



# CLOUD ACCOUNTING COURSE FOR BEGINNERS

Powered by

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**REACH**  
Online Accounting Software

# PREFACE

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**Congratulations on getting associated with Reach Accountant, The Next Gen Cloud Accounting Software. This is your first step in becoming a Future-ready Accountant and be enabled with tools needed for you**

**This course will be useful if:**

1. You are an Accountant, trying to learn Cloud Accounting to become a future ready, next-gen Accountant.
2. If you have purchased Reach Accounting Software and wish to put it to use in your organization.
3. If you are an Accounting or Tax Consultant, wanting to use Cloud Accounting Software for your Clients

**If you are an Accountant trying to learn Cloud Accounting.**

We assume that you already have some basic knowledge of Accounting or working knowledge of any other Accounting Software.

In case you are a beginner, I recommend that you watch our videos on basic accounting training before taking up this course.

**If you have purchased Reach Accounting Software and wish to put in to use.**

Please understand that implementing any software in your business is a serious business.

You will have to win the confidence of your employees who will use this software and make sure they are trained well to do their daily functions using the software

Choose one key user cum trainer in your organization who can take up the entire training. It can be yourself or some senior person assigned by you.

Reach, not only does accounting but also completely automates your business, hence a person who completely understands your entire business will do well to learn the software.

This key user can take up a one-on-one training with any of our consultants before rolling out in your organization.

**If you are an Accountant or tax consultant**

You might already be aware that Cloud Accounting brings a lot of benefits to your practice by giving you a real time view of your clients Accounts and taxes.

It gives you additional bandwidth to add more clients from anywhere in the world and helps you finish their accounting and taxes on time.

For you, this course will be a useful insight on finishing accounting and taxes of your clients using the software.

# Content

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## **Introduction**

What is Cloud Accounting?  
What is Reach Accountant?

## **Getting Started**

Setup your Account  
Train your Users  
Import your Old Data

## **Setting up**

Setting up Templates  
Setting up email and sms  
Creating a Organization  
Creating a Branch  
Creating a Financial Year  
Downloading the Desktop Icon  
Downloading the mobile App

## **Customization**

Customizing the menu  
Customizing the Tabs  
Designing Invoice

## **Importing**

Importing Customers  
Importing Vendors  
Importing Products  
Importing Account Heads  
Importing Sales Orders  
Importing Quotes  
Importing Invoices  
Importing Receipts  
Importing Purchase Orders  
Importing Supplier Bills  
Importing Payments  
Importing Bank Transactions

# Content

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## **Income**

Invoicing  
What is an Invoice?  
When to raise an Invoice?  
How to raise Invoice using Reach?  
Receipts  
Sales Returns

## **Expenses**

Purchase Bills  
Payments  
Purchase Returns

## **Banking**

Bank deposit  
Bank Withdrawal  
Cheque returns  
Bank Reconciliation

## **Salary**

Advance to staff  
Salary Payments  
PF/ ESI Payments  
Boss / Director Salary

## **Cash Management**

Petty cash management  
Expenses spent by Boss  
Advance given for expenses

## **Asset Purchase**

Buying an Asset  
Selling an Asset  
Depreciation

# Content

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## **Capital/ Loan**

Receiving a Loan

EMI payment

Partner Capital

## **Filing Tax Returns**

3B

GSTR1

GSTR2

GSTR3

## **Year end Closure**

# INTRODUCTION

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## 1. What is Cloud Accounting?

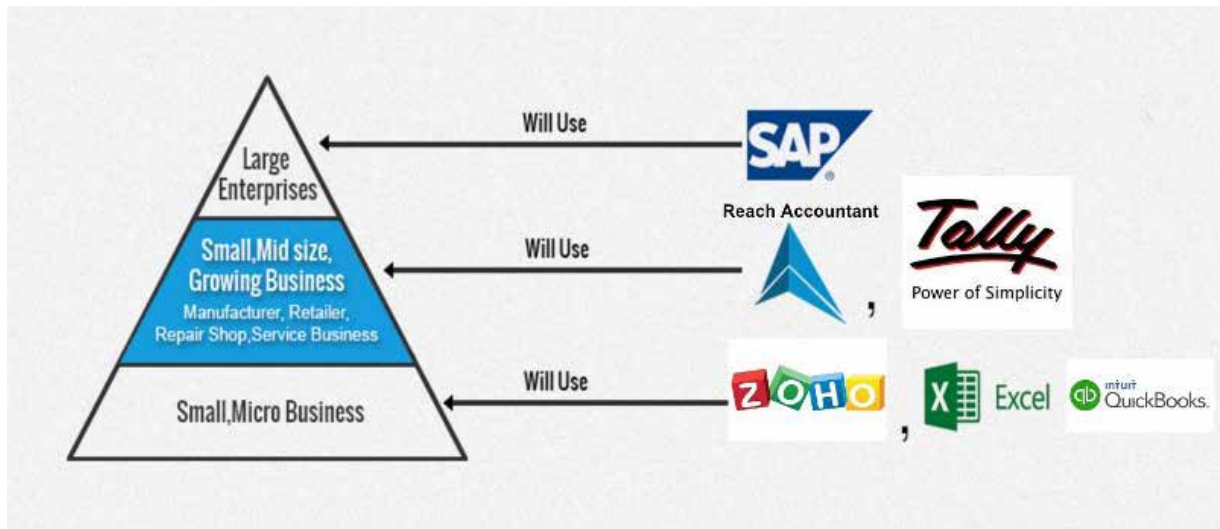
Think about Facebook, Gmail and Internet banking. Every time you login and access this data, you're using the cloud. The Cloud becomes possible because of availability of internet. It makes data and software accessible online anytime, anywhere, from any device.



Traditionally, your software was stored in your Hard disk and hence allowed only you to access at any time. A few years later, You were able to share your hard disk with multiple computers within your office using a LAN. With the advent of the internet, you can now allow multiple users to access the same software from anywhere in the world. This is called Cloud Computing

## 2. What is Reach Accountant?

Reach Accountant is an Accounting Software. However, Unlike your traditional software like Tally, MYOB etc, it is hosted on the Cloud and so allows you to access and use from anywhere like your facebook or gmail using a browser.



Reach Accountant is made to suit 21 different businesses and hence gives a business the advantage of using a single software without having to customise the software for their needs.

## Practicals

Take a quick walkthrough of the Cloud Accounting Software along and explore the various Menu and Submenu

[TRY NOW](#)

# GETTING STARTED

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## Learning Objective

Before you start using Reach Accountant for your Organization, you will have to do the following:

1. Setup your Account
2. Train your Users
3. Import your Old Data

### 1. Setting up your Account

Setting up your Account involves creating your software account and getting it ready to use.

Here are some key things you should do:

1. First, you will have to Set up your Company, Branches and Users (next)
2. Once the company is created, You can download the Desktop icon and mobile app to facilitate easy access from next time (Then)
3. Reach gives you an option to customize the names of the menu tabs, You can change names, design the Invoice templates to your preference and setup the sms and email templates

### 2. Training your Users

Once your Account is set-up, The next step is to train the users.

Depending on the size of the company, you can identify the employees who will be responsible for using the software.

The following employees can benefit by using Reach Software

1. The Billing Counter Clerks
2. The Accountant
3. The Purchase Incharge
4. The Warehouse/ Godown managers



This super user can be yourself or any of your senior employees who understands the business.

The super user can ideally take up a one-on-one training with one of our consultants and can watch all our training videos to get trained in the product. These training videos are available in our website

### 3. Import your Old Data

Once your users are trained in the software and have practiced the entries in the software, You are ready to roll out for daily transactions.

#### Here is how you do it:

1. Import your Customers, Vendors, Products and Account Ledgers into the software
2. If you are making this transition halfway through and are already using a software, you can also import your transactions like, Sales and Purchase orders, Invoices, receipts and payments
3. Once done, check if the Trial Balances, Customer and Vendor Balance and Opening Stock tallies in the respective reports.
4. After this, you can start using Reach Accountant everyday.

## Practicals

Take a quick walkthrough of the Cloud Accounting Software along and explore the various Menu and Submenu.

[TRY NOW](#)

# 03

## SETTING UP

In this chapter, let us learn how to create your account with reach and make it easy to access every day. These are done only once and you will only use the software for daily transactions once the setting up is completed.

Now let us learn the following:

### Creating a Organization

The screenshot shows the REACH Business Automation Software dashboard. At the top, there is a navigation bar with the REACH logo, a 'Dashboard' button, and a 'Setting' button with a gear icon. A dropdown menu is open from the 'Setting' button, showing options: 'My Reach', 'Settings', 'Plugin', 'Account Information', 'Export/Print', 'Change Password', and 'Sign Out'. A red arrow labeled '1' points to the 'My Reach' option. Below the navigation bar, there is a message: 'HI M/S. RHEA INTERNATIONAL, Choose the organisation/Company you want to access.' Below this message is a table with the following columns: 'Organisation Name', 'Client Name', 'Email', 'Mobile', 'Subscription End', and 'Customer'. A green 'Add' button is located to the right of the table. A red arrow labeled '2' points to the 'Add' button. The table contains 10 rows of data, including organizations like 'Manufacturing', 'Diamond', 'Diamond Dealer', 'AR ENTERPRISES', 'Cafe', 'Car Service', 'Delite Optics', and 'Diamond Dealer'.

Organisation Name	Client Name	Email	Mobile	Subscription End	Customer
Manufacturing	Restaurants	restaurants@reacherp.com	125495	13/12/2018	Customer
Diamond	swastik ply	swastikply.kop@gmail.com	9028805599	13/12/2018	Customer
Diamond Dealer	veeresh shirol	veereshshirol@gmail.com	9538681656	13/12/2018	Customer
AR ENTERPRISES	ANOOP	anoopkumarcj@gmail.com	9816046540	13/12/2018	Customer
Cafe	SUN CAFETERIA	erpcafev4.5@reacherp.com	9843901706	13/12/2018	Customer
Car Service	Mercy	erpcarservicev4.5@reacherp.com	9952093392	13/12/2018	Customer
Delite Optics	Neeraj Arora	neerajaror@gmail.com	9811153299	13/12/2018	Customer
Diamond	Diamond	erpdiamondv4.5@reacherp.com	9874561230	13/12/2018	Customer
Diamond Dealer	DDiamond	diastar_old@pacific.net.sg	9643309003	13/12/2018	Customer

1. Go to Myreach under settings tab.
2. Click add option.

Add Organisation Data

Business Category \* Manufacturing Business

Type Of Business \* Other Manufacturers

Email \* robin@reacherp.com

Password \* .....

Company Name Reacherp

Name \* Robin Moses

Mobile (To receive reports) \* 9952093392 → 3

Country India

City Chennai

Currency Indian Rupee (INR)

4 ← Save Cancel

(Fill the Mandatory fields)

3. The daily reports will be received reports as a mobile number
4. Click on save once you are done

## Creating a Branch

REACH Business Automation Software Dashboard

1 ← My Reach Settings Plugin Account Information Export/Print Change Password Sign Out

Hi M/S. RHEA INTERNATIONAL, Choose the organisation/Company you want to access.

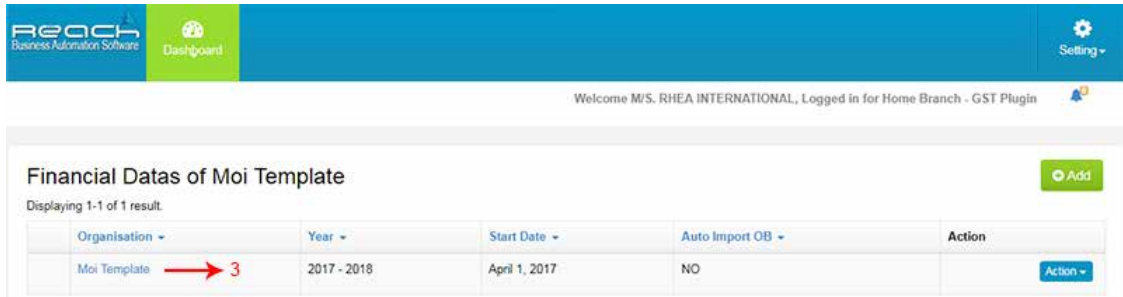
Organisation / Company

Displaying 1-43 of 43 results.

Organisation Name	Client Name	Email	Mobile	Subscription End	
Manufacturing → 2	Restaurants	restaurants@reacherp.com	125495	13/12/2018	Customer
Diamond	swastik ply	swastikply.kop@gmail.com	9028905599	13/12/2018	Customer
Diamond Dealer	veeresh shirol	veereshshirol@gmail.com	9538681656	13/12/2018	Customer
AR ENTERPRISES	ANOOP	anoopkumarcj@gmail.com	9916046540	13/12/2018	Customer
Cafe	SUN CAFETERIA	erpcafev4.5@reacherp.com	9843901706	13/12/2018	Customer
Car Service	Mercy	erpcarservicev4.5@reacherp.com	9952093392	13/12/2018	Customer

# Setting Up

1. Go to Myreach under settings tab
2. Click Organisation name, know it will go to Financial Year



3. Then click Financial datas



4. Click add button and create new branch

Branch Information

Branch Name \* Chennai

Contact Person Robin

Company Name Reacherp

Company Subname Reachaccountant



Branch Logo Choose File download.jpg → 5

Show Logo  → 5


Email robin@reacherp.com

(Fill the relevant details properly)

5. upload your logo and if you want to SHOW LOGO in your transaction print click the box

Website	<input type="text" value="www.reacherp.com"/>
Fax	<input type="text"/>
Book Starting Date (dd/mm/yyyy)	<input type="text" value="01/04/2017"/>
Finyr Ending Date (dd/mm/yyyy)	<input type="text" value="30/03/2018"/>
Is Default?	<input type="checkbox"/>
Branch Signature	<input type="button" value="Choose File"/> No file chosen  6
Branch Seal	<input type="button" value="Choose File"/> No file chosen  6

6. Attach your branch signature and seal

Address Information	 7
Address1	<input type="text" value="GEE GEE Plaza,"/>
Address2	<input type="text" value="Wheat Crofts Road, Nungambakkam,"/>
City	<input type="text" value="Chennai,"/>
State/Province	<input type="text" value="Tamil Nadu"/> ▼ <small>State Code: 07</small>
Country	<input type="text" value="India"/> ▼
Language	<input type="text" value="English"/> ▼
Currency	<input type="text" value="Indian Rupee (INR)"/> ▼
Pincode	<input type="text" value="600034"/>

# Setting Up

## 7. Fill the address information

Bank Details → 8

Bank Name: A/C NAME: REACH PROCESS OUTSOURCING PVT LTD

Bank Accno: 189010200020581

Bank Swiftcode: AXISINBB189

Bank Branch: Purasawalkam, Chennai

Bank Ifscocode: UTIB0000189

Bank Microcode: 600211009

9 ← Save Cancel

## 8. Fill the tax information and batch settings

## 9. Click save

## Creating a Financial Year

REACH Business Automation Software | Dashboard | Settings

1 ←

Hi M/S. RHEA INTERNATIONAL, Choose the organisation/Company you want to access.

Organisation / Company

Displaying 1-43 of 43 results.

Organisation Name	Client Name	Email	Mobile	Subscription End	
Manufacturing <span style="color: red;">→ 2</span>	Restaurants	restaurants@reacherp.com	125495	13/12/2018	Customer
Diamond	swastik ply	swastikply.kop@gmail.com	9028805599	13/12/2018	Customer
Diamond Dealer	veeresh shirol	veereshshirol@gmail.com	9538681656	13/12/2018	Customer
AR ENTERPRISES	ANOOP	anoopkumarj@gmail.com	9916046540	13/12/2018	Customer

## 1. Go to Myreach under settings tab

## 2. Click Organisation name, know it will go to Financial Year



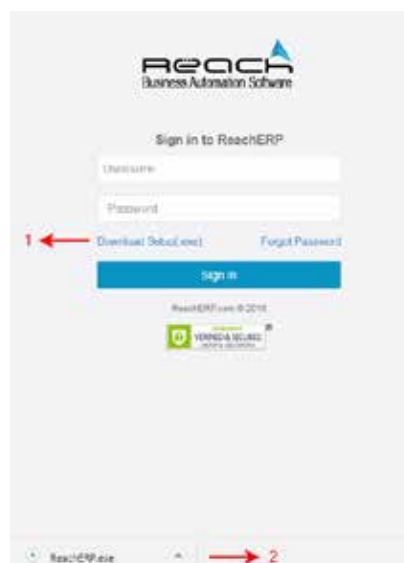
3. Now click add button and create new financial year



4. Choose the last financial year, in which all the closing balances will be the opening balance for current financial year.

5. Click save

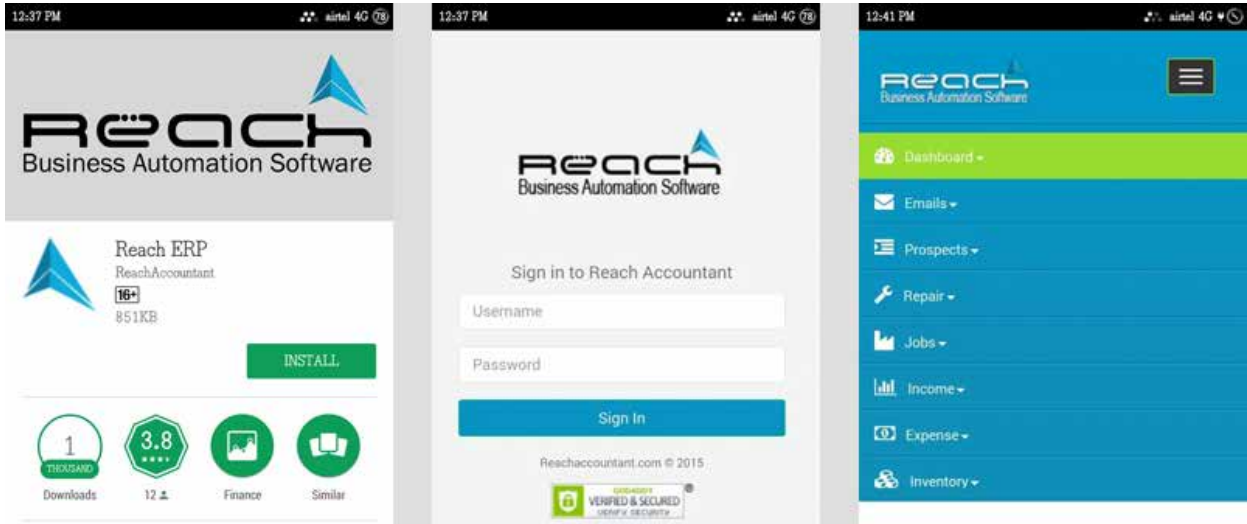
## Downloading the Desktop Icon



Click Download Setup(.exe) and save the downloaded file to get Desktop Icon

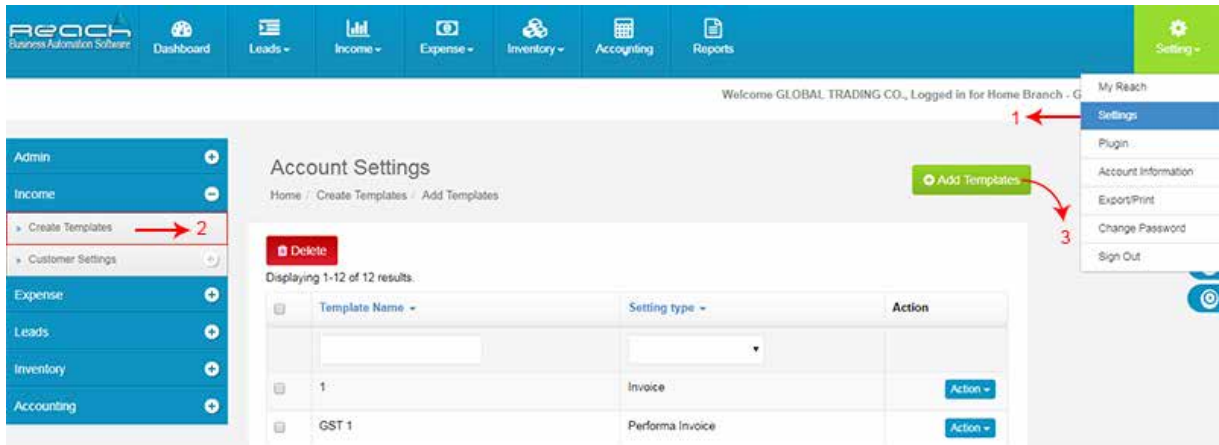
# Setting Up

## Downloading the mobile App



1. use to google play store and Download the each app
2. After downloading the app, you can login with your user ID on your mobile

## Setting up Templates



1. Click settings under settings tab
2. Click income
3. Click add templates and create the new one



The screenshot shows the 'Create Templates' form in the REACH software. The form includes the following fields:

- Branch: Chemical
- Setting type: Invoice (indicated by a red arrow labeled 4)
- Template Name: (indicated by a red arrow labeled 5)
- Choose Template: Select Template (indicated by a red arrow labeled 6)
- Type Of Invoice: Normal

4. Select the Setting Type.
5. Enter the Template Name.
6. Select Choose Template.

The screenshot shows the 'Customization Fields' table. The table has the following columns:

- Show this Field in Template
- Current Field Name
- Customized Label Name

The table contains the following rows:

Show this Field in Template	Current Field Name	Customized Label Name
<input checked="" type="checkbox"/>	Settings Type	
<input checked="" type="checkbox"/>	Prefix #	
<input checked="" type="checkbox"/>	Suffix #	
<input checked="" type="checkbox"/>	invoice #	Income Bill
<input checked="" type="checkbox"/>	Invoice Type	
<input checked="" type="checkbox"/>	Sales Account	

A red arrow labeled 7 points to the 'Customized Label Name' column.

7. To change the Field Name you can Enter in Customized Label Name respect to Current Field Name.

# Setting Up

**Above the line**

Show this Field in Print

<input checked="" type="checkbox"/> → 9	Column 1	Model → 8
<input type="checkbox"/>	Column 2	
<input type="checkbox"/>	Column 3	
<input type="checkbox"/>	Column 4	

8. To add Additional Column in Print Invoice use the Column.

9. Enable the Show this Field in Print checkbox .

Field 1 <input checked="" type="checkbox"/>	Round off → 10	Map Account
Field 2 <input type="checkbox"/>		Map Account
Field 3 <input type="checkbox"/>		<b>Income</b>
Field 4 <input type="checkbox"/>		Freight Charge
		Transport Charge
		Packing Cost
		Sales
		Service Charge
		<b>Expense</b>
		Salaries and Commissions
		Round off
		Purchases
		Purchase of Old Gold
		Discounts
		Rent
		Staff Welfare
		Forex Gain/Loss
		expense
		<b>Asset</b>
		Tax Deducted at Source
		<b>Liability</b>

add more/less

**Subtractions**

Field 1 <input type="checkbox"/>	
Field 2 <input type="checkbox"/>	

10. To add Additional Field in Print Invoice use the Field and map the account.

## Print Settings

Print Title

Show Logo  → 11

Print Size  → 12

Do you want to show Address in Print?

Do you want Product Tax to be printed?

Do you want to print Biller Information?

Do you want to add tax with the Total?

Do you want Product Images to be printed?

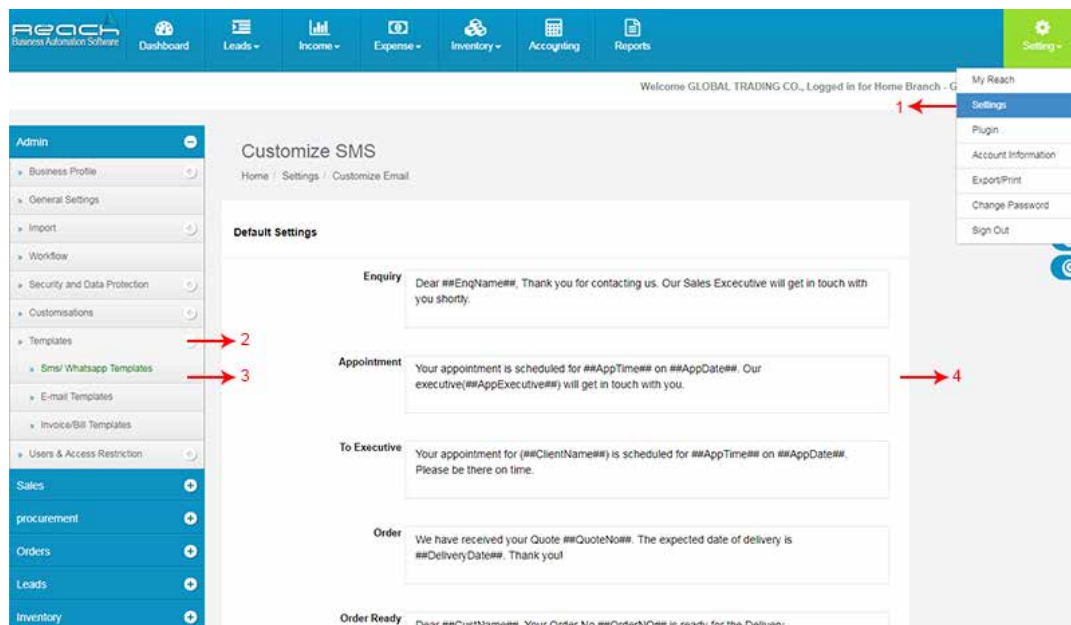
11. Here you can enable the checkbox to print Logo in Invoice

12. Here you can select Print Size

13. Now Click create

## Setting up the email templates

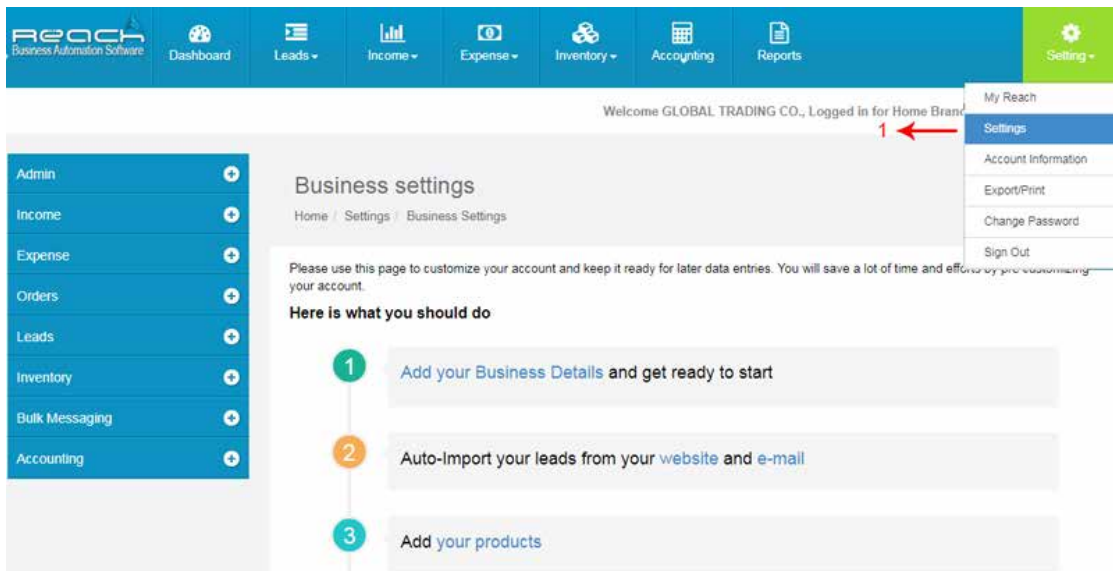
1. Click settings under settings tab



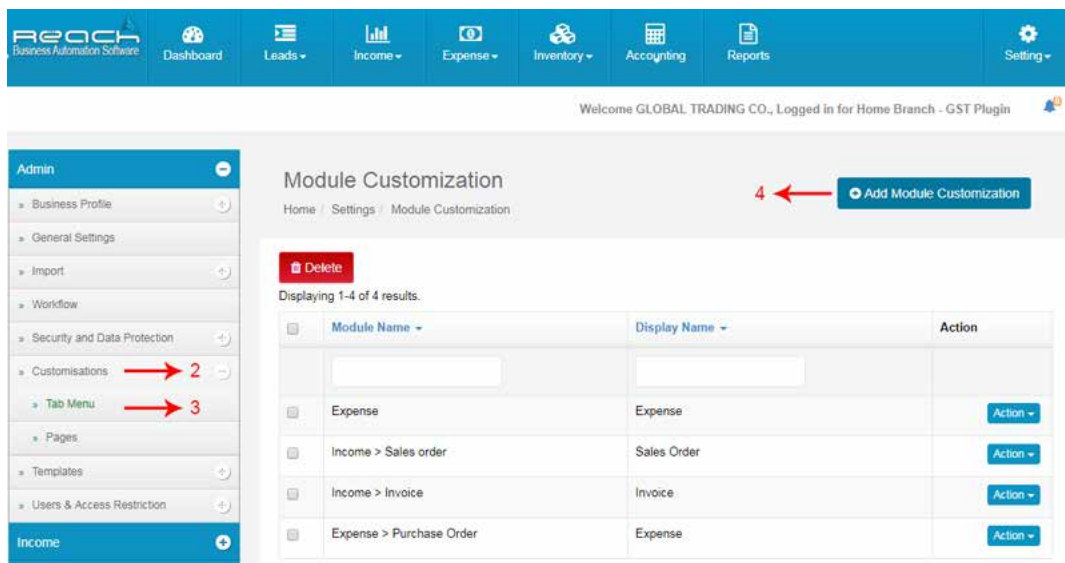
# Setting Up

2. Click Templates
3. Go to SMS/Whatsapp templates or E-mail templates
4. Customize the SMS or E-mail content
5. And save

