



WTM IT Limited

WTM Account Books
Accounting Software

eBook

www.wtmit.com

www.wtmit.com/account

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Chapter No: 1

Welcome to WTM Account Books

WTM Account Books is easy-to-use, online accounting software designed for small businesses to manage their finances and stay on top of their cash flow.

This user guide is designed to help you understand how to use WTM Account Books.

If you haven't signed up for WTM Account Books already.

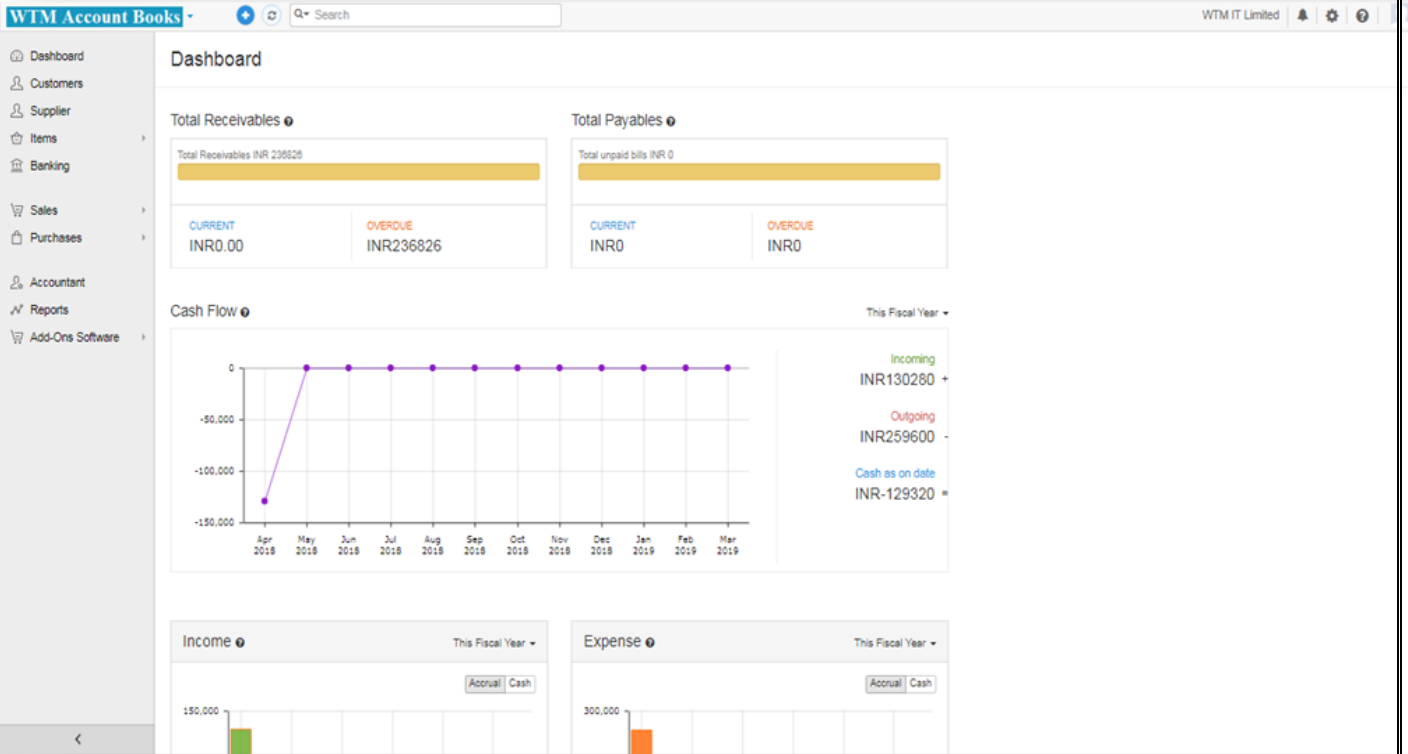
If you've already signed up and wish to configure your account to suit your requirements, head over to the Settings section to know more.

Accessing WTM Account Books

To access WTM Account Books, all you need is a web browser and a working internet connection. If you're a mobile user, you can download the WTM Account Books application for Windows.

Getting to Know WTM Account Books


- **Dashboard** - Gives an overview of your company's total receivables & payables and a lot more.
- **Sidebar** - Allows you to switch between different modules of the product. You can raise estimates, invoices, etc. from the Sales module; Record expenses, bills etc. from the Purchases module.
- **Quick Create** - Instantly create transactions with a single click.
- **Settings** - Lets you access the settings section, where you can configure and customize WTM Account Books for your business.
- **Help & Support** - The help icon gives you quick access to the help documentation or contacts our Support team.
- **Notifications** - Notifies you on what's happening in your client portal and also updates you on the new features that have been added to the product.
- **Organization** - Allows you to manage/switch between multiple WTM Account Books organizations.
- **Recent History** - View recently visited transactions.



