, Item Type, Category, Income Account, and Actions. A 'New Item' button is highlighted with a blue arrow. Below the table, there are navigation buttons (Delete, Home, Back, Forward, End) and a status bar indicating 'Showing 0 to 0 of 0 Records'. The 'New Item' form is open, showing fields for Item Name, Item Description, Barcode (Scan Code), Select Item Category (General), Sale Price (Price), and Income Account (Revenue). There is an 'Inclusive of Tax' checkbox and an 'Item Type' section with radio buttons for Service (selected), discount, and Non stock. At the bottom right of the form are buttons for 'Save', 'Save and Close', and 'Cancel'.

### 3.3 Inventory Assembly

Inventory Assembly used for the production of products which are produced from the composition of other materials, for example the production of blocks depend on materials such as cement, sands and water, in this system the materials used for the production must be registered in the items with cost so can be used in the assembling to produce the desired product such as block.

To perform this process click the Inventory Assembly link under the Items module then click New Assembly Item, on the opened form enter the name of your item or product you want to produce, fill the remains fields accordingly then click **Save** and **Edit** to add material/s those can be used to manufacture that product, then click save and close.

**INVENTORY ASSEMBLY**

Items ▾  
 Item With Cost  
 Item Without Cost  
 Inventory Assembly  
 Manufacturing

**New Assembly Item**      5 ▾

<input type="checkbox"/>	Item Name ▾	Cost ▾	Selling Price ▾	Item Type ▾	category ▾	income Account ▾
Delete	⏪	<	>	⏩	Showing 0 to 0 of 0 Records	

Click here to add New Assembly Item

**Register Assembling Item**

Item Name *	Item Description	Other Units:
<input type="text" value="Item Name.."/>	<input type="text" value="..Description.."/>	<input type="text"/>
Other Cost	Item Category *	Income Account *
<input type="text" value="..Cost.."/>	<input type="text" value="General"/>	<input type="text" value="Revenue"/>
Barcode	Item Group *	Account: Expenses, Cogs *
<input type="text" value="Scan Code ."/>	<input type="text" value="General"/>	<input type="text" value="Cost of Goods Sold"/>
Sale Price ( Per Smallest Item Unit)	Smallest Item Unit	Reorder Point
<input type="text" value="Price"/>	<input type="text"/>	<input type="text" value="..Reorder Point.."/>
<input type="checkbox"/> Inclusive of Tax		<input type="button" value="Save and Edit"/> <input type="button" value="Cancel"/>

**Note:** On Other Cost field you can use it to enter some cost which you think can be associated in the production though you did not register them in the items with cost.

See below is the image of the form used to enter your materials for the production of your desired products.

New Item:

-- select Item --

Item Name	Qty	Cost	Total	
Cement	0.050000000	1500.00	75.00	
Mchanga	0.075000000	1000.00	75.00	
TOTAL			150.00	

Save Save and Close Cancel

After save and close the new will open with the list of your products which have been assembled. See image below, the cost seen is the total cost of your material plus other costs. At first on hand will be zero (0), after you click on the manufacturing link under the item module there you can enter the number of items or products you want to manufacture so as to add in your inventory.

	Item Name ↕	Cost ↕	Selling Price ↕	Item Type ↕	Category ↕	On Hand ↕	Actions
<input type="checkbox"/>	Totail	150.00	1,000.00	Stock	General	10.00	

Delete Showing 1 to 1 of 1 Records

### 3.4 Manufacturing

According to tHL Accounting to do manufacturing go to Item Module click **Manufacturing**, you will find a list of items to be manufactured, choose the item you want to manufacture and click edit, on Quantity to Build enter number of items you want to produce date and description then click save and close. You can view the stock valuation report to see the amount of products you have manufactured.

Item With Cost  
Item Without Cost  
Inventory Assembly  
Manufacturing

Search Q 5

Item Name	Cost	Selling Price	Item Type	Category	On Hand	Actions
Cocktail	1,495.00	4,000.00	Stock	General	0.00	

Item to build

Item Name	Qty	Average Cost	Total
Konyagi 200mls	0.500000000	2990.00	1495.00
<b>TOTAL (Bill of Materials + Other Cost)</b>			<b>1495.00</b>

Quantity to Build: \*  
..eg 20 or -20..

Date: \*  
10 / 19 / 2019

Description:  
Write something..

Save and Close Activate W Go to Settings Cancel dows.

### 3.5 Fixed Asset

In tHL Accounting you can register fixed asset like Furniture, Computer, Motor Vehicle so that will be easy for you to track and know your asset value. To register Fixed Asset Click on Fixed Asset then New Asset, then fill all the required fields then click **Save** to add another Asset or **Save and Close** to leave the page or **Cancel** to quit the whole process.

Fixed Asset

Stock Adjustment

Stock Movement

Item Categories

New Asset  Print  Excel  Pdf  Email  Search  5 

<input type="checkbox"/>	Item Name	Cost	Item Type	Sub item of	Asset Account
--------------------------	-----------	------	-----------	-------------	---------------

Delete     Showing 0 to 0 of 0 Records

Click here to add New Asset

### Register Fixed Asset

Item Name *	Asset Description	Depreciation Type
<input type="text" value="Item Name.."/>	<input type="text" value="..Description.."/>	<input type="text"/>
Cost *	Item Group *	Salvage Value
<input type="text" value="..Cost.."/>	<input type="text" value="General"/>	<input type="text" value="Salvage Value.."/>
<input type="checkbox"/> Inclusive of Purchase Tax	Opening Balance	Depreciation Factor
	<input type="text" value="..Opening Balance.."/>	<input type="text" value="Depreciation Factor.."/>
Asset Account *	As of Date	Useful Life (Years)
<input type="text"/>	<input type="text" value="14 / 11 / 2019"/>	<input type="text" value="Useful Life.."/>
Barcode	Supplier	
<input type="text" value="Scan Code ."/>	<input type="text"/>	<input type="button" value="Save"/> <input type="button" value="Save and Close"/> <input type="button" value="Cancel"/>

### 3.6 Stock Adjustment

Stock Adjustment is to add or to reduce stock item in a business. You may do adjustment for the purpose of expense in your business or you may want to lend your business neighbour who is doing the same business then he/she returns it later. To do adjustments Click Stock Adjustment then New Adjustment then fill all the required fields then click **Save** to add another Adjustment or **Save and Close** to leave the page or **Cancel** to quit the whole process.

Stock Adjustment

Stock Movement

Item Categories

Item Group

New Adjustment  Print  Excel  Pdf  Email  Search  5 

<input type="checkbox"/>	Item Name	Quantity	Adjust Type	Adjustment Date
--------------------------	-----------	----------	-------------	-----------------

Delete     Showing 0 to 0 of 0 Records

Click here to add New Adjustment

[Stock Adjustment](#)  
[Stock Movement](#)  
[Item Categories](#)  
[Item Group](#)  
[Item Units](#)  
[Location/Store](#)  
[Activate Item](#)  
[Unit Conversion](#)

### New Adjustment

**Item Name \***

**Adjustment Date \***

**Quantity \***

**Adjustment Description(Reason)**

**Select Store to Adjust \***

Expense:

### 3.7 Stock Movement

If you want to move stock from one location/store to another you do Stock Movement. Click Stock Movement then fill all the fields required then click save and close.

[Item With Cost](#)  
[Item Without Cost](#)  
[Inventory Assembly](#)  
[Manufacturing](#)  
[Fixed Asset](#)  
[Stock Adjustment](#)  
[Stock Movement](#)

### New Movement

**Item Name \***

**Movement Date \***

**Quantity \***

**Description**

**From/Source(STORE) \***

**To/Destination(STORE) \***

### 3.8 Item Categories

You can use this window to add or to upload item categories. To add category click New Category, enter category name then click save or save and close.

[Item Categories](#)  
[Item Group](#)  
[Item Units](#)  
[Location/Store](#)  
[Activate Item](#)

<input type="checkbox"/>	Category Name	Actions
<input type="checkbox"/>	General	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Item Categories  
 Item Group  
 Item Units  
 Location/Store

Category Name \*

Save
Save and Close
Cancel

### 3.9 Item Group

To create Item Group go to item module click Item Group then click New Item Group, enter Group Name and then click save and close.

Item Group  
 Item Units  
 Location/Store  
 Activate Item  
 Unit Conversion  
 Manage Assets ▼

New Item Group 
Upload Item Groups
Print 
Excel 
Pdf 
Email

Search

	Item Group	Actions
<input type="checkbox"/>	Wine	
<input type="checkbox"/>	General	

Item Group  
 Item Units  
 Location/Store

Group Name \*

Save
Save and Close
Cancel

### 3.10 Item Units

The Item Unit of measure used for an item when purchasing, selling and even tracking it in or out through stock adjustment of stock movement, examples of such item unit is kg, mls, pcs etc. To create Item Unit, go to Item, click Item Unit then New Unit and then click save and close.

The screenshot displays the 'Item Units' management interface. On the left is a navigation menu with options: Item Units, Location/Store, Activate Item, Unit Conversion, and Manage Assets. The main area features a toolbar with buttons for 'New unit', 'Upload Item Units', 'Print', 'Excel', 'Pdf', and 'Email'. Below the toolbar is a search bar with the value '5'. A table lists existing units:

<input type="checkbox"/>	Unit Name	Actions
<input type="checkbox"/>	Mls	
<input type="checkbox"/>	Kg	

Below the table is a form to create a new unit. It has a label 'Unit Name \*' and a text input field containing 'Name..'. At the bottom right of the form are three buttons: 'Save', 'Save and Close', and 'Cancel'.

### 3.11 Location/Store

With tHL Accounting you can run your business even if you have more than one Location or Store. To create Location/Store go to Item Module click Location/Store click New Store, enter store name then select then click save and close.

The screenshot displays the 'Location/Store' management interface. On the left is a navigation menu with options: Location/Store, Activate Item, Unit Conversion, and Manage Assets. The main area features a toolbar with buttons for 'New Store', 'Print', 'Excel', 'Pdf', 'Email', and a search bar with the value '5'. A table lists existing stores:

<input type="checkbox"/>	Store Name	Branch Name	Actions
<input type="checkbox"/>	Main Store(Temboni)	Temboni	

Location/Store  
 Activate Item  
 Unit Conversion

Store Name \* 
 Select Branch \*

Save
Save and Close
Cancel

### 3.12 Activate Item

Those items which are no longer in use in the business/company are usually stored here. It might be needed for some reasons so when you want to re-use it go to Item click Activate Item, you will see the list of all deactivated items. Choose the one you want then click **Activate**.

Item Units  
 Location/Store  
Activate Item  
 Unit Conversion  
 Manage Assets ▼

Item Name	Item Type	Category	Cost	Selling Price	Actions
Robertson	Stock	Wine	9000.00	11,000.00	<span style="background-color: #ccc; padding: 2px 5px; border: 1px solid #ccc;">Activate</span>
Imagi	Stock	Wine	2000.00	2,500.00	<span style="background-color: #ccc; padding: 2px 5px; border: 1px solid #ccc;">Activate</span>
Dompo	Stock	General	9000.00	10,000.00	<span style="background-color: #ccc; padding: 2px 5px; border: 1px solid #ccc;">Activate</span>

### 3.13 Unit Conversion

To convert unit go to Item, click **Unit Conversion**, you will find a list of all items then select the one you want to convert its unit the click edit, change the units then click save and close.

Location/Store  
 Activate Item  
Unit Conversion  
 Manage Assets ▼

Print
Excel
Pdf
Email
Search
5

Item Name	Item Type	Category	Actions
St Anna	Stock	Wine	<span style="background-color: #ccc; padding: 2px 5px; border: 1px solid #ccc;">✎</span>

Smallest Item Unit

Other Units:

Qty	Other Unit	Qty	Basic Unit	Cost	Sale Price
<span style="background-color: #0056b3; color: white; padding: 5px 10px; border: 1px solid #ccc;">Save and Close</span> <span style="background-color: #ccc; padding: 5px 10px; border: 1px solid #ccc; margin-left: 10px;">Cancel</span>					

## 4. Manage Asset

In Manage Asset you can register, track and also dispose your company Fixed Assets.

### 4.1 Asset Register

To register asset go to Manage Asset, click Asset Register then Register new, fill the information required on the form then click save and close.