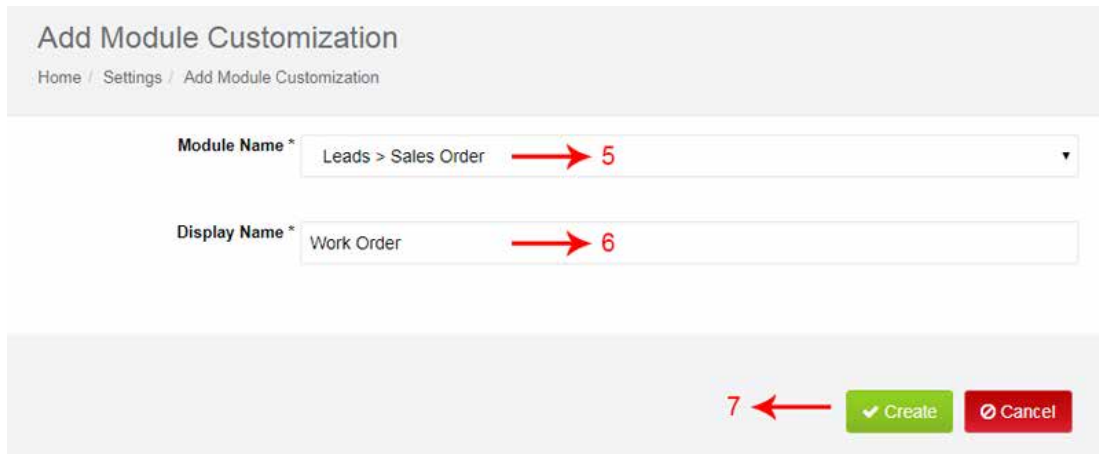
## Customising names of menu tabs



1. Click settings under settings tab



2. Click customizing
3. Go to tab menu
4. And click add Module Customization



**Add Module Customization**  
Home / Settings / Add Module Customization

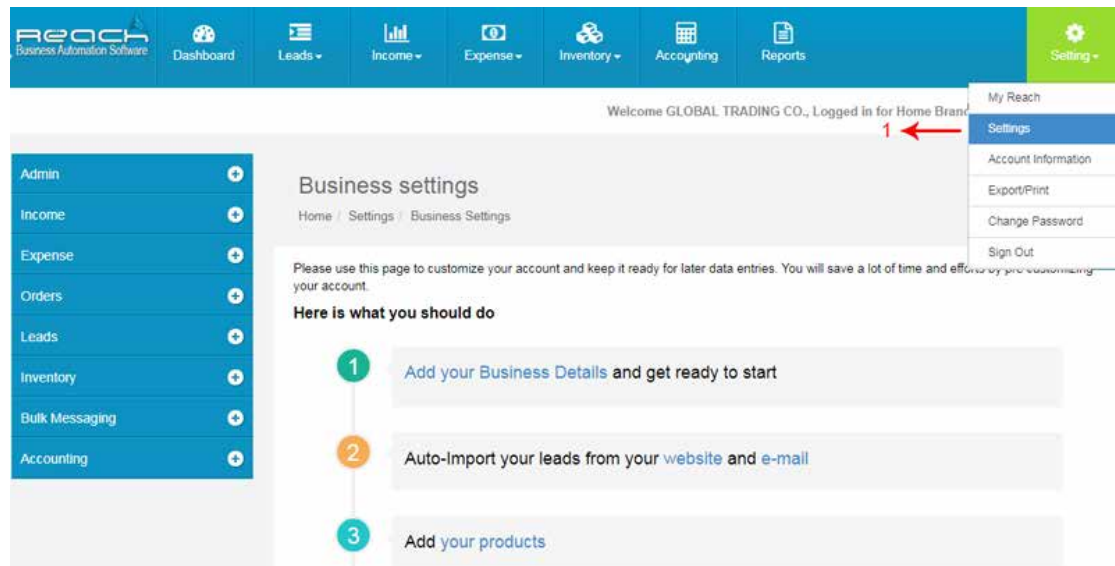
**Module Name\*** Leads > Sales Order **5**

**Display Name\*** Work Order **6**

**7** **Create** **Cancel**

5. Select the default menu name
6. You can customize your menu name
7. And go to create

## Customising names of sub tabs



REACH Business Automation Software

Dashboard Leads Income Expense Inventory Accounting Reports Settings

Welcome GLOBAL TRADING CO., Logged in for Home Brand

My Reach  
Settings  
Account Information  
Export/Print  
Change Password  
Sign Out

**Business settings**  
Home / Settings / Business Settings

Please use this page to customize your account and keep it ready for later data entries. You will save a lot of time and effort by pre-customizing your account.

**Here is what you should do**

- 1 Add your Business Details and get ready to start
- 2 Auto-Import your leads from your website and e-mail
- 3 Add your products

1. Click settings under settings tab

# Setting Up

REACH Business Automation Software

Dashboard Leads Income Expense Inventory Accounting Reports Setting

Welcome GLOBAL TRADING CO., Logged in for Home Branch - GST Plugin

Admin

- Business Profile
- General Settings
- Import
- Workflow
- Security and Data Protection
- Customisations → 2
- Tab Menu → 3
- Pages
- Templates
- Users & Access Restriction

### Module Customization

Home / Settings / Module Customization

4 ← Add Module Customization

Delete

Displaying 1-4 of 4 results.

<input type="checkbox"/>	Module Name	Display Name	Action
<input type="checkbox"/>			
<input type="checkbox"/>	Expense	Expense	Action
<input type="checkbox"/>	Income > Sales order	Sales Order	Action
<input type="checkbox"/>	Income > Invoice	Invoice	Action
<input type="checkbox"/>	Expense > Purchase Order	Expense	Action

2. Click customizing
3. Click tab menu
4. And click add Module Customization

### Add Module Customization

Home / Settings / Add Module Customization

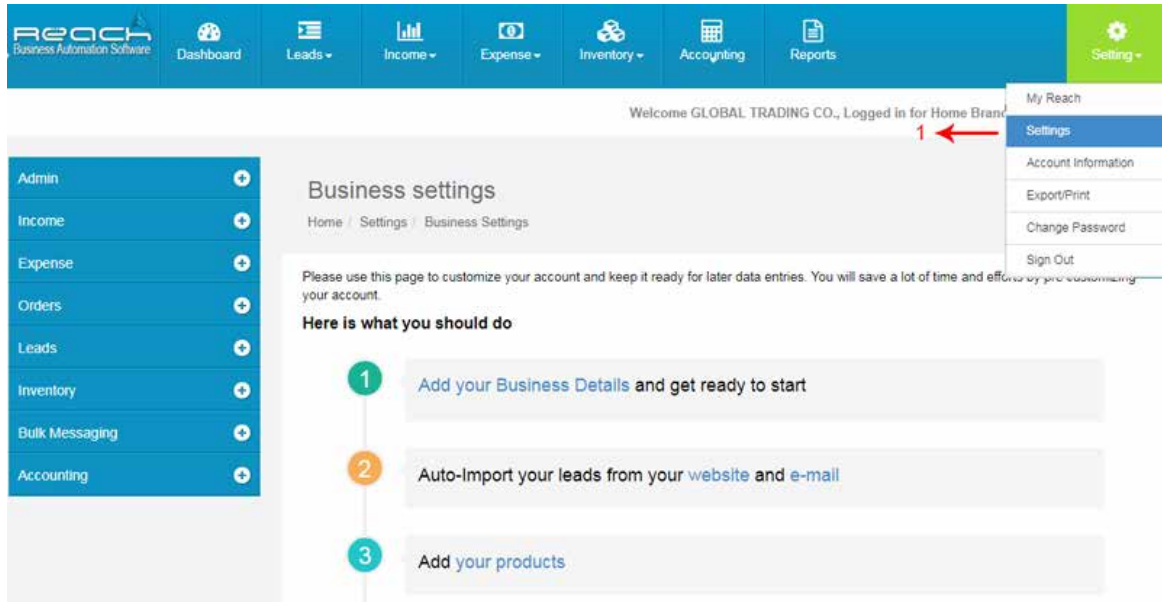
Module Name \* Leads → 5

Display Name \* Sales → 6

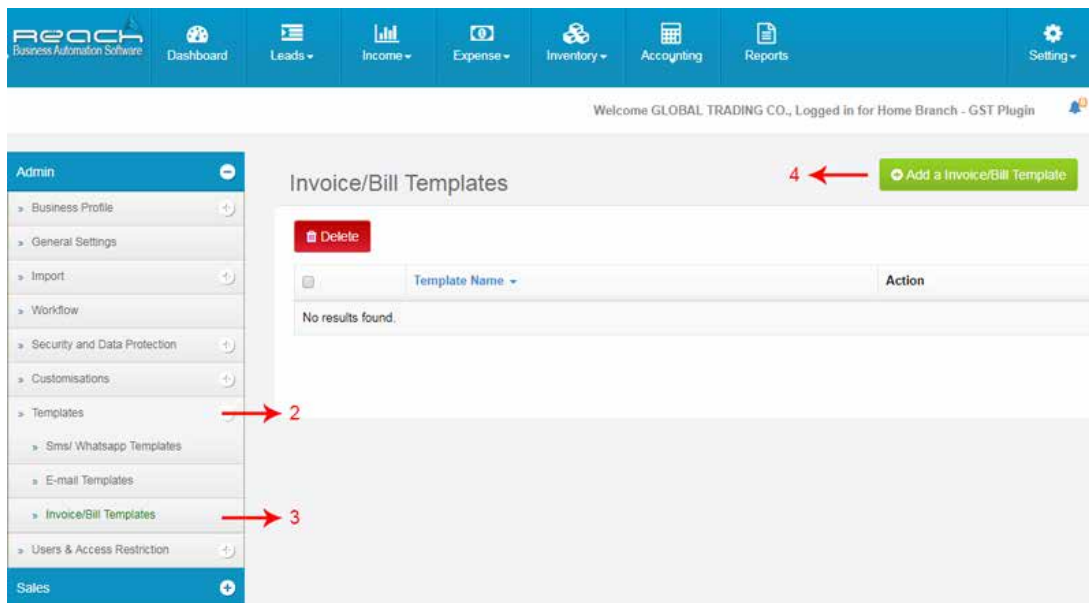
7 ← Create Cancel

5. Select the default menu name
6. Type your display tab name
7. And create

## Designing the Invoice

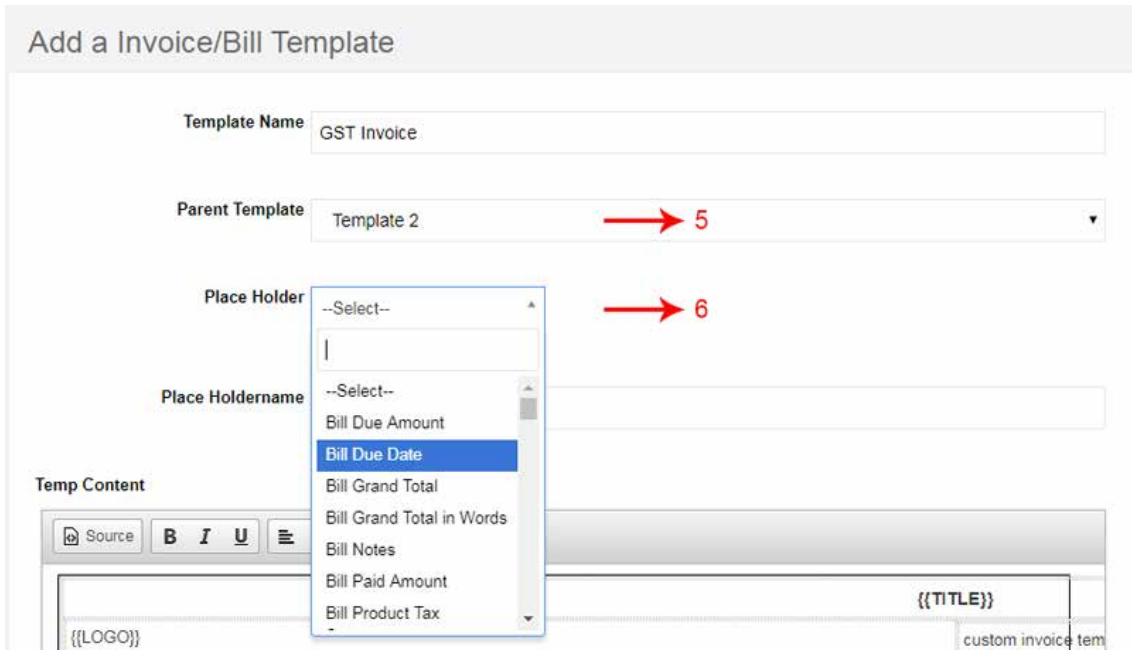


1. Click settings under settings tab

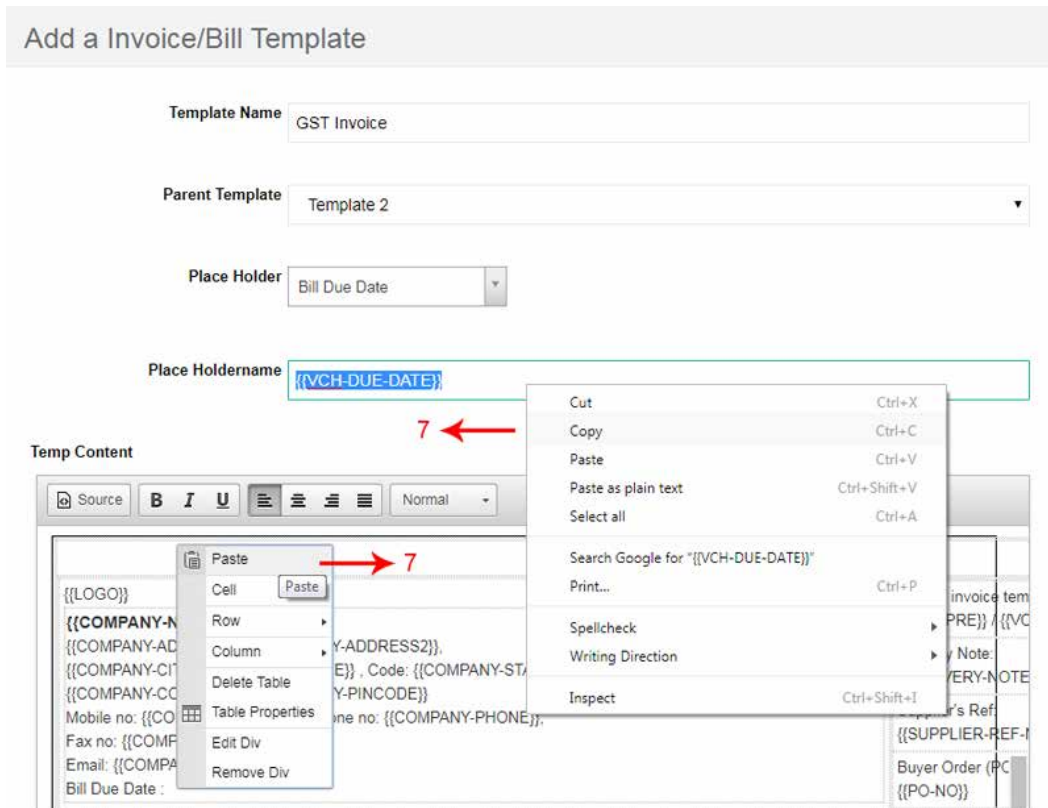


2. Click Templates
3. Invoice/Bill Templates
4. And click add a Invoice/Bill Templates

# Setting Up



- 5. Select Parent Template
- 6. You can select Placeholder





7. Copy the Placeholder Name and paste on the place

The screenshot displays a custom invoice template editor. At the top, there is a table with the following columns: S.No, Description of Goods, HSN/SAC, Rate, Qty, Unit, Amount, Discount, and Taxable value. Each cell in the table contains a placeholder name in curly braces, such as {{PRODUCT-SLNO}}, {{PRODUCT-NAME}}, and {{CURRENCY-SYMBOL}}. Below the table, there are sections for 'Amount in words', 'Company's GST', 'Company's CIN', 'Declaration', 'Notes', and 'Income Terms', each with its own placeholder. To the right, there is a section for 'Authorized Signat' and 'Billed by'. At the bottom of the editor, there are three buttons: 'Preview' (blue), 'Create' (green), and 'Cancel' (red). A red arrow labeled '8' points to the 'Preview' button, and another red arrow labeled '9' points to the 'Create' button.

8. To Design your Templates you can access here

9. Once your Design is done you can see a preview and create

## Practicals

Take a quick walkthrough of the Cloud Accounting Software along and explore the various Menu and Submenu.

[TRY NOW](#)

# Questions

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1. Reach is \_\_\_\_\_ Software.

- A.Cloud Software
- B.Offline Software
- C.Desktop Software

2. Think about Facebook, Gmail and Internet banking. Every time you login and access this data, you're using the cloud. The Cloud becomes possible because of availability of internet. It makes data and software accessible \_\_\_\_\_

- A. offline anytime, anywhere, from any device.
- B. online anytime, anywhere, from any device
- C. offline anytime, anywhere, from one device

3. How many different types of business use Reach software?

- A.30
- B.21
- C.5

4. What does LAN stand for?

- A.Local area network.
- B.Learning Association Node.
- C.Local Agency Network.

5. How to create branch in Reach Software?

A.Settings tab>Myreach>Click Organisation name>click Financial datas>add button>create new branch>upload your logo>Attach your branch signature and seal>Fill the address information>Fill the Bank Details>Click save.

B.Myreach>settings tab>Click Organisation name>click Financial datas>add button>create.

C.settings tab>settings>Templates>SMS/Whatsapp templates or E-mail templates>Customize the SMS or E-mail content>Save.

6. How to setup email & sms templates in Reach Software?

A.Settings tab>settings>Templates>SMS/Whatsapp templates or E-mail templates>Customize the SMS or E-mail content>Save.

B.settings tab>templates>SMS/Whatsapp templates>click Financial datas>Customize the SMS or E-mail content>Save.

C.settings tab>Myreach>Click Organisation name>Customize the SMS or E-mail content>Save.

# Questions

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## 7. How to download mobile app in Reach Software?

A. Use google play store and Download the Reach app. After downloading the app, you can login with your user ID on your mobile.

B. Click Download Setup(.exe). Then save the downloaded file to get mobile app, you can login with your user ID on your mobile.

C. Download the Reach app, Then save the downloaded file to get desktop icon, you can login with your user ID on your mobile.

## 8. How to download Desktop icon in Reach Software?

A. Go to Reach login page >Click Download Setup(.exe)>Then save the downloaded file to get Desktop Icon.

B. Go to My Reach >Click Download Setup(.exe)>Then save the downloaded file to get Desktop Icon.

C. Go to google play store >Click Download Setup(.exe)>Then save the downloaded file to get Desktop Icon.

## 9. What are the customizing options in Reach software ?

A. Train your Users, Customizing the Menu & Import your new data.

B. Asset purchase, Asset sale & depreciation.

C. Customizing the Menu, Customizing the Tabs & Designing Invoice.

## 10. How many pre-designed templates are available in Reach software?

A. 10

B. 20

C. 30

# 04

## IMPORTING

Once your users are trained in the software and have practiced the entries in the software, You are ready to roll out for daily transactions.

### Here is how you do it:

1. Import your Customers, Vendors, Products and Account Ledgers into the software
2. If you are making this transition halfway through and are already using a software, you can also import your transactions like, Sales and Purchase orders, Invoices, receipts and payments
3. Once done, check if the Trial Balances, Customer and Vendor Balance and Opening Stock tallies in the respective reports.
4. After this, you can start using Reach Accountant everyday.

Now let us learn the following:

### Importing Customers

The screenshot shows the 'Business settings' page in the Reach Business Automation Software. The top navigation bar includes 'Dashboard', 'Leads', 'Orders', 'Jobs', 'Income', 'procurement', 'Inventory', 'Finance', 'Reports', and 'Setting'. The left sidebar menu is open, showing 'Admin' with sub-items: 'Business Profile', 'General Settings', 'Import', 'Import Ledgers', 'Import Bank Transactions', 'Import Products', 'Import Customers', 'Import Vendors', 'Workflow', 'Security and Data Protection', and 'Customisations'. Red arrows point to 'Import Customers' in the sidebar (labeled '3'), 'Business settings' in the main content area (labeled '2'), and the 'Settings' dropdown menu (labeled '1'). The main content area displays 'Business settings' with a breadcrumb 'Home / Settings / Business Settings' and a list of instructions: 1. Add your Business Details and get ready to start, 2. Auto-Import your leads from your website and e-mail, 3. Add your products.

1. Click settings under settings tab
2. Click admin
3. Then click on import and select Import customer

Import Customer

Home / Settings / Import Customer

[Add a Customer](#) [Customer List](#)

### Import Customer

Upload Document

No file chosen → 4

Note:

1. You can import the excel file which includes your Customer Info the format to the sample excel Downloadable file [Click here](#).
2. In Import excel limit for this Customer is maximum 500 rows, Please review your Document.

Allow Duplicate  Skip  Overwrite  Clone

Duplicate By

5 ←

4. Click on choose file and select the excel
5. Click import

File imported successfully.

### Map Fields

Home / Settings / Map Fields

[Add a Customer](#) [Customer List](#)

### Map Fields

Have you marked headings in the 1st Row  Yes  No → 6

Customer Code

Title

Map with ( Mr.,Mrs.,Ms.,Miss.,Dr.) only

# Importing

EMAIL Email( Col:3 )

MOBILE \* Mobile( Col:5 )

7 ← Save Cancel

6. Then map with relevant fields

7. Click Save

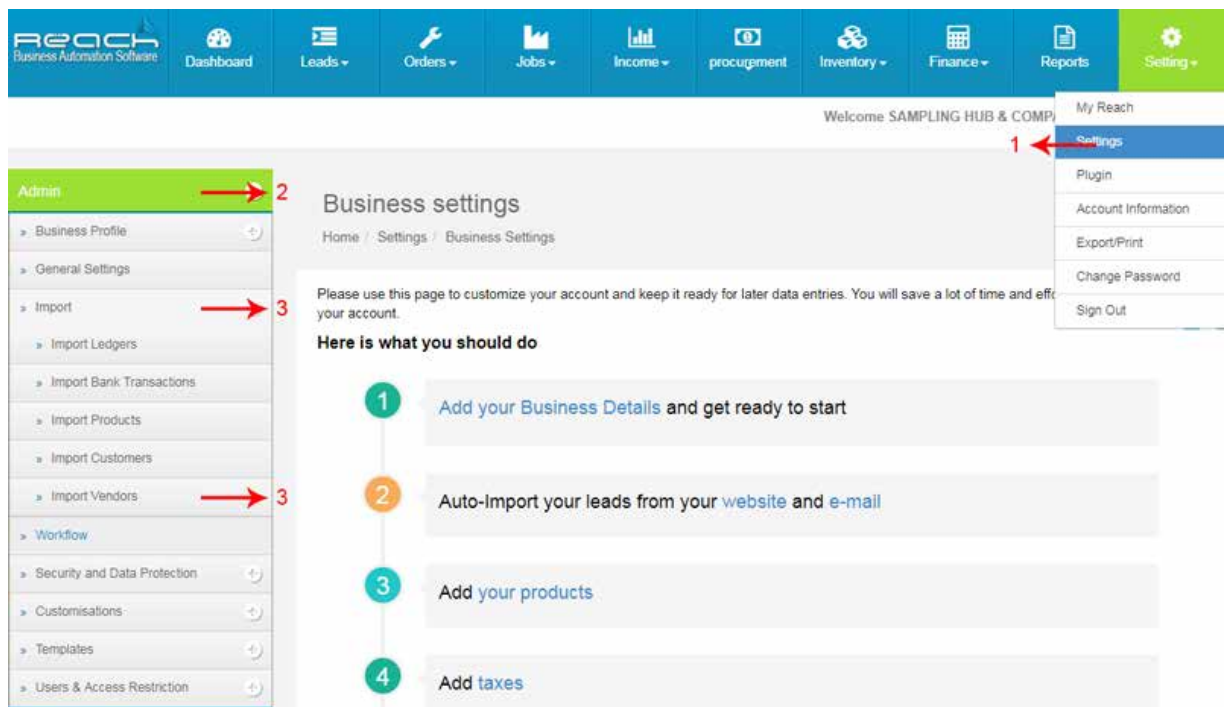
**Imported Files**  
Displaying 1-50 of 52 results.

Type	Name	Size	Status	Uploaded	Failed	Action
CUSTOMERS	28095_0801180514_Customer_d.xlsx	32395 KB	PARTIALLY IMPORTED	137	1	Action
CUSTOMERS	28095_0801180454_Customer_d.xlsx	31976 KB	NOT MAPPED	0	0	Action
CUSTOMERS	28095_2312171235_edp.xlsx	12723 KB	NOT MAPPED	0	0	Action
CUSTOMERS	28095_1212170247_cusjohn.xlsx	9527 KB	SUCCESS	1	0	Action
CUSTOMERS	28095_1212171224_cusjohn.xlsx	9527 KB	NOT MAPPED	0	0	Action
CUSTOMERS	28095_1212171158_cusjohn.xlsx	9527 KB	SUCCESS	1	0	Action

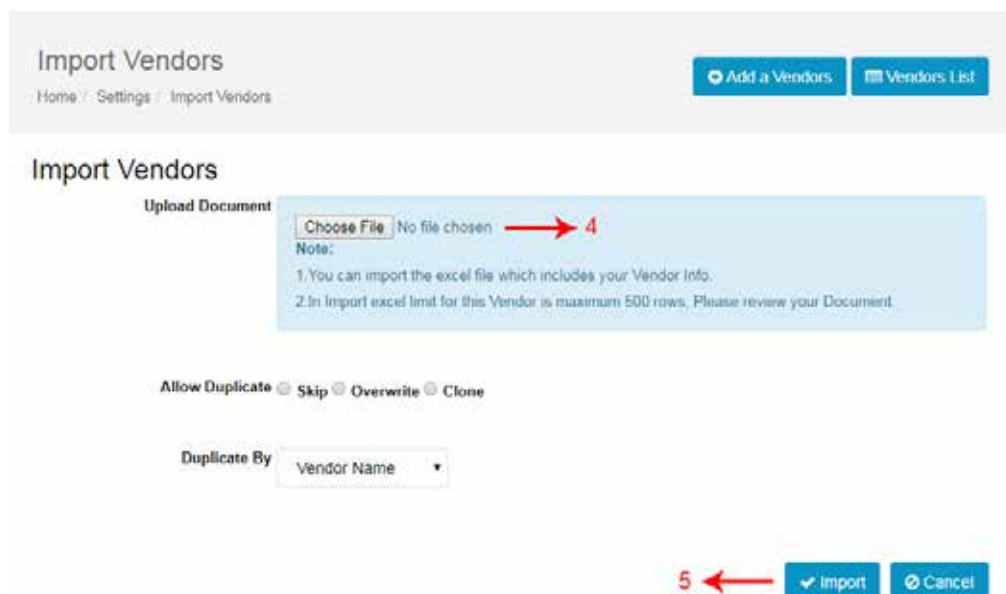
8

8. Once the file uploaded you can check how much was uploaded and failed

## Importing Vendors



1. Click settings under settings tab
2. Click admin
3. Then click on import and select Import vendors



# Importing

4. Click on choose file and select the excel
5. Click import


### Map Fields

Home / Settings / Map Fields

[Add a Vendors](#) [Vendors List](#)

### Map Fields

Have you marked headings in the  Yes  No  
1st Row



**Business Name \***

**Vendor BRN**

**Vendor Code**

**Vendor Type**

**Email**

**Mobile**

**Website**

**Ledger \***

**Shipping Name**

**Ship Address1**

**Ship Address2**

**Ship Address3**

**Ship City**

**Ship Postcode**

**Ship State**

**Ship Country**



VENDOR GST TYPE

GSTIN NO

TYPE OF REMOVAL

IMPORT TYPE

Beneficiary Name

Beneficiary Account Number

Bank name

Bank branch


**Contact Information**

Contact Name

Designation

Email

Mobile

7 

6. Then map with relevant fields

7. Click Save

# Importing

## Imported Files

Displaying 1-9 of 9 results.

Type	Name	Size	Status	Uploaded	Failed	Action
VENDORS	28095_0801180529_Import_Vendors_JMJ_EXPORTS.xlsx	10861 KB	PARTIALLY IMPORTED	2	1	Action
VENDORS	28095_0801180523_vendor_delhi.xlsx	12964 KB	NOT MAPPED	0	0	Action
VENDORS	28095_1212170253_cusjohn.xlsx	9527 KB	SUCCESS	1	0	Action
VENDORS	28095_1212170250_cusjohn.xlsx	9527 KB	FAILED	0	1	Action
VENDORS	28095_0509170319_puhal_vendor.xls	27136 KB	NOT MAPPED	0	0	Action
VENDORS	28095_0509170317_puhal_vendor.xls	27136 KB	NOT MAPPED	0	0	Action
VENDORS	28095_0509170300_puhal_customer.xls	27136 KB	NOT MAPPED	0	0	Action
VENDORS	testvendor.xls	18944 KB	SUCCESS	1	0	Action
VENDORS	-CUS_28095_1498405528.xls	9973 KB	NOT MAPPED	0	0	Action

8. Once the file uploaded you can check how much was uploaded and failed

## Importing Products

The screenshot shows the REACH Business settings page. The top navigation bar includes: REACH, Dashboard, Leads, Orders, Jobs, Income, Management, Inventory, Finance, Reports, and Settings. The main content area is titled "Business settings" and includes a sidebar menu on the left with items like Business Profile, General settings, Import, Import Loggers, Import Bank Transactions, Import Products, Import Customers, Import Vendors, Website, Security and Data Protection, Customizations, Templates, and Users & Access Restriction. The main content area contains a message: "Please use this page to customize your account and keep it ready for later data entries. You will save a lot of time and effort your account." Below this is a section titled "Here is what you should do" with four numbered steps: 1. Add your Business Details and get ready to start, 2. Auto-Import your leads from your website and e-mail, 3. Add your products, and 4. Add taxes. A dropdown menu is open in the top right corner, showing options: My Reach, Settings, Plug-in, Account Information, Export Print, Change Password, and Sign Out. Red arrows and numbers 1, 2, 3, and 8 point to various elements: 1 points to the Settings dropdown, 2 points to the Admin sidebar, 3 points to the Import and Import Products menu items, and 8 points to the Uploaded and Failed columns in the Imported Files table.