Keyboard Shortcuts in WTM account Books

Keyboard shortcuts / hotkeys enable you to use WTM Account Books with ease and convenience. You can instantly perform actions within the application using the keyboard shortcuts.

Note: Press “Shift +?” to instantly view the shortcut keys in a pop-up while using WTM Account Books.



KEYBOARD SHORTCUTS

(SHIFT + ?)

GO TO ACTIONS	CREATION ACTIONS	MODULE LEVEL ACTIONS
<p>shift + i Go To Invoices</p> <p>shift + e Go To Estimates</p> <p>shift + n Go To Credit Notes</p> <p>shift + b Go To Bills</p> <p>shift + x Go To Expenses</p> <p>shift + p Go To Purchase Orders</p> <p>shift + s Go To Sales Orders</p> <p>shift + a Go To Chart of Accounts</p> <p>shift + g Settings</p> <p>shift + o Organizations</p>	<p>c + i Create New Invoice</p> <p>c + e Create New Estimate</p> <p>c + n Create New Credit Note</p> <p>c + b Create New Bill</p> <p>c + x Create New Expense</p> <p>c + p Create New Purchase Order</p> <p>c + s Create New Sales Order</p> <p>c + a Create New Account</p> <p>c + j Create New Journal</p>	<p>alt + n Create New Transaction</p> <p>alt + s Save Transaction</p> <p>alt + t Save and Print Transaction</p> <p>alt + e Edit Transaction</p> <p>alt + p Print Transaction</p> <p>alt + x Export Transactions</p>

The shortcuts in WTM Account Books are categorized based on the pages in which you can use the shortcut keys. Let’s look into how they are categorized.

Go To Action:

You can use these shortcuts from anywhere in the organization and they would take you to the respective page or perform the particular action.

Say, you are looking into the Balance Sheet of an organization and you would like to quickly navigate another organization of yours. You can just press “**Shift+O**” in your keyboard from any module to view the list of organizations you have in WTM Account Books.

You can use the following shortcut keys to navigate to a specific tab. These could be the most common actions you perform in your day-to-day accounting activity.



Just like the Action Shortcuts, these creation actions are also common to all the modules.













They are:

Keys	Description
shift + i	Jump to the the Invoices tab.
shift + e	Jump to the the Estimates tab.
shift + n	Jump to the the Credit Notes tab.
shift + b	Jump to the the Bills tab.
shift + x	Jump to the the Expense tab.
shift + p	Jump to the the Purchase Orders tab.
shift + s	Jump to the the Sales Orders tab.
shift + a	Jump to the the Chart of Accounts tab.
shift + g	Open your Settings page in the current window.
shift + o	Navigate to your list of Organizations in WTM Account Books.

Module Level Actions

Once you've navigated to a particular module, you can use the following shortcut keys to perform actions specific to a particular module (Example: Invoices/Bills). These shortcuts are applicable only to the Sales and Purchase entities.

Let's say you are planning to move all data from one organization to another and the Module Level Actions let's you complete them really quick! Click  +  to export data from one organization.

Keys	Description
 + 	Create a New Transaction .
 + 	Print all/multiple transactions from the same module.
 + 	Export all data from a particular module to your computer.
 + 	Save Transactions
 + 	Save and Print Transactions
 + 	Edit Transaction

Creation Actions

What are keyboard shortcuts for if they don't let you create transactions in a flash? The following shortcuts will help you create new transactions across various modules from anywhere in the organization.

Keys	Description
c + i	Create a new Invoice .
c + e	Create a new Estimate .
c + n	Create a new Credit Note .
c + b	Create a new Bill .
c + x	Create a new Expense .
c + p	Create a new Purchase Order .
c + s	Create a new Sales Order .
c + a	Create a new Account in your Chart of Accounts.
c + j	Create New Journal

INSTALLATION GUIDE

Who Should Read This Guide

- This guide is meant for users using the in-built Web-Installer (a step-by-step installation/configuration wizard), which is the default and recommended method of installing WTM Account Books.

Overview

- This INSTALLATION Guide file describes how to install and setup WTM Account Books Application.
- After installation, you can configure users and do other administrative tasks.
- To install WTM Account Books ensure that you have the appropriate Pre-requisites

Pre-Requisites

- The pre-requisites are:
 - System Requirements & Hardware Supports

Processor: Core* 2duo (2GHz Speed)

OS Architecture: 32 bit or 64bit

RAM: 2 GB

Important Note: If your system already has java run time environment (JRE) then please do not follow the further installation process.