The screenshot shows the 'Manage Assets' sidebar with 'Asset Register' selected. The main content area displays the 'Register New' form. The form includes fields for 'Item Name' (Computer HP), 'Supplier' (Laptop City), 'Value' (450000.00), 'Serial Number' (1), and 'Specification' (Serio No. ....). There are 'Save and Close' and 'Cancel' buttons at the bottom right. A table below the form shows 'Showing 0 to 0 of 0 Records'.

Item Name	Supplier	Value	Serial	Specs	Actions
Showing 0 to 0 of 0 Records					

### 4.2 Asset Tracking

This helps a company to trace and monitors its assets, like who is using it or which department is keeping it and for how long etc. To track asset go to Manage Asset, click asset tracking, then you will find a list of assets, choose the one you want to track and click **edit** then click New Tracking, fill the form provided then click save and close.

The screenshot shows the 'Asset Register List' table. The table has columns for 'Item Name', 'Supplier', 'Value', 'Serial', 'Specs', 'Location', 'Assigned', and 'Actions'. A single row is visible with the following data: Computer HP, Laptop City, 450,000.00, 1, and an edit icon in the Actions column.

Item Name	Supplier	Value	Serial	Specs	Location	Assigned	Actions
Computer HP	Laptop City	450,000.00	1				

- Manage Assets ▾
- Asset Register
- Asset Tracking
- Asset Disposal
- Disposed Asset
- Purchases ▾

### Asset Tracking List

Refresh ↻

ITEM NAME: Computer HP

SERIAL: 1

SPECIFICATION:

New Tracking
Print
Excel
Pdf
Email
Search Q
5 ▾

	Store ▾	Start Period ▾	End Period ▾	Assigned ▾	Actions
<input type="checkbox"/>					

#### NEW TRACK

User Assigned \*

Start Period \*

Location

End Period

Save
Save and Close
Cancel

### 4.3 Asset Disposal

The removal of a long-term asset from the company's accounting records. To dispose asset from the books go to Asset Register, click Asset Disposal, you will find an Asset register list with all assets. Then select the asset that you want to dispose and click edit, then fill the required information then click save and close.

- Manage Assets ▾
- Asset Register
- Asset Tracking
- Asset Disposal
- Disposed Asset

### Asset Register List

Print
Excel
Pdf
Email
Search Q
5 ▾

Item Name ▾	Supplier ▾	Value ▾	Serial ▾	Specs ▾	Actions
Computer HP	Laptop City	450,000.00	1		

**Disposing Asset**

Manage Assets ▾	Asset Value	Disposal Reason: *
Asset Register	<input type="text" value="450000.00"/>	<input type="text" value="-- Select Disposal Reason (Type) --"/>
Asset Tracking	Accumulated Depreciation	Date *
Asset Disposal	<input type="text" value="0"/>	<input type="text" value="10 / 26 / 2019"/>
Disposed Asset	NetBook Value	
Purchases ▾	<input type="text" value="450000"/>	<input type="button" value="Save and Close"/> <input type="button" value="Cancel"/>

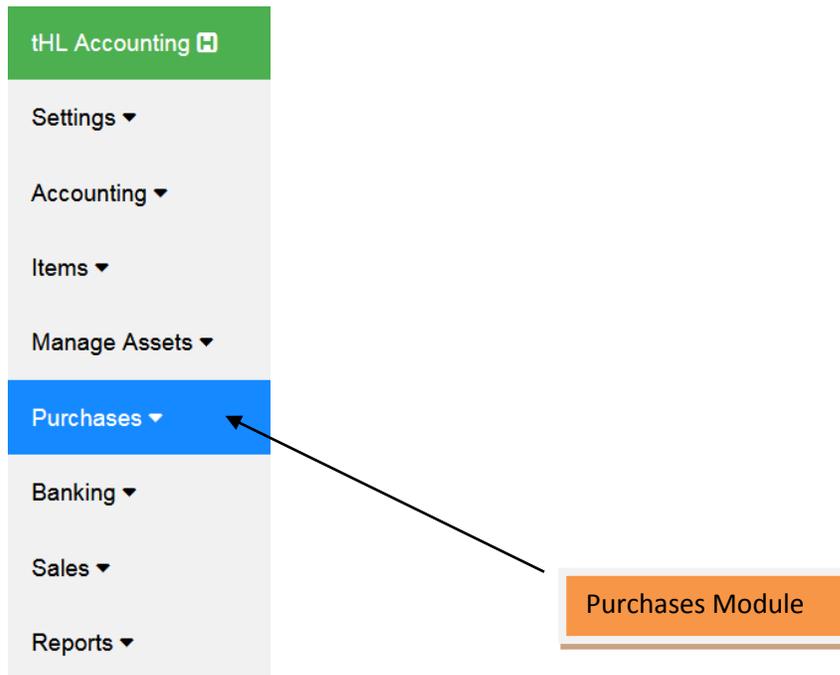
#### 4.4 Disposed Asset

All assets which have disposed are stored in this module, to see disposed Asset go to Manage Assets then click **Disposed Asset**.

## 5. PURCHASE

This part explains how to enter information about your purchases. You record a purchase by specifying supplier details, status of the purchase (order or bill) and details of the purchased items or services.

This part also explains how to pay your suppliers for these purchases, how to deal with supplier who owe you money (settling a supplier debit) and to review your purchasing activity with a variety of reports and analytical tools.

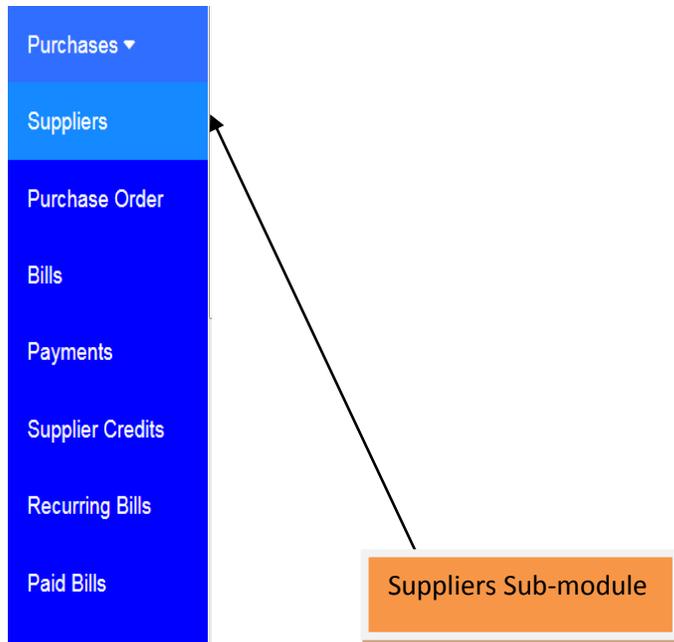


## 5.1 Supplier

Before you can create a purchase order or bill, you need to create your supplier first.

### To create a supplier

Go to the **Purchases** module and click on supplier's sub-module.



Click on **New Supplier**. The supplier window will appear

Click here to add New Supplier

Type the full name of the supplier on Full Name field because it is mandatory, fill other suppliers information like Phone, Email, Gender, TIN, Opening Balance, As of Date, Residence, VRN if are available but they are not mandatory; they are optional.

Full Name: \*

Opening Balance

eg: -10 or 10

Phone:

As Of Date:

mm / dd / yyyy

Email

Residence

Gender

VRN

VAT registration number

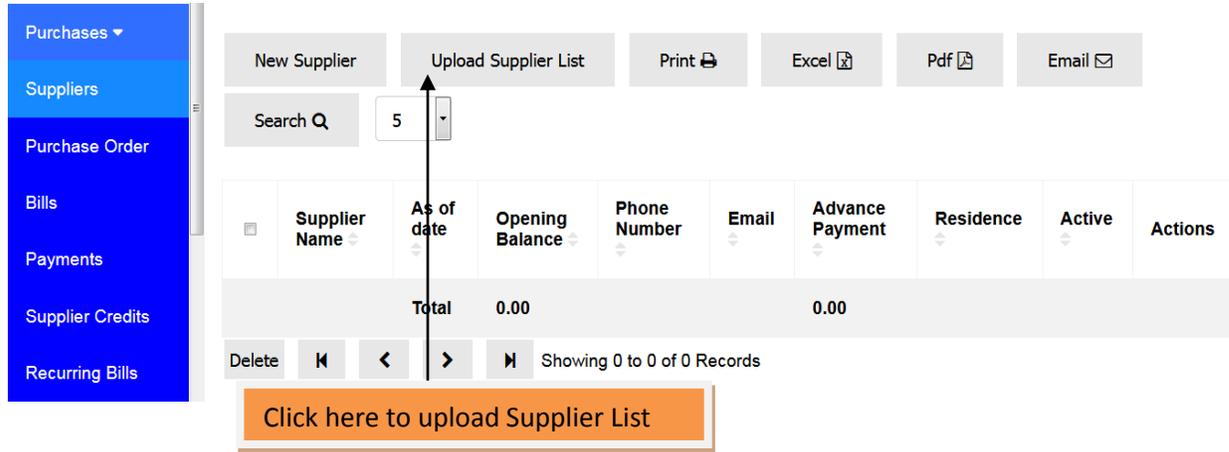
TIN

Tax identification number

Save Save & Close Cancel

If you are done filling all required information click **Save** if you want to add new supplier or click **Save and Close** if you are done creating your suppliers.

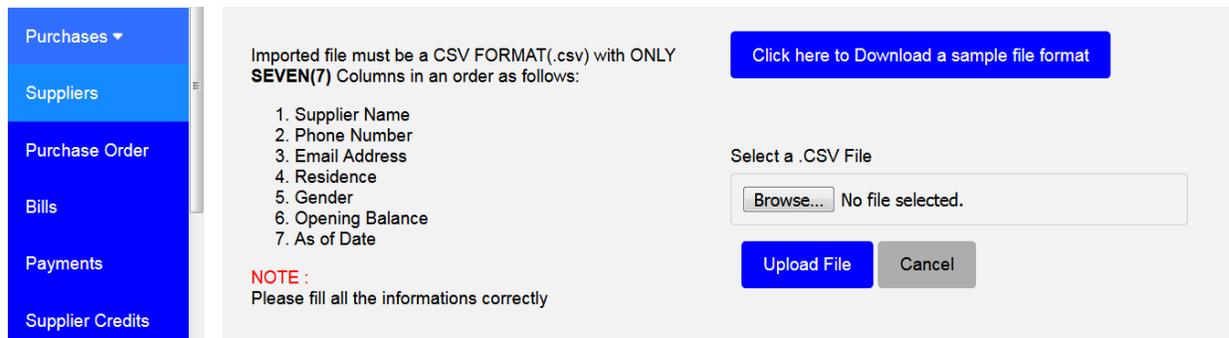
You can also add supplier in the system by uploading them, see the below instructions



The screenshot shows the 'Suppliers' module interface. On the left is a navigation menu with options: Purchases, Suppliers, Purchase Order, Bills, Payments, Supplier Credits, and Recurring Bills. The main area contains a toolbar with buttons for 'New Supplier', 'Upload Supplier List', 'Print', 'Excel', 'Pdf', and 'Email'. Below the toolbar is a search bar with the value '5'. A table displays supplier data with columns: Supplier Name, As of date, Opening Balance, Phone Number, Email, Advance Payment, Residence, Active, and Actions. A summary row shows 'Total' with '0.00' for Opening Balance and '0.00' for Advance Payment. At the bottom, there are navigation controls and a status message 'Showing 0 to 0 of 0 Records'. An orange callout box with the text 'Click here to upload Supplier List' points to the 'Upload Supplier List' button.

The window for uploading new suppliers will appear with instructions and sample file format to be used as reference.

You have to click **Browse...** to navigate your .CSV file and select it. Then click upload file to upload your supplier list. The uploaded file format should be in .CSV file format.



The screenshot shows the 'Upload Supplier List' window. It features a navigation menu on the left with 'Suppliers' selected. The main content area contains the following text: 'Imported file must be a CSV FORMAT(.csv) with ONLY SEVEN(7) Columns in an order as follows:'. Below this is a numbered list: 1. Supplier Name, 2. Phone Number, 3. Email Address, 4. Residence, 5. Gender, 6. Opening Balance, 7. As of Date. A red 'NOTE' states: 'Please fill all the informations correctly'. On the right side, there is a blue button 'Click here to Download a sample file format'. Below that is a section 'Select a .CSV File' with a 'Browse...' button and the text 'No file selected.'. At the bottom right, there are 'Upload File' and 'Cancel' buttons.