1. Click settings under settings tab
2. Click admin
3. Then click on import and select Import products

Import Products

Home / Settings / Import Products

Add a Product Product List

### Import Products

Upload Document

Choose File No file chosen → 4

Note:

1. In Import excel fill 1 or y or yes in show an inventory and inclusive of Tax columns.  
2. In Import excel limit for this Product is maximum 500 rows, Please review your Document.

Allow Duplicate  Skip  Overwrite → 5  Clone

Duplicate By Product Name

Is this finished products?

6 ← Import Cancel

4. Click on choose file and select the excel
5. Click on overwrite
6. Click Import the products button

File imported successfully.

### Map Fields

Home / Settings / Map Fields

Have you marked headings in the 1st Row  Yes  No

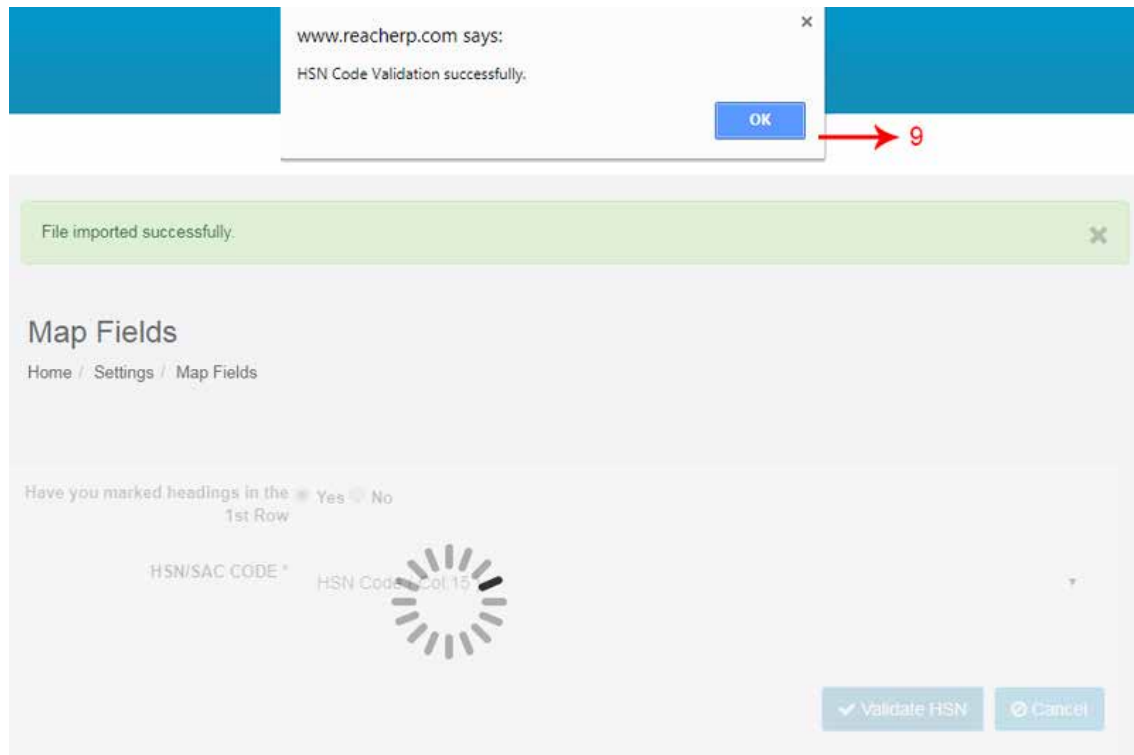
HSN/SAC CODE \* HSN Code ( Col:15 ) → 7

8 ← Validate HSN Cancel

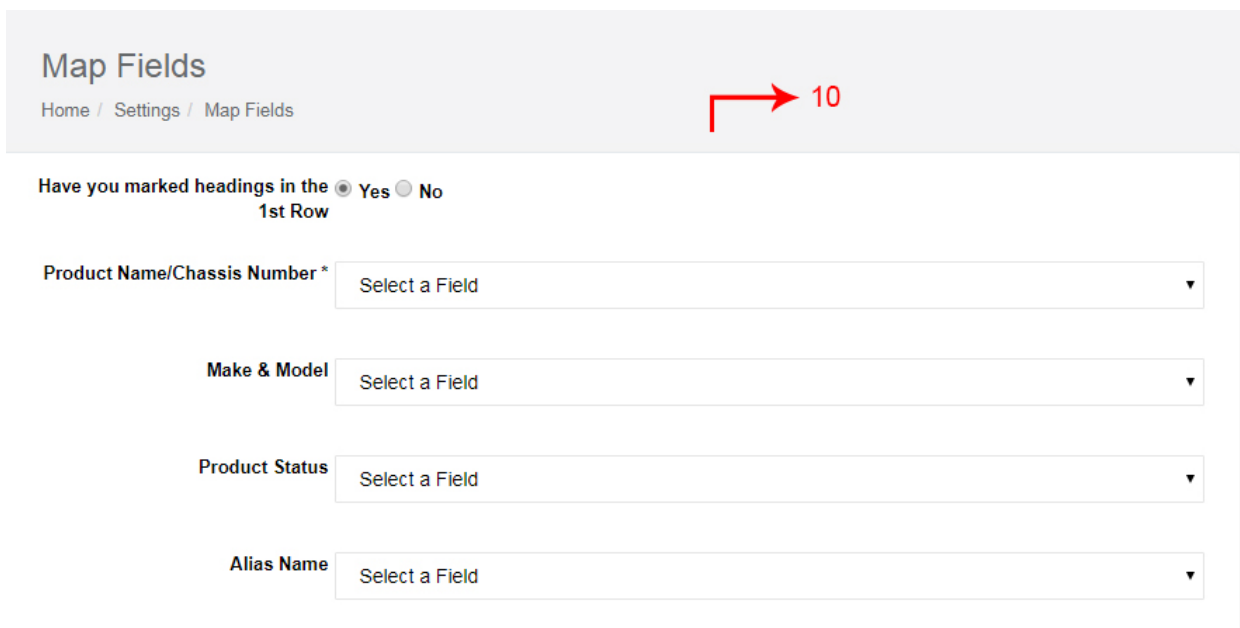
# Importing

7. In second page map with HSN code

8. Now Click on validate HSN



9. If the code is validated a pop up appears with success message



Commodity Code

Description

Purpose \*

Selling Price

**Sales Tax**

Sale tax Rate ( Col:10 )

Sales type( Col:9 )

Possible values: Service Tax, VAT Tax, TDS, ED, Basic Duty, CESS, CST, Import/Export, Custom Tax, CGST, SGST, IGST

Select a Field for Tax percent

Select a Field for Tax Type

Possible values: Service Tax, VAT Tax, TDS, ED, Basic Duty, CESS, CST, Import/Export, Custom Tax, CGST, SGST, IGST

**Purchase Tax**

Purchase Tax Rate( Col:13 )

Purchase tax type( Col:12 )

Possible values: Service Tax, VAT Tax, TDS, ED, Basic Duty, CESS, CST, Import/Export, Custom Tax, CGST, SGST, IGST

Select a Field for Tax percent

Select a Field for Tax Type

Possible values: Service Tax, VAT Tax, TDS, ED, Basic Duty, CESS, CST, Import/Export, Custom Tax, CGST, SGST, IGST

11 ←

Is Show Inventory?  
(Fill by 1 or y or yes)

Inclusive of Tax for Income?  
(Fill by 1 or y or yes)

Inclusive of Tax for Expense?  
(Fill by 1 or y or yes)

Min. Order Level (units)

Re Order Level (units)

Warn if expiry date is breached  
while Invoicing?

Warn if gurantee date is expired  
while sales return?

# Importing

Expiry Date

Gurantee Till

ime

Opening Stock Date

12 ←

- 10. Then map with relevant fields
- 11. Select field for tax percent(18%) and Type(IGST)
- 12. Click save

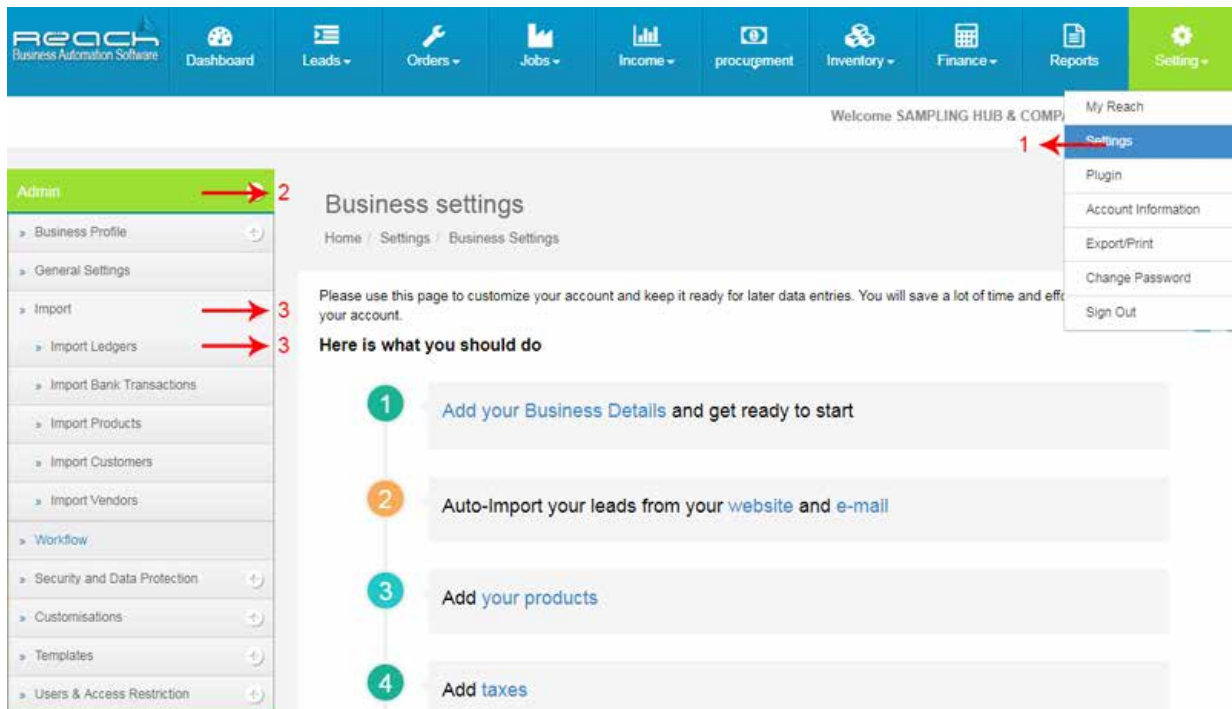
## Imported Files

Displaying 1-11 of 11 results.

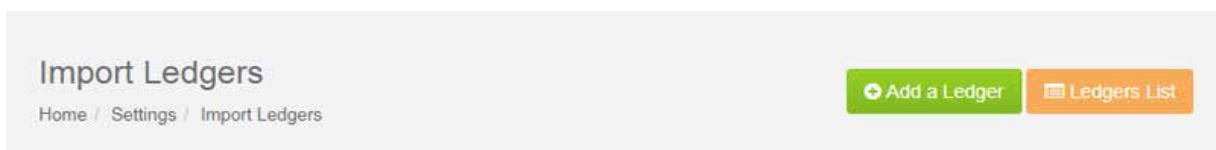
Type	Name	Size	Status	Uploaded	Failed	Action
PRODUCTS	<a href="#">28095_0801180558_Product_Master_JMJ_EXPORTS.xlsx</a>	60996 KB	PARTIALLY IMPORTED	166	521	<input type="button" value="Action"/>
PRODUCTS	<a href="#">28095_0801180554_Product_Master_Delhi_(2).xlsx</a>	41081 KB	NOT MAPPED	0	0	<input type="button" value="Action"/>
PRODUCTS	<a href="#">28095_0801180549_Product_Master_JMJ_EXPORTS.xlsx</a>	56548 KB	NOT MAPPED	0	0	<input type="button" value="Action"/>
PRODUCTS	<a href="#">28095_0801180538_Product_Master_JMJ_EXPORTS.xlsx</a>	40251 KB	NOT MAPPED	0	0	<input type="button" value="Action"/>
PRODUCTS	<a href="#">28095_2812171020_Sarin.xlsx</a>	11426 KB	SUCCESS	6	0	<input type="button" value="Action"/>

- 13. Once the file uploaded you can check how much was uploaded and failed

## Importing Account Heads



- 1 Click settings under settings tab
- 2 Click admin
- 3 Then click on import and select Import ledgers



### Upload Document

No file chosen → 4  
You can view the [sample excel file](#) downloadable here.

#### Note:

1. You can import the excel file which includes your Ledger Info.
2. In Import excel limit for this Ledger is maximum 500 rows, Please review your Document.



# Importing

---

- 4. Click on choose file and select the excel
- 5. Click import

## Map Fields

Have you marked headings in the 1st Row  Yes  No

6

Account id

Name\*

Group

Sub Group

Group Account id

Subgroup Account id

Opening Balance

Type\*

7

- 6. Then map with relevant fields
- 7. Click save



## Importing Sales Orders

The screenshot shows the REACH Business Automation Software interface. The top navigation bar includes 'Dashboard', 'Leads', 'Income', 'Purchases', 'Inventory', 'Accounting', 'Reports', and 'Setting'. The 'Leads' menu is open, showing options: Enquiry, Leads, Quotes, Sales Order, and Reminders. A red arrow labeled '1' points to the 'Sales Order' option. To the right, there is a green button labeled 'Import Sales Order' with a red arrow labeled '2' pointing to it. Below the navigation bar, there is a search bar for 'SalesOrder #' and buttons for 'Detailed Excel', 'Print', and 'Excel'. A table below shows a list of sales orders with columns: Sales Order #, Customer / Category, Date, Amount, PO Details, Delivery Date, Days Left, Converted To, and Action. The table contains three rows of data.

Sales Order #	Customer / Category	Date	Amount	PO Details	Delivery Date	Days Left	Converted To	Action
SO/ 10 /2018	Puhal	February 13, 2018	22,210.00	PO-Number:45 PO-Date:13/02/2018			New	Action -
SO/ 9 /2018	Mohan	February 13, 2018	56,960.00	PO-Number:123 PO-Date:13/02/2018			New	Action -
SO/ 8 /2018	Kumaran	February 13, 2018	56,960.00	PO-Number:123 PO-Date:13/02/2018			New	Action -


1. Go to sales orders under leads tab
2. And click import sales orders

The screenshot shows the 'Import Sales Order' page. The page title is 'Import Sales Order' and the breadcrumb is 'Home / Income / Import Sales Order'. There is a 'Sales Order List' button in the top right. Below the title, there is an 'Upload Document' section with a 'Choose File' button. A file named 'Sales Order (150.xlsx)' is selected, indicated by a red arrow labeled '3'. Below the file selection, there is a 'Settings' dropdown menu set to 'Gst Sales Order'. At the bottom right, there are 'Import' and 'Cancel' buttons, with a red arrow labeled '4' pointing to the 'Import' button.

3. Click on choose file and select the excel
4. import the products

# Importing

### Map Salesorder

 5 ← Back

Map Fields ^

Have you marked headings in the 1st Row  Yes  No

Prefix(Ex: RA)	Prefix( Col:2 )	▼
SO NO*	Invoice No#( Col:1 )	▼
Suffix(Ex: RT)	Suffix( Col:3 )	▼
Date *	Date( Col:5 )	▼
Customer *	Customer( Col:6 )	▼
Executive	Executives( Col:7 )	▼
Notes	Notes( Col:10 )	▼
Terms	Term( Col:11 )	▼
PO Number	PO NO( Col:9 )	▼
PO Dated	PO Date( Col:8 )	▼
Product*	Product( Col:12 )	▼
desc	Discount( Col:18 )	▼
Qty *	Quantity( Col:15 )	▼
Unit	Units( Col:16 )	▼
Size	Select a Field	▼
Desc	Descriptin( Col:13 )	▼
Process	Select a Field	▼
Price*	Price( Col:17 )	▼

Currency Currency( Col:21 )

Exchange rate Exchange rate( Col:22 )

SO Total\* Total Invoice Amount( Col:28 )

Branch Select a Field

6 ← Save Cancel

5. Then map with relevant fields
6. Click on save once you are done

## Importing Quotes

The screenshot shows the REACH Business Automation Software interface. The top navigation bar includes 'Dashboard', 'Leads', 'Income', 'Purchases', 'Inventory', 'Accounting', 'Reports', and 'Setting'. The 'Leads' menu is expanded, showing 'Enquiry', 'Leads', 'Quotes', 'Sales Order', and 'Reminders'. A red arrow labeled '1' points to the 'Quotes' option. Below the menu, the 'Quotes' section is visible, with a red arrow labeled '2' pointing to the 'Import Quote' button. The interface also shows a search bar, 'Advance Search', and buttons for 'Detailed Excel', 'Print', and 'Excel'. A table of quotes is displayed below, with columns for Quote #, Amount, Customer Name, Executive, Date, Age of Quote, Closure Probability(%), Status, Converted To, and Action.

Quote #	Amount	Customer Name	Executive	Date	Age of Quote	Closure Probability(%)	Status	Converted To	Action
Quote 197 2017	17,700.00	Mr. Aksh Jolly		January 11, 2018	0	0	Pending	Pending	Action
Quote 196 2017	59,000.00	More Patil	Executive 3	January 9, 2018	2	0	Pending	Sales Order	Action
Quote 195 2017	1,132.00	More Patil	Executive 3	January 5, 2018	6	0	Pending	Pending	Action

1. Go to Quotes under leads tab
2. And click import Quotes

# Importing

**Import Quotes** Quotes List

Home / Quotes / Import Quotes

Import Quotes

**Upload Document**

No file chosen → 3

**Note:**

- \* Please ensure that the Date values are in dd/mm/yyyy format. ( We will ignore other formats ).
- \* Don't mention the Rupee Symbol in the "Amount" Field. It has to be numbers only.
- \* Make sure all mandatory fields have values. If not we will ignore null records
- \* For "Invoice Option" field to be imported correctly, you need to select the Paid Date, Paid Amount and Invoice Date. We will ignore the record even if one of the fields is not mapped.

Setting Id: GST Quotes → 4

5 ←

3. Click on choose file and select the excel
4. Select setting type
5. Click Import

**Map Quotes** Back

Map Fields

Have you marked headings in the 1st Row  Yes  No

Prefix(Ex: RA) Prefix( Col.2 ) → 6

Quote NO\* Quotes No( Col.1 )

Suffix(Ex: RT) Suffix( Col.3 )

Date \* Date( Col.5 )

Customer Name \* Customer( Col.6 )

Executive Executives( Col.7 )

Closure probability Select a Field

Notes Notes( Col.10 )

Terms Term( Col.11 )

Product\* Product( Col.12 )

DISCOUNT

Tax rate

Currency

Exchange rate

Quote Total\*

Branch

7 ←

6. Map with relevant fields
7. And Save

## Importing Invoices

REACH Business Automation Software

Dashboard Leads Income Purchases Inventory Accounting Reports Setting

Welcome M/S. RHEA INTERNATIONAL, Logged in for Home Branch - GST Plugin

Invoice

Home / Income / Invoice

Invoice Id  Search

Displaying 1-50 of 1440 results.

Invoice #	Customer	Date	Amount	Paid	Pending	Status	Shipment	Action
inv/ 1959 /2018	KESAVAN VELUTHOOR9846226286	September 7, 2017	58,040.00	0.00	58,040.00	DRAFT	NOT DELIV	Action
inv/ 1958 /2018	KESAVAN VELUTHOOR9846226286	September 7, 2017	58,040.00	0.00	58,040.00	DRAFT	NOT DELIV	Action
inv/ 1957 /2018	KESAVAN VELUTHOOR9846226286	September 7, 2017	58,040.00	0.00	58,040.00	DRAFT	NOT DELIV	Action
inv/ 1956 /2018	SIVADASAN CHEMMALASSERI NIMISHA NIVAS	September 7, 2017	93,552.00	0.00	93,552.00	DRAFT	NOT DELIV	Action

# Importing

1. Go to invoice under Income tab
2. And click Import Invoice

Import Invoice Invoice List

Home / Income / Import Invoice

---

Import Invoice

Upload Document

Choose File invoice import.trac → 3

Note:

- \* Please ensure that the Date values are in dd/mm/yyyy format. ( We will ignore other formats ).
- \* Don't mention the Rupee Symbol in the "Amount" Field. It has to be numbers only.
- \* Make sure all mandatory fields have values. If not we will ignore null records
- \* For "Invoice Option" field to be imported correctly, you need to select the Paid Date, Paid Amount and Invoice Date. We will ignore the record even if one of the fields is not mapped.

Settings Type \* GST TAX INVOICE

4 ← Import Cancel

3. Click on choose file and select the excel
4. Click Import

Map Invoice Back

Map Fields

Have you marked headings in the 1st Row  Yes  No

Prefix(Ex: RA) Select a Field

Invoice Number(Last #) \* Select a Field

Suffix(Ex: RT) Select a Field

Date \* Select a Field

Customer Name \* Select a Field

Receiver GSTN/ UID Select a Field

Sales Type Select a Field

Discount Type Select a Field

Discount Select a Field

Round off Select a Field

Exchange Rate

Currency

Amount \*

Branch

6

5. Then map with relevant fields
6. Save

## Importing Receipts

REACH Business Automation Software

Dashboard Leads Income Purchases Inventory Accounting Reports

me M/S. RHEA INTERNATIONAL, Logged in for Home Branch

Receipt

Home / Income / Receipt

1

Displaying 1-50 of 54 results.

Receipt #	Date	Amount	Bank	Customer/Category	Notes	Action
26	December 8, 2017	1,000.00	HDFC Bank	Mr. Aksh Jolly		Action
25	December 8, 2017	3,160.00	ICICI	More Patil		Action
24	December 8, 2017	10,000.00	ICICI	More Patil		Action

- 1 Go to Receipt under Income tab
2. Click import receipts button

# Importing

**Import Receipt** ← Back

Home / Income / Import Receipt

---

**Import Receipt**

**Upload Document**

Choose File receipts.xlsx → 3

You can import the excel file while includes your Receipt details

**Note:**

- \* Please ensure that the Date values are in dd/mm/yyyy format ( We will ignore other formats ).
- \* Don't mention the Rupee Symbol in the "Amount" Field. It has to be numbers only.
- \* Make sure all mandatory fields have values. If not we will ignore null records
- \* For "Receipt Option" field to be imported correctly, you need to select the Paid Date, Paid Amount and Receipt Date. We will ignore the record even if one of the fields is not mapped.

[Download SAMPLE FILE](#)

← 4 ✓ Import ⊗ Cancel

3. Click on choose file and select the excel
4. And click import Receipt

**Map Receipt** ← Back

Map Fields ↪ 5

Have you marked headings in the 1st Row  Yes  No

Paid Date	Select a Field
Payment Mode (Bank Account)	Select a Field
Account Type	Select a Field
Towards (Category)	Select a Field
For (Rs.)	Select a Field
Receipt No.	Select a Field
Tax Rate	Select a Field
Tax Amount	Select a Field
Towards (Category)	Select a Field
For (Rs.)	Select a Field
Receipt No.	Select a Field



Tax Rate Select a Field

Tax Amount Select a Field

Cost Center Select a Field

Payment Notes Select a Field

Branch Select a Field

6 ← Save Cancel

5. Then map with relevant fields
6. Save

## Importing Purchase Orders

1. Go to Purchase orders under Purchase tab
2. Click Import PO

REACH Business Automation Software

Dashboard Leads Income Expense Inventory Accounting Reports Setting

Purchase Order

Home / Expense / Purchase Order

Advance Search

Purchase Order

Bill

Payment

Debit Note

Reminders

Add Bulk Purchase Order Import Purchase Order Add Purchase Order

Detailed Excel

Delete

Displaying 1-31 of 31 results.

PO #	Vendor Name / Financial Category	Date	Amount	Paid	Pending	Stock Status	Approval Status	Action
4	RAMASAI ENTERPRISES	January 25, 2018	5,250.00	0	5250	NOT RECEIVED	Pending approval by Martina	Action
1025	Apple Communication	January 17, 2018	403,200.00	0	403200	BILLED	Dr. Approved	Action
1024	Apple Communication	January 17, 2018	100,800.00	0	100800	BILLED	Dr. Approved	Action

# Importing

3. Click on choose file and select the excel
4. Select settings type
5. And click Purchase orders

**Import Expense** Purchase Order List

Home / Expense / Import Expense

**Import Expense**

**Upload Document**

No file chosen → 3

Note:

- \* Please ensure that the Date values are in dd/mm/yyyy format. ( We will ignore other formats ).
- \* Don't mention the Rupee Symbol in the "Amount" Field. It has to be numbers only.
- \* Make sure all mandatory fields have values. If not we will ignore null records
- \* For "Invoice Option" field to be imported correctly, you need to select the Paid Date, Paid Amount and Invoice Date. We will ignore the record even if one of the fields is not mapped.

**Settings** po → 4

5 ←

6. Then map with relevant fields

**Map Purchase Order** Back

**Map Fields**

Have you marked headings in the 1st Row  Yes  No

Prefix(Ex: RA)

PO NO\*

Suffix(Ex: RT)

Date\*

Vendor Name\*

Notes

Terms

Product\*

Currency

Exchange rate

PO Total\*

Branch

7

7. Save

## Importing Supplier Bills

REACH Business Automation Software

Dashboard Leads Income Expense Inventory Accounting Reports Settings

Welcome GLOBAL TRADING CO., Logged in for Home Branch - GST Plugin

Bill  
Home / Expense / Bill

Advance Search

1 2

Displaying 1-49 of 49 results.

Bill #	Vendor / Category	Date	Amount	Paid	Pending	Status	Shipment	Action
945728	Vendor 3 - Purchases	January 24, 2018	3,000.00	0	3000	DRAFT	RECEIVED	Action
16	Vendor 2 - Purchases	January 22, 2018	59,000.00	0	59000	DRAFT	RECEIVED	Action
2	Vendor 2 - Purchases	January 20, 2018	5,250.00	0	5250	DRAFT	RECEIVED	Action

1. Go to Bill under Purchase tab

2. Click Import Bill

# Importing

REACH Business Automation Software

Dashboard Leads Income Expense Inventory Accounting Reports Setting

Welcome GLOBAL TRADING CO., Logged in for Home Branch - GST Plugin

## Import Bill

Home / Expense / Import Bill [Bill List](#)

Import Bill

**Upload Document**

No file chosen **3**

Note:

- \* Please ensure that the Date values are in dd/mm/yyyy format. ( We will ignore other formats )
- \* Don't mention the Rupee Symbol in the "Amount" Field. It has to be numbers only.
- \* Make sure all mandatory fields have values. If not we will ignore null records
- \* For "Invoice Option" field to be imported correctly, you need to select the Paid Date, Paid Amount and Invoice Date. We will ignore the record even if one of the fields is not mapped.

**Settings Type \*** Bill **4**

**5**

3. Click on choose file and select the excel
4. Select settings type
5. And click import Bill

## Map Bill

[Back](#)

Map Fields

Have you marked headings in the 1st Row  Yes  No **6**

Prefix(Ex: RA)

Bill Number(Last #)\*

Suffix(Ex: RT)

Date\*

Vendor\*

Sender GSTN/ UID

Sales Type

Supply Type

Supply Attracts Reverse Charge

Tax Rate: Select a Field

Currency: Select a Field

Exchange Rate: Select a Field

Total\*: Select a Field

Branch: Select a Field

7 ← Save Cancel

6. Then map with relevant fields
7. Save

## Importing Payments

REACH Business Automation Software

Dashboard Leads Income Purchases Inventory Accounting Reports

Welcome M/S. RHEA INTERNATIONAL, Logged in for Home Branch

Payment

Home / Purchases / Payment

Prefix Payment # Suffix

Payment Import Payment Add Payment

Print Excel Pdf

Delete

Displaying 1-32 of 32 results.

Payment #	Date	Amount	Bank	Vendor/Category	Notes	Action
2	July 7, 2016	210.00	Bank 1	Purchases	test	Action
1	July 6, 2016	1,155.00	Cash	Purchases POS Customer	test	Action
18	January 4, 2018	128.00	Cash	Balaji		Action

1. Go to Payments under Purchase tab
2. And click import Payment

# Importing

**Import Payment** ← Back

Home / Contacts / Import Payment

Import Payment

**Upload Document**

No file chosen ← 3

You can import the excel file while includes your Payment details.

**Note:**

- \* Please ensure that the Date values are in dd/mm/yyyy format. ( We will ignore other formats ).
- \* Don't mention the Rupee Symbol in the "Amount" Field. It has to be numbers only.
- \* Make sure all mandatory fields have values. If not we will ignore null records.
- \* For "Payment Option" field to be imported correctly, you need to select the Paid Date, Paid Amount and Payment Date. We will ignore the record even if one of the fields is not mapped.