JAVA Installation Process

- Download java setup file from java website.
- <http://www.java.com/en/download/manual.jsp#win>

Java Downloads for All Operating Systems

Recommended Version 8 Update 171
Release date April 17, 2018

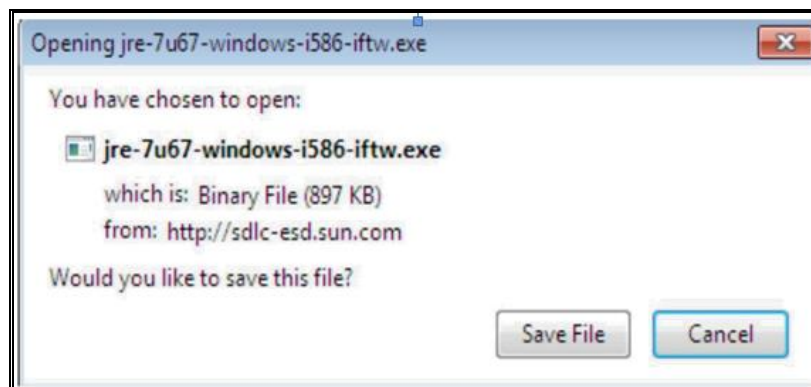
Select the file according to your operating system from the list below to get the latest Java for your computer.

> [Remove Older Versions](#) > [What is Java?](#)

By downloading Java you acknowledge that you have read and accepted the terms of the end user license agreement

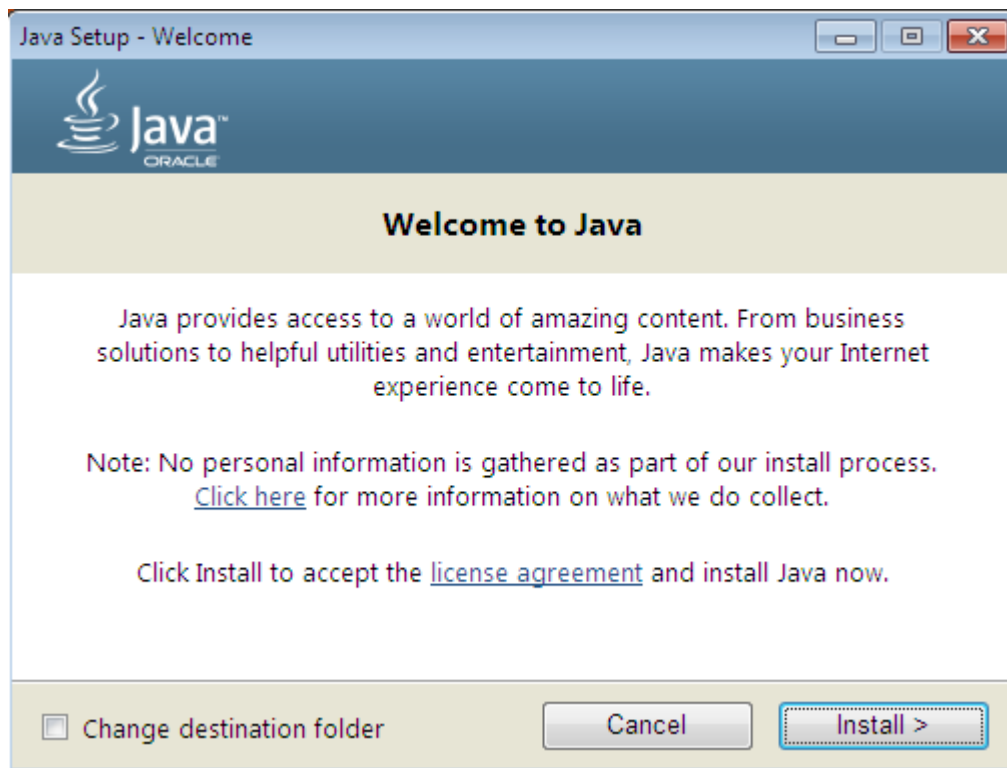
Windows i Which should I choose?	
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: left;"> Windows Online <small>filesize: 1.79 MB</small> </div> <div style="text-align: center; font-size: 2em; color: red; margin: 0 10px;">←</div> <div style="text-align: right;"> Instructions </div> </div>	After installing Java, you may need to restart your browser in order to enable Java in your browser.
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: left;"> Windows Offline <small>filesize: 61.66 MB</small> </div> <div style="text-align: right;"> Instructions </div> </div>	
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: left;"> Windows Offline (64-bit) <small>filesize: 68.50 MB</small> </div> <div style="text-align: right;"> Instructions </div> </div>	

- Then download java software for Windows Online that is the 1st one.
- Then you will get popup of this window.



- Just click on Save File.
- You will get this popup wizard.

- Just click on “Run” Button.



- Hit the “Install” Button.