## 5.2 Purchase Order

An order is a purchase where no service or item has been received. Orders do not affect your financial figures or reports.

### To create Purchase Order

Go to the **Purchases** module and click on Purchase Order sub-module. The window for Purchase Order will appear.

Click on **New Order** to start add your order.

The screenshot shows a software interface with a blue sidebar on the left containing menu items: Purchases, Suppliers, Purchase Order, Bills, and Payments. The main area has a top toolbar with buttons for 'New Order', 'Search Q', 'Print', 'Excel', and 'Pdf', along with a page number '5'. Below the toolbar is a table with columns: Supplier Name, Order Date, Total Amount, Order Number, Branch, and Actions. A summary row shows 'Total' with a value of '0.00'. At the bottom, there are navigation buttons (Delete, Home, Left, Right) and a status message 'Showing 0 to 0 of 0 Records'. An orange callout box with the text 'Click here to add your order' has an arrow pointing to the 'New Order' button.

New purchase order form will open and you are required to fill your information including supplier, Order Date, Item Name to be ordered and Quantity to order.

The screenshot shows the 'Add New Purchase Order' form. It has a sidebar on the left with menu items: Purchases, Suppliers, Purchase Order, Bills, Payments, Supplier Credits, Recurring Bills, Paid Bills, Cancelled Bills, Return, Supplier Accounts, and Refund. The form fields include 'Supplier \*' (a dropdown menu) and 'Order Date \*' (a date field showing '10 / 24 / 2019'). Below these is a table with columns: Item Name, Qty, Buying Price, Selling Price, Actual Amt., VAT(0%), and Total. The VAT(0%) column is further divided into 'Rate' and 'Amt.'. There are input fields for each of these columns. Below the table is a button 'Add New ItemLine'. At the bottom right, there are buttons for 'Save', 'Save and Close', and 'Cancel'. A 'Total VAT' and 'Total' row is visible at the bottom of the table area.

After filling all required information click **Save** if you want to create another Purchase Order or click **Save and Close** if you are done creating your Purchase Order.

You can convert your Purchase Order to Bill when you are satisfied that your order is correct and the price is reasonable. To do those click the Convert to Bill button. Your order will be converted to Bill.

**Purchase Order**

Supplier Name	Order Date	Total Amount	Order Number	Branch	Actions
Supplier 1	2019-10-21	25,000.00	PO-00001	Dar es Salaam - Main	[Edit] [View] [Delete] [Convert]
<b>Total</b>		<b>25,000.00</b>			

Showing 1 to 1 of 1 Records

Click here to convert purchase order to Bill

After converting into Bill your **Purchase Order** will move from Purchase Order Module to **Bills** Module.

**Bills**

Bill No	Supplier Name	Bill Amount	Amount Paid	Balance	Bill Date	Due Date	Branch	Actions
BL-00001	Supplier 1	25,000.00	0.00	25,000.00	2019-10-21	2019-11-20	Dar es Salaam - Main	[Edit] [View] [Pay] [cancel]
<b>Total</b>		<b>25,000.00</b>	<b>0.00</b>	<b>25,000.00</b>				

Showing 1 to 1 of 1 Records

Converted Bill from Purchase Order

### 5.3 Bills

A bill is a purchase you make to your supplier indicating the products, quantities, and agreed prices for products or services that you buy.

#### To create Bill

Go to the **Purchases** module and click on **Bills** sub-module. The window for Bills will appear.

Click **Add Bill** to create a new Bill of purchase.

Fill all required information including supplier, Item Name, Quantity. Then click **Save** if you want to add another Bill or click **Save and Close** if you are done creating your Bills.

**Add A New Bill**

Supplier \*
Payment Term \*
Bill Date \*

Item Name	Qty	Buying Price	Selling Price	Wholesale Price	Actual Amt.	VAT(18.00%)		WHT	Disc	Total
						Rate	Amt.	Rate		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Add New ItemLine"/>										
									<b>Total Discount</b>	
									<b>Total With-Holding Tax</b>	
									<b>Total VAT</b>	

On the top right corner of your bill page there are two icons , the first one from left used if you want to pay your bill on cash bases, once you click the icon the new two text boxes which named paying account where you select the account using to pay and ref no; where you enter the reference payment number.

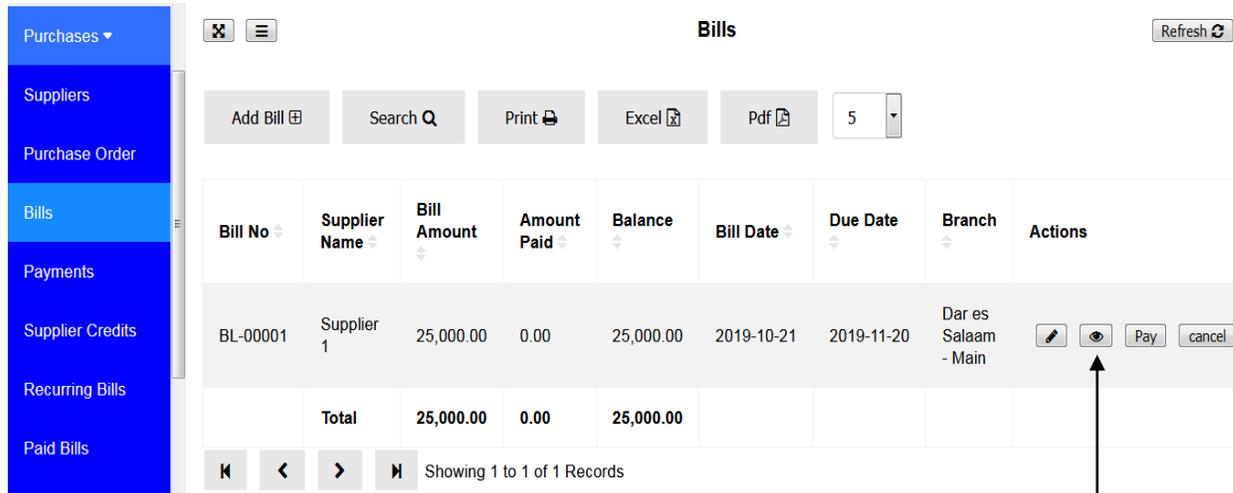
The last icon used if you want to enter the bill number manually.

## 5.4 Bill Payments

After creating bill(s) the following step is to **pay**. There are two ways to pay bill(s).

### 1<sup>st</sup> method to pay Bill(s)

Go to Purchases then **Bills** and look at the specific bill that you want to pay for. Click on the button **Pay** to pay that specific bill.



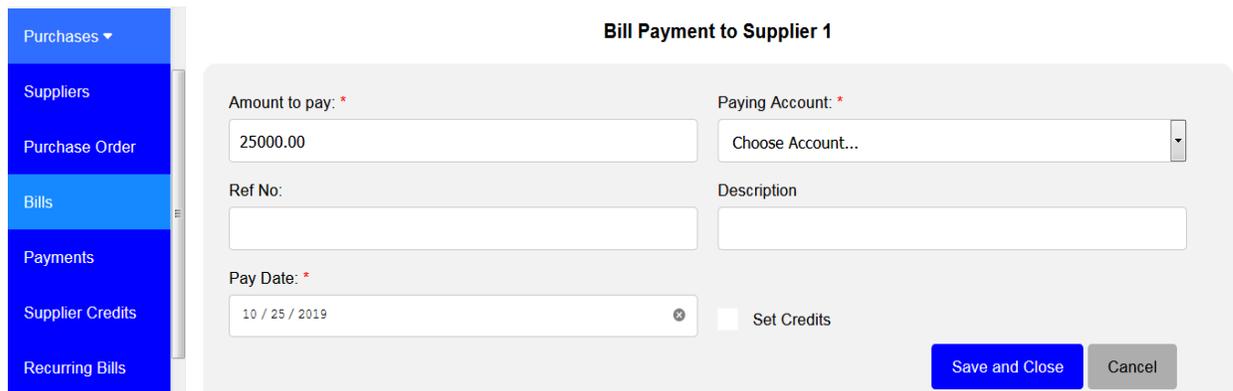
The screenshot shows the 'Bills' module interface. On the left is a navigation menu with 'Bills' selected. The main area displays a table with the following data:

Bill No	Supplier Name	Bill Amount	Amount Paid	Balance	Bill Date	Due Date	Branch	Actions
BL-00001	Supplier 1	25,000.00	0.00	25,000.00	2019-10-21	2019-11-20	Dar es Salaam - Main	<input type="button" value="Pay"/> <input type="button" value="cancel"/>
Total		25,000.00	0.00	25,000.00				

At the bottom of the table, there are navigation icons and the text 'Showing 1 to 1 of 1 Records'. An arrow points from the 'Pay' button in the table to a callout box.

Click here to pay bill

After clicking Pay the Bill Payment to Supplier window will appear and it will show **Amount to Pay**. You will have to choose **Paying Account** from which you are paying from and select **Pay Date**. Then click **Save and Close**.



The screenshot shows the 'Bill Payment to Supplier 1' window. It contains the following fields and controls:

- Amount to pay:** \* 25000.00
- Paying Account:** \* Choose Account...
- Ref No:** [Empty text field]
- Description:** [Empty text field]
- Pay Date:** \* 10 / 25 / 2019
- Set Credits
- 

Now you have already paid your bill. To look at your paid Bill(s), go to **Paid Bills** sub-module.

**Paid Bills** Refresh

Search  Print  Excel  Pdf  5

Bill No	Supplier Name	Bill Amount	Amount Paid	Balance	Due Date	Actions
BL-00001	Supplier 1	25,000.00	25,000.00	0.00	2019-11-20	<input type="button"/>
<b>Total</b>		<b>25,000.00</b>	<b>25,000.00</b>	<b>0.00</b>		

Showing 1 to 1 of 1 Records

**Paid Bill** **Bill Amount** **Amount Paid**

## 2<sup>nd</sup> method to pay Bill(s)

Go to Purchases then **Payments**. Payments Receipts window will open.

Click **Add Payment** button.

**Payment Receipts** Refresh

Add Payment  Search  Print  Excel  Pdf  5

Supplier Name	Payment Date	Amount	Account	Memo	Actions
Supplier 1	2019-10-21	25,000.00	Cash		<input type="button"/>
<b>Total</b>		<b>25,000.00</b>			

Showing 1 to 1 of 1 Records

**Click here to add payment**

Add Bill Payment window will appear and you will be required to fill information about Supplier, Paying Account, Amount to Pay and Pay Date. Click **Save** if you want to pay another bill to another supplier or **Save and Close** if you are done paying your supplier(s).

**Note:** In this sub-module you can pay a single bill or many bills to supplier.

**Add Bill Payment**

Supplier \*

Paying Account: \*

Amount to pay: \*

Description

Ref No:

Pay Date: \*

## 5.5 Supplier Credits

On supplier credits you can add **credits** to your supplier. You can use these credits later to pay for the product(s) or service(s) you purchase from that supplier.

### To add Supplier Credits

Go to Purchases then Supplier Credits. Supplier Credits window will appear.

Click Add Credit button to add credit to your supplier.

**Supplier Credits**

Supplier Name	Payment Date	Amount	Account	Memo	Actions
Total		0.00			

Showing 0 to 0 of 0 Records

Click here to add supplier credits

Add Credits window will appear where you will be required to fill information about Supplier, Amount to Pay, Paying Account, Ref No, Description and Pay Date.

**Add Credits**

Supplier \*      Paying Account: \*

Amount To pay: \*      Description

Ref No:      Pay Date: \*      10 / 25 / 2019

Save    Save and Close    Cancel

Then click **Save** if you want to continue adding Credit to another supplier(s) or click **Save and Close** if you are done adding credit to supplier(s).

## 5.6 Recurring bills

In the case that there are bills to be paid on regular basis, the only option to set these bills to be automatically created is by setting **Recurring Bills**.

### To create Recurring Bills

Go to purchases module and click on Recurring Bills.

Recurring Bills window will appear.

Click on **New Recurring Bill** and window to add new recurring bill will appear.