Download [SAMPLE FILE](#)

← 4

3. Click on choose file and select the excel
4. Select settings type
5. And click import.

**Map Payment** ← Back

Map Fields → 5

Have you marked headings in the 1st Row  Yes  No

Paid Date

Payment Mode (Bank Account)

Account Type

Towards \* (Category)

For (Rs.) \*

Bill No \*

Tax Rate

Towards \* (Category)

For (Rs.) \*

Bill No \*

Tax Rate

Cost Center

Payment Notes

Branch

6

6. Map with relevant fields

7. Save

## Importing Bank Transactions

The screenshot shows the REACH Business Automation Software interface. The top navigation bar includes tabs for Dashboard, Leads, Orders, Jobs, Income, procurement, Inventory, Finance, Reports, and Settings. The 'Settings' tab is active, and a dropdown menu is open, showing options like My Reach, Settings, Plugin, Account Information, Export/Print, Change Password, and Sign Out. The 'Admin' menu is also open, showing options like Business Profile, General Settings, Import, Import Ledgers, Import Bank Transactions, Import Products, Import Customers, Import Vendors, Workflow, Security and Data Protection, Customisations, Templates, and Users & Access Restriction. The 'Business settings' page is displayed, with a list of tasks: 1. Add your Business Details and get ready to start, 2. Auto-Import your leads from your website and e-mail, 3. Add your products, and 4. Add taxes. Red arrows point to the 'Settings' tab, the 'Admin' menu, and the 'Import Bank Transactions' option.

1. Click settings under settings tab

2. Click import under admin

3. Then click Import bank Transactions

# Importing

## Upload Transactions

Home / Reconciliation / Upload Transactions

You can upload the excel file downloaded from your net banking interface after adjusting the format to the sample excel file downloadable [here](#).

**Note :**

- \* Please ensure that the Date values are in dd/mm/yyyy format.

**Statement \***

No file chosen → 4

**Payment Account \***

Select a Field → 5

The bank account that you downloaded the statement from.

or  → 6

4. You can upload the excel file downloaded from your net banking interface after adjusting the format to the sample excel file downloadable here, Click on choose file and select the excel
5. Select settings Payment Account
6. And click import

## Map Fields

Home / Reconciliation / Map Fields

File imported successfully. ✕

Have you marked headings in the 1st Row  Yes  No

**Txn Date \***

Select a Field

**Description \***

Select a Field

**Ref No**

Select a Field → 7



Credit  
Select a Field ▼

Balance  
Select a Field ▼

8 ←  or

7. Then map with relevant fields

8. Save

## Practicals

Take a quick walkthrough of the Cloud Accounting Software along and explore the various Menu and Submenu.

[TRY NOW](#)

# Questions

---

## 1. How to import a customer in Reach software?

a. Settings tab > settings > Click admin > click on import > select Import customer > choose file and select the excel > Click import > map with relevant fields > Save.

b. settings tab > settings > Click admin > click on import > select Import customer > choose file and select the excel > Click on overwrite > Click import > Click on validate HSN > map with relevant fields > Save.

c. Purchase tab > Purchase orders > Import Bill > choose file and select the excel > Click import customer > Save.

## 2. How to import a vendors in Reach software?

a. Click my reach > Click admin > Then click on import and select Import vendors > Click on choose file and select the excel > Click import > Then map with relevant fields > Click Save.

b. Click settings under settings tab > Click admin > Then click on import and select Import vendors > Click on choose file and select the excel > Click import > Then map with relevant fields > Click Save.

c. Click my reach > Click income > Then click on import and select Import vendors > Click on choose file and select the excel > Click import > Then map with relevant fields > Click Save.

## 3. Which type of format you can use for import ?

a. Word

b. Excel

c. Html

## 4. How to import a account ledger in Reach software?

a. Click my reach > Click admin > Then click on import and select Import account ledger > Click on choose file and select the excel > Click import > Then map with relevant fields > Click Save.

b. Go to invoice under income tab > Click on Add import Button > Click on Add Invoice Template > save.

c. Click settings under settings tab > Click admin > Then click on import and select Import ledgers > Click on choose file and select the excel > Click import > Then map with relevant fields > Click save.

## 5. Don't mention the rupees symbol in \_\_\_\_\_ field. It has to be numbers only.

a. Amount

b. Mandatory

c. Invoice

## 6. How to import a bank transaction in Reach software?

a. Click settings under settings tab > Click Import under admin > Then click Import bank Transactions > Click on choose file and select the excel > select payment account > click import > Then Map with relevant fields > Save.

# Questions

---

b. Click settings under settings tab>Click export under admin>Then click Import bank Transactions>Click on choose file and select the excel>select payment account>click import>Then Map with relevant fields>Save.

c. Click income under settings tab>Click import under admin>Then click Import bank Transactions>Click on choose file and select the excel>select payment account>click import>Then Map with relevant fields>Save.

## 7. How to import a Payment in Reach software?

a. Go to Purchase orders under expense tab>Click Import Bill>Click on choose file and select the excel>Click import Payment>Then Map with relevant fields>Save.

b. Go to Purchase orders under Purchase tab>Click Import Bill>Click on choose file and select the excel>Click import Payment>Then Map with relevant fields>Save.

c. Go to Purchase orders under Purchase tab>Click Import Bill>Click on choose file and select the html>Click import Payment>Then Map with relevant fields>Save.

## 8. How to import a Supplier bill in Reach software?

a. Go to Receipt under Purchase tab>Click Import Bill>Click on choose file and select the excel>Select settings type>Click import Bill>Then Map with relevant fields>Save.

b. Go to Bill under Purchase tab>Click Import Bill>Click on choose file and select the excel>Select settings type>Click import Bill>Then Map with relevant fields>Save.

c. Go to sales under Purchase tab>Click Import Bill>Click on choose file and select the excel>Select settings type>Click import Bill>Then Map with relevant fields>Save.

## 9. How to import a Purchase order in Reach software?

a. Go to Purchase orders under Purchase tab>Click Import Purchase Orders>Click on choose file and select the excel>Select settings type>Click import Receipt>Then Map with relevant fields>Save.

b. Go to Purchase orders under Purchase tab>Click Import Purchase Orders>Click on choose file and select the excel>Select settings type>Click import ledger>Then Map with relevant fields>Save.

c. Go to Purchase orders under Purchase tab>Click Import Purchase Orders>Click on choose file and select the excel>Select settings type>Click import expense>Then Map with relevant fields>Save.

## 10. How to import a Quotes in Reach software?

a. Go to Quotes under leads tab>Click import Quotes>Click on choose file and select the excel>Select setting type>Click Import Button>Map with relevant fields>Save.

b. Go to Quotes under income tab>Click import Quotes>Click on choose file and select the excel>Select setting type>Click Import Button>Map with relevant fields>Save.

c. Go to Quotes under reminder tab>Click import Quotes>Click on choose file and select the excel>Select setting type>Click Import Button>Map with relevant fields>Save.

# INCOME

---

Business Accounting Involves recording the Income and Expenses and journalise them for accounting reports.

**Learning Objective:**

In this chapter we will learn about recording

1. Invoices
2. Receipts
3. Sales Returns

## 1. Invoices

**Learning Objectives:**

1. Know what an Invoice is
2. Know when to raise an Invoice
3. Understand the format and essentials of an Invoice
4. Know how to raise Invoice using Reach Software
5. Know where to check this invoice results.

**What is an Invoice?**

Invoice is issued by a seller to the buyer quantifying the terms of purchase and becomes a legal document for the tax authorities

There are two types of Invoices:

1. A Retail Invoice or Bill
2. A Tax Invoice

When you buy a good from your nearby supermarket, The receipt given to you is a Retail Bill. In the same way, when you book a ticket using the services of a travel agent, the transaction document given by him is called a Tax Invoice.

When to raise an Invoice to your buyer?

The answer to this lies in the nature of your business.

**If you are selling goods, you have two options**

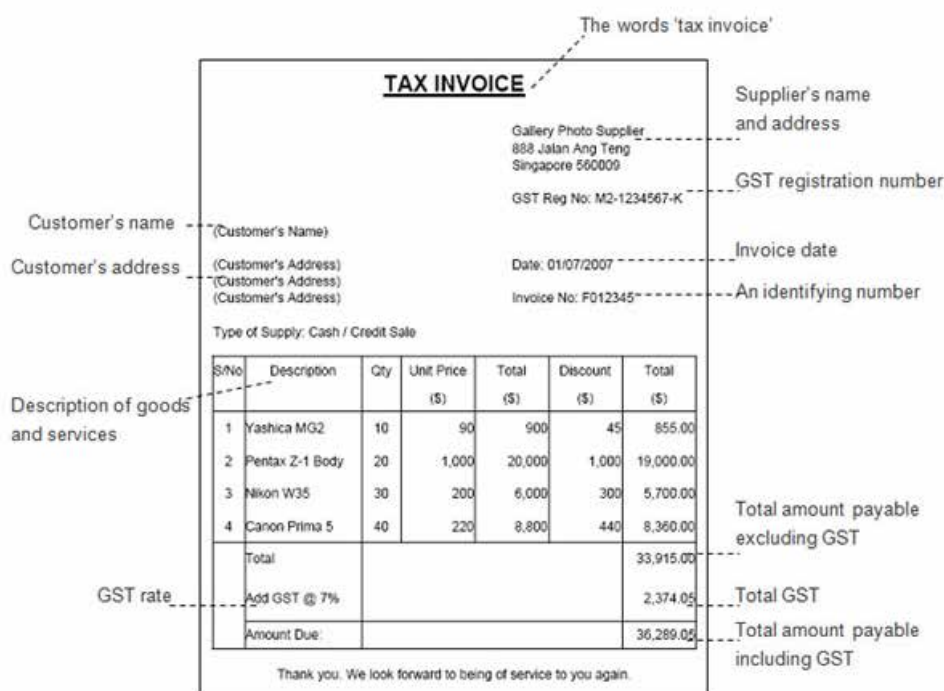
1. In the normal cases, you have to issue an Invoice before the goods are removed from your place
2. In the case of continuous supply, you can issue an Invoice before the issuance of the account statement

**If you are offering services:**

1. You have to raise Invoices within 30 days from the supply of services

**What is the format of an Invoice?**

Let us see the format of the retail and tax Invoice format and understand the key items



**A GST Invoice must have the following mandatory fields:**

1. Invoice number and date
2. Customer name
3. Shipping and billing address
4. Customer and taxpayer's GSTIN (if registered)\*\*

5. Place of supply
6. HSN code/ SAC code
7. Item details i.e. description, quantity (number), unit (metre, kg etc.), total value
8. Taxable value and discounts
9. Rate and amount of taxes i.e. CGST/ SGST/ IGST
10. Whether GST is payable on reverse charge basis
11. Signature of the supplier

**\*\*If the recipient is not registered AND the value is more than Rs. 50,000 then the invoice should carry:**

- i. name and address of the recipient,
- ii. Address of delivery,
- iii. state name and state code

## **How to raise an Invoice using Reach Accountant?**

Now I will show you how to raise a Tax Invoice using Reach Software.

You will first have to design and setup your Invoice parameters. This is done only once

Once you have setup your Invoice, you can then start creating Invoice for your customers.

### **1. Designing your Invoice**

Reach Software provides you a unique option to design Invoices the way you like it.

You can either choose to use over 20 pre-designed templates or you can design one yourself.

Let me now show you how to design your Invoice.

Step 1 - Go to Settings>> Admin>> Invoice Template

Step 2 - Click on Add Invoice Template

Step 3 - Now you can start designing your Invoice.

Give a name for your Template and Choose a Parent template which you would like to amend.

Now you can create the place holders and paste it in the places you would like to have it.

For example, If you like to change the delivery note column to a Bill due date column, create the relevant place holder and paste it in the template area

Step 4 - Once done, you can save the template.

### **2. Setting up the Invoice**

Now I will show you how to set-up the Invoice parameters.

You can choose to create multiple Invoice sequences also in Reach Software.

For example, you can create a different sequence for Export Invoices and another sequence for Local Invoices

Let's see how to create a Invoice Sequence.

Step 1 - Go to settings>> Income>> Create Template

Step 2 - Click on add template

Step 3 - Now you can start setting up the basic parameters

Assign the Invoice template to a branch and provide a Template name.

Choose the Invoice design from the dropdown. You will see the design created by you in the list. Choose the designed Invoice.

Now you can further add parameters relating to Taxes

Once that is done, you can assign a pre-filled pricelist to this template if that is relevant.

A pricelist is created separately if you have differential pricings for customers divided by type or geography. I will teach you about the pricelist in a separate video.

Once you assign a pricelist, you can configure the decimal points for this Invoice template.

You can also pre-set the type of Invoice and assign it to a specific account head.

Following which you can pre set the terms and notes. Please note that you can also choose to add these details at the time of voucher entry.

<< Now open a sample Invoice format>>

Now, you can add additional columns and fields to your Invoice. Let me show you how.

The above the line columns can be added here and this will reflect here in the invoice.

Below the line columns can be added both as an addition item or a subtraction item and will reflect in your Invoice like this.

Now you can choose your email and print preferences.

You can choose the size of the paper which you will use to print your Invoice and also decide on the number of copies you choose to print.

# Income

Once you finish the print settings, you can now choose the Invoice number sequence and add a starting number.

In case you are a Importer or Manufacturer, you can choose the value at which the tax should be calculated.

the serial number checkbox is used if you deal with electronic products or spare parts and wish to track your Inventory based on batch or serial sequences

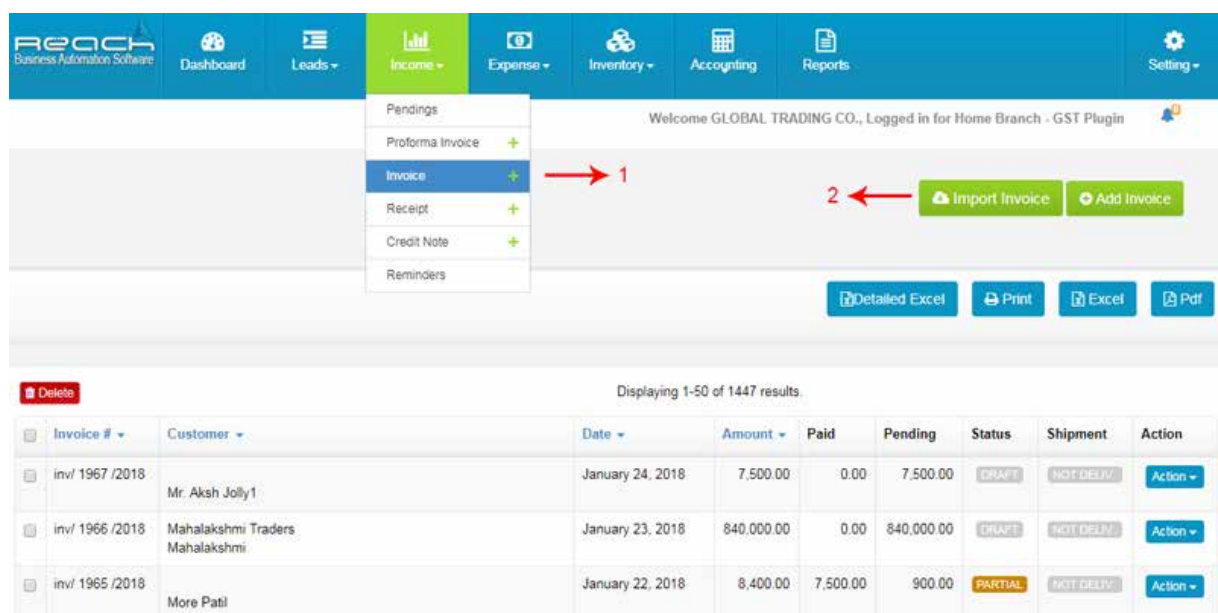
Finally, you can choose if this is a default template

Once done, you can now save it.

### 3. Raising an Invoice

Now that you have set-up your Invoices, you can start creating and issuing Invoices to your customers using Reach Software.

Let me now show you how.



The screenshot shows the Reach Business Automation Software interface. The top navigation bar includes 'Dashboard', 'Leads', 'Income', 'Expense', 'Inventory', 'Accounting', 'Reports', and 'Setting'. The 'Income' menu is open, showing options: 'Pendings', 'Proforma Invoice', 'Invoice', 'Receipt', 'Credit Note', and 'Reminders'. A red arrow labeled '1' points to the 'Invoice' option. Below the menu, there are buttons for 'Import Invoice' and 'Add Invoice'. A red arrow labeled '2' points to the 'Add Invoice' button. Below the buttons, there are buttons for 'Detailed Excel', 'Print', 'Excel', and 'Pdf'. At the bottom, there is a table with columns: Invoice #, Customer, Date, Amount, Paid, Pending, Status, Shipment, and Action. The table displays three rows of invoice data.

Invoice #	Customer	Date	Amount	Paid	Pending	Status	Shipment	Action
inv/ 1967 /2018	Mr. Aksh Jolly1	January 24, 2018	7,500.00	0.00	7,500.00	DRAFT	NOT DELIV.	Action
inv/ 1966 /2018	Mahalakshmi Traders Mahalakshmi	January 23, 2018	840,000.00	0.00	840,000.00	DRAFT	NOT DELIV.	Action
inv/ 1965 /2018	More Patil	January 22, 2018	8,400.00	7,500.00	900.00	PARTIAL	NOT DELIV.	Action

1. Go to invoice under income tab

2. Click on Add Invoice

The Invoice will have three segments, The first segment shows details and type of the Invoice.

The second shows the Billing particulars and the last segment shows other key details.

Let us now raise a sample Invoice.



**Settings Type\***  
GST GST TAX INVOICE

**Customer Name\***  
Mr Aksh Jolly1 - -98921331

**Address**  
Thane,  
Email: jntegratedsolutions@gmail.com  
Phone no: 9892133961  
**Debit: 1,156,277.75**

**Receiver GSTN/UID**  
548712300HTY23

**Sales Type**  
EXPORT

**Customer Reference**

**Executive**  
chellapandari - chella vishu

**Notes**

**Bill No**  
452

**Bill Date**  
22/02/2018

**Cost Centre**  
cost centre1

**Supply Type**  
Export

**Supply Attracts Reverse Charge**  
YES

**Point of Supply (Only if different from location of recipient)**

**Is tax on this invoice paid under provisional assessment**  
NO

**Pricelist**  
Havello Wire

**Invoice #**

Prefix # Ex:RA	Invoice # Last#-1	Suffix # Ex:RT
4		

**Date\***  
05/02/2018

**Due Date**  
5/2/2018

**Barcode**

3. Choose the customer to whom you are raising an Invoice.

Reach will automatically populate the customer's details and also show you the balance outstanding for the customer. In case this is a new customer,

4. You can add the details of the new customer by clicking on the "+" button near the customer field.

5. You can match this Invoice to a specific cost centre and choose the pricelist relevant to the customer. ( you also have an option to pre-assign the pricelist to the customer and reach will automatically pull it out)

# Income

Product	Description	Qty	Units	Price	Discount	Tax	Incl_Tax	Amount
Wood Chair - 654321		1	Kgs	4000	%			4000.00
Subtotal:								4000.00
Less: DISCOUNT								
Less: REVERSE CHARGE								0.00
<b>Total (INR):</b>								<b>4000.00</b>

Other Details

Set Reminder

Date & Time of Preparation

Date & Time of Removal

Add Delivery Details?

Deliver To?

Is This Recurring?

Packing Details

ARE-1 Form

Attach Documents  
Allowed File Formats: \*.jpg, \*.png, \*.gif, \*.txt, \*.xls, \*.doc, \*.xlsx (Allowed Size 2M)

Choose File No file chosen

6. Once marked, you can start adding all the products which you sell in the Invoice now. while adding products, you can add discounts and choose taxes.

7. Once an Invoice is completed, you can now create a receipt for the Invoice or adjust the Invoice against advance payments or outstanding credit notes.

8. Reach also has the option of pre-setting reminders for your Invoices through email and sms.

**Now your Invoice is completed and ready to be sent to your customer.**

9. You can print the Invoice and send it to your customer. Alternatively you can also choose to email, sms or whatsapp the Invoice directly to your customer.

Deleting

Displaying 1-50 of 1442 results.

Invoice #	Customer	Date	Amount	Paid	Pending	Status	Shipment	Action
inv/ 1961 /2018	Mr Hassan	January 17, 2018	56,000.00	56,000.00	0.00	PAID	DELIVERED	Action
inv/ 1960 /2018	Reach	January 17, 2018	50,400.00	50,400.00	0.00	PAID		
inv/ 1959 /2018	KESAVAN VELUTHOOR9846226286	September 7, 2017	58,040.00	0.00	58,040.00	DRAFT		
inv/ 1958 /2018	KESAVAN VELUTHOOR9846226286	September 7, 2017	58,040.00	0.00	58,040.00	DRAFT		
inv/ 1957 /2018	KESAVAN VELUTHOOR9846226286	September 7, 2017	58,040.00	0.00	58,040.00	DRAFT		
inv/ 1956 /2018	SIVADASAN CHEMMALASSERI NIMISHA NIVAS	September 7, 2017	93,552.00	0.00	93,552.00	DRAFT		
inv/ 1955 /2018	SIVADASAN CHEMMALASSERI NIMISHA NIVAS	September 7, 2017	93,552.00	0.00	93,552.00	DRAFT		
inv/ 1954 /2018	SIVADASAN CHEMMALASSERI NIMISHA NIVAS	September 7, 2017	93,552.00	0.00	93,552.00	DRAFT		
inv/ 1953 /2018	ABID AMAYOOR KUUNATHU (HOUSE0	September 7, 2017	60,985.00	0.00	60,985.00	DRAFT		

10

Once you save the Invoice. The Invoice appears in the list of Invoices.

10. The Invoice shows the payment and the shipment status. You can do further changes to the Invoice from the Action Tab.

## 2. Receipts

In this section, Lets learn What is Receipt Voucher and How to raise receipt using Reach, Cloud Accounting Software.

### Learning Objectives:

- Know What is Receipt Voucher and When Should Receipt Voucher be Issued?
- How to raise the receipt voucher using Reach software
- Where to check the receipt report

A receipt voucher is given when you receive money from a person. The money can be recieved as Cash, Cheque or as Bank Transfer. This voucher is the proof that payment has been received.

You might receive money

1. When you make a cash sale
2. Against a previous Credit Invoice
3. As an advance towards future supply
4. On sale of Asset

# Income

5. As a Hand Loan
6. And various other scenarios

In most of these scenarios, the payer will request a receipt from you.

Format of the Receipt Voucher?

Now, Let us see the format of the receipt voucher.

**The format of Receipt Voucher has been provided by the CGST Rules, 2017:**

1. Name, address, and GSTIN of the supplier
2. Serial number
3. Date of its issue
4. Name, address and GSTIN or Unique Identity Number, if registered, of the recipient
5. Description of goods or services
6. Amount of advance taken
7. Rate of tax (central tax, State tax, integrated tax, Union territory tax or cess)
8. Amount of tax charged in respect of taxable goods or services (central tax, State tax, integrated tax, Union territory tax or cess)
9. Place of supply along with the name of State and its code, in case of a supply in the course of inter-State trade or commerce
10. Whether the tax is payable on reverse charge basis

**Signature or digital signature of the supplier or his authorised representative:**

Advance Receipt						
National Enterprises 5th Block Rajaj Nagar Bangalore GSTIN/UIN : 29ALDGE1234A1Z5						
Party : <b>Excel Enterprises</b> Address : 4th Block, Jayanagar Bangalore GSTIN No. 29ALRGE6173T1Z5			Invoice No. : <b>1</b> Invoice Date : <b>15/07/2017</b>			
Sl No.	Particulars	Rate	per	Amount		
	Computers	55,000.00			<b>55,000.00</b>	
					<b>₹ 55,000.00</b>	
Amount received (in words) <b>INR Fifty Five Thousand Only</b>						
HSN/SAC		Taxable Value	Central Tax		State Tax	
		Rate	Amount	Rate	Amount	
54713010		55,000.00	9%	4,950.00	9%	4,950.00
<b>Total</b>		<b>55,000.00</b>		<b>4,950.00</b>	<b>4,950.00</b>	
Tax Amount (in words) : <b>INR Nine Thousand and Nine Hundred Only</b>					E & O.E	
<b>for National Enterprises</b>						
Prepared by		Verified by		Authorized Signatory		

## How to raise Receipt Voucher using Reach ?

Now that you know what is receipt voucher and when it is issued. Let us see, How to raise a receipt voucher using Reach Accounting Software.

There are three types of receipt voucher :

- Direct receipt voucher
- Payment Against invoice
- For Advance against invoice

### Direct receipt voucher.

A direct receipt voucher is made to acknowledge a cash sale, sale of an asset or any other windfall receipts. This attracts taxes as well so its important to record this in reach. Receipt can be made as cash, cheques or by bank transfers.

Now let us see how a direct receipt voucher is made.

The screenshot shows the Reach Accounting Software interface. The top navigation bar includes 'REACH Business Automation Software', 'Dashboard', 'Leads', 'Income', 'Purchases', 'Inventory', 'Accounting', 'Reports', and 'Setting'. The 'Income' menu is expanded, showing options: 'Pendings', 'Proforma Invoice', 'Invoice', 'Receipt', and 'Credit Note'. A red arrow labeled '1' points to the 'Receipt' option. Below the navigation bar, the user is logged in as 'GLOBAL TRADING CO., Logged in for Home Branch - GST Plugin'. The main content area is titled 'Receipt' and shows a search bar with fields for 'Prefix', 'Receipt Id', and 'Suffix', along with 'Search' and 'Advance Search' buttons. There are also 'Print', 'Excel', and 'Pdf' buttons. On the right side, there are two green buttons: 'Import Receipt' and 'Add Receipt'. A red arrow labeled '2' points to the 'Add Receipt' button. Below the search bar, there is a 'Delete' button and a message 'Displaying 1-50 of 54 results.' A table with columns 'Receipt #', 'Date', 'Amount', 'Bank', 'Customer/Category', 'Notes', and 'Action' is displayed. The table contains three rows of data:

Receipt #	Date	Amount	Bank	Customer/Category	Notes	Action
26	December 8, 2017	1,000.00	HDFC Bank	Mr. Aksh Jolly		Action
25	December 8, 2017	3,160.00	ICICI	More Patil		Action
24	December 8, 2017	10,000.00	ICICI	More Patil		Action

1. Go to receipt under income tab.
2. Click on add receipt

# Income

Receipt  
Home | Income | Create Receipt

### Create Receipt

Settings Type \*  
GST receipt

Payment Type  
Direct Receipt → 3

Branch  
Chennai

Receipt No  
PREFIX: 9 SUFFIX:

Date \*  
05/02/2018 → 4

Cheque No  
5874120369

Customer Name  
Select a Customer +

Payment Mode  
Axis Bank → 5\*

Account	Price	Tax	Tax Amount	Amount	Cost Centre
Service Charge	5000 → 6	Select Taxes → 7	0.00	5000.00	cost centre1
Total:			0.00	5000.00	

Notes  
→ 8

Save and Create New Save and Email Save and Print Save → 9 Cancel

3. Select the direct receipt in payment type.
4. Select date.
5. Select Payment mode.
6. Now select the sales in account and give the amount.
7. In case you like to add taxes to the payments made, make sure the taxes are enabled while creating an accounting ledger.
8. Add a notes for your reference.
9. Payment added successfully.

## Payment Against bill

A payment against invoice is made towards a credit invoice raised earlier to adjust the customer account for balance payments.

REACH Business Automation Software

Dashboard Leads Income Purchases Inventory Accounting Reports Setting

Welcome GLOBAL TRADING CO., Logged in for Home Branch - GST Plugin

Receipt

Home / Income / Receipt

Import Receipt Add Receipt

Print Excel Pdf

Delete

Displaying 1-50 of 54 results.

Receipt #	Date	Amount	Bank	Customer/Category	Notes	Action
26	December 8, 2017	1,000.00	HDFC Bank	Mr. Aksh Jolly		Action
25	December 8, 2017	3,160.00	ICICI	More Patil		Action
24	December 8, 2017	10,000.00	ICICI	More Patil		Action

1. Go to receipt under income tab
2. Click on add receipt.

Receipt

Home / Income / Create Receipt

Create Receipt

Settings Type \*  
GST receipt → 3

Payment Type  
Payment against bill

Branch  
Chennai

Receipt No  
PREFIX 9 SUFFIX

Date \*  
05/02/2018 → 4

Cheque No  
5847HTR5523 → 5

Payment Mode \*  
Axis Bank → 6

Amount \*  
14220 → 7

# Income

Customer Name \*  
ANAS CHERUKARA KOORIK... → 8

Notes  
Pending Invoice → 9

Pending Invoices for the customer [ - ANAS CHERUKARA KOORIKADAN (HOUSE) ] → 10

Invoice #	Amount	Date	Pending	Pay Amount	TDS Amount	Notes	Amount
1510 1510 ANAS CHERUKARA KOORIKADAN (HOUSE)	(Rs) 14,220.00	September 25, 2017	(Rs) 14,220.00	14220	0	Notes	14220
inv/ 1753 /2018	() 14,220.00	September 25, 2017	() 14,220.00	0	0	Notes	0
inv/ 1754 /2018	() 14,220.00	September 25, 2017	() 14,220.00	0	0	Notes	0
Amount matched with Invoice							14220.00
Amount to Customer							0.00

Total: 14220

→ 11

Save and Create New Save and Email Save and Print Save Cancel

3. Select Payment against Invoice in payment type.
4. Now select date.
5. Give the cheque number.
6. Select the payment mode.
7. Mention the amount here.
8. Select the customer.
9. Add a note for your reference.
10. Reach automatically open and display all the outstanding invoices for that customer. Make sure you adjust each of the invoice which needs to adjusted.
11. Click save. Payment added successfully.