**Recurring Bills**      Refresh

New Recurring Bill    Search    Print    Excel    Pdf    5

Supplier Name	Profile Name	Starts On	Ends On	Frequency(days)	Total Amount	Actions
Showing 0 to 0 of 0 Records						

Click here to add recurring bill

On **Add a New Recurring Bill** window you have to fill information on supplier, profile name of your recurring bill, that bill repeats at what time interval (Repeat Every), Start Date of your recurring bill and end date of your recurring bill. Then you have to add Item Name and Quantity of your product or service to set recurring bill.

**Hint:** Start Date and End Date Should be greater than Today's Date.

**Add A New Recurring Bill**

Supplier \* Profile Name \* Repeat Every \*

Start Date \* End Date \*

10 / 25 / 2019 10 / 25 / 2019

Item Name	Qty	Buying Price	Selling Price	Actual Amt.	VAT(0%)	Total
					Rate	Amt.

Then click **Save** if you want to continue adding another Recurring Bill or click **Save and Close** if you are done creating Recurring Bill.

## 5.7 Paid Bills

Here you can view all bills which have been paid in full. If bill(s) has/have not been paid in full remains on the Bills sub-module.

### To view Paid Bills

Go to Purchases then Paid Bills.

**Paid Bills** Refresh

Search Q Print Excel Pdf 5

Bill No	Supplier Name	Bill Amount	Amount Paid	Balance	Due Date	Actions
BL-00001	Supplier 1	25,000.00	25,000.00	0.00	2019-11-20	
<b>Total</b>		<b>25,000.00</b>	<b>25,000.00</b>	<b>0.00</b>		

Showing 1 to 1 of 1 Records

Paid Bill

## 5.8 Cancelled Bills

Here you can view all bills which have been cancelled.

### To view Cancelled Bills

Go to Purchases then Cancelled Bills. You will see all bills which have been cancelled.

**Cancelled Bills** Refresh

Search  Print  Excel  Pdf  5

<input type="checkbox"/>	Bill No	Supplier Name	Bill Amount	Amount Paid	Balance	Due Date	Actions
<input type="checkbox"/>	BL-00002	Supplier 2	40,000.00	0.00	40,000.00	2019-11-24	<input type="button"/> <input type="button"/> <input type="button"/>
<b>Total</b>			<b>40,000.00</b>	<b>0.00</b>	<b>40,000.00</b>		

Delete     Showing 1 to 1 of 1 Records

### How to cancel Bill

Go to Bills sub-module then click on the Cancel button on the respective bill you want to cancel.

**Bills** Refresh

Add Bill  Search  Print  Excel  Pdf  5

Bill No	Supplier Name	Bill Amount	Amount Paid	Balance	Bill Date	Due Date	Branch	Actions
BL-00002	Supplier 2	40,000.00	0.00	40,000.00	2019-10-25	2019-11-24	Dar es Salaam - Main	<input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/>
<b>Total</b>		<b>40,000.00</b>	<b>0.00</b>	<b>40,000.00</b>				

Showing 1 to 1 of 1 Records

Click here to cancel bill

## 5.9 Return

When you have bought goods from the supplier and you want to return some of them for any reason either they are defective or are not the ones you wanted. In here you can return those goods to the supplier.

### How to make purchase return

Go to Purchases module then click on Return. Bills Return window will appear.

Click the edit icon on a specific bill you want to make a purchase return, then the bill will open and you will choose the product or item you want to return.

**Bills Return** Refresh

Search  Print Excel Pdf 5

Bill No	Supplier Name	Bill Amount	Amount Paid	Balance	Due Date	Actions
BL-00001	Supplier 1	25,000.00	25,000.00	0.00	2019-11-20	
<b>Total</b>		<b>25,000.00</b>	<b>25,000.00</b>	<b>0.00</b>		

⏪ ⏩ ⏴ ⏵ Showing 1 to 1 of 1 Records

Click here to edit bill you want to return

Choose item you want to return and write Return Quantity to be returned. After writing quantities to be returned click Save and Close.

Supplier Name \*  Bill Date \*  Bill Number \*

Item Name	Qty	Pending	Price	Actual Amt.	Return Qty	Total
item 1	10.00	10.00	1000.00	10000.00	0	10000
item 2	10.00	10.00	1500.00	15000.00	0	15000
<b>Total</b>				<b>25000.00</b>		

Items to return

Supplier Name \*  Bill Date \*  Bill Number \*

Item Name	Qty	Pending	Price	Actual Amt.	Return Qty	Total
item 1	10.00	10.00	1000.00	10000	1	10000
item 2	10.00	10.00	1500.00	15000	1	15000
<b>Total</b>				<b>25000</b>		

After successful return of items if you open the same bill you will see the number of items purchased on that bill have been reduced and you will be able to see remained items.

Supplier Name \*      Bill Date \*      Bill Number \*

Supplier 1      10 / 21 / 2019      BL-00001

Item Name	Qty	Pending	Price	Actual Amt.	Return Qty	Total
item 1	10.00	9.00	1000.00	10000.00	0	10000
item 2	10.00	9.00	1500.00	15000.00	0	15000
<b>Total</b>				<b>22500.00</b>		

Save and Close      Cancel

Remained items

<https://thlaccounting.com/thlaccounting/interface/index.php#>

## 5.10 Supplier Accounts

Here you can view all suppliers' accounts. You can view supplier's bills, payments, returns, refunds and advance payments

Supplier Accounts      Refresh

Search      Print      Excel      Pdf      5

Supplier Name	Phone	Total Amount	Total Paid	Total Outstanding	Last Order Date	Advance Payment	Actions
Supplier 2		0.00	0.00	0.00	2019-10-25	0.00	
Supplier 1		22,500.00	22,500.00	0.00	2019-10-21	2,500.00	

Showing 1 to 2 of 2 Records

Click here to view supplier's account details

Purchases ▾

Suppliers

Purchase Order

Bills

Payments

Supplier Credits

Recurring Bills

Paid Bills

Cancelled Bills

Return

Supplier Accounts

Quick Menu Help Demo User ▾

### Supplier 1

<b>Total Bills</b> 22,500.00	<b>Paid</b> 22,500.00	<b>Total Unpaid</b> 0.00	<b>Returned</b> 2,500.00	<b>Advance Payment</b> 2,500.00
---------------------------------	--------------------------	-----------------------------	-----------------------------	------------------------------------

Add Bill ➕ Add Payment ➕ Search 🔍 Print 🖨️ Excel 📄 Pdf 📄 5 ▾

Bill No	Supplier Name	Bill Amount	Amount Paid	Balance	Due Date	Actions
BL-00001	Supplier 1	22,500.00	22,500.00	0.00	2019-11-20	👁️
<b>Total</b>		<b>22,500.00</b>	<b>22,500.00</b>	<b>0.00</b>		

## 5.11 Refund

This is where you can make refund after return of items or products to your supplier. You can request money for the returned items/products or pre-payment made to supplier.

### How to make a refund

Go to Purchases module then click on Refund. The refunds window will appear. Click on **New Refund** to make a refund. A new window will open where you will fill refund information.

Purchases ▾

Suppliers

Purchase Order

Bills

Payments

Supplier Credits

Recurring Bills

Paid Bills

Cancelled Bills

Return

Supplier Accounts

Refund

Demo Company Account ID(SC161): Active(13)days Pay Quick Menu Help Demo User ▾

### Refunds

Refresh 🔄

New Refund ➕ Print 🖨️ Excel 📄 Pdf 📄 Search 🔍 5 ▾

Supplier Name	Bank Account	Amount	Memo	Date	Actions
<b>Total</b>		<b>0.00</b>			

Delete ⏪ ⏩ Showing 0 to 0 of 0 Records

Click here to make a new refund

<https://thlaccounting.com/thlaccounting/interface/index.php#>

You are required to choose a supplier whom you are receiving a refund from, fill the amount you want to be refunded, bank account you want to receive a refund, date of refund, and a memo about that refund. Click **Save** if you want to make another refund, click **Save and Close** when you have finished making all refund(s).

The screenshot shows the 'Refunds' form in a software application. The form is titled 'Refunds' and is located in the 'Purchases' section. The form includes the following fields and values:

- Supplier Name \***: Supplier 1 | 2500.00
- Bank Account \***: Cash
- Amount \***: 2500
- Date \***: 10 / 21 / 2019
- Memo**: Refund for returned items

At the bottom right of the form, there are three buttons: 'Save', 'Save and Close', and 'Cancel'.

The refund will be shown on Refunds page.

The screenshot shows the 'Refunds' page in a software application. The page displays a table of refunds. The table has the following columns: Supplier Name, Bank Account, Amount, Memo, Date, and Actions. The table contains one record for a refund of 2,500.00 from Supplier 1 to Cash, dated 2019-10-21, with the memo 'Refund for returned items'. There is a 'Total' row showing 2,500.00. The page also includes a 'New Refund' button, 'Print', 'Excel', 'Pdf', and 'Search' buttons, and a 'Refresh' button.

Supplier Name	Bank Account	Amount	Memo	Date	Actions
Supplier 1	Cash	2,500.00	Refund for returned items	2019-10-21	[Icon]
<b>Total</b>		<b>2,500.00</b>			

You can also see the details of the refunds on supplier by looking at his/her account. Go to Purchases the click Supplier Account, choose supplier you want to view his/her account and you will see the refund made from that supplier.

**Bills** Refresh

**Supplier 1**

<b>Total Bills</b>	<b>Paid</b>	<b>Total Unpaid</b>	<b>Returned</b> 2,500.00	<b>Advance Payment</b>
22,500.00	22,500.00	0.00	<b>Refunded</b> 2,500.00	0.00

Add Bill Add Payment Search Q Print Excel Pdf 5

Bill No	Supplier Name	Bill Amount	Amount Paid	Balance	Due Date	Actions
BL-00001	Supplier 1	22,500.00	22,500.00	0.00	2019-11-20	
<b>Total</b>		<b>22,500.00</b>	<b>22,500.00</b>	<b>0.00</b>		

Showing 1 to 1 of 1 Records

**Refunded amount**

## 5.12 Receive Items

In here you can receive billed items from your supplier(s).

### To receive items

Go to **Purchase** module click **Receive Items**, the receive bill items window will appear.

Click on edit button to get the billed items in order to receive them.

**Receive Bill Items** Refresh

Search Q Print Excel Pdf 5

Bill No	Supplier Name	Bill Amount	Amount Paid	Balance	Due Date	Actions
BL-00001	Supplier 1	22,500.00	22,500.00	0.00	2019-11-20	
<b>Total</b>		<b>22,500.00</b>	<b>22,500.00</b>	<b>0.00</b>		

Showing 1 to 1 of 1 Records

**Click here to view billed items to receive**

A new window with billed items opens and you are required to fill information about **Quantities to Receive**, **Receive Note**, **Receive Date** and **Expire Date**. It is important to

indicate expire date of your items or products you have purchased so that you can be able to know when those items are going to expire. It can help you to sale those items which expires sooner first or sell them on discount

Supplier Name \*      Bill Date \*      Bill Number \*

Supplier 1      10 / 21 / 2019      BL-00001

Item Name	Qty	Pending	To Receive	Receive Note	Receive Date	Expiry Date
item 1	10.00	10.00	0		10 / 25 / 2019	mm / dd / yyyy
item 2	10.00	10.00	0		10 / 25 / 2019	mm / dd / yyyy

Bill Amount      0

Save and Close      Cancel

<https://thlaccounting.com/thlaccounting/interface/index.ph>

After filling the required information click **Save and Close**

Supplier Name \*      Bill Date \*      Bill Number \*

Supplier 1      10 / 21 / 2019      BL-00001

Item Name	Qty	Pending	To Receive	Receive Note	Receive Date	Expiry Date
item 1	10.00	10.00	10	Received	10 / 21 / 2019	10 / 21 / 2020
item 2	10.00	10.00	10	Received	10 / 21 / 2019	10 / 21 / 2020

Bill Amount      0

Save and Close      Cancel

<https://thlaccounting.com/thlaccounting/interface/index.ph>

## 5.13 Pay withholding Tax

Here you can pay withholding tax you deducted from bills you purchased to your suppliers.

Item Name	Qty	Buying Price	Selling Price	Actual Amt.	VAT(0%)	WHT	Total
					Rate	Amt.	Rate
Item 1	20	1000.00	1500.00	20000	5.00%	19000	
Item 2	20	1500.00	2500.00	30000	5.00%	28500	
<b>Total With-Holding Tax</b>							<b>2,500.00</b>
<b>Total VAT</b>							<b>0.00</b>
<b>Total</b>							<b>47,500.00</b>

https://thlaccounting.com/thlaccounting/interface/index.php#

Total withholding tax

## How to Pay Withholding Tax

In order to pay withholding tax to appropriate authority you are required to have purchased bills which you have deducted withholding tax on those bills.

To pay that withholding tax from that purchased bill go to Purchases then click **Pay Withholding Tax**. A page will appear showing details of that withholding tax including Bill No. , Supplier Name, Withholding Amount and there is an action to Pay that withholding tax by clicking **Pay** button

Bill No.	Supplier Name	Withholding Amount	Actions
BL-00003	Supplier 3	2,500.00	
<b>Total</b>		<b>2,500.00</b>	

Showing 1 to 1 of 1 Records

Click here to pay withholding tax

When you click **Pay** a window showing withholding tax payment to supplier's bill appear.

You have to fill an Authority to pay, Ref No. , Pay Date, Amount to pay, Description and Pay Account. Then click **Save and Close**.

Now you have already paid your withholding tax to that supplier's bill.

**Withholding Tax Payment To Supplier 3's Bill**

Authority to pay: \*  Amount To pay: \*

Ref No:  Paying Account: \*

Pay Date: \*  Description:

[Save and Close](#) [Cancel](#)

### To view paid Withholding Tax

Go to **Purchases** then **Pay Withholding Tax**

Click on **Paid Withholding Taxes**

**Pay Withholding Tax** [Refresh](#)

[Paid Withholding Taxes](#) [Search](#) [Print](#) [Excel](#) [Pdf](#) 5

Bill No	Supplier Name	Withholding Amount	Actions
Total		0.00	

Showing 0 to 0 of 0 Records

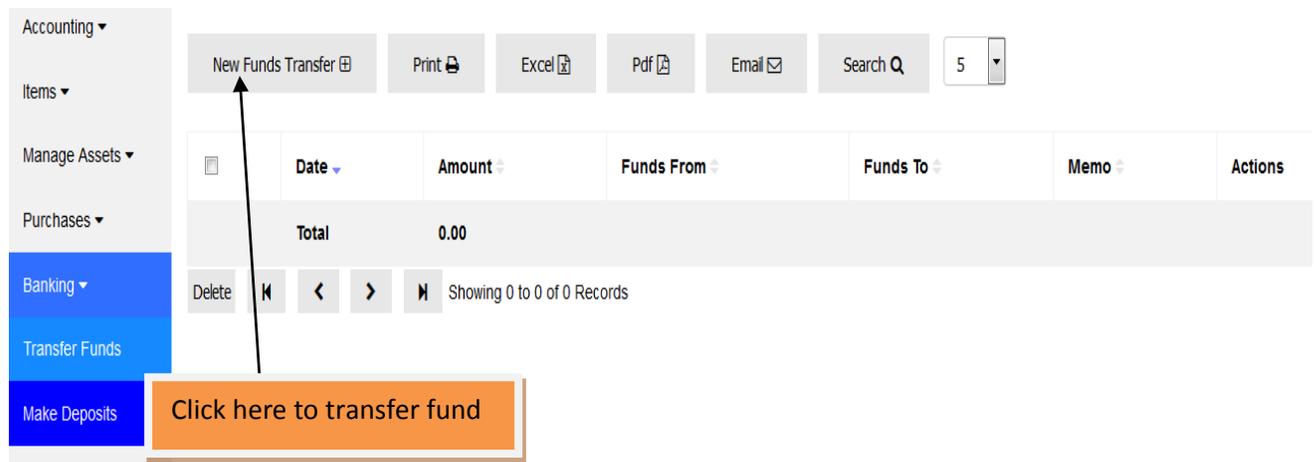
[Click here to view paid withholding taxes](#)

## 6. BANKING

Banking module in tHL Accounting system enables you to transfer fund/money from one account to another or to deposit money received from supplier or customers. This module consists of Transfer Funds and Make Deposits Links.

### 6.1 Transfer Funds

You can transfer funds/money from your one account to another, example from cash account to bank account; this can be done by using Transfer Fund link under banking module. Go to Banking module click transfer funds link then click New Funds Transfer tab, see image below;



The new page will open, select account where you want to take the fund/money then on next field select another account where you want to enter/deposit the fund, enter the amount of the fund on the transfer amount field, select date finally save or save and close if you completed all of your fund transfers, see image below

#### Funds Transfer

The screenshot shows the 'Funds Transfer' form. It contains the following fields: 'Transfer Fund From' (dropdown menu with 'Cash' selected), 'Transfer Fund To' (dropdown menu with 'EXIM' selected), 'Transfer Amount' (text input field with '1000000' entered), 'Date' (text input field with '03 / 11 / 2019' entered), and 'Memo' (text area with 'Write something..' placeholder). At the bottom right, there are three buttons: 'Save', 'Save and Close', and 'Cancel'.

Below is the image look after save and close your fund transfer process;

New Funds Transfer		Print	Excel	Pdf	Email	Search	5
<input type="checkbox"/>	Date	Amount	Funds From	Funds To	Memo	Actions	
<input type="checkbox"/>	2019-11-03	1,000,000.00	Cash	EXIM			
<b>Total</b>		<b>1,000,000.00</b>					

Delete Showing 1 to 1 of 1 Records

## 6.2 Make Deposits

Once you want to make deposit from your supplier or customer, click make deposits link under banking module, then new deposit tab; see below image

- Settings
- Accounting
- Items
- Manage Assets
- Purchases
- Banking
- Transfer Funds
- Make Deposits

Make Deposits
Refresh

New Deposit		Print	Excel	Pdf	Email	Search	5	
<input type="checkbox"/>	Date	Name	Amount	Bank Account	Account Name	Cheque No	Memo / Description	Actions
<b>Total</b>			0.00					

Delete Showing 0 to 0 of 0 Records

Click here to make deposit

New page will open where you have to select either customer or supplier who makes that deposit then select Bank account where deposit will be made next select account which will be processing/credited the transaction (i.e Liability, Equity, Account Payable or Income), enter the deposit amount, enter check number and date of deposit finally save or save and close to complete all your deposits, see below image;

### Make Deposits

Make Deposit From *	<input type="text" value="Dully-Customer"/>	Cheque Number	<input type="text" value="1234"/>
Bank Account *	<input type="text" value="EXIM"/>	Memo	<input type="text" value="Write something.."/>
Account * Liability, Equity, Account Payable or Income	<input type="text" value="Select Account"/>	Date *	<input type="text" value="03 / 11 / 2019"/>
Amount *	<input type="text" value="1000000"/>	<input type="button" value="Save"/> <input type="button" value="Save and Close"/> <input type="button" value="Cancel"/>	

After save and close the page with list of your deposits will open, see image below;

Make Deposits Refresh

New Deposit     Search

<input type="checkbox"/>	Date	Name	Amount	Bank Account	Account Name	Cheque No	Memo / Description	Actions
<input type="checkbox"/>	2019-11-03	Dully	1,000,000.00	EXIM	Customer Deposits	1234		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
	<b>Total</b>		<b>1,000,000.00</b>					

Delete     Showing 1 to 1 of 1 Records

## 7. SALES

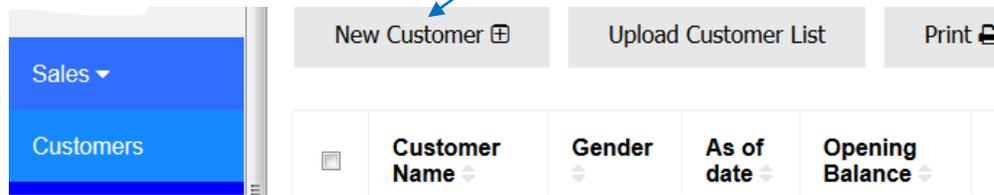
In this Sales module enables you to register your customers, to register sales order from your customers, to sell by cash, to sell by invoice, to receive payment from your customers, to see the list of your paid invoices, to create recurring invoices, to add your customers credits, you can sell assets, you can receive the returned in items from your clients, you can do cash refund to your customers, you can deliver the sold items to your clients, you can see the customer account statement and recording deducted invoices withholding taxes.

The Module and its links as shown below image



## 7.1 Customers

To add new customer, click customers link in the Sales module then click new customer tab as shown below:



The form will open as shown below, fill it with customer details the field with \* is mandatory field. After you complete to fill the form you can click save if you want to fill other customer's information or save and close if you have completed to fill in all the customers.

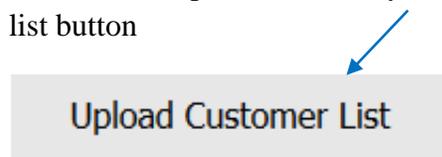
### Add Customer

The 'Add Customer' form contains the following fields:

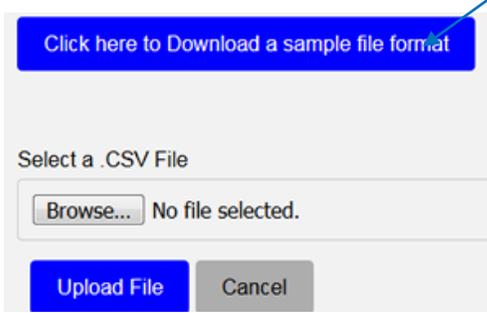
- Full Name: \* (Mandatory) - Text input with value 'Demosta Harmon'
- Opening Balance - Text input with placeholder 'eg: -10 or 10'
- Phone: - Text input with value '0712667678'
- As of Date: - Text input with placeholder 'dd / mm / yyyy'
- Email - Text input with value 'demos@thiaccounting.com'
- Residence - Text input with value 'Mwanza'
- Gender - Dropdown menu with value 'Female'
- VRN - Text input with placeholder 'VAT registration number'
- TIN - Text input with placeholder 'Tax identification number'
- Group Name: \* (Mandatory) - Dropdown menu with value 'Form 1'

At the bottom right, there are three buttons: 'Save', 'Save and Close', and 'Cancel'.

You can use upload button if you have list of customers in excel by clicking upload customer list button

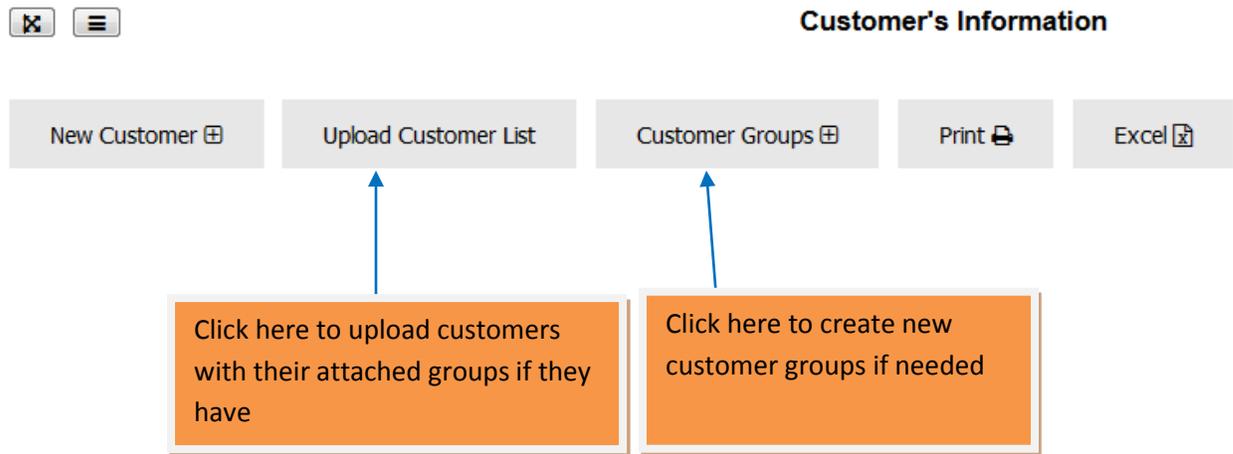


Then download the template format as shown in the image below

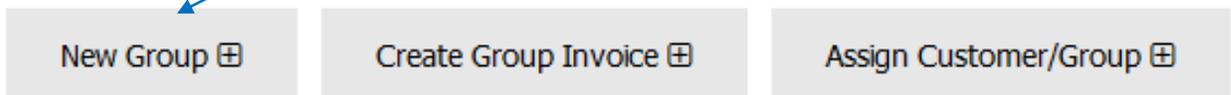


After filled customers details in the downloaded file you can upload by clicking browse button and click upload file button as shown in the image above. Make sure the excel file is in csv format. It is recommended to rename your file before uploading.