## Advance against invoice

Manytimes advance payments are made in the course of normal trade. Such advances are adjusted against future invoices of the customer.

Now let me show you how advance payments are recorded in reach.



REACH Business Automation Software

Dashboard Leads Income Purchases Inventory Accounting Reports Setting

Welcome GLOBAL TRADING CO., Logged in for Home Branch - GST Plugin

Receipt

Home / Income / Receipt

Import Receipt Add Receipt

Print Excel Pdf

Delete

Displaying 1-50 of 54 results.

Receipt #	Date	Amount	Bank	Customer/Category	Notes	Action
26	December 8, 2017	1,000.00	HDFC Bank	Mr. Aksh Jolly		Action
25	December 8, 2017	3,160.00	ICICI	More Patil		Action
24	December 8, 2017	10,000.00	ICICI	More Patil		Action

1. Go to receipt under income tab
2. click on add receipt.

Receipt

Home / Income / Create Receipt

### Create Receipt

Settings Type \*  
GST receipt

Payment Type  
For Advances against Invoice → 3

Branch  
Chennai

Receipt No  
PREFIX: 9 SUFFIX:

Date \*  
05/02/2018 → 4

Cheque No  
524871369120 → 4

Advance Tax  
18% → 5

Payment Mode \*  
HDFC Bank → 6

Amount \*  
25400 → 7



TDS Amount  
100

Customer Name \*  
Kingmane Hospitality Pvt. Ltd. (...

Notes  
Advance

Total: 0.00

10 ← Save and Create New Save and Email Save and Print Save Cancel

3. Select for advance against invoice in payment type.

4. Now select date. Give the cheque no

5. and select the tax .After GST, these advances also attract taxes and hence it becomes important to record advances promptly.

6. now select the mode of payment Mention the amount here select customer. Add a note for your reference. Click save Payment added successfully.

7. Once receipts are made, the Collection Report gets updated automatically in Reach. The Overdue Invoice reports are adjusted too.

Reach automatically creates relevant accounting entries in the Daybook, ledgers, Financial and Tax Statements as well, so you can save time on separate accounting entries.

### 3. Credit Notes

In this section, Lets learn about credit notes and its usage.

#### Learning Objectives:

1. What a credit note is and when it is issued
2. How to prepare a credit note using Reach Accounting Software

#### What is a Credit Note?

When you return your goods to a nearby store, the shopkeeper sometimes would give you a receipt which you can use to exchange or set-off against future purchases. This receipt is known as a credit note.

In business, Credit notes are issued for the following reasons:

1. For Sales Returns
2. To provide a Sales Discount which was not known at the time of making the Invoice
3. To account for shortages in delivery

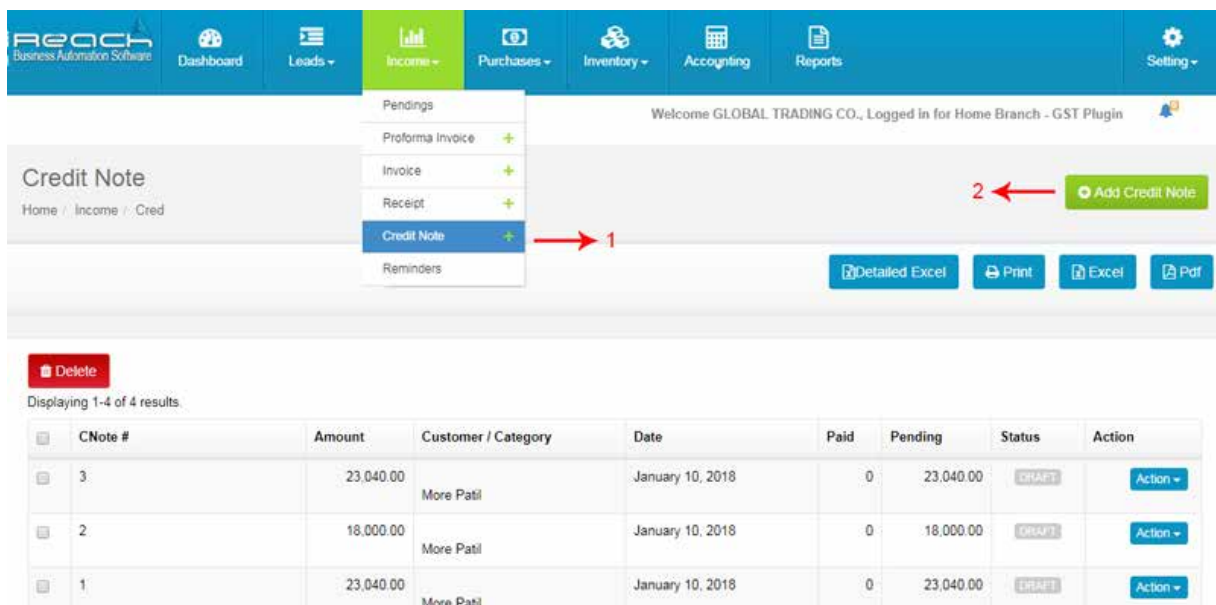
Credit notes can be adjusted against current outstanding Invoices or might be allowed to be set-off against future Invoices.

Sometimes, it might be followed with a cash refund too

How to prepare a credit note in Reach Software?

- o Explain the following scenarios
- o Adjusting the credit note against an existing Invoice
- o Adjusting an Invoice against a credit note
- o Making a refund payment against a credit note

## Adjusting the credit note against an existing Invoice



The screenshot shows the Reach Software interface. The top navigation bar includes 'Reach Business Automation Software', 'Dashboard', 'Leads', 'Income', 'Purchases', 'Inventory', 'Accounting', 'Reports', and 'Setting'. The 'Income' tab is selected, and a dropdown menu is open, showing options: 'Pendings', 'Proforma Invoice', 'Invoice', 'Receipt', 'Credit Note', and 'Reminders'. The 'Credit Note' option is highlighted with a red arrow labeled '1'. Below the navigation bar, the user is logged in as 'GLOBAL TRADING CO.' for 'Home Branch - GST Plugin'. The main content area is titled 'Credit Note' and shows a breadcrumb 'Home / Income / Cred'. There is an 'Add Credit Note' button highlighted with a red arrow labeled '2'. Below this, there are buttons for 'Detailed Excel', 'Print', 'Excel', and 'Pdf'. A table below shows a list of credit notes with columns: CNote #, Amount, Customer / Category, Date, Paid, Pending, Status, and Action. The table displays 1-4 of 4 results.

CNote #	Amount	Customer / Category	Date	Paid	Pending	Status	Action
3	23,040.00	More Patil	January 10, 2018	0	23,040.00	DRAFT	Action
2	18,000.00	More Patil	January 10, 2018	0	18,000.00	DRAFT	Action
1	23,040.00	More Patil	January 10, 2018	0	23,040.00	DRAFT	Action

1. Go to credit note under income tab
2. click on add credit note.

# Income

Reach
Settings

Welcome GLOBAL TRADING CO., Logged In for Home Branch - GST Plugin

### Create Credit Note

Home / Credit Note / Create Credit Note

Settings Type \*  
GST Credit Note

Customer Name  
More Paid -- 8422809107 → 3

Address  
GEE GEE Plaza,  
Door No 1, Wheat Crofts Road,  
Nungambakkam,  
Chennai, Tamil Nadu,  
India - 600034  
Email: kumarandco@gmail.com  
Phone no: 8422809107  
**Debit: 4,291,874.90**

Receiver GSTIN/ UID  
33ASD465ASDF5G

Sales Type  
B2B

Notes

Supply Type  
intra-state

Supply Attracts Reverse Charge  
NO

Point of Supply (Only if different from location of recipient)

Is tax on this Invoice paid under provisional assessment  
NO

Currency  
Indian Rupee (INR)

Pricelist  
More Paid

Credit Note #  
Prefix Ex: RA    Credit Note # Last#0    Suffix Ex: RT

Date \*  
24/01/2018 → 4

Product *	Description	Qty	Units	Price	Discount	Tax	Incl. Tax	Amount
✖ Samsung mobile -- <span style="color: red;">→ 5</span>		1	-	5696.4286	%	✖ OUTPUT SGST - 6.0% ✖ OUTPUT CGST - 6.0% <span style="color: red;">→ 6</span>		7.6
<b>Subtotal:</b>								6696.43
OUTPUT SGST - 6.0%:								401.79
OUTPUT CGST - 6.0%:								401.79
Less: DISCOUNT								0
Paid:								0.00
<b>Total Due (Rs):</b>								<b>6,696.43</b>
<b>Total (Rs):</b>								<b>7500.01</b>

← 7 Show pending invoices

Matched Invoices for the customer [ - More Paid ]						
Invoice #	Amount	Date	Pending	Pay Amount	Amount	Amount
mlr 1965 0218	6,400.00	January 22, 2018	6,400.00	7500	7500	
Amount matched with Invoice					7500	

Other Details

Attach Documents  
Allowed File Formats \*.jpg,\*.png,\*.gif,\*.txt,\*.xls,\*.doc,\*.xlsx (Allowed Size 2M)

Choose File (No file chosen)

Add new

Terms

← 8

Save and Create New Save and SMS Save and Email Save Cancel

3. Choose the customer to whom you are raising an credit note. Reach will automatically populate the customer's details.
4. Select date.
5. Select products details.
6. Enable the checkbox.
7. Reach automatically open and display all the invoices for that customer. Make sure you adjust each of the invoice which needs to adjusted.
8. Click save.

## Adjusting an Invoice against a credit note

The screenshot shows the REACH Business Automation Software interface. The top navigation bar includes 'Dashboard', 'Leads', 'Income', 'Expense', 'Inventory', 'Accounting', 'Reports', and 'Setting'. The 'Income' tab is active, and a dropdown menu is open, showing options like 'Pendings', 'Proforma Invoice', 'Invoice', 'Receipt', 'Credit Note', and 'Reminders'. A red arrow labeled '1' points to the 'Invoice' option. Below the navigation, there are search and filter options, and a table of invoices. The table has columns for Invoice #, Customer, Date, Amount, Paid, Pending, Status, Shipment, and Action. A red arrow labeled '2' points to the 'View Invoice' option in the action menu for the invoice with ID 'inv/ 1966 /2018'.

Invoice #	Customer	Date	Amount	Paid	Pending	Status	Shipment	Action
inv/ 1967 /2018	Mr. Aksh Jolly1	January 24, 2018	7,500.00	0.00	7,500.00	DRAFT	NOT DELIV.	Action
inv/ 1966 /2018	Mahalakshmi Traders Mahalakshmi	January 23, 2018	840,000.00	0.00	840,000.00	DRAFT		View Invoice PDF Invoice Mail Invoice Print Invoice Print Form 11 Print B-1 Print ARE-1 Update Invoice Delete Invoice Cancel Invoice Add Receipt Print DC
inv/ 1965 /2018	More Patil	January 22, 2018	8,400.00	7,500.00	900.00	PARTIAL		
inv/ 1964 /2018	Mr. Aksh Jolly1	January 20, 2018	3,330.00	0.00	3,330.00	DRAFT		
inv/ 1963 /2018	Customer 1	January 20, 2018	41,000.00	0.00	41,000.00	DRAFT		
inv/ 1962 /2018	More Patil	January 18, 2018	105.00	0.00	105.00	DRAFT		
inv/ 1961 /2018	Mr Hassan	January 17, 2018	56,000.00	56,000.00	0.00	PAID		
inv/ 1960 /2018	Reach	January 17, 2018	50,400.00	50,400.00	0.00	PAID		

1. Click invoice under income tab
2. Click view invoice

# Income

1	Samsung mobile		7,500.00	1	7,500.00	12	900.00	8,400.00
	<b>Sub Total</b>			1	7,500.00		900.00	7,500.00

Company's GST:  
Company's CIN:  
**Declaration:**  
We declare that this custom invoice temp shows the actual price of the goods described and that all particulars are true and correct.

For  
Authorized Signature  
Billed by:

Notes  
Income Terms

RECEIPT CREDIT NOTE ADJUSTMENT

Delete

CNote #	Amount	Customer / Category	Date	Paid	Pending	Status	Action
No results found.							

Add Credit Note

3. View invoice and scroll down
4. Click credit note and add credit note

reach Accountant

Create Credit Note

Home / Credit Note / Create Credit Note

Settings Type \*  
GST Credit Note

Customer Name: More Plati - - 8422809107

Receiver GSTN/ URD

Sales Type: B2B

Notes

Cost Centre: Project A - Mumbai

Supply Type: Intra-state

Supply Attracts Reverse Charge: NO

Point of Supply (Only if different from location of recipient)

Is tax on this Invoice paid under provisional assessment: NO

Pricelist: Default Sale Price

Credit Note #  
Prefix Ex: RA    Credit Note # Last#0    Suffix Ex: RT  
6

Date \*  
06/02/2018

Product Code

5. Now credit note page appears, Reach will automatically populate the customer's details
6. Select products details
7. Go to save.

## Making a refund payment against a credit note

Displaying 1-7 of 7 results.

CNote #	Amount	Customer / Category	Date	Paid	Pending	Status	Action
6	7,500.01	More Patil	January 22, 2018	0	7,500.01	DRAFT	Action
5	5,000.00	Mr. Aksh Jolly1	January 18, 2018	5,000.00	0.00	PAID	Action
4	58,040.50	KESAVAN VELUTHOOR9846226296	January 18, 2018	0	58,040.50	DRAFT	Action

# Income

1. Go to credit note under income tab
2. click on add credit note.

**Create Credit Note**

Home / Credit Note / Create Credit Note

Settings Type: GST Credit Note

Customer Name: More Patil -- 8422009107 3

Address: GEE GEE Plaza, Door No 1, Wheat Crofts Road, Nungambakkam, Chennai Tamil Nadu India - 600034. Email: kumarandco@gmail.com Phone no: 8422809107 Debit: 4,291,074.90

Receiver GSTIN/ UID: 33ASD465AS5DF5G

Sales Type: B2B

Supply Type: Intra-state

Supply Attracts Reverse Charge: NO

Point of Supply (Only if different from location of recipient):

Is tax on this invoice paid under provisional assessment: NO

Currency: Indian Rupee (INR)

Pricelist: More Patil

Credit Note # Prefix Ex-RA: 7, Credit Note # Last#0: 7, Suffix Ex-RT: 7

Date: 24/01/2018 4

Product	Description	Qty	Units	Price	Discount	Tax	Incl. Tax	Amount
Samsung mobile		1		6696.4286		OUTPUT SGST - 6.05%, OUTPUT CGST - 6.05%		7,500.00
<b>Subtotal:</b>								6696.43
<b>OUTPUT SGST - 6 (6%):</b>								401.79
<b>OUTPUT CGST - 6 (6%):</b>								401.79
<b>Less: DISCOUNT</b>								0
<b>Paid:</b>								0.00
<b>Total Due (Rs):</b>								6,696.43
<b>Total (Rs):</b>								7500.01

Matched Invoices for the customer [ - More Patil ]

Invoice #	Amount	Date	Pending	Pay Amount	Amount
inv 1965 (2018)	8,400.00	January 22, 2018	8,400.00	7,500	7,500
<b>Amount matched with Invoice</b>					7,500

Other Details

Attach Documents: Allowed File Formats \*.jpg,\*.png,\*.gif,\*.txt,\*.xls,\*.doc,\*.xlsx (Allowed Size 2M)

Choose File: No file chosen

Save and Create New, Save and SMS, Save and Email, Save, Cancel



3. Choose the customer to whom you are raising an credit note. Reach will automatically populate the customer's details and select date.
4. Select date.
5. Select products details
6. Enable the checkbox
7. Reach automatically open and display all the invoices for that customer. Make sure you adjust each of the invoice which needs to adjusted.
8. Click save.

Credit Note

Home / Income / Credit Note

[Add Credit Note](#)

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

[Delete](#)

Displaying 1-5 of 5 results.

<input type="checkbox"/>	CNote #	Amount	Customer / Category	Date	Paid	Pending	Status	Action
<input type="checkbox"/>	5	5,000.00	Mr. Aksh Jolly1	January 18, 2018	5,000.00	0.00	PAID	<a href="#">Action</a>
<input checked="" type="checkbox"/>	4	58,040.50	KESAVAN VELUTHOOR9846226286	January 18, 2018	0	58,040.50	DRAFT	<a href="#">Action</a>
<input type="checkbox"/>	3	23,040.00	More Patil	January 10, 2018	0	23,040.00	DRAFT	<a href="#">Action</a>
<input type="checkbox"/>	2	18,000.00	More Patil	January 10, 2018	0	18,000.00	DRAFT	<a href="#">Action</a>
<input type="checkbox"/>	1	23,040.00	More Patil	January 10, 2018	0	23,040.00	DRAFT	<a href="#">Action</a>

- View Credit Note
- PDF Credit Note
- Mail Credit Note
- Print Credit Note
- Add Payment
- Update Credit Note
- Delete Credit Note

9. Go to action button and click add payment

# Income

The screenshot shows a 'Create Payment' dialog box with the following fields and values:

- Settings Type \*: GST receipt
- Date \*: 13/02/2018
- Paid Amount \*: 58040.5 (indicated by a red arrow and the number 10)
- Bank Cat \*: Axis Bank
- Branch: Hyderabad
- Document Url: Choose File (No file chosen)
- Notes: (empty text area)

A blue 'Save' button with a checkmark is located at the bottom right, indicated by a red arrow and the number 11.

10. Now payment page appears. Add payment details.

11. Click save.

# Questions

---

1. \_\_\_\_\_ are the two types of Invoice.

- a. A Retail Invoice or A Bill & Tax Invoice.
- b. Payment voucher or Receipt voucher.
- c. Advance against invoice & For Advance against Expense

2.. What is an invoice?

- a. Invoice are made to record daily petty cash expenses or payments made against supplier bills.
- b. Invoice is issued by a seller to the buyer quantifying the terms of purchase and becomes a legal document for the tax authorities.
- c. Invoice are issued to record Sales Returns or to provide discounts which was not declared at the time of making an Credit notes .

3. How many types of invoices ?

- a. 4
- b. 2
- c. 1

4. what are the three types of receipt voucher ?

- a. Direct receipt voucher,Payment Against invoice & For Advance against invoice.
- b. Direct receipt voucher,Payment Against bill & For Advance against Expense.
- c. A Retail Invoice or Bill & A Tax Invoice.

5. A \_\_\_\_\_ voucher is given when you receive money from a person.

- a. Bill
- b. Debit voucher.
- c. Receipt voucher

6 \_\_\_\_\_ notes are issued to record Sales Returns or to provide discounts which was not declared at the time of making an Invoice.

- a. Debit
- b. Credit
- c. Purchase

# Questions

---

**7. Every receipt has to be recorded in the Accounting Software and has to be set-off against .....**

- a. Outstanding purchase order.
- b. Outstanding Invoice.
- c. Pending payment.

**8. What is a credit note?**

- a. When you return your goods to a nearby store, the shopkeeper sometimes would give you a receipt which you can use to exchange or set-off against future purchases. This receipt is known as a credit note.
- b. In the course of business, many times we return the goods purchased from the supplier.
- c. When you buy goods in the due course of business, your supplier raises an Invoice demanding a payment for the same. The Invoice generally specifies the payment terms and taxes for which Input credit can be claimed. This Invoice needs to be recorded in the Accounting Software as soon as it is raised. Recording the Invoice helps you understand your Financial Status correctly.

**9. If You Are Offering Services, You have to raise Invoices within .....days from the supply of services.**

- a. 15
- b. 10
- c. 30

**10. In Business, Credit Notes Are Issued For.....**

- a. For Sales Returns
- b. For Purchase bill
- c. For receipt

## Practicals

Take a quick walkthrough of the Cloud Accounting Software along and explore the various Menu and Submenu.

[TRY NOW](#)

Reach gives you an option to customize the names of the menu tabs, You can change names, design the Invoice templates to your preference and setup the sms and email templates.

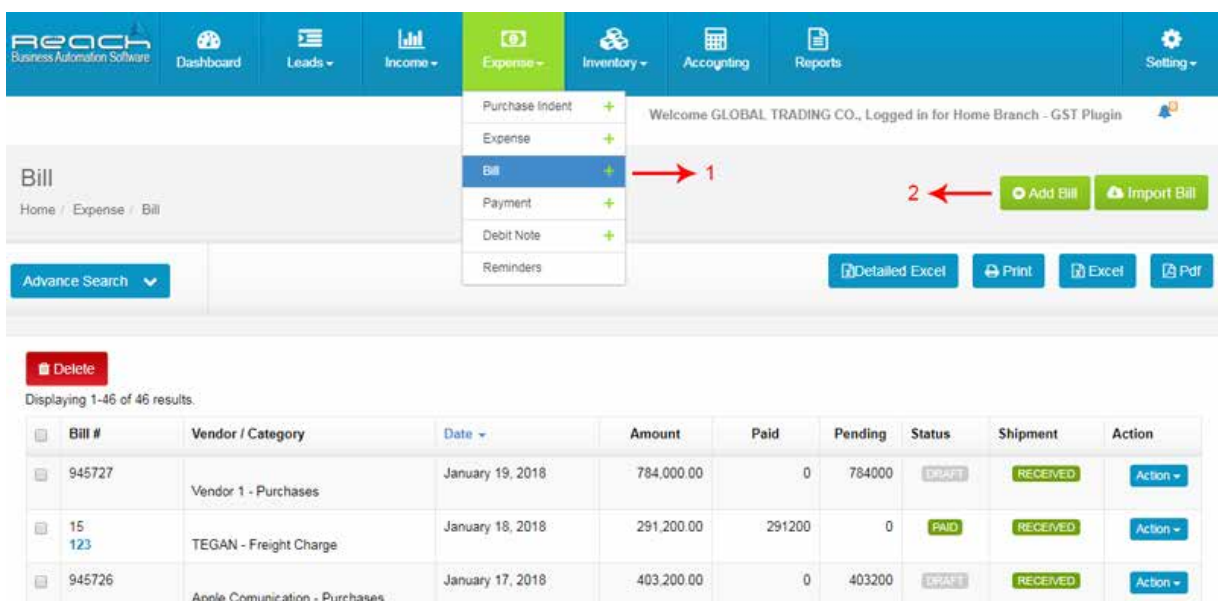
Now let us learn the following:

1. Recording Supplier Bills
2. Recording Payment Vouchers
3. Recording Debit Notes

## 1. Supplier Bills

When you buy goods in the due course of business, your supplier raises an Invoice demanding a payment for the same. The Invoice generally specifies the payment terms and taxes for which Input credit can be claimed. This Invoice needs to be recorded in the Accounting Software as soon as it is raised. Recording the Invoice helps you understand your Financial Status correctly.

Let me now show you how a supplier Invoice can be recorded in Reach.



The screenshot displays the 'Bill' management interface in Reach Accounting Software. The top navigation bar includes 'Reach Business Automation Software', 'Dashboard', 'Leads', 'Income', 'Expense', 'Inventory', 'Accounting', 'Reports', and 'Setting'. The 'Expense' menu is expanded, showing options like 'Purchase Indent', 'Expense', 'Bill', 'Payment', 'Debit Note', and 'Reminders'. The 'Bill' option is highlighted with a red arrow labeled '1'. To the right, there are buttons for 'Add Bill' and 'Import Bill', with a red arrow labeled '2' pointing to 'Add Bill'. Below the navigation, there is an 'Advance Search' dropdown and buttons for 'Detailed Excel', 'Print', 'Excel', and 'Pdf'. A table of bills is displayed below, with columns for Bill #, Vendor / Category, Date, Amount, Paid, Pending, Status, Shipment, and Action. The table shows three bills: one for 'Vendor 1 - Purchases' (Amount: 784,000.00, Status: DRAFT), one for 'TEGAN - Freight Charge' (Amount: 291,200.00, Status: PAID), and one for 'Apple Communication - Purchases' (Amount: 403,200.00, Status: DRAFT).

Bill #	Vendor / Category	Date	Amount	Paid	Pending	Status	Shipment	Action
945727	Vendor 1 - Purchases	January 19, 2018	784,000.00	0	784000	DRAFT	RECEIVED	Action
15 123	TEGAN - Freight Charge	January 18, 2018	291,200.00	291200	0	PAID	RECEIVED	Action
945726	Apple Communication - Purchases	January 17, 2018	403,200.00	0	403200	DRAFT	RECEIVED	Action

# Expenses

1. Go to Bill under Expense
2. Add bill, and select vendor details, date

**REACH** Business Automation Software | Dashboard | Emails | Leads | Orders | Production | Income | Expenses | Inventory | Accounting | Reports | Settings

Welcome SHANE GOMES, Logged in for Chemical Branch - 2017 - 2018

### Create Bill

Home > Expense > Create Bill ← BACK

**Settings Type \***  
Tax Bill

**Vendor \***  
Pennisular Fisheries Pvt. Ltd. → 3

**Address**  
17/6B 1, Madhavapuram, kanyakumari Dist.,  
Tamil Nadu,  
Email: penfish04@gmail.com  
Phone no: penfish04@gmail.com

**Vendor Bill No #**  
2545

**Bill Date**  
28/02/2018 → 4

**Sender GSTN/UID**  
33AAHCP7132Q1ZZ

**Notes**

**Supply Type**  
Import

**Supply Attracts Reverse Charge**  
NO

**Point of Supply (Only if different from location of recipient)**

**Eligibility of ITC as inputs/capital goods/inputs services/tones**  
NO

**Pricelist**  
Default Sale Price

**Bill #**  
Prefix Ex:RA | Bill Number Last#2 | Suffix Ex:RT  
Date \* | 01/02/2018  
Due Date | 01/02/2018  
Terms Of Payment | Due upon receipt  
Terms

**Product Code**

Product *	Description	Qty	Units	Price	Discount	Tax	Incl Tax	Amount
Samsung mobile		20		7000	%	INPUT SGST - 6.5% INPUT CGST - 6.5%		140000.00
<b>Subtotal:</b>								140000.00
<b>Less: DISCOUNT</b>								
<b>Total (Rs):</b>								<b>140000.00</b>

→ 5 → 6 → 7 → 8

**Other Details**

**Set Reminder**  → 8

**Attach Documents**  
Allowed File Formats: \*.jpg, \*.png, \*.gif, \*.txt, \*.xls, \*.doc, \*.xlsx (Allowed Size 2M)

Choose File | No file chosen

→ 9

Save and Create New Save and Final Save and Mail Save Cancel

3. Select vendor details.
4. Bill date
5. Once marked, you can start adding all the products.
6. While adding products, you can choose taxes.
7. Once a Bill is completed, you can now create a payment for the bill (or) adjust the bill against advance payments (or) outstanding debit notes
8. Reach also has the option of pre-setting reminders for your bills through email and sms.
9. Click save

## 2. Payment Vouchers

Now let us learn what is Payment Voucher is and How to raise payment using Reach, Cloud Accounting Software.

### Learning Objectives

- Know what is Payment Voucher and When Should Payment Voucher be Issued?
- How to raise the Payment voucher using Reach software
- Where to check the Payment report.

### What is a payment voucher?

In the course of business multiple payments are made everyday.

For example, Payments are made for Salaries, Travelling and Other office expenses. Payments are also made towards buying assets for the business.

Payments can be made towards a current expense, as an advance to a supplier or towards an outstanding supplier Invoice.

Payments are mostly made in cash, cheque or as Bank transfers

Everytime a payment is made, A voucher has to be prepared in the accounting software and be attested by the payee. This is to have a proof of payment for audit and tax reasons.

### How to raise a payment voucher using Reach Software?

Now that you know what is Payment voucher and when it is issued. Let us see, How to raise a Payment voucher using Reach Accounting Software.

There are three types of receipt voucher :

1. Direct Payment Voucher
2. Payment Against bill
3. For Advance against Expense..

# Expenses

## 1. Direct Payment Voucher

First, I will show you how a Direct Payment Voucher is made. You should create a direct payment voucher for recording cash expenses like travelling, office expenses and wages

Now let see how to raise direct payment voucher

The screenshot shows the REACH Business Automation Software interface. The top navigation bar includes Dashboard, Leads, Income, Expense, Inventory, Accounting, and Reports. The 'Expense' menu is open, showing options: Purchase Indent, Expense, Bill, Payment (highlighted with a red arrow labeled '1'), Debit Note, and Reminders. The main content area is titled 'Payment' and shows a breadcrumb trail: Home / Expense / Payment. There are buttons for 'Import Payment' and 'Add Payment' (highlighted with a red arrow labeled '2'). Below the main content, there is a 'Delete' button and a table displaying 1-36 of 36 results.

Payment #	Date	Amount	Bank	Vendor/Category	Notes	Action
22	January 18, 2018	291,200.00	CASH	TEGAN		Action
21	January 17, 2018	180,000.00	HDFC Bank	Apple Communication		Action
20	January 17, 2018	500.00	CASH	Telephone Charges		Action

1. Go to payment under expense tab.

2. Click on add payment button.

This screenshot is identical to the one above, showing the REACH Business Automation Software interface. The top navigation bar includes Dashboard, Leads, Income, Expense, Inventory, Accounting, and Reports. The 'Expense' menu is open, showing options: Purchase Indent, Expense, Bill, Payment (highlighted with a red arrow labeled '1'), Debit Note, and Reminders. The main content area is titled 'Payment' and shows a breadcrumb trail: Home / Expense / Payment. There are buttons for 'Import Payment' and 'Add Payment' (highlighted with a red arrow labeled '2'). Below the main content, there is a 'Delete' button and a table displaying 1-36 of 36 results.