**NOTE** if you want to include your customer in a group, first you need to enable customer group in a settings module see the elaborations above on settings parts. After customer group enabled the new tab “Customer Groups” will appear in your customers form, will be seen after clicking customers link under sales module see image below;



After clicking Customer groups tab, another form will open you required to click new group button; see below image



After clicking New Group button another form will open where you need to enter the group name and description for you to remember the meaning of the group you created, see below image;

**Create Customer Group**

Group Name *	Description
2010 Intake	Form V Students

[Save](#) [Save and Close](#) [Cancel](#)

Then Save or Save and Close if you complete to create your groups, and your groups will be listed as below image

[New Group](#) [Create Group Invoice](#) [Assign Customer/Group](#) [Print](#) [Excel](#) [Pdf](#) [Search](#) 5

<input type="checkbox"/>	Group Name	Number of Customers	Date Created	Branch	Actions
<input type="checkbox"/>	2014 Intake	0	2019-11-03 12:11:13	Dar es Salaam - Main	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>
<input type="checkbox"/>	2015 Intake	0	2019-11-03 12:11:54	Dar es Salaam - Main	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>
<input type="checkbox"/>	2019 Intake	0	2019-11-03 12:11:19	Dar es Salaam - Main	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>
<input type="checkbox"/>	2018 Intake	0	2019-11-03 12:11:23	Dar es Salaam - Main	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>
<input type="checkbox"/>	2017 Intake	0	2019-11-03 12:11:10	Dar es Salaam - Main	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>

Delete [Home](#) [Left](#) [Right](#) [End](#) Showing 1 to 5 of 8 Records

After completing creation of your customer groups next is to assign the customers to your

[Assign Customer/Group](#)

groups, to perform this click assign customer/group

Another form will open where you select customer name and group name, then save or save and close if you completed to assign your customers to groups. See image below

**Assign Customer to Group**

Customer Name *	Group Name *
Karim Rahim   0.00	2017 Intake

[Save](#) [Save and Close](#) [Cancel](#)

Customer Groups Refresh

[New Group](#)
[Create Group Invoice](#)
[Assign Customer/Group](#)
[Print](#)
[Excel](#)
[Pdf](#)
[Search](#)

<input type="checkbox"/>	Group Name	Number of Customers	Date Created	Branch	Actions
<input type="checkbox"/>	2014 Intake	1	2019-11-03 12:11:13	Dar es Salaam - Main	
<input type="checkbox"/>	2015 Intake	0	2019-11-03 12:11:54	Dar es Salaam - Main	
<input type="checkbox"/>	2019 Intake	1	2019-11-03 12:11:19	Dar es Salaam - Main	
<input type="checkbox"/>	2018 Intake	2	2019-11-03 12:11:23	Dar es Salaam - Main	
<input type="checkbox"/>	2017 Intake	2	2019-11-03 12:11:10	Dar es Salaam - Main	

Delete Showing 1 to 5 of 8 Records

You can view customers' names, invoice and payments status by clicking the symbol of an eye icon  on the actions list buttons.

**NOTE:** This process will be done if you have your customers in your system and you want to assign them in the groups, but if you create a new customer only you need is to assign to groups which you have created already in the system.

## GROUP INVOICE

To create group invoice to the many customers who belong in the same assigned group (*as explained above*), you need to click create group invoice button

**Create Group Invoice** 

in the customer groups form as seen on above image.

The new form will open where you have to select the group name, invoice date, payment term and enter the service/product/item required. See below image

Group Name *	Invoice Date *	Term *
2018 Intake	02 / 11 / 2019	Net 30

Item Name	Qty	Unit		Price	Whole Sale	Actual Amt.	VAT(18.00%)		WHT(%)	Disc	Total
		Name	Qty				Rate	Amt.			
2019 intake school fee	1			2000000.00		2000000				0.00	2000000

[Add New ItemLine](#)

Total Discount	0.00
Total WHT	0.00
Total VAT	0.00
<b>Total</b>	<b>2,000,000.00</b>

Save or Save and Close after completed to create all your invoices, you will be able to see the list of invoices to each customers of that group in the invoice link under sales module, ready for receiving the payments; see image below

**Invoice**

<input type="checkbox"/>	Customer Name	Invoice Date	Due Date	Total Amount	Paid Amount	Balance	Invoice Number
<input type="checkbox"/>	Boanza Co. Ltd	2019-11-03	2019-12-03	2,000,000.00	0.00	2,000,000.00	INV00007
<input type="checkbox"/>	Demo	2019-11-03	2019-12-03	2,000,000.00	0.00	2,000,000.00	INV00006

## 7.2 Sales Order

The sales order used to prepare the list of items for your customers' requests, from the sales module click the sales order link, then new sales order button as shown below.

The screenshot shows a sidebar menu with 'Sales' selected. The main area contains a toolbar with 'New Sales Order', 'Print', 'Excel', 'Pdf', and 'Search' buttons. Below the toolbar is a table with columns: Customer Name, Sales Order Date, Total Amount, Sales order#, Branch, and Actions. The table shows a 'Total' of 0.00. Below the table are navigation buttons and the text 'Showing 0 to 0 of 0 Records'. An orange callout box with the text 'Click here to add new order' has an arrow pointing to the 'New Sales Order' button.

After clicking the new sales order, below form will open where you can select the customer name, enter order date, select the ordered item and add quantity required by your customers.

The screenshot shows the 'Add New Sales Order' form. It has a sidebar menu with 'Sales Order' selected. The form has two input fields: 'Customer Name' and 'Order Date' (with a date picker showing 10 / 20 / 2019). Below these is a table for adding items:

Item Name	Qty	Price	Actual Amt.	VAT(%)	Total
				Rate	Amt.
<input type="text"/>					

Use **Add New ItemLine** button to add various items depend on the request of your customers. Also you can use this icon  to configure order number manually, and then order number text box will be added on your form as image below.

The screenshot shows a form field labeled 'Order Number' with a red asterisk. Below the label is a text input box with the placeholder text 'Enter Order No.'

Then enter the order number you want depending on your preferable format. After save and close your order created will look like image below as an example

**Sales Order** Refresh

New Sales Order Print Excel Pdf Search Q 5

<input type="checkbox"/>	Customer Name	Sales Order Date	Total Amount	Sales order#	Branch	Actions
<input type="checkbox"/>	Rhim	2019-10-24	180.00	SO-00001	Dar es Salaam - Main	
<b>Total</b>			<b>180.00</b>			

Delete ⏪ < > ⏩ Showing 1 to 1 of 1 Records

There after you need to convert the prepared order to invoice by clicking this button and the convert to invoice page will be open like below image

**Convert to Invoice**

Customer Name \*  Invoice Date \*  Term \*

Item Name	Qty	Unit		Price	Whole Sale	Actual Amt.	VAT(18.00%)		WHT(%)	Disc	Total
		Name	Qty				Rate	Amt.			
<input type="text" value="mahindi"/>	<input type="text" value="1.00"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="200.00"/>	<input type="checkbox"/>	<input type="text" value="200.00"/>	<input type="checkbox"/>	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="180"/>

⊕ Add New ItemLine

You can add another item/s by clicking the add new item line button, finally click convert to invoice button to change it to invoice.

Convert to Invoice
Cancel

To access your changed to invoice, click invoice link in the sales module as shown below.

Sales New Invoice Print Excel Pdf Search Q 5

<input type="checkbox"/>	Customer Name	Invoice Date	Due Date	Total Amount	Paid Amount	Balance	Invoice Number	Branch	Actions
<input type="checkbox"/>	Rhim	2019-10-24	2019-11-23	180.00	0.00	180.00	INV00003	Dar es Salaam - Main	<span>Pay</span>

And your invoice will be ready for payment. If you want to receive the invoice payment just click the button . The receive payment form will open as shown below.

**Receive Payment from Rhim**

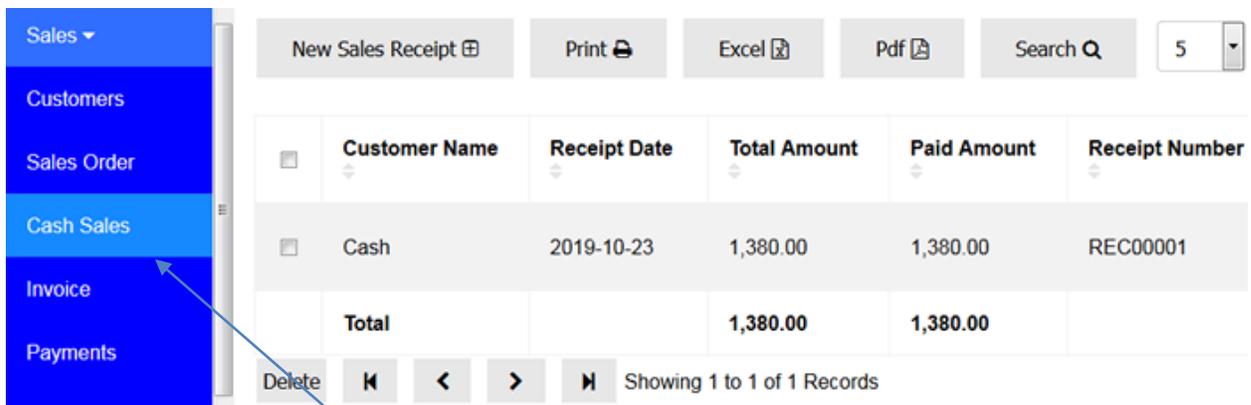
Amount to Pay: *	Description
<input type="text" value="180.00"/>	<input type="text"/>
Pay Date:	Deposit Account: *
<input type="text" value="24 / 10 / 2019"/>	<input type="text" value="Select Account"/>
Ref No:	<input type="checkbox"/> Set Credits
<input type="text"/>	
<input type="button" value="Save and Close"/> <input type="button" value="Cancel"/>	

Enter amount pay, enter pay date, enter reference number and select the deposit account then save and close. If the payment is buy credit just tick set credits box  and do not select deposit account since set credits are the advanced payments.

### 7.3 Cash Sales

Cash sales handle all the payments done on the spot does not require preparing the invoice. In other words Cash sales deals with the customers whom you don't need to keep their records such as names or contacts for payment follow up.

You can access this from the sales module by clicking the Cash Sales link as shown in below image.



The screenshot shows a software interface for managing sales. On the left is a blue sidebar with navigation links: Sales, Customers, Sales Order, Cash Sales, Invoice, and Payments. An arrow points to 'Cash Sales'. The main area displays a table with the following data:

Customer Name	Receipt Date	Total Amount	Paid Amount	Receipt Number
Cash	2019-10-23	1,380.00	1,380.00	REC00001
<b>Total</b>		<b>1,380.00</b>	<b>1,380.00</b>	

Below the table are navigation controls: Delete, Home, Previous, Next, End, and a status bar indicating 'Showing 1 to 1 of 1 Records'.

[Click Here for Cash sale Options](#)

## New Sales Receipt

Then click new sales receipt button and the sales receipt form will open as shown below

**Add New Sales Receipt**

Customer Name *	Deposit Account:	Receipt Date *	
Cash	Select Account	24 / 10 / 2019	

Item Name	Qty	Unit		Price	Whole Sale	Actual Amt.	VAT(18.00%)		WHT(%)	Disc	Total
		Name	Qty				Rate	Amt.	Rate		
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				

 Add New ItemLine

<b>Total Discount</b>	<b>0.00</b>
<b>Total WHT</b>	<b>0.00</b>
<b>Total VAT</b>	<b>0.00</b>

Select the deposit account, enter the receipt date and enter the item/product you want to sell as well as the quantity. This icon  used if you want to configure manual receipt number by clicking that icon the receipt number text box will be added on your form so as

Receipt Number \*

Enter Receipt No.

you can enter your receipt number format you want.

Then enter all details required if it has VAT also you can click rate box and also you can discount the price, and the form will be shown as below.