Payment #	Date	Amount	Bank	Vendor/Category	Notes	Action
22	January 18, 2018	291,200.00	CASH	TEGAN		Action
21	January 17, 2018	180,000.00	HDFC Bank	Apple Communication		Action
20	January 17, 2018	500.00	CASH	Telephone Charges		Action



3. Select the direct payment in payment type.
4. Select date and payment mode.
5. Now select the expense in account and give the amount
6. In case you like to add taxes to the payments made, make sure the taxes are enabled while creating an accounting ledger
7. Add a notes for your reference.
8. Now Click Save. Payment added successfully.

## 2. Payment Against bill

Next, Let us see how a payment against a previously recorded bill is made. Such payment is made if the supplier has issued a bill already which has been recorded in Reach Software and subsequently payment is made on the due date.

Payment

Home / Expense / Payment

Welcome GLOBAL TRADING CO., Logged in for Home Bran

Import Payment Add Payment

Print Excel Pdf

Delete

Displaying 1-36 of 36 results.

Payment #	Date	Amount	Bank	Vendor/Category	Notes	Action
22	January 18, 2018	291,200.00	CASH	TEGAN		Action
21	January 17, 2018	180,000.00	HDFC Bank	Apple Communication		Action
20	January 17, 2018	500.00	CASH	Telephone Charges		Action

1. Go to payment under expense tab.
2. Click on add payment button.

# Expenses

## Payment

Home | Expense | Create Payment

### Create Payment

Settings Type \*

Payment

Payment Type

Payment against bill → 3

Payment No

PREFIX

23

SUFFIX

Date \*

24/01/2018 → 4

Cheque No

854789452 → 4

Cheque Date

Vendor

- Vendor 2 - vendor2@test + → 5

Payment Mode \*

Axis Bank → 6

Currency

Indian Rupee (INR)

Amount \*

4000

Notes

| → 7

#### Pending Bills for the Vendor [ - Vendor 2 ]

Expense #	Amount	Date	Pending	Pay Amount	TDS Amount	Notes	Amount
VT 945692 VT (123)	(Rs) 9,860.00	August 10, 2017	(Rs) 9,860.00	4000 → 8	0	Notes	0
945720	(Rs) 2,360.00	January 4, 2018	(Rs) 2,360.00	0	0	Notes	0
14	(Rs) 4,000.00	January 8, 2018	(Rs) 4,000.00	0	0	Notes	0
2	(Rs) 5,250.00	January 20, 2018	(Rs) 5,250.00	0	0	Notes	0
16	(Rs) 59,000.00	January 22, 2018	(Rs) 59,000.00	0	0	Notes	0
Amount matched with Expense							0
Amount to Vendor							0

Total: 4000

Save and Create New

Save and Email

Save and Print

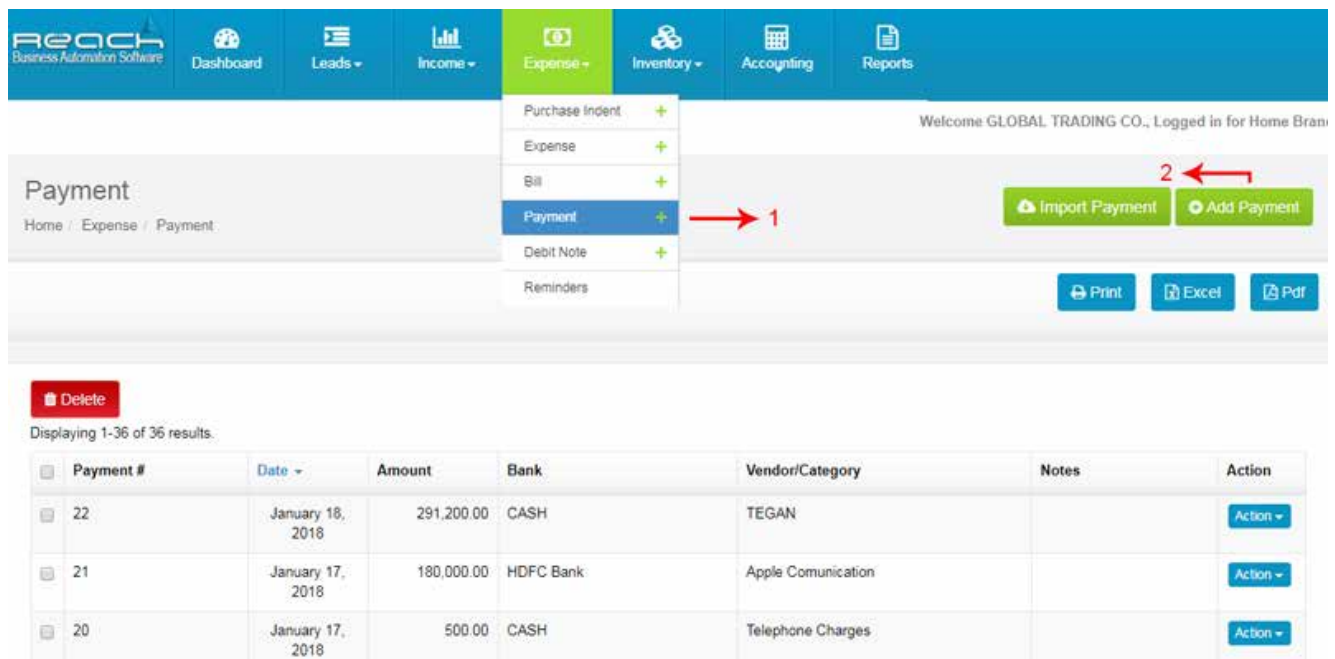
Save → 9

Cancel

3. Select Payment against bill in payment type.
4. Give the cheque no and date.
5. Select vendor.
6. Mode of payment.
7. Add a note for your reference.
8. Now adjust the amount here.
9. Now Click Save. Payment added successfully.

## For Advance against Expense.

Now let us see how an Advance made against an expense is recorded in Reach Software. In the course of business, we might come across a scenario where we make some advance payments to suppliers which gets adjusted later when the supplier sends a bill.



The screenshot shows the Reach Software interface. The top navigation bar includes 'REACH Business Automation Software', 'Dashboard', 'Leads', 'Income', 'Expense', 'Inventory', 'Accounting', and 'Reports'. The 'Expense' tab is active. A dropdown menu is open under 'Expense', with 'Payment' selected. A red arrow labeled '1' points to the 'Payment' option. In the top right, there are buttons for 'Import Payment' and 'Add Payment'. A red arrow labeled '2' points to the 'Add Payment' button. Below the navigation bar, there are buttons for 'Print', 'Excel', and 'Pdf'. A table below shows a list of payments with columns for Payment #, Date, Amount, Bank, Vendor/Category, Notes, and Action.

Payment #	Date	Amount	Bank	Vendor/Category	Notes	Action
22	January 18, 2018	291,200.00	CASH	TEGAN		Action
21	January 17, 2018	180,000.00	HDFC Bank	Apple Communication		Action
20	January 17, 2018	500.00	CASH	Telephone Charges		Action

1. Go to payment under expense tab
2. click on add payment.

# Expenses

Payment  
Home / Expense / Create Payment

### Create Payment

**Settings Type \***  
Payment

**Payment Type**  
For Advances against Expense → 3

**Payment No**  
PREFIX 23 SUFFIX

**Date \***  
24/01/2018 → 4

**Tax Id**  
INPUT IGST - 18 :18% → 5

**Cheque No**  
24587321665 → 6

**Cheque Date**  
30/01/2018

**Vendor**  
- Central Board of Excise a → 7

**Payment Mode \***  
Axis Bank → 8

**Currency**  
Indian Rupee (INR)

**Amount \***  
5000 → 9

**TDS Amount**

**Notes**  
→ 10

**Total: 5000.00**

11 ←

Save and Create New Save and Email Save and Print Save Cancel

3. Select for advance against bill in payment type.

4. Now select date.

5. Select the tax .After GST, these advances also attract taxes and hence it becomes important to record advances promptly.

6. Give the cheque number.

7. Select Vendor.
8. Now select the mode of payment
9. Mention the amount here.
10. Add a note for your reference.

Click save Payment added successfully.

Once Bill are made, the Collection Report gets updated automatically in Reach. The Overdue bill reports are adjusted too.

### 3. Debit Notes

Now let us learn about debit notes and its usage.

#### Learning Objectives

1. What a debit note is and when it is issued
2. How to prepare a debit note using Reach Accounting Software

#### What is a Debit note? When is it issued?

In the course of business, many times we return the goods purchased from the supplier.

#### Debit notes are issued:

1. For Purchase Returns
2. To provide a upward revision of Invoices
3. To account for shortages in delivery

Debit notes can be adjusted against current outstanding supplier bills or might be allowed to be set-off against future Bills.

Sometimes, it might be followed with a cash refund too

#### How to prepare a debit note in Reach Software

1. Show how to setup a debit note template
2. Explain how to map it to a particular accounting ledger
3. Show how to raise a debit note and print
4. Explain the following scenarios

# Expenses

The screenshot shows the REACH Business Automation Software interface. The top navigation bar includes 'Dashboard', 'Leads', 'Income', 'Expense', 'Inventory', 'Accounting', 'Reports', and 'Setting'. The 'Expense' menu is open, showing options: 'Purchase Indent', 'Expense', 'Bill', 'Payment', 'Debit Note', and 'Reminders'. A red arrow labeled '1' points to the 'Debit Note' option. Below the menu, the 'Debit Note' page is displayed with a breadcrumb 'Home / Expense / Debit Note'. A green 'Add Debit Note' button is visible, with a red arrow labeled '2' pointing to it. A 'Detailed Excel' button is also present. Below the header, there is a 'Delete' button and a message 'Displaying 1-3 of 3 results.' A table lists three debit notes:

Debit Note #	Amount	Vendor Name / Financial Category	Date	Paid	Pending	Status	Action
0	5,600.00	GST Vendor - Transport Charge	June 30, 2017	0	5,600.00	DRAFT	Action
D 2	8,377.00	Vendor 3 - Purchases	June 29, 2017	0	8,377.00	DRAFT	Action
D 1	5,250.00	Vendor 1 - Purchases	June 27, 2017	0	5,250.00	DRAFT	Action

1. Go to debit note under expense tab
2. click on add debit note.

The screenshot shows the 'Create Debit Note' form in the REACH Business Automation Software. The top navigation bar is the same as in the previous screenshot. The page title is 'Create Debit Note' with a breadcrumb 'Home / Debit Note / Create Debit Note'. A 'Back' button is in the top right. The 'Settings Type' is set to 'Debit Note'. The 'Branch' is set to 'Chennai'. The 'Vendor Name' field is populated with '- Vendor 3 - vendor3@test' and has a red arrow labeled '3' pointing to it. The 'Address' field contains 'Chennai, India, Email: vendor3@test.com, Phone no: 7895632140'. The 'Notes' field is empty. The 'Pricelist' is set to 'Default Sale Price'. The 'Debit Note #' field is populated with 'D' and '3', with a red arrow labeled '4' pointing to it. The 'Date' field is populated with '22/01/2018'. The 'Product Code' field is empty. Below the form is a table with columns: 'Product', 'Description', 'Qty', 'Units', 'Price', 'Discount', 'Tax', 'Incl Tax', and 'Amount'. The table contains one row with 'shine Tiles' as the product, a quantity of '1', a price of '350', and an amount of '413.00'. A red arrow labeled '5' points to the 'shine Tiles' product. A tax calculation box is visible next to the amount, showing 'INPUT SGST - 9.9%' and 'INPUT CGST - 9.9%'. Below the table is a 'Warehouse' field set to 'Select a Godown' and a 'Quantity' field.

Subtotal:	350.00
INPUT SGST - 9 (9%):	31.50
INPUT CGST - 9 (9%):	31.50
<b>Total (INR):</b>	<b>413.00</b>

6 ←  Match Expense

Pending Bills for the Vendor [ - Arsal ]					
Expense #	Amount	Date	Pending	Pay Amount	Amount
23	(Rs) 1,400.00	October 25, 2017	(Rs) 1,400.00	413	0
28	(Rs) 88,500.00	November 12, 2017	(Rs) 88,500.00	0	0
Amount matched with Expense					0

Other Details

Attach Documents  
Allowed File Formats \*.jpg,\*.png,\*.gif,\*.txt,\*.xls,\*.doc,\*.xlsx (Allowed Size 2M)

No file chosen

7 ←

3. Choose the vendor to whom you are raising an debit note. Reach will automatically populate the vendors details and select date.
4. Select products details
5. Enable the checkbox
6. Reach automatically open and display all the Bill for that vendor. Make sure you adjust each of the bill which needs to adjusted.
7. And click save.

### Making a refund payment against a debit note

Reach Business Automation Software
Dashboard
Leads
Income
Expense
Inventory
Accounting
Reports
Setting

Welcome GLOBAL TRADING CO., Logged in for Home Branch - 2017-18

Debit Note

Home / Expense / Debit Note

Displaying 1-3 of 3 results.

Debit Note #	Amount	Vendor Name / Financial Category	Date	Paid	Pending	Status	Action
0	5,600.00	GST Vendor - Transport Charge	June 30, 2017	0	5,600.00	DRAFT	Action
D 2	8,377.00	Vendor 3 - Purchases	June 29, 2017	0	8,377.00	DRAFT	Action
D 1	5,250.00	Vendor 1 - Purchases	June 27, 2017	0	5,250.00	DRAFT	Action

# Expenses

1. Go to debit note under expense tab
2. Click on add debit note.

**Create Debit Note**

Home / Debit Note / Create Debit Note

Settings Type \*  
Debit Note

Vendor Name: -Arjun moulding  
Currency: Indian Rupee (INR)  
Debit Note #: 1  
PO # LastPO  
Suffix Ex:RT  
Date: 22/01/2018

Product *	Description	Qty	Units	Price	Discount	Tax	Incl Tax	Amount
BACK PLATE 3W RD - BP	LED/ BACK PLATE/ BACK PLATE 3W RD	1		500	%	Select Taxes		500.00

Warehouse: Select a Godown  
Quantity:

**Total (INR): 500.00**

Match Expense

Expense #	Amount	Date	Pending	Pay Amount	Amount
5	(Rs) 300,000.00	January 19, 2028	(Rs) 300,000.00	0	0
8	(Rs) 50,000.00	January 19, 2028	(Rs) 50,000.00	0	0
8	(Rs) 100.00	December 14, 1901	(Rs) 100.00	0	0
12	(Rs) 2,000.00	June 16, 2017	(Rs) 2,000.00	0	0
17	(Rs) 89.30	July 18, 2017	(Rs) 89.30	0	0
18	(Rs) 20,000.00	August 23, 2017	(Rs) 20,000.00	0	0
21	(Rs) 34,350.00	August 31, 2017	(Rs) 34,350.00	0	0
22	(Rs) 3,828.60	October 25, 2017	(Rs) 3,828.60	0	0
27	(Rs) 51,920.00	November 12, 2017	(Rs) 51,920.00	0	0

Amount matched with Expense: 0

Attach Documents  
Allowed File Formats \*.jpg,\*.png,\*.gif,\*.txt,\*.xls,\*.doc,\*.xlsx (Allowed Size 2M)  
Choose File: No file chosen  
Add more

Save and Create New | Save and SMS | Save and Email | Save | Cancel

3. Select vendor name and Date.
4. Select products details.
5. Enable the checkbox.Reach automatically open and display all the Bill for that vendor. Make sure you adjust each of the bill which needs to be adjusted.
6. Click save.



[Delete](#)

Displaying 1-1 of 1 result.

<input type="checkbox"/>	Debit Note #	Amount	Vendor Name / Financial Category	Date	Paid	Pending	Status	Action
<input checked="" type="checkbox"/>	D 0	100.00	Om Sai Pvt. Ltd. - Purchases	September 16, 2017	0	100.00	DRAFT	<a href="#">Action</a>

- View Debit Note
- PDF Debit Note
- Mail Debit Note
- Print Debit Note
- Edit Debit Note
- Add Receipt
- Delete Debit Note

7 ←

7. Go to action button and click add receipt

### Create Payment

Date \*

Paid Amount \*

Bank Cat \*  → 7

Branch

Notes

Is Tds

→ 8

Amount	Pending
100.00	100.00
1,936.50	1,936.50
47,728.80	47,728.80
3,535,353.00	3,535,353.00
470.64	470.64

8. Now payment page appears, add payment details

9. And click save

**Know credit note Status will change paid**

# Questions

---

**1. How many types of Payment voucher?**

- a. 3
- b. 5
- c. 2

**2. How to create purchase bill using Reach software?**

- a. Income tab> invoice>Add Bill Button>Select vendor>Bill date>add products>Click save.
- b. Go to payment under expense tab>Click on add payment button>Select the direct payment>Click Save.
- c. Expense tab> Bill>Add Bill Button>Select vendor>Bill date>add products>Click save.

**3. what are the three types of Payment voucher ?**

- a. Direct Payment Voucher, Payment Against bill & For Advance against Expense.
- b. Direct receipt voucher, Payment Against invoice & For Advance against invoice.
- c. Tax Invoice & Retail Invoice or Bill.

**4. When you buy goods in the due course of business, you supplier raises an \_\_\_\_\_ demanding a payment for the same.**

- a. Invoice.
- b. Purchase order
- c. Sales order

**5. Payments are made for \_\_\_\_\_**

- a. Salaries, Travelling and Other office expenses
- b. On sale of Asset
- c. When you make a cash sale

**6. Payments are mostly made in.**

- a. cash, cheque or as Bank transfers
- b. Fixed asset
- c. Current asset

**7. Everytime a payment is made, A voucher has to be prepared in the accounting software and be attested by the \_\_\_\_\_**

- a. Supplier
- b. Vendor
- c. payee

# Questions

---

8. When the payment is made, This is to have a proof of payment for \_\_\_\_\_

- a. Audit and tax reasons.
- b. Pf and esi
- c. Insurance

9. \_\_\_\_\_ can be adjusted against current outstanding supplier bills or might be allowed to be set-off against future Bills.

- a. Debit notes
- b. Credit notes
- c. Payment

10. In the business Debit Notes are Issued for \_\_\_\_\_

- a. For Sales Returns
- b. For Purchase Returns
- c. For Cheque Returns

## Practicals

Take a quick walkthrough of the Cloud Accounting Software along and explore the various Menu and Submenu.

[TRY NOW](#)

# 07

## BANKING

Let us now learn how Banking Transactions have to be recorded in Reach.

### Learning Objectives:

1. Record Bank Deposits in Reach
2. Record Bank Withdrawals in Reach
3. Record Cheque returns in Reach
4. Reconcile your Bank Account with the Bank Ledger in Reach

### Recording Bank Deposits

In the normal course of business, you will be depositing Cash and Cheques collected from the customer into the Bank Account. This needs to be recorded into the Accounting Software.

Let me now show you how a bank deposit is recorded in Reach Accounting Software.

Contra

2 ← Add a Contra

Deleting

Displaying 1-2 of 2 results:

	Contra #	Amount	Date	From	To	Notes	Action
	0	58,000.00	July 5, 2017	cash	HDFC BANK	go	Action
	0	100.00	August 2, 2017	cash	HDFC BANK	Cash deposit	Action

1. Go to contra under account tab
2. Add contra

### Add a Contra

Contra Type

Contra NO

Amount \*  → 3

Date \*  → 4

From Bank \*  → 5

Ex Curr

To Bank \*  → 5

Voucher No

Notes \*  → 6

7 ←

3. Select Amount.
4. Select Date.
5. From cash and To Bank name.
6. Add a notes for your reference.
7. Click create. Payment Deposited successfully.

### Recording Bank Withdrawals

Often, Cash is withdrawn from the Bank account for Petty Cash Expenses or to make other payments in Cash. When Cash is withdrawn from the bank, It needs to be recorded into the Accounting Software. Let me now show you how a Bank withdrawal in Reach Accounting Software

# Banking

REACH Business Automation Software

Dashboard Leads Orders Jobs Income procurement Inventory Finance Reports Setting

Journal +  
Contra +

Excel Print Pdf

Contra Add a Contra

Delete

Displaying 1-2 of 2 results:

Contra #	Amount	Date	From	To	Notes	Action
0	58,000.00	July 5, 2017	cash	HDFC BANK	go	Action
0	100.00	August 2, 2017	cash	HDFC BANK	Cash deposit	Action

1. Go to contra under account tab
2. Add contra

Add a Contra

Contra Type: Contra

Contra NO: IN 1 2017

Amount: 2000

Date: 23/01/2018

From Bank: petty cash with Mr Mohideen

Ex Curr: Select a Currency

To Bank: cash

Voucher No:

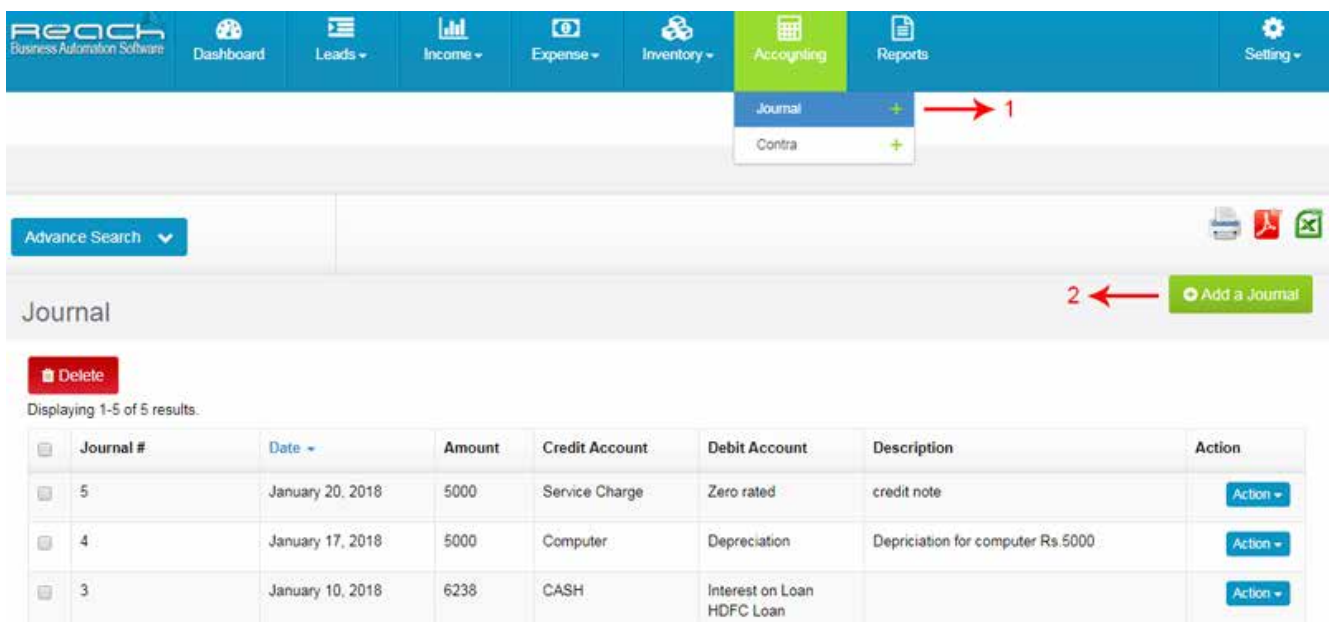
Notes: withdrawal for petty cash expenses

Create Cancel

3. Select Amount.
4. Select Date.
5. Select from bank name and To cash.
6. Add a notes for your reference.
7. Save payment Withdrawals successfully.

## Recording Cheque Returns

Since we record every cheque which is deposited into the bank, it is important to reverse it if the cheque issued by a customer returns from the bank. This means that the customer account has to be reversed and the Bank balance reduced. Now, I will show you how a Cheque return is recorded in Reach Accounting Software



Journal

Displaying 1-5 of 5 results.

Journal #	Date	Amount	Credit Account	Debit Account	Description	Action
5	January 20, 2018	5000	Service Charge	Zero rated	credit note	Action
4	January 17, 2018	5000	Computer	Depreciation	Depriciation for computer Rs.5000	Action
3	January 10, 2018	6238	CASH	Interest on Loan HDFC Loan		Action

1. Go to journal under accounting tab
2. Click on add journal.

# Expenses

### Add a Journal

Journal Type \* GST Journal

JV No prefix 6 suffix

Description cheque bounce → 3

Date \* 22/01/2018 → 4

Ref No

Branch Hyderabad

Here is the Proof  No file chosen

Account	Debit	Credit	Tax	Amount	Tax Amount	Remarks
S.M.A. Traders - Chennai → 5	50000 → 6		Select Taxes	0	0	
Cheque in hand → 7		50000 → 8	Select Taxes	0	0	
Total:	50000.00	50000.00				

9 ←

3. Now add Description select date.
4. Select customer name add debit amount
5. Select cheque in hand ledger and add credit amount
6. And click save

## Reconciling Bank Transactions

The Balance shown in the Bank Ledger of the software and the Actual Balance in the Bank does not tally often.

In most cases, This is due to the following reason:

1. The time delay on the deposited cheques to be cleared
2. The time delay on the issued cheques to hit the account
3. Bank charges levied by the Bank

At the end of every month, it is habitual to do a Bank Reconciliation to ensure that these transaction are accounted and to ensure that the Bank Account shows a true and correct picture.



Now I will show you how a Bank Reconciliation is done using Reach Accounting Software

The screenshot shows the Reach Accounting Software interface. The top navigation bar includes: Dashboard, Emails, Leads, Income, Expense, Inventory, Accounting, Reports (highlighted in green), and Settings. A red arrow labeled '1' points to the Reports menu. Below the navigation bar, there are sections for 'Inventory Reports' and 'Accounting Reports'. Under 'Accounting Reports', the 'Bank Reconciliation Report' is highlighted with a red arrow labeled '2'.

1. Go to reports.
2. Click Bank Reconciliation Report under Accounting Reports.

The screenshot shows the 'UNION BANK OF INDIA Account' page. The breadcrumb trail is 'Home / Reports / Ledger'. There is an 'Advance Search' dropdown and a 'Go Back' link. The 'Date Range' section shows '10/06/2017 to 30/06/2017' with a dropdown set to '--All--' and a search box containing '0145784987'. A red arrow labeled '3' points to the 'Search' button, and another red arrow labeled '5' points to the 'Reconcile Report' button. Below this, it says 'Displaying 1-100 of 485 results.' and there is a search input field. The main table has columns: Date, Vch No, Cheque No, Description, Notes, Bank Date, Vch Type, Debit Amount, and Credit Amount. The table contains three rows: an 'Opening' row with 0.00 debit and 0.00 credit; a 'Receipt' row dated 14/02/2018 with a debit of 499,971.25, highlighted with a red arrow labeled '4'; and another 'Receipt' row dated 19/02/2018 with a debit of 7,500.00.

Date	Vch No	Cheque No	Description	Notes	Bank Date	Vch Type	Debit Amount	Credit Amount
						Opening	0.00	0.00
Jun 29, 2017	1163		Amma Furnitures - Nellore		14/02/2018	Receipt	499,971.25	
Jun 29, 2017	1162		suspenses	CARD LESS DEPOSITE	19/02/2018	Receipt	7,500.00	

# Expenses

3. Search date and cheque number.
4. Go to select cheque clearance date
5. Now Click Reconciliation report

### Reconciliation Report

Home / Reports / Reconciliation Report

[Print](#) [PDF](#) [Excel](#)

**SRI JAIYAM AYYAPPA TRADE LINES**  
H.O: NO.14,16, MEYYANUR MAIN ROAD, MEYYANUR, SALEM-636004B.O: NO.17-6/4, ARCOT ROAD, VADAPALANI, CHENNAI-600093,  
CHENNAI, 600093

**UNION BANK OF INDIA**  
**Bank Reconciliation Report**  
As on 10/02/2018

Particulars	Amount
Balance in Books of Accounts	70,612,558.95
Add: Cheque issued but not presented	3,401,931.55
Less: Cheque deposited but not cleared	74,014,490.50
+/- Difference in opening Balance	0
Balance as per Bank Statement	0.00

6. Here you can see the total number of cheques. i.e., Cheque issued, cleared and non cleared .
7. Finally you can see your “balance as per bank statement”.

## Practicals

Take a quick walkthrough of the Cloud Accounting Software along and explore the various Menu and Submenu.

[TRY NOW](#)

# Questions

---

## 1. How to record a bank deposit in Reach Accounting Software ?

- a. account tab>Journal >Add Journal>Select Amount>Select Date>From cash and To Bank name>Click create.
- b. account tab>contra >Add contra>Select Amount>Select Date>From cash and To Bank name>Click create.
- c. account tab>contra >Add contra>Select Amount>Select Date>Select from bank name and To cash->Click create.

## 2. How to record a cheque return in Reach Accounting Software?

- a. Accounting tab>Go to journal>Click on add journal>Select date>Select customer name>Add debit amount>Select cheque in hand ledger>Add credit amount>Click Save.
- b. accounting tab>Go to Contra>Click on add Contra>Select date>Select customer name>Add debit amount>Select cheque in hand ledger>Add credit amount>Click Save.
- c. Go to reports>Accounting Reports>Click Bank Reconciliation>Search date and cheque number>Go to select cheque clearance date> Click Reconciliation report.

## 3. What is a cheque return?

- a. you will be depositing Cash and Cheques collected from the customer into the Bank Account.
- b. every cheque which is deposited into the bank, it is important to reverse it if the cheque issued by a customer returns from the bank. This means that the customer account has to be reversed and the Bank balance reduced.
- c. Often, Cash is withdrawn from the Bank account for Petty Cash Expenses or to make other payments in Cash. When Cash is withdrawn from the bank.

## 4. How to see bank reconciliation report in Reach software ?

- a. Go to reports>Accounting Reports>Click Bank Reconciliation Report >Search date and cheque number>Go to select cheque clearance date>Now Click Reconciliation report.
- b. Go to my reach>Accounting Reports>Click Bank Reconciliation Report >Search date and cheque number>Go to select cheque clearance date>Now Click Reconciliation report.
- c. Go to reports>stock Reports>Click Bank Reconciliation Report >Search date and cheque number>Go to select cheque clearance date>Now Click Reconciliation report.

## 5. At the end of every month, it is habitual to do a .....to ensure that these transaction are accounted and to ensure that the Bank Account shows a true and correct picture.

- a. Bank deposit
- b. Bank withdraw
- c. Bank Reconciliation

# Questions

---

**6. ....is withdrawn from the Bank account for Petty Cash Expenses or to make other payments in Cash.**

- a. Cheque
- b. Bank transfer
- c. Cash

**7. What is a Bank withdrawal ?**

A. Cash is withdrawn from the Bank account for Petty Cash Expenses or to make other payments in Cash.

When Cash is withdrawn from the bank.

B. you will be depositing Cash and Cheques collected from the customer into the Bank Account.

C. we record every cheque which is deposited into the bank, it is important to reverse it if the cheque issued by a customer returns from the bank.

**8. Where to check this bank transaction report ?**

- A. In Balance sheet
- B. In Bank Reconciliation report
- C. In Daybook

**9. How to record a bank withdrawal in Reach Accounting Software ?**

a. Account tab>Go to contra >Add contra>Select Amount>Select Date>Select from bank name and To cash>Add a notes for your reference>Save payment Withdrawals successfully.

b. Account tab>Go to journal >Add journal>Select Amount>Select Date>Select from bank name and To cash>Add a notes for your reference>Save payment Withdrawals successfully.

c. Expense tab>Go to journal >Add journal>Select Amount>Select Date>Select from bank name and To cash>Add a notes for your reference>Save payment Withdrawals successfully.

**10. The Balance shown in the .....Ledger of the software and the Actual Balance in the Bank does not tally often.**

- a. Customer
- b. Vendor
- c. Bank

Now Let us learn how Staff Salary Transactions have to be recorded in Reach.

### Learning Objectives

1. Record Staff Salary Advances in Reach
2. Record payment of Salary and wages in Reach
3. Record PF and ESI dues in Reach
4. Record payments made as Owner/Partner/ Directors Remuneration in Reach

### Recording Staff Salary Advances

In the normal course of business, you will be issuing Advances to your Staffs against Salary or for Expenses. This needs to be recorded into the Accounting Software.

Let me now show you how a Staff Advance is recorded in Reach Accounting Software.

The screenshot shows the Reach Accounting Software interface. The top navigation bar includes 'Reach Business Automation Software', 'Dashboard', 'Leads', 'Income', 'Expense', 'Inventory', 'Accounting', 'Reports', and 'Setting'. The 'Accounting' menu is expanded, showing 'Journal' and 'Contra' options. A red arrow labeled '1' points to the 'Journal' option. Below the menu, there is an 'Advance Search' dropdown, a 'Journal' header, and an 'Add a Journal' button with a red arrow labeled '2' pointing to it. A table of journal entries is displayed below, showing 5 results.

Journal #	Date	Amount	Credit Account	Debit Account	Description	Action
5	January 20, 2018	5000	Service Charge	Zero rated	credit note	Action
4	January 17, 2018	5000	Computer	Depreciation	Depriciation for computer Rs.5000	Action
3	January 10, 2018	6238	CASH	Interest on Loan HDFC Loan		Action

# Salary

1. Go to Journal under accountant tab
2. Click add journal option and add Salary Advances entry

**Add a Journal**

Journal Type \*

JV No

Description  → 3

Date \*  → 4

Ref No

Here is the Proof  No file chosen

Account	Debit	Credit	Remarks
Salaries Advances → 5	5000		
HDFC BANK → 6		5000	
Total:	5000.00	5000.00	

7 ←

3. Add a Description for your reference.
4. select the Date, Ref No, Here is the Proof
5. Now select Staff Salary Advances ( current liability) and add amount under debit column
6. Select bank or cash and add amount under credit column
7. Then save

8

9

Journal #	Date	Amount	Credit Account	Debit Account	Description	Action
J 7	February 7, 2018	50000	HDFC BANK	Loan from Director	Settled to the boss	Action
J 6	February 7, 2018	50000	Loan from Director	Computer	Spent by Boss	Action
J 5	September 11, 2017	20000	Sales	Salaries and Commissions		Action

8. Now go to Journal under accountant tab

9. Click add journal option now add salary

### Add a Journal

Journal Type \* Journal

JV No J 6 suffix

Description cash paid → 10

Date \* 23/01/2018 → 11

Ref No 5438790 → 11

Here is the Proof  No file chosen

Account	Debit	Credit	Remarks
Salaries & Bonus	25000 → 12	→ 13	
Salaries Advances	→ 14	5000 → 15	
HDFC BANK	→ 16	20000 → 17	
Total:	25000.00	25000.00	

18 →

# Salary

10. Add a Description for your reference.
11. select the Date, Ref No, Here is the Proof
12. Select Salary ledger and add Total salary amount under debit column
12. Now select Staff Salary Advances ( current liability) and add advances amount under Credit column
13. Select bank or cash and add amount under credit column
14. Then save

## Recording Salary and Wages

Now, Let me show you how monthly Salary and Wages due and paid can be recorded in Reach Accounting Software

The screenshot shows the Reach Accounting Software interface. The top navigation bar includes 'Dashboard', 'Leads', 'Income', 'Expense', 'Inventory', 'Accounting', and 'Reports'. The 'Accounting' tab is active, and a dropdown menu is open showing 'Journal' and 'Contra'. A red arrow labeled '1' points to the 'Journal' option. Below the menu, the 'Journal' page is displayed with an 'Add a Journal' button highlighted by a red arrow labeled '2'. A table of existing journal entries is shown below.

Journal #	Date	Amount	Credit Account	Debit Account	Description	Action
5	January 20, 2018	5000	Service Charge	Zero rated	credit note	Action
4	January 17, 2018	5000	Computer	Depreciation	Depriciation for computer Rs 5000	Action
3	January 10, 2018	6238	CASH	Interest on Loan HDFC Loan		Action

1. Now go to Journal under accountant tab
2. Click add journal option now add salary



**Add a Journal**

Journal Type \*

JV No

Description  → 3

Date \*  → 4

Ref No

Here is the Proof  No file chosen

Account	Debit	Credit	Remarks
Salaries Advances → 5	5000		
HDFC BANK → 6		5000	
<b>Total</b>	5000.00	5000.00	

7 ←

3. Add a Description for your reference.
4. Select the Date.
5. Select Salary ledger and add Total salary amount under debit column.
6. Now Select bank or cash and add amount under credit column.
7. Then save

### Recording PF and ESI Payments

The PF and ESI due is recorded in Reach Software as explained in the previous segment. Payment of PF or ESI is done using a regular payment voucher.

Let me now show you how.

# Salary

The screenshot shows the REACH Business Automation Software interface. The top navigation bar includes Dashboard, Leads, Income, Expense, Inventory, Accounting (highlighted), Reports, and Setting. A dropdown menu under Accounting shows 'Journal' and 'Contra' options, with a red arrow pointing to 'Journal' labeled '1'. Below the navigation bar, there is an 'Advance Search' button and a 'Journal' section with an 'Add a Journal' button, indicated by a red arrow labeled '2'. A 'Delete' button is also visible. Below the 'Delete' button, it says 'Displaying 1-5 of 5 results.' and a table of journal entries is shown.

Journal #	Date	Amount	Credit Account	Debit Account	Description	Action
5	January 20, 2018	5000	Service Charge	Zero rated	credit note	Action
4	January 17, 2018	5000	Computer	Depreciation	Depriciation for computer Rs.5000	Action
3	January 10, 2018	6238	CASH	Interest on Loan HDFC Loan		Action

1. Go to Journal under accountant tab
2. Click add journal option and add Staff Salary and PF,ESI entry

The screenshot shows the 'Add a Journal' form. The 'Journal Type' is set to 'Journal'. The 'JV No' is 'J 6' with a 'suffix' field. The 'Description' is 'cash paid', 'Date' is '23/01/2018', and 'Ref No' is empty. There is a 'Here is the Proof' section with a 'Choose File' button and 'No file chosen' text. Below this is a table for account selection with columns for Account, Debit, Credit, and Remarks. The table is populated with the following entries:

Account	Debit	Credit	Remarks
Salaries & Bonus	25000		
HDFC BANK		24000	
ESI Employee payable		200	
EPF Employee payable		800	
Total:	25000.00	25000.00	

At the bottom right, there are 'Save' and 'Cancel' buttons, with a red arrow pointing to 'Save' labeled '10'.

3. Add a Description for your reference.
4. Select the Date.
5. You can add the details of the new Ledger by clicking on the “+” button near the Ledger field.
6. Select Salary ledger and add salary amount under debit column.
7. Select bank or cash and add amount under credit column.
8. Select ESI Employee payables ( current liability) and add amount under Credit column.
9. Select PF Employee payable ( current liability) and add amount under Credit column.
10. Then save

### When You Make The Payment To Government, Now You Need To Pass Journal Entries.

The screenshot shows the REACH Business Automation Software interface. The top navigation bar includes 'Dashboard', 'Leads', 'Income', 'Expense', 'Inventory', 'Accounting', and 'Reports'. The 'Accounting' menu is open, showing 'Journal' and 'Contra' options. A red arrow labeled '1' points to the 'Journal' option. Below the navigation bar, there is an 'Advance Search' dropdown and a 'Journal' section with an 'Add a Journal' button. A red arrow labeled '2' points to this button. Below the 'Journal' section, there is a table with 5 columns: Journal #, Date, Amount, Credit Account, Debit Account, Description, and Action. The table displays 5 results.

Journal #	Date	Amount	Credit Account	Debit Account	Description	Action
5	January 20, 2018	5000	Service Charge	Zero rated	credit note	Action
4	January 17, 2018	5000	Computer	Depreciation	Depriciation for computer Rs 5000	Action
3	January 10, 2018	6238	CASH	Interest on Loan	HDFC Loan	Action

11. Go to Journal under accountant tab
12. Click add journal option and add Staff Salary and PF,ESI entry

Account	Debit	Credit	Remarks
ESI Employee payable + → 13	200		
EPF Employee payable + → 14	800		
ESI employer contribution + → 15	220		
EPF employer contribution + → 16	850		
HDFC BANK + → 17		2070	
<b>Total</b>	<b>2070.00</b>	<b>2070.00</b>	

18 ← Save Cancel

# Salary

13. Select ESI Employee payable ledger and select amount under debit column.
14. Select PF Employee payable ledger and select amount under debit column.
15. Select ESI Employer contribution ledger and select amount under debit column.
16. Select PF Employer contribution ledger and select amount under debit column.
17. Select bank or cash and add amount under credit column
18. Then save.

## Recording payments made to Owner/ Partner/ Director (salary)

When the owner makes payment to himself, it needs to be recorded in the Accounting Software.

The question to how it should be recorded depends on the type of entity you are dealing with.

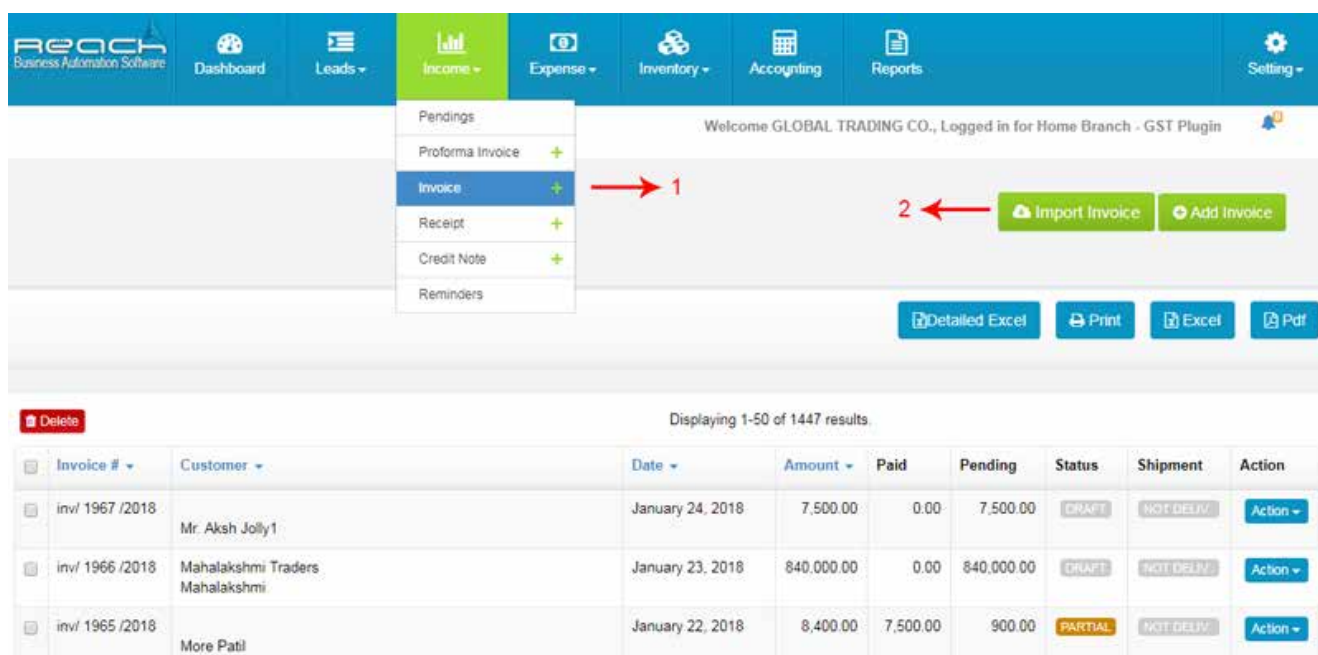
1. If the organisation is a Proprietorship entity, The payments are recorded as “Drawings”

2. If the organisation is a Partnership, The payments are recorded as Partners Remuneration or Interest on Capital and adjusted to the Partners Capital Account

3. If the organisation is a Limited Company, The payments are recorded as “Directors Remuneration”

Now, Let me show you how these payments are recorded in Reach Accounting Software

## Directors Salary



The screenshot shows the REACH Accounting Software interface. The top navigation bar includes tabs for Dashboard, Leads, Income, Expense, Inventory, Accounting, Reports, and Settings. The 'Income' tab is selected, and a dropdown menu is open, showing options: Pendlings, Proforma Invoice, Invoice (highlighted with a red arrow labeled '1'), Receipt, Credit Note, and Reminders. To the right of the dropdown, there are buttons for 'Import Invoice' and 'Add Invoice', with a red arrow labeled '2' pointing to the 'Add Invoice' button. Below the navigation bar, there are buttons for 'Detailed Excel', 'Print', 'Excel', and 'Pdf'. The main content area displays a table of invoices with the following data:

Invoice #	Customer	Date	Amount	Paid	Pending	Status	Shipment	Action
inv/ 1967 /2018	Mr. Aksh Jolly1	January 24, 2018	7,500.00	0.00	7,500.00	DRAFT	NOT DELIV	Action
inv/ 1966 /2018	Mahalakshmi Traders Mahalakshmi	January 23, 2018	840,000.00	0.00	840,000.00	DRAFT	NOT DELIV	Action
inv/ 1965 /2018	More Patil	January 22, 2018	8,400.00	7,500.00	900.00	PARTIAL	NOT DELIV	Action

1. Go to payment under Expense tab
2. Click Add Payment

Payment  
Home / Expense / Create Payment

### Create Payment

**Settings Type \***  
GST Payment

**Payment Type**  
Direct Payment → 3

**Payment No**  
PREFIX: 5 SUFFIX:

**Date \***  
09/02/2018 → 4

**Cheque No**  
254871080559

**Cheque Date**  
13/02/2018

**Vendor**  
Select a Vendor +

**Payment Mode**  
HDFC Bank → 5 +

Account	Price	Tax	Tax Amount	Amount	Cost Centre
Directors Remuneration → 6	100000	Select Taxes	0.00	100000.00	Select Cost Centre. +
<b>Total:</b>			0.00	100000.00	

**Notes**  
Salary made to Director MR. Mohi → 7

8 ←

3. Select the direct payment in payment type.
4. Select date and payment mode.
5. Now select the "Directors Remuneration ledger" in account and give the salary amount.
7. Add a notes for your reference.
8. Now Click Save. Payment added successfully.

# Questions

---

## 1. What does PF stand for?

- A. Provident fund.
- B. Personal farm.
- C. Public foul.

## 2. What does ESI stand for?

- a. Enterprise service interface.
- b. Electronic simulation Internet.
- c. Employee state insurance.

## 3. How to record salary and wages in reach accounting software?

A. Accountant tab>Go to Journal>Click Add journal >add Salary>Select the Date>Select Salary ledger >add Total salary amount under debit column>Select bank or cash>add amount under credit column>save.

B. Income tab>Go to Invoice>Click Add journal >add Salary>Select the Date>Select Salary ledger >add Total salary amount under debit column>Select bank or cash>add amount under credit column>save.

C. Accountant tab>Go to Journal>Click Add journal >add Salary>Select the Date>Select Salary ledger >add Total salary amount under credit column>Select bank or cash>add amount under debit column>save.

## 4. Employee benefits like ..... and Insurance dues have to be journalised and recorded in the software to make sure the financial statements show a true and fair view.

- a. Provident fund.
- b. Employee statement insurance.
- c. Salary

## 5. If the organisation is a Limited Company, The payments are recorded as :-

- a. Directors Remuneration
- b. Partners Remuneration
- c. Interest on Capital

## 6. How to record Director salaries in Reach software ?

a. Expense tab>Go to payment>Click Add Payment>Select the direct payment in payment type>Select date and payment mode> select the "Directors Remuneration ledger in account and give the salary amount> Click Save.

b. Go to payment> Expense tab>Click Add Payment>Select the direct payment in payment type>Select date and payment mode> Staff Salary Advances ( current liability)> Click Save.

c. Go to payment> Expense tab>Click Add Payment>Select the direct payment in payment type>Select date and payment mode> Salary ledger and add Total salary amount under debit column> Click Save.

# Questions

---

**7. If the organisation is a Proprietorship entity, The payments are recorded as.....**

- a. Capital
- b. Drawings
- c. Partners Remuneration

**8. If the organisation is a Partnership, The payments are recorded as .....or Interest on Capital and adjusted to the Partners Capital Account.**

- a . Partners Remuneration
- b. Drawings
- c. Directors Remuneration

**9. Select ESI Employee payables ( current liability) and add amount under .....column.**

- a. Credit
- b. Debit

**10. The PF and ESI due is recorded in Reach Software as explained in the previous segment. Payment of PF or ESI is done using a regular.....**

- a. Invoice
- b. Receipt voucher
- c. payment voucher

## Practicals

Take a quick walkthrough of the Cloud Accounting Software along and explore the various Menu and Submenu.

**TRY NOW**

# CASH MANAGEMENT

In this section, let's learn how Cash Transactions have to be recorded in Reach.

## Learning Objectives:

1. Understand how Petty Cash can be managed using Reach
2. Learn How to account for expenses spent by Boss
3. Learn How to account for advances given for expenses

## Petty Cash Management

Every business earmarks some cash for daily office expenses done in cash. The cashier is usually made responsible for this fund and day-to-day expenses are met out of this Imprest. This fund is refilled every day or week once it is used. Let me show you how petty cash is accounted for.

Payment

Home / Expense / Payment

Prefix Payment # Suffix

Print Excel Pdf

Delete

Displaying 1-36 of 36 results.

Payment #	Date	Amount	Bank	Vendor/Category	Notes	Action
22	January 18, 2018	291,200.00	CASH	TEGAN		Action
21	January 17, 2018	180,000.00	HDFC Bank	Apple Communication		Action
20	January 17, 2018	500.00	CASH	Telephone Charges		Action



1. Go to payment under expense tab.
2. Click on add payment button.

Payment  
Home / Expense / Create Payment

### Create Payment

Settings Type \*  
Payment

Payment Type  
Direct Payment → 3

Payment No  
PREFIX 23 SUFFIX

Date \*  
22/01/2018 → 4

Cheque No

Cheque Date

Vendor  
Select a Vendor +

Payment Mode  
CASH → 5 +

Account	Price	Tax	Tax Amount	Amount	
Water Charges → 6	500	Select Taxes → 7	0.00	500.00	+
Total:			0.00	500.00	

Notes  
→ 8

9 ←

3. Select the direct payment in payment type.
4. Select date.
5. Select payment mode.
6. Now select the Petty cash ledger in account Petty cash means daily office expenses(Water expenses, Tea,coffee expenses,travelling expenses,) and give the amount.
7. In case you like to add taxes to the payments made, make sure the taxes are enabled while creating an accounting ledger.

# Cash Management

8. Add a notes for your reference.
9. Now Click Save. Payment added successfully.

## Expenses spent by Boss

Many times, The boss uses his personal credit card or cash to buy stuffs for the business. It gets settled to the boss and also needs to be recorded as a Business Expense. Now let me show you how such expenses are accounted for in Reach Software

Journal #	Date	Amount	Credit Account	Debit Account	Description	Action
5	January 20, 2018	5000	Service Charge	Zero rated	credit note	Action
4	January 17, 2018	5000	Computer	Depreciation	Depreciation for computer Rs 5000	Action
3	January 10, 2018	6238	CASH	Interest on Loan HDFC Loan		Action

1. Go to journal under accounting tab.
2. Click on add journal.

Account	Debit	Credit	Remarks
Loan from Director	50000		
Computer	50000		
Total	100000.00	100000.00	

# Cash Management

3. Now Add Description.
4. Select date.
5. Select Loan from Director Ledger or Capital Ledger and Add credit amount.
6. Select Expenses Ledger and Add debit amount.
7. Click Save.

When office will Settled to the boss, aghani go to add journal

The screenshot shows the REACH Business Automation Software interface. The top navigation bar includes tabs for Dashboard, Leads, Income, Expense, Inventory, Accounting, and Reports. The Accounting tab is active, and a dropdown menu is open, showing 'Journal' and 'Contra' options. A red arrow labeled '8' points to the 'Journal' option. Below the navigation bar, there is an 'Advance Search' dropdown and a green 'Add a Journal' button. A red arrow labeled '9' points to this button. Below the search bar, there is a 'Delete' button and a message 'Displaying 1-5 of 5 results.' A table with 8 columns (Journal #, Date, Amount, Credit Account, Debit Account, Description, Action) displays 5 journal entries.

Journal #	Date	Amount	Credit Account	Debit Account	Description	Action
5	January 20, 2018	5000	Service Charge	Zero rated	credit note	Action
4	January 17, 2018	5000	Computer	Depreciation	Depriciation for computer Rs 5000	Action
3	January 10, 2018	6238	CASH	Interest on Loan HDFC Loan		Action

8. Click journal under accounting tab
9. Add Journal

The screenshot shows the 'Add a Journal' form. The form includes fields for 'Journal Type' (set to 'Journal'), 'JV No' (with a dropdown and a search icon), 'Description' (set to 'Settled to the boss'), 'Date' (set to '07/02/2018'), and 'Ref No' (set to '4887'). There is a 'Here is the Proof' section with a 'Choose File' button. Below the form is a table with 4 columns: Account, Debit, Credit, and Remarks. The table shows two entries: 'Loan from Director' with a debit of 50000 and 'HDFC BANK' with a credit of 50000. The total debit and credit are both 50000.00. A red arrow labeled '12' points to the 'Save' button at the bottom right of the form.

Account	Debit	Credit	Remarks
Loan from Director	50000		
HDFC BANK		50000	
Total	50000.00	50000.00	

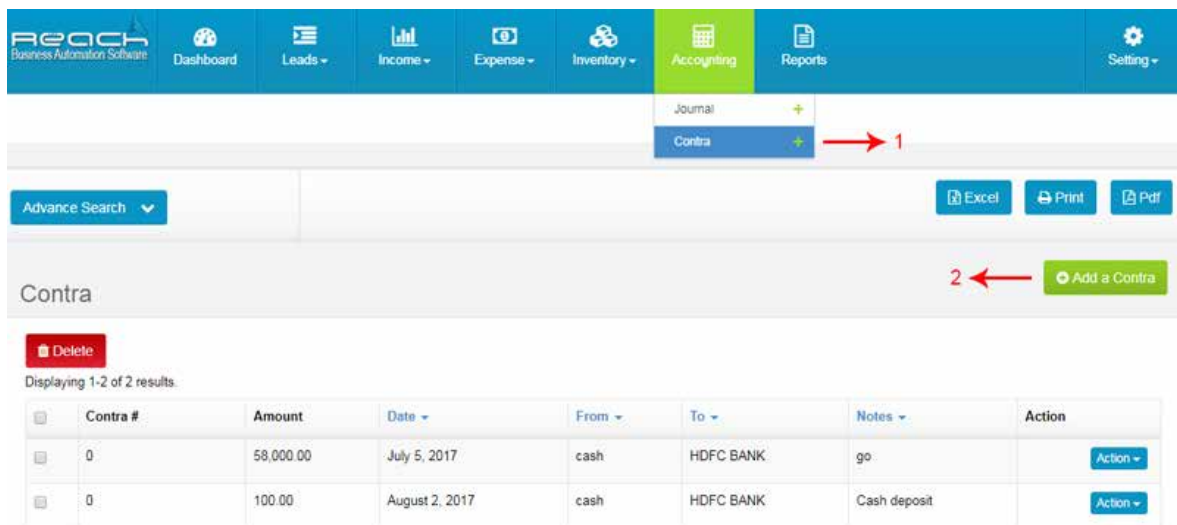
# Cash Management

10. Now select Loan from Director Ledger and Add Debit amount.
11. Select Bank and Add credit amount.
12. Click Save.

## Advances given for Expenses

When you give Advance Imprest to Staffs for incurring some Cash expenses, it need to be accounted for. The cash holder might come back and provide bills for the same and return excess cash. This needs to be accounted too.

Now I will show you how this can be managed in Reach Software



The screenshot shows the Reach Software interface. The 'Accounting' menu is open, and 'Contra' is selected. A red arrow labeled '1' points to the 'Contra' option. Below the menu, there is a search bar and buttons for 'Excel', 'Print', and 'Pdf'. A red arrow labeled '2' points to the 'Add a Contra' button. Below this, there is a table with 2 results:

Contra #	Amount	Date	From	To	Notes	Action
0	58,000.00	July 5, 2017	cash	HDFC BANK	go	Action
0	100.00	August 2, 2017	cash	HDFC BANK	Cash deposit	Action

1. Go to Contra under accounting tab
2. Click add contra



The screenshot shows the 'Add a Contra' form. The form fields are as follows:

- Contra Type: Contra
- Contra NO: IN 1 2017
- Amount: 5000 (Red arrow 3 points to this field)
- Date: 05/02/2015 (Red arrow 4 points to this field)
- From Bank: cash (Red arrow 5 points to this field)
- Ex Cash: Indian Rupee (INR)
- To Bank: petty cash with Mr Mohideen (Red arrow 6 points to this field)
- Voucher No: 5245
- Notes: "BRIEF CASH ASPIRATIONS" (Red arrow 7 points to this field)

At the bottom right, there are buttons for 'Save' (green) and 'Cancel' (red). A red arrow labeled '8' points to the 'Save' button.

3. Add Advances Amount
4. Select Date
5. Select From Bank details
6. Now select To Bank or cash
7. Add a notes for your reference
8. And click save

## Practicals

Take a quick walkthrough of the Cloud Accounting Software along and explore the various Menu and Submenu.

**[TRY NOW](#)**

# Questions

---

## 1. What is Petty Cash Management ?

- a. Daily office expenses done in cash.
- b. Salaries, Travelling and Other office expenses.
- c. office expenses and wages.

## 2. How to record Petty Cash Management in Reach software ?

a. Expense tab>payment>Add Payment>Select the direct payment in payment type>Select payment mode>Now select the Petty cash ledger >Click Save.

b. Expense tab>payment>Add Payment>Select the direct payment in payment type>Select payment mode>Now select the Capital Ledger >Click Save.

c. Expense tab>payment>Add Payment>Select the Payment Against bill in payment type>Select payment mode>Now select the Capital Ledger >Click Save.

## 3. Which is the payment type selected in petty cash management ?

- a. Direct Payment.
- b. Payment Against bill.
- c. For Advance against Expense.

## 4. How to account for advances given for expenses in Reach accountant ?

a. Accounting tab>Go to Contra>Click add contra >Add Advances Amount>Select From Bank details>select To Bank or cash>Click save.

b. Expense tab>payment>Add Payment>Select the direct payment in payment type>Select payment mode>Now select the Capital Ledger >Click Save.

c. Go to payment> Expense tab>Click Add Payment>Select the direct payment in payment type>Select date and payment mode> Staff Salary Advances ( current liability)> Click Save.

## 5. What are the two types of petty cash book ?

- a. Receipt petty cash book.
- b. Columnar petty cash book and Imprest petty cash book.
- c. Payment petty cash book.

## 6. what kind of expense is petty cash ?

- a. When you buy machinery and furniture.
- b. purchase goods.
- c. Paid for printing work,stationary purchased and general expenses.

# Questions

---

7. .... Vouchers are made to record daily petty cash expenses or payments made against supplier bills.

- a. Payment
- b. Receipt
- c. invoice

8. The boss uses his personal credit card or cash to buy stuffs for the business. It gets settled to the boss and also needs to be recorded as a .....Expense.

- a. Office
- b. Business
- c. Personal

9. When you give Advance Imprest to Staffs for incurring some Cash expenses, it need to be accounted for. The cash holder might come back and provide ..... for the same and return excess cash.