Item Name	Qty	Unit	Price	Whole Sale	Actual Amt.	VAT(18.00%)	WHT(%)	Disc	Total		
		Name	Qty			Rate	Amt.	Rate			
mchicha	50				90.00	<input checked="" type="checkbox"/>	4500	810	10.00%	500.00	4860

[Add New ItemLine](#)

<b>Total Discount</b>	<b>500.00</b>
<b>Total WHT</b>	<b>450.00</b>
<b>Total VAT</b>	<b>810.00</b>
<b>Total</b>	<b>4,860.00</b>

Finally save or save and close if you have completed your Cash sales.

After save and close the list of your cash sales will be shown as below image.

✕ ☰ **Sales Receipt** Refresh

New Sales Receipt Print Excel Pdf Search Q 5

<input type="checkbox"/>	Customer Name	Receipt Date	Total Amount	Paid Amount	Receipt Number	Branch	Actions
<input type="checkbox"/>	Cash	2019-10-24	4,860.00	4,860.00	REC00002	Dar es Salaam - Main	<input type="button" value="edit"/> <input type="button" value="view"/> <input type="button" value="delete"/>
<input type="checkbox"/>	Cash	2019-10-23	1,380.00	1,380.00	REC00001	Dar es Salaam - Main	<input type="button" value="edit"/> <input type="button" value="view"/> <input type="button" value="delete"/>
<b>Total</b>			<b>6,240.00</b>	<b>6,240.00</b>			

⏪ ⏩ ⏴ ⏵ ⏮ ⏭
Showing 1 to 2 of 2 Records

From that listing page you can see the action icons on the right side, with the icon of edit, view and delete as shown on below image.

### Actions



The first icon is for editing the payment, the second icon is for view the receipt and printing the last is for deleting the payment.

## 7.4 Invoice

To create invoice for the customers who will pay after certain time, click the invoice link in the sales module and on the opened page click the new invoice button as shown on the image below.

Customer Name	Invoice Date	Due Date	Total Amount	Paid Amount	Balance	Invoice Number	Branch	Actions
Rhim	2019-10-24	2019-11-23	180.00	0.00	180.00	INV00003	Dar es Salaam - Main	

Click here to add new invoice

On the opened invoice form Select customer name, enter invoice date, select invoice term also you can click this icon to enter invoice number manually. The next process is to select the item you want to sell and fill all the information then save and close. See below image.

Select Customer Name

Customer Name \* mushi | 0.00 Invoice Date \* 25 / 10 / 2019 Term \* Net 30

Item Name	Qty	Unit	Price	Whole Sale	Actual Amt.	VAT(18.00%)	WHT(%)	Disc	Total	Store
		Name	Qty			Rate	Amt.	Rate		
mahindi	1				200			0.00	200	Main St

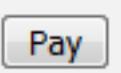
Total Discount 0.00  
Total WHT 0.00  
Total VAT 0.00  
Total 200.00

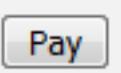
Save Save and Close Cancel

Add Item Name

After clicking Save and Close your invoice will be listed as below image

	Customer Name	Invoice Date	Due Date	Total Amount	Paid Amount	Balance	Invoice Number	Branch	Actions
<input type="checkbox"/>	mushi	2019-10-25	2019-11-24	200.00	0.00	200.00	INV00006	Dar es Salaam - Main	



If you want to receive payment, click  icon on right side of your invoice in the group of actions icons, and below page will open for you to enter the amount of payment from your customers then save and close. If the amount paid is full the invoice will be listed in the paid invoices link in the sales module.

Receive Payment from mushi

Amount to Pay: *	Description
<input type="text" value="200.00"/>	<input type="text"/>
Pay Date:	Deposit Account: *
<input type="text" value="25 / 10 / 2019"/>	<input type="text" value="Select Account"/>
Ref No:	<input type="checkbox"/> Set Credits
<input type="text"/>	
<input type="button" value="Save and Close"/> <input type="button" value="Cancel"/>	

### 7.5 Payment

Customer's payments can be received through this link of payments in the sales module, if the customer has pending invoices these payments used to offset the pending invoices, if customer has no invoices then these payments saved as advance payments or customer credits. Below image illustrate the payments process.

Sales ▾

Customers

Sales Order

Cash Sales

Invoice

Payments

Add Payment 
Print 
Excel 
Pdf 
Search 
5

<input type="checkbox"/>	Customer Name	Paid Amount	Pay date	Account Name
<input type="checkbox"/>	Case	3,000,000.00	2019-10-25	EXIM
<input type="checkbox"/>	mushi	200.00	2019-10-25	EXIM
<input type="checkbox"/>		1,665,000.00	2019-10-25	Cash

Click here to add payment

And the opened page will be looked as image below for you to select the Customer name, payment date and deposit account, see image below.

**Receive Payment**

Customer Name *	Ref No:
<input type="text"/>	<input type="text"/>
Amount to pay: *	Description
<input type="text"/>	<input type="text"/>
Pay Date:	Deposit Account: *
<input type="text" value="25 / 10 / 2019"/>	<input type="text" value="Select Account"/>

After filled all the details then save and close and the listing payments page will be looked as below image

**Payments**

Refresh

Add Payment Print Excel Pdf Search 5

<input type="checkbox"/>	Customer Name	Paid Amount	Pay date	Account Name	Pay Receipt#	Actions
<input type="checkbox"/>	Case	3,000,000.00	2019-10-25	EXIM		<input type="button" value=""/>

## 7.6 Paid Invoices

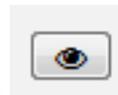
List of all full paid invoices will be loaded here, by clicking the paid invoice link in the sales module, see the image below.

**Paid Invoice** Refresh

Print Excel Pdf Search Q 5

Customer Name	Invoice Date	Total Amount	Paid Amount	Balance	Invoice Number	Branch	Actions
mushi	2019-10-25	200.00	200.00	0.00	INV00006	Dar es Salaam - Main	
Jonjo	2019-10-25	3,465,000.00	3,465,000.00	0.00	INV00004	Dar es Salaam - Main	
Dully	2019-10-23	342.20	342.20	0.00	INV00002	Dar es Salaam - Main	

**Click Here for Paid Invoices**



To see the paid invoice in details, click this icon on the right side of the listed paid invoice under the action icons part, and will be looked as below image

ABC Spareparts  
Ilala - Dar es Salaam  
fekeroM@gmail.com  
0767663982

INVOICE TO								INVOICE # INV00006	
mushi								Date : 2019-10-25	
#	Item & Description	Units	Qty	Price	Total Amount	VAT(18.00)	WHT	Discount	Total With VAT
1	mahindi		1.00	200.00	200.00	0.00	0.00	0.00	200.00
<b>Total VAT</b>									0.00
<b>Total WHT</b>									0.00
<b>Total Discount</b>									0.00
<b>Grand Total</b>									200.00

You can print the invoice or send to customer email by selecting these icons



on the top right corner of the page.

## 7.7 Recurring Invoice

Recurring invoice used to manage the same amount of payments which are repeated in after every range of time such as daily, weekly, monthly or yearly. To access this under the sales module select the recurring invoice as shown in the below image, then click new recurring invoice.

After clicking the new recurring invoice button the page will be opened as below image shown

Fill all the information on the opened page , in the profile name enter the name which will be used to identify the type of your recurring invoice , enter the sarts date of your invoice which

must current or feature dates , means the date should not be previous ones. Enter the frequency on which the recurring invoice will be regenerated, finally enter your item name. See below image the filled page will look like

**Edit Recurring Invoice**

Customer Name *	Profile Name *	Starts on
Happy Frank	Pre Unit fee	25 / 10 / 2019
Recurring Frequency *		Ends On
3 Month(s)		31 / 12 / 2019

Item Name	Qty	Unit	Price	Actual Amt.	VAT(18.00%)	WHT(%)	Disc	Total	Store	
		Name	Qty		Rate	Amt.	Rate			
Pre Unit fee	1.00			2500000.00		2500000.00	0.00		2500000	Main S
<b>Total Discount</b>								<b>0</b>		
<b>Total WHT</b>								<b>0</b>		
<b>Total VAT</b>								<b>0</b>		
<b>Total</b>								<b>2,500,000</b>		

Then save and close , your recurring invoice will look like below image

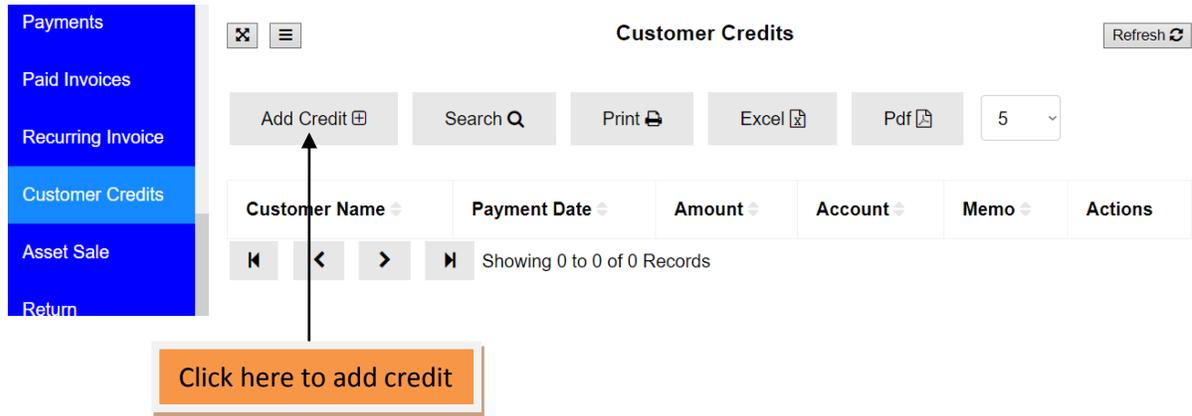
Customer Name	Start Period	End Period	Frequency(Days)	Total Amount	Profile Name	Status	Branch	Actions
Happy Frank	2019-10-25	2019-12-31	90	2,500,000.00	Pre Unit fee	Active	Dar es Salaam - Main	
<b>Total</b>				<b>2,500,000.00</b>				

Delete Showing 1 to 1 of 1 Records

When the time reach for it to be active it will automatically enter in the invoice list for receiving the payments.

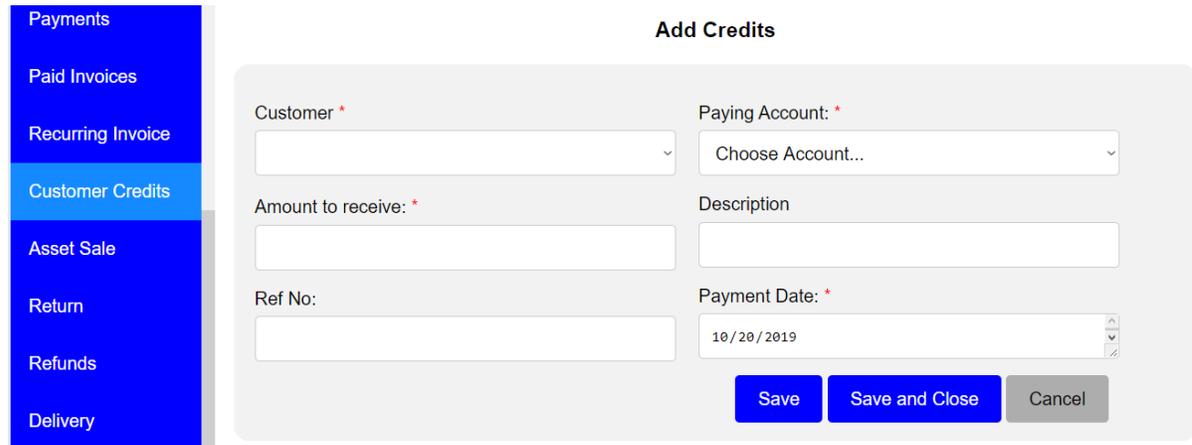
## 7.8 Customer Credits.

Customer Credits handle the advance payments from your customers, you can add credit to your customer account by clicking customer credit link in sales module, click add credit button as shown in the below email.



The screenshot shows the 'Customer Credits' interface. On the left is a blue sidebar menu with options: Payments, Paid Invoices, Recurring Invoice, Customer Credits (highlighted), Asset Sale, Return, Refunds, and Delivery. The main area is titled 'Customer Credits' and includes a 'Refresh' button. Below the title are buttons for 'Add Credit', 'Search', 'Print', 'Excel', and 'Pdf', along with a dropdown menu set to '5'. A table header is visible with columns: Customer Name, Payment Date, Amount, Account, Memo, and Actions. Below the header are navigation arrows and the text 'Showing 0 to 0 of 0 Records'. An orange box with the text 'Click here to add credit' has an arrow pointing to the 'Add Credit' button.