- a. Bills
- b. Receipt
- c. quote

10. Every business earmarks some cash for daily office expenses done in.....

- a. Cash
- b. Bank transfer
- c. cheque

## Practicals

Take a quick walkthrough of the Cloud Accounting Software along and explore the various Menu and Submenu.

[TRY NOW](#)

# 10

## ASSET PURCHASES

In this section, let's learn how Asset Purchases can be recorded in Reach Accounting Software

### Learning Objectives:

1. Record an Asset Purchase in Reach
2. Record as Asset Sale in Reach
3. Record Depreciation in Reach

### Recording Asset Purchase

When you buy a Fixed Asset, like machinery, furniture etc you incur ancillary expenses on it like transport, insurance, registration etc

All the expenses incurred till the point such asset is put to use is capitalised and added to the cost of the asset. This cost needs to be recorded in the Accounting Software.

Let me now show you how this is done

The screenshot shows the Reach Accounting Software interface. The top navigation bar includes 'Reach Business Automation Software', 'Dashboard', 'Leads', 'Income', 'Expense', 'Inventory', 'Accounting', 'Reports', and 'Setting'. The 'Accounting' menu is open, showing 'Journal' and 'Contra' options. A red arrow labeled '1' points to the 'Journal' option. Below the navigation bar, there is an 'Advance Search' dropdown and a 'Journal' section with an 'Add a Journal' button. A red arrow labeled '2' points to the 'Add a Journal' button. Below the 'Add a Journal' button, there is a 'Delete' button and a message 'Displaying 1-5 of 5 results.' A table with 8 columns (Journal #, Date, Amount, Credit Account, Debit Account, Description, Action) displays the following data:

Journal #	Date	Amount	Credit Account	Debit Account	Description	Action
5	January 20, 2018	5000	Service Charge	Zero rated	credit note	Action
4	January 17, 2018	5000	Computer	Depreciation	Depriciation for computer Rs 5000	Action
3	January 10, 2018	6238	CASH	Interest on Loan HDFC Loan		Action



1. Go to Journal under accountant tab
2. Click add journal option

**Add a Journal**

Journal Type \* Journal

JV No J 8 suffix

Description Asset Purchase → 3

Date \* 08/02/2018 → 4

Ref No 548 → 5

Here is the Proof  No file chosen

Account	Debit	Credit	Remarks
Computer → 6	50000		
HDFC BANK → 7		50000	
Total:	50000.00	50000.00	

8 ←

4. Add a Description for your reference.
5. select the Date, Ref No, Here is the Proof
6. Now select fixed asset (Computer) and add amount under debit column
7. Select bank or cash and add amount under credit column
8. Click Save

## Recording Asset Sale

When an Asset is sold, the receipt needs to be recorded in the software and any profits arising thereof recorded. Let me now show you how this transaction is recorded in the accounting software

# Asset Purchases

1. Click Settings, under Settings tab.

2. Click Account Ledger, under accounting tab.

3. Now click add a account button.

1. Click Settings, under Settings tab.
2. Click Account Ledger, under accounting tab.
3. Now click add a account button.

4. Click Group dropdown menu.

5. Click Name text input field.

6. Click Opening Balance as on text input field.

7. Click Create button.

# Asset Purchases

4. Then Select Group (Other expenses)
5. Add ledger name (loss on fixed asset).
6. Add Opening Balance( 0).
7. Now click create.

The screenshot shows the REACH Business Automation Software interface. The top navigation bar includes Dashboard, Leads, Orders, Jobs, Income, procurement, Inventory, Accounting, Reports, and Setting. The Accounting menu is expanded, showing options for Journal and Contra. A red arrow labeled '8' points to the Journal option. Below the navigation bar, there is an 'Advance Search' dropdown and an 'Add a Journal' button, with a red arrow labeled '9' pointing to it. The main content area displays a table of journals with columns for Journal #, Date, Amount, Credit Account, Debit Account, Description, and Action. The table shows three entries: J 7 (February 7, 2018, 50000, HDFC BANK, Loan from Director, Settled to the boss), J 6 (February 7, 2018, 50000, Loan from Director, Computer, Spent by Boss), and J 5 (September 11, 2017, 20000, Sales, Salaries and Commissions).

8. Go to Journal under accountant tab
9. Click add journal Button

The screenshot shows the 'Add a Journal' form. The form includes fields for Journal Type (set to Journal), JV No (J 6), Description (cash paid), Date (23/01/2018), and Ref No (5438790). Below these fields is a section for 'Here is the Proof' with a 'Choose File' button. The bottom part of the form is a table for accounting entries:

Account	Debit	Credit	Remarks
Salaries & Bonus	25000		
Salaries Advances		5000	
HDFC BANK		20000	
Total	25000.00	25000.00	

Red arrows labeled 10, 11, 12, 13, 14, 15, 16, and 17 point to the Description, Date, Ref No, and the debit/credit amounts in the table. At the bottom right, there is a 'Save' button and a 'Cancel' button, with a red arrow labeled '18' pointing to the Save button.

# Asset Purchases

10. Add a Description for your reference.
11. Select the Date.
12. Fill the Reference Number and click Here is the Proof.
13. Now select bank or Cash and add amount under debit column.
14. Select fixed asset (Computer) and add sale amount under credit column.
15. Now select loss on fixed asset ledger and add loss amount under credit column.
16. Then save.

## Recording Depreciation

Depreciation is recorded in the software while doing the year end processing. This needs to be recorded at a fair percentage calculated according to the wear and tear or according to the prescribed laws.

Let me show you how depreciation is recorded in Reach Accounting Software

Name	Account Type	Opening Balance	Action
Axis OD Account	Expense	0.00	Action
CST Payable	Liability	0.00	Action
Cash	Asset	0.00	Action
Computer	Asset	0.00	Action
Depreciation	Expense	0.00	Action

1. Click Settings, under Settings tab.
2. click Account Ledger, under accounting tab.
3. Now click add a account button.

**Add an Account**  
Home / Settings / Add an Account

Group: Other Expenses → 4

Account ID:

Name: Depreciation → 5

Alias Name:

Opening Balance as on 01/04/2017: 0 → 6

Taxable Ledger:

MSIC Code:

Set Reminder

7 ←

4. Then Select Group (Other expenses)
5. Add ledger name (Depreciation).
6. Add Opening Balance( 0).
7. Now click create.

REACH Accountant Software | Dashboard | Leads | Income | Expense | Inventory | Accounting | Reports | Settings

Journal |  → 8

Journal |  → 9

Displaying 1-5 of 5 results.

Journal #	Date	Amount	Credit Account	Debit Account	Description	Action
5	January 20, 2018	5000	Service Charge	Zero rated	credit note	<input type="button" value="Action"/>
4	January 17, 2018	5000	Computer	Depreciation	Depreciation for computer Rs 5000	<input type="button" value="Action"/>

# Asset Purchases

- Go to Journal under accountant tab
- Click add journal Button

**Add a Journal**

Journal Type \*

JV No

Description  → 10

Date \*  → 11

Ref No  → 12

Here is the Proof  No file chosen

Account	Debit	Credit	Remarks
<input type="text" value="Computer"/> → 13	<input type="text" value="5000"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Depreciation"/> → 14	<input type="text"/>	<input type="text" value="5000"/>	<input type="text"/>
Total	5000.00	5000.00	

15 ←

- Add a Description for your reference.
- Select the Date.
- Fill the Reference Number and click Here is the Proof.
- Now select Depreciation ledger and add amount under credit column.
- Select fixed asset (Computer) and add sale amount under debit column.
- Then save.

# Questions

---

**1. Choose the fixed asset ?**

- a. Equipments and Building.
- b. Investments and Cash.
- c. Receivables and Inventory.

**2. When the depreciation is recorded in the software ?**

- a. Depreciation is recorded in the middle of year.
- b. Depreciation is recorded in the software while doing the year end processing.
- c. Depreciation is recorded in monthly basis.

**3. Which ledger would you select for sale of asset ?**

- a. fixed asset.
- b. Current asset.

**4. How to record Asset Purchase in Reach software ?**

a. accountant tab>Go to Journal>Click add journal>select fixed asset (Computer) and add amount under debit column>Select bank or cash and add amount under credit column>Click save.

b. accountant tab>Go to Journal>Click add journal>select fixed asset (Computer) and add amount under credit column>Select bank or cash and add amount under debit column>Click save.

c. accountant tab>Go to Journal>Click add journal>select current asset (inventory) and add amount under debit column>Select bank or cash and add amount under credit column>Click save.

**5. ....is recorded in the software while doing the year end processing.**

- a. Depreciation
- b. Bank transaction
- c. Expenses

**6. When you buy a .....like machinery, furniture etc you incur ancillary expenses on it life transport, insurance, registration etc.**

- a. Current asset
- b. Fixed Asset
- c. Capital

**7. When an Asset is sold, the..... needs to be recorded in the software and any profits arising thereof recorded.**

- a. Receipt
- b. Payment
- c. Accounts.

# Questions

---

**8. Go to Journal under ..... Tab.**

- a. Expense
- b. Accountant
- c. Inventory

**9. All the expenses incurred till the point such asset is put to use is capitalised and added to the cost of the .....**

- a. Asset
- b. Balance
- c. Expense

**10. Intangible assets is a ..... Asset.**

- a. Current asset
- b. Fixed asset

## Practicals

Take a quick walkthrough of the Cloud Accounting Software along and explore the various Menu and Submenu.

**[TRY NOW](#)**



# CAPITAL/ LOAN

In this section, let's learn how to Record Loans taken and Capital Infusion in Reach Accounting Software

## Learning Objectives:

1. Record a Loan
2. Record an EMI Payment
3. Record Partners Capital

## Recording a Loan

A Loan or a Debt is raised for a business to finance its trade or Investment.

Loans can be received as Term Loans, Asset Loans or Over drafts.

When a Loan is received it has to be recorded in Reach Accounting Software. Let me now show you how it's done.

The screenshot shows the Reach Accounting Software interface. The top navigation bar includes: Dashboard, Leads, Income, Expense, Inventory, Accounting (highlighted), Reports, and Setting. A dropdown menu under Accounting shows 'Journal' and 'Contra'. A red arrow labeled '1' points to the 'Journal' option. Below the navigation bar, there is an 'Advance Search' dropdown and a green 'Add a Journal' button. A red arrow labeled '2' points to this button. Below the 'Journal' header, there is a 'Delete' button and the text 'Displaying 1-5 of 5 results.' A table with 8 columns is shown below:

Journal #	Date	Amount	Credit Account	Debit Account	Description	Action
5	January 20, 2018	5000	Service Charge	Zero rated	credit note	Action
4	January 17, 2018	5000	Computer	Depreciation	Depreciation for computer Rs 5000	Action
3	January 10, 2018	6238	CASH	Interest on Loan HDFC Loan		Action

# Captial/Loan

1. Go to Journal under account tab
2. Add Journal Button

Add a Journal

Journal Type \* Journal

JV No J 6 suffix

Description Loan amount paid for director → 3

Date \* 23/01/2018 → 4

Ref No

Here is the Proof  No file chosen

Account	Debit	Credit	Remarks
<input type="text"/> + → 5			
<input type="text"/> +			
Total:			

3. Now add Description.
4. Then Select date.
5. You can add the details of the new ledger by clicking on the “+” button near the account field.

Jobs • Jobs • Income • procurement • Inventory • Finance • Reports

JV No

Description

Date

Ref No

Here is the Pro

Date

Add an Account

Group Current liability → 6

Account ID

Name Loan from Director → 7

Alias Name

Opening Balance as on 01/07/2017

Ref: 0

Taxable Ledger:

MSIC Code:

Do you want to add a product?

Do you want to track profitability?

Set Reminder

8 →

6. Select group.
7. Then Add ledger name.
8. Now Click Create.

Account	Debit	Credit	Remarks
Loan from Director <input type="button" value="➕"/> → 9	50000		<input type="text"/>
HDFC BANK <input type="button" value="➕"/> → 10		50000	<input type="text"/>
Total:	50000.00	50000.00	

11 →

9. Now select Loan ledger and add amount under Credit column
10. Select bank and add amount under debit column.
11. Now Click Save.

## Recording an EMI Payment

When a term loan or an Asset loan is repaid in Equated Monthly Instalments, The payment includes both Principal and Interest repayments

We will have to calculate the Interest component in the EMI and record it as an Expense.

The loan account has to be reduced to the extent of the principal component.

Let me show you how that is done.

# Captial/Loan

The screenshot shows the REACH Business Automation Software interface. The top navigation bar includes Dashboard, Leads, Income, Expense, Inventory, Accounting, Reports, and Settings. The Accounting menu is expanded, showing 'Journal' and 'Contra' options. A red arrow labeled '1' points to the 'Journal' option. Below the navigation bar, there is an 'Advance Search' dropdown and a green 'Add a Journal' button. A red arrow labeled '2' points to the 'Add a Journal' button. Below this, a table displays 5 journal entries:

Journal #	Date	Amount	Credit Account	Debit Account	Description	Action
5	January 20, 2018	5000	Service Charge	Zero rated	credit note	Action
4	January 17, 2018	5000	Computer	Depreciation	Depriciation for computer Rs 5000	Action
3	January 10, 2018	6238	CASH	Interest on Loan	HDFC Loan	Action

1. Go to Journal under account tab
2. Add Journal

The screenshot shows the 'Add a Journal' form. The 'Journal Type' dropdown is set to 'Journal'. The 'JV No' field contains 'J' and '6', with a 'suffix' field. The 'Description' field contains 'Loan amount paid for director', with a red arrow labeled '3' pointing to it. The 'Date' field contains '23/01/2018', with a red arrow labeled '4' pointing to it. The 'Ref No' field is empty. Below the form, there is a 'Here is the Proof' section with a 'Choose File' button and 'No file chosen' text. Below this, there is a table for adding journal entry details:

Account	Debit	Credit	Remarks
<input type="text"/> +	<input type="text"/>	<input type="text"/>	<input type="text"/> +
<input type="text"/> +	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total:			

3. Now add Description.
4. Then Select date.
5. You can add the details of the new ledger by clicking on the "+" button near the account field.

**Add an Account**

Group  
Current liability → 6

Account ID

Name  
Loan From Bajaj → 7

Alias Name

Opening Balance as on 01/07/2017  
0

Taxable Ledger

MSIC Code

Do you want to add a product?

Do you want to track profitability?

Set Reminder

8 →

# Captial/Loan

6. Select current liability group.
7. Then Add ledger name.
8. Now Click Create.

Account	Debit	Credit	Remarks
Loan from Bajaj		2000	
HDFC BANK	2000		
Total:	2000.00	2000.00	

11 ←

9. Now select Loan ledger and add amount under Credit column
10. Select bank and add amount under debit column.
11. Now Click Save.

**Add a Journal**

Journal Type \*

JV No

Description

Date \*

Ref No

Here is the Proof  No file chosen

Account	Debit	Credit	Remarks
Loan from Bajaj	2000		
Interest on loan	200		
Select an Account		2200	
Total:	2200.00	2200.00	

15 ←

12. Select ledger (Loan from Bajaj) and add amount under debit column.
13. Then select Interest on loan and add amount under debit column.
14. Select bank and add amount under Credit column.
15. Now Click Save.

## Recording Partners Capital

When the partner brings in Capital to fund the business, it needs to be recorded in the software. This transaction needs to be journalised and recorded to give effect in the Balance sheet.

Now let me show you how a capital is recorded.

The screenshot shows the REACH Business Automation Software interface. The top navigation bar includes Dashboard, Leads, Income, Expense, Inventory, Accounting, Reports, and Settings. The Accounting menu is open, showing 'Journal' and 'Contra' options. A red arrow labeled '1' points to the 'Journal' option. Below the navigation bar, there is an 'Advance Search' dropdown and an 'Add a Journal' button. A red arrow labeled '2' points to the 'Add a Journal' button. Below this, there is a 'Delete' button and a table displaying journal entries.

Journal #	Date	Amount	Credit Account	Debit Account	Description	Action
5	January 20, 2018	5000	Service Charge	Zero rated	credit note	Action
4	January 17, 2018	5000	Computer	Depreciation	Depriciation for computer Rs 5000	Action
3	January 10, 2018	6238	CASH	Interest on Loan HDFC Loan		Action

1. Go to Journal under account tab.
2. Add Journal Button.

The screenshot shows the 'Add a Journal' form. The form includes the following fields:

- Journal Type: Journal
- JV No: 2
- Description: Partners Capital (indicated by a red arrow labeled '3')
- Date: 23/01/2018 (indicated by a red arrow labeled '4')
- Ref No: (empty)
- Here is the Proof: Choose File (no file chosen)

Below the form is a table for recording the journal entry:

Account	Debit	Credit	Remarks

# Captial/Loan

3. Now add Description.
4. Then Select date.
5. You can add the details of the new ledger by clicking on the “+” button near the account field.

**Add an Account**

Group: Equity → 6

Account ID: [ ]

Name: Partners Capital → 7

Alias Name: [ ]

Opening Balance as on 01/07/2017: 0

Taxable Ledger:

MSIC Code: [ ]

Do you want to add a product?

Do you want to track profitability?

Set Reminder

8 ←



6. Select Equity group.
7. Then Add ledger name.
8. Now Click Create.

Account	Debit	Credit	Remarks
Partners Capital    9	2000		
HDFC BANK    10		2000	
Total:	2000.00	2000.00	

11   

9. Select ledger (Partner Capital) and add amount under Credit column.
10. Select bank and add amount under Debit column.
11. Now Click Save.

# Questions

---

**1. The loan account has to be reduced to the extent of ..... ?**

- a. The Interest component.
- b. The principal component.
- c. The loan component

**2. When the partner brings in Capital to fund the business, This transaction needs to be journalised and recorded to give effect in the ..... ?**

- a. Trial balance.
- b. Balance sheet.
- c. Profit & loss account.

**3. A Loan or a Debt is raised for a business to finance its trade or Investment. Loans can be received as .....or Over drafts.**

- a. Term Loans, Asset Loans
- b. Long term loan.
- c. Short term loan.

**4. When is a term loan or an Asset loan repaid, in Equated .....Instalments.**

- a. Quarterly
- b. Half Yearly
- c. Monthly.

**5. The loan account has to be reduced to the extent of the .....component.**

- a. Principal
- b. Interest repayments
- c. Interest

**6. How to record a loan in Reach software ?**

a. Go to Journal under account tab>Add Journal Button>add Description.>Select date.>Select group.>Add ledger name.>Click Create>select fixed asset ledger and add amount under Credit column>bank and add amount under debit column>Click Save

b. Go to Journal under account tab>Add Journal Button>add Description.>Select date.>Select group.>Add ledger name.>Click Create>select Loan ledger and add amount under Credit column>bank and add amount under debit column>Click Save.

c. Go to Journal under account tab>Add Journal Button>add Description.>Select date.>Select group.>Add ledger name.>Click Create>select Loan ledger and add amount under Debit column>bank and add amount under debit column>Click Save.

# Questions

---

7. When the partner brings in Capital to fund the business is called .....

- a. Partner capital
- b. Provident fund
- c. Petty Cash

8. Calculate the..... component in the EMI and record it as an Expense.

- a. Capital
- b. Principle
- c. Interest

9. In Reach software you can add the details of the new ledger by clicking on the “....” button near the account field.

- a. -
- b. +
- c. %

10. What is a Partner capital ?

a. When the partner brings in Capital to fund the business, it needs to be recorded in the software. This transaction needs to be journalised and recorded to give effect in the Balance sheet.

b. When you buy a Fixed Asset, like machinery, furniture etc you incur ancillary expenses on it like transport, insurance, registration etc. All the expenses incurred till the point such asset is put to use is capitalised and added to the cost of the asset.

c. The boss uses his personal credit card or cash to buy stuffs for the business. It gets settled to the boss and also needs to be recorded as a Business Expense.

## Practicals

Take a quick walkthrough of the Cloud Accounting Software along and explore the various Menu and Submenu.

**TRY NOW**

# YEAR-END CLOSURE

---

In this section Let us learn how year end closures have to be made in Reach.

## Learning Objectives:

1. Methods of year end closure
2. Understand the accounting entries at the end of year.
3. Exporting of key transactions are done in Reach

## Methods of year end closure

Once the financial year comes to a close, we have to enter the transactions in the new financial year either as a new data file or as a continuation to the existing file.

The balances of customers and vendors have to be re-instated and reserves needs to be started fresh. These transactions need to be done in reach once the financial year ends.

## Accounting Entries to be passed at the end of the year

At the end of the year, the following accounting entries need to be passed:

1. Journals for Depreciation
2. Journals to transfer Revenue Reserves

Let me now show you how these transactions are made.

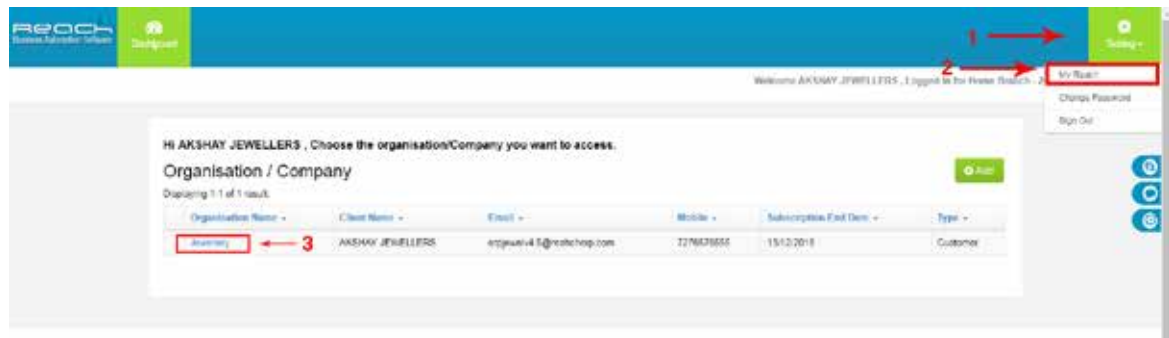
## Exporting or Segmenting Previous year Transactions

A new Financial year needs to be created in Reach carrying forward all the closing balances. This can be done automatically in Reach. Let me show you how this is done.

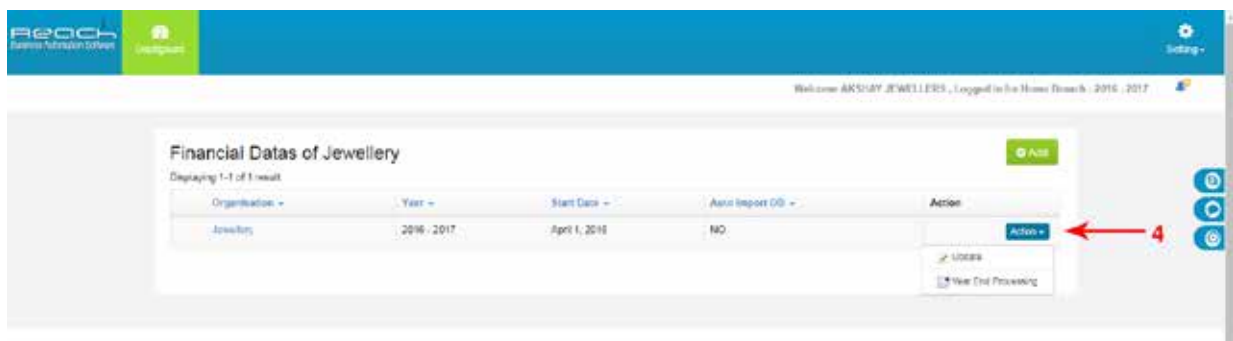
Once this is done, it is recommended to freeze the transactions of that financial year. Let me now show you how this is done.

# Year End Closure

## Methods



1. Go to the Setting
2. Select My reach
3. Select Organisation name



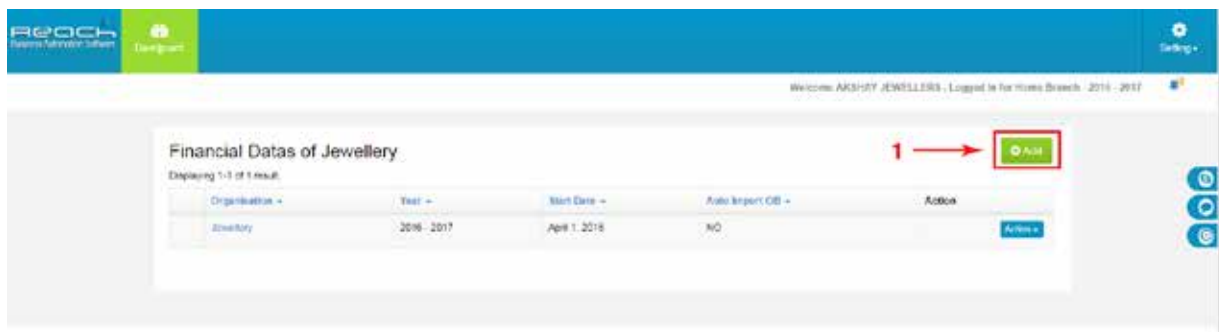
4. Select Action button in financial Data, Run Year End Process



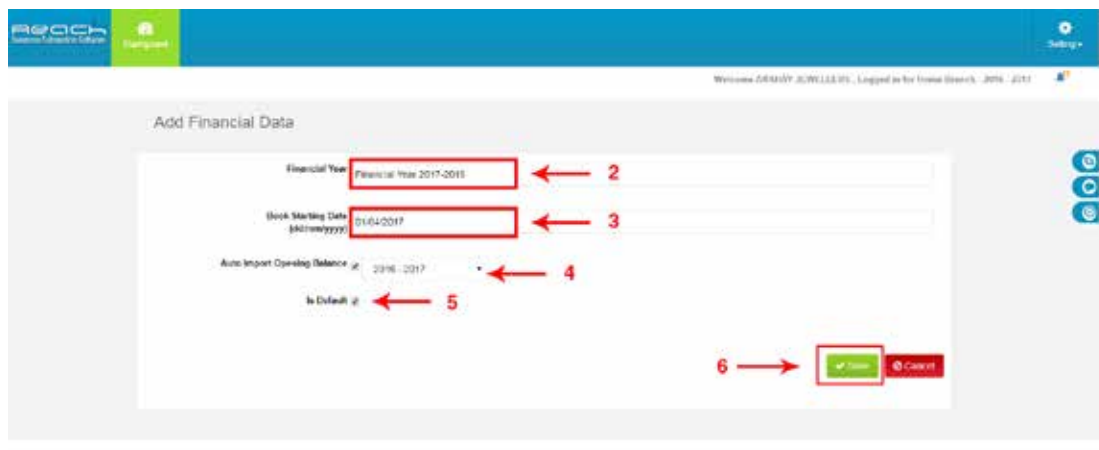
# Year End Closure

5. Choose the Previous financial year period. 01st April 2016 to 31st march 2017
6. Please tick Profit and Loss Balance to Reserves and Surplus, If you want to transfer . It means current year net profit and Loss will be transfer to Reserves and Surplus Account
7. Please tick Freeze entries if you want freeze your old entries. It means your old entries will not editable.
8. And Save

## Methods



1. Select Add new financial Year



2. Enter new financial year name
3. Select new financial year start date 01st April 2017
4. If you want import your closing balance from old financial year, Please tick Auto Import Opening Balance. It is Opening balance for your new Financial Year
5. Tick is Default
6. And Save, Your new financial year created successfully.

# Questions

---

**1. At the end of the year, the following accounting entries need to be passed.**

- a. Journals for Depreciation & Journals to transfer Revenue Reserves.
- b. Exporting of key transactions are done.
- c. Journal entries.

**2. A new Financial year needs to be created in Reach carrying forward all the .....**

- a. Capital.
- c. Closing balance.
- c. Opening balance.

**3. Once the financial year comes to a close, we have to enter the transactions in the new financial year either as a new data file or as a continuation to the .....file.**

- a. Existing
- b. Same
- c. New data

**4. At the..... the accounting entries need to be passed.**

- a. End of the year
- b. Middle of the year
- c. Every month

**5. The balances of customers and vendors have to be .....and reserves needs to be started fresh.**

- a. Added
- b. Re-instated
- c. Deleted

## Practicals

Take a quick walkthrough of the Cloud Accounting Software along and explore the various Menu and Submenu.

**TRY NOW**

# Key Answers

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## Chapter - 4 Setting Up

1-A, 2-B, 3-C, 4-A, 5-A, 6-C, 7-A, 8-B, 9-C, 10-B

## Chapter - 5 Import

1-A, 2-B, 3-B, 4-C, 5-A, 6-A, 7-B, 8-B, 9-C, 10-A

## Chapter - 6 Income

1-A, 2-B, 3-B, 4-A, 5-C, 6-A, 7-B, 8-A, 9-C, 10-B

## Chapter - 7 Expenses

1-A, 2-C, 3-A, 4-C, 5-A, 6-A, 7-C, 8-A, 9-A, 10-B

## Chapter - 8 Banking

1-B, 2-A, 3-B, 4-A, 5-C, 6-C, 7-A, 8-B, 9-A, 10-C

## Chapter - 9 Salary

1-A, 2-C, 3-A, 4-A, 5-A, 6-A, 7-B, 8-A, 9-A, 10-C

## Chapter - 10 Cash Management

1-A, 2-A, 3-A, 4-A, 5-B, 6-C, 7-A, 8-B, 9-A, 10-A

## Chapter - 11 Asset Purchase

1-A, 2-B, 3-C, 4-A, 5-A, 6-B, 7-A, 8-B, 9-A, 10-C

## Chapter - 12 Capital/ Loan

1-B, 2-B, 3-A, 4-C, 5-A, 6-B, 7-A, 8-C, 9-B, 10-A

## Chapter - 14 Year end Closure

1-A, 2-B, 3-A, 4-A, 5-B



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