Below form will be opened and you can enter customer name, amount to be received as credit, select the paying account and enter the payment date then save and close.



The 'Add Credits' form is displayed. It features a blue sidebar menu on the left with options: Payments, Paid Invoices, Recurring Invoice, Customer Credits (highlighted), Asset Sale, Return, Refunds, and Delivery. The form itself is titled 'Add Credits' and contains the following fields and buttons:

- Customer \***: A dropdown menu.
- Paying Account: \***: A dropdown menu with the text 'Choose Account...'.
- Amount to receive: \***: A text input field.
- Description**: A text input field.
- Ref No:**: A text input field.
- Payment Date: \***: A date picker showing '10/20/2019'.
- Buttons**: 'Save', 'Save and Close', and 'Cancel'.

After you add the credits to your customers, save and close the form will look like below image

**Customer Credits**

Buttons: Add Credit, Search, Print, Excel, Pdf, 5

Customer Name	Payment Date	Amount	Account
Dully	2019-10-26	100,000.00	EXIM

Showing 1 to 1 of 1 Records

## 7.9 Asset sale

In the asset sale link within the sales module give you the option of selling your assets at any time you want, by clicking the asset sale link then new receipt button as shown below image.

**Asset Sale**

Buttons: New Receipt, Print, Excel, Pdf, Search, 5

Customer Name	Receipt Date	Total Amount	Paid Amount
<b>Total</b>		<b>0.00</b>	<b>0.00</b>

Showing 0 to 0 of 0 Records

Click here to create Receipt

After clicking new receipt button then below form will be opened for you to enter the asset name you want to sell, see below image

**Add New Asset Receipt**

Customer Name \*  Receipt Date \*

Item Name	Qty	Price	Actual Amt.	Tax(%) Rate	Amt.	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value=""/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Add New ItemLine"/>						<b>Total</b>

Then save and close, the form will open like below image

Customer Name	Receipt Date	Total Amount	Paid Amount	Receipt Number	Branch	Actions
Cash	2019-10-26	500,000.00	500,000.00	REC00001	Dar es Salaam - Main	<input type="button" value="Edit"/> <input type="button" value="View"/> <input type="button" value="Delete"/>
<b>Total</b>		<b>500,000.00</b>	<b>500,000.00</b>			

Delete     Showing 1 to 1 of 1 Records

You can view in detailed by clicking this icon  found in actions icons on the right side of your form. And the form will be opened so you can print or send to customer email. See below image



Sales receipt receiver name

ABC Spareparts  
Ilala - Dar es Salaam  
fekerom@gmail.com  
0767663982

**SALES RECEIPT TO** **SALES RECEIPT # REC00001**  
Cash Date : 2019-10-26

#	Item & Description	Units	Qty	Price	Total Amount	VAT(18.00)	WHT	Discount	Total With VAT
1	HP Laptop ProBook 4540s		1.00	500,000.00	500,000.00	0.00	0.00	0.00	500,000.00
<b>Total VAT</b>									0.00
<b>Total WHT</b>									0.00
<b>Total Discount</b>									0.00
<b>Grand Total</b>									500,000.00

## 7.10 Sales Return

Return is used to receive items sold but returned by your customer due to various reasons, when you click return link under sales module the list of your customers with their related transactions will be opened, and this page contains all sales processed through invoice as default. You can click **Cash Returns** button if you want to access the list of customers whose items sold in cash bases. See below image

Payments  
Paid Invoices  
Recurring Invoice  
Customer Credits  
Asset Sale  
Return  
Refunds  
Delivery

Return for Invoices Refresh

**Cash Returns** Print Excel Pdf Search Q 5

Customer Name	Invoice Date	Due Date	Total Amount	Paid Amount	Balance	Invoice Number	Branch	Actions
Rhim	2019-10-24	2019-11-23	180.00	0.00	180.00	INV00003	Dar es Salaam - Main	
Dully	2019-10-23	2019-11-22	342.20	0.00	342.20	INV00002	Dar es Salaam - Main	
urasa	2019-10-23	2019-11-22	236.00	0.00	236.00	INV00001	Dar es Salaam - Main	

Click here for cash customers



Click this icon in the actions list of icons to enter the quantities of particular returned items. Below form will be opened, enter total quantities of items to be returned in the Qty text box and within those returned which ones are defective enter them in the defective text box (for example you want to receive 3 returned items and in those items 2 are defective then enter all 3 items in Qty text box and enter 2 in the defective text box) then save and close.

### Return

Customer Name *	Invoice Date *	Term *	Invoice Number *
Demo	26 / 10 / 2019	Net 30	INV00004

Item Name	Qty	Pending	Price	Actual Amt.	Return Qty		Total
					Qty	Defective	
mchicha	5.00	5.00	100.00	500			500
<b>Total</b>				500			

Save and Close Cancel

Total quantities returned items

Defective items from total quantities

For the returned items from customers who paid cash the form will look like below image

Item Name	Qty	Pending	Price	Actual Amt.	Return Qty		Total
					Qty	Deffective	
Colour paints	7.00	5.00	20000.00	140000.00	0	0	140000

## 7.11 Refunds

You can refund the amount of money to your customers depending on the certain circumstances such as refunding an advance payment, click the refund link under sales module, and then click new refund as shown on below image

Customer Name	Bank Account	Amount
---------------	--------------	--------

After clicking new refund button the refund form will open as below image shown

**Refunds**

Customer Name \*

Amount: \*

Date: \*

Memo

Bank Account: \*

[Save](#) [Save and Close](#) [Cancel](#)

Select customer name for refunding, enter refunding amount, enter date and select bank account and click save and close. The customer's refunded form will look like below image

	Customer Name	Bank Account	Amount	Memo	Date	Actions
	Dully	EXIM	50,000.00		2019-10-26	

Delete     Showing 1 to 1 of 1 Records

## 7.12 Delivery

You can deliver the invoiced items to your customers by clicking the delivery link under sales module then click the edit icon in the actions list of icons as shown on below image.

**Invoice Items Delivery** [Refresh](#)

Print [Excel](#) [Pdf](#) Search

Customer Name	Invoice Date	Due Date	Total Amount	Paid Amount	Balance	Invoice Number	Branch	Actions
Dully	2019-10-23	2019-11-22	342.20	0.00	342.20	INV00002	Dar es Salaam - Main	 
urasa	2019-10-23	2019-11-22	236.00	0.00	236.00	INV00001	Dar es Salaam - Main	 
<b>Total</b>			<b>578.20</b>	<b>0.00</b>	<b>578.20</b>			

    Showing 1 to 2 of 2 Records

[Click here to make Delivery](#)

The form will be opened for you to enter the amount of items to be delivered in the to deliver text box. Then save and close

**Item Delivery**

Customer Name *	Invoice Date *	Term *	Invoice Number *
Dully	23 / 10 / 2019	Net 30	INV00002

Item Name	Qty	Pending	To Deliver	Delivery Note	Delivery Date
Uhai	1.00	1.00	1.00		26 / 10 / 2019

[Save and Close](#) [Cancel](#)

### 7.13 Customer Account

To view customer's transactions status click customer account balance in the sales modules and then click view icon in the actions icons as shown in image below

Customer Name	Phone	Total Amount	Total Paid	Total Outstanding	Last Invoice Date	Deposits	Actions
urasa		236.00	0.00	236.00	2019-10-23	0.00	
Rhim		-20.00	0.00	0.00	2019-10-24	20.00	

**Click here to View account status**

After clicking the view icon the customer accounts form will be opened, see the image below

urasa

Total Invoices 236.00	Paid 0.00	Total Unpaid 236.00	Returned 0.00 Refunded 0.00	Deposit 0.00
--------------------------	--------------	------------------------	--------------------------------------	-----------------

New Invoice Add Payment Print Excel Pdf Search Q 5

Total Amount	Amount Paid	Balance	Invoice_date	Due Date	Invoice No	Branch	Actions
236.00	0.00	236.00	2019-10-23	2019-11-22	INV00001	Dar es Salaam - Main	

Showing 1 to 1 of 1 Records

---

Payment Receipts Refresh

Add Payment Print Excel Pdf Search Q 5

Paid Amount	Pay date	Account Name	Pay Receipt#	Actions
Showing 0 to 0 of 0 Records				

### 7.14 Record WithholdingTax (WHT)

You can view and confirm the amount of Withholding Tax your customers have deducted from your invoices, to access this click link Record Withholding Tax from sales module as shown on below image

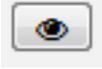
Payments  
Paid Invoices  
Recurring Invoice  
Customer Credits  
Asset Sale  
Return  
Refunds  
Delivery  
Customer Account  
Record Withholding Tax

Confirm Withholding Tax Payment Refresh

Confirmed Withholding Taxes Search Q Print Excel Pdf 5

Invoice/Receipt No	Customer Name	Withholding Tax Amount	Actions
INV00003	Rhim	20.00	confirm
REC00002	Cash	450.00	confirm

Showing 1 to 2 of 2 Records

To view the details of the Withholding Tax click this icon  in the actions list icons and the detailed page will be opened as below image, you can print or send to email.



ABC Spareparts Ilala - Dar es Salaam fekerom@gmail.com 0767663982									
<b>INVOICE TO</b>							<b>INVOICE # INV00005</b>		
Boanza Co. Ltd							Date : 2019-10-26		
#	Item & Description	Units	Qty	Price	Total Amount	VAT(18.00)	WHT	Discount	Total With VAT
1	Management Fee		1.00	1,000,000.00	1,000,000.00	180,000.00	100,000.00	0.00	1,180,000.00
								<b>Total VAT</b>	180,000.00
								<b>Total WHT</b>	100,000.00
								<b>Total Discount</b>	0.00
								<b>Grand Total</b>	1,080,000.00

To record the Withholding Tax Payment click this icon  in the action list of icon, the form will be opened where you can enter the amount deducted with your customers to pay Withholding Tax to authority on your behalf, see below image.

#### Withholding Tax Payment From Boanza Co. Ltd's Invoice

Amount Paid: * <input type="text" value="100000.00"/>	Payment Date: * <input type="text" value="28 / 10 / 2019"/>
Ref No: <input type="text"/>	Description <input type="text"/>
<input type="button" value="Save and Close"/> <input type="button" value="Cancel"/>	

Then click save and close after you confirm the Withholding Tax has been paid and you received the relevant documents from the authority concerning.

## 8. REPORTS

In tHL Accounting System there are various reports to show the performance of a company's financial activities. Those reports are presented in Summary and Detail. Below is the list of those reports in tHL Account System.



Business Overview	Sales Reports	Inventory
Balance Sheet	Sales	Item List
Income Statement	Sold Items	Stock Adjustment
Income Statement by Branch	Best Selling Items by Profit	Stock Valuation Report
Bank Statement	Customer Balance	Stock Valuation Report by Branch
Statement of Financial Position	Customer Aging Report	Stock per Store
Statement of Profit or Loss	<b>Purchases and Expenses</b>	Stock per Unit
Statement of Cash Flow	Purchase Report	Item Price
Trial Balance	Cancelled Bills	Ordered Items
General Ledger	Supplier Balance	Item Manufacturing / Building
	General Expense	Asset Dep Report
		Returned Items

Activate Windows  
Go to Settings to activate Windows.

Business Follow - Up & Review	Invoices Ageing Review	Business Evaluation
Un-Called OverDue Invoices	OverDue Invoices	Best Selling Items by Volume
Called OverDue Invoices (Red Status)	OverDue Called Invoices	Operational Items
Called OverDue Invoices (Yellow Status)	Critical Invoice List	Special Customer (Invoice List)
Called OverDue Invoices (Green Status)	Called Not Reachable (Invoice List)	Valuable Customers by Sales Amount
Called OverDue Invoices (Busy Status)	Called No Answer (Invoice List)	Valuable Customers by Sales Invoices
	Paid (Invoice List)	Valuable Customers by Sales Profit
	Remind Later (Invoice List)	Valuable Supplier by Amount
	Will Pay (Invoice List)	Valuable Supplier by Purchases