- After this you will get this wizard.



- After that you will successfully installed java, just click on Close button.

WTM Account Books Desktop Installation

- You have to follow this link: <http://wtmit.com/account> for WTM Account Books Installation

About WTM Account Books

WTM Account Books is an easy-to-use, offline & online accounting software for any kind of business like small, medium, enterprise to manage their accounting and finances and stay on top of their cash flow. WTM Account Books is very simple, efficient cloud based offline & online accounting software.

Free Trial
sales@wtmit.com
15 days

- Click on the free download on the above mentioned link Or
- You can directly follow the link below to get the registration form Link:
<http://wtmit.com/account/download> □ □ □ □

WTM Account Books
Simplify Accounting Solution

Home Trail & Pricing Free Download Resources

Free Downloads

Try WTM Account Books desktop for free

- Sign Up now to start downloading WTM Account Books
- After downloading run WTM Account Books setup to install
- For installation instructions download instruction guide from below link [Download Installation Guide](#)

Sign Up to start download WTM Account Book

First Name

Last Name

Select Job Title

Email address

Phone

City

Company

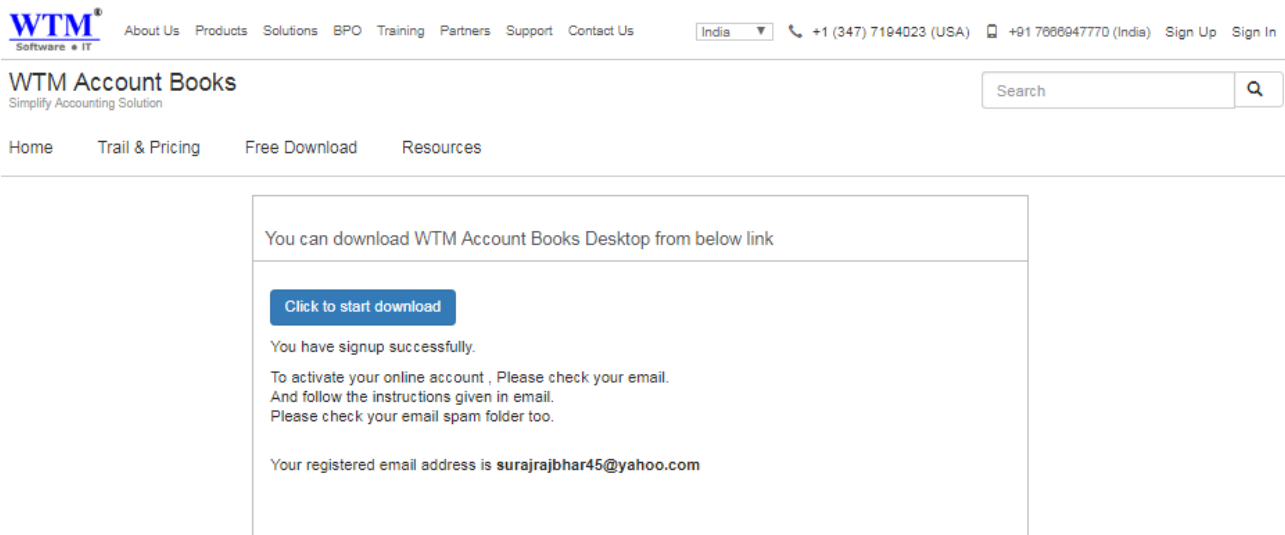
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I Agree Terms & Conditions

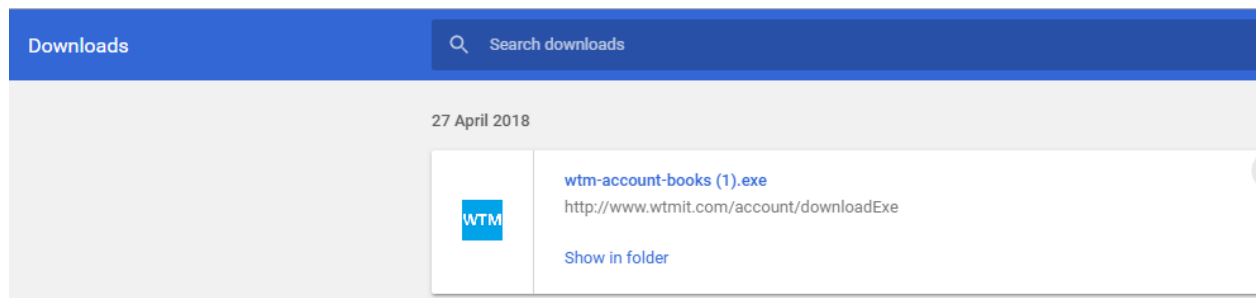
Sign Up

- Enter all details and click on Sign Up Button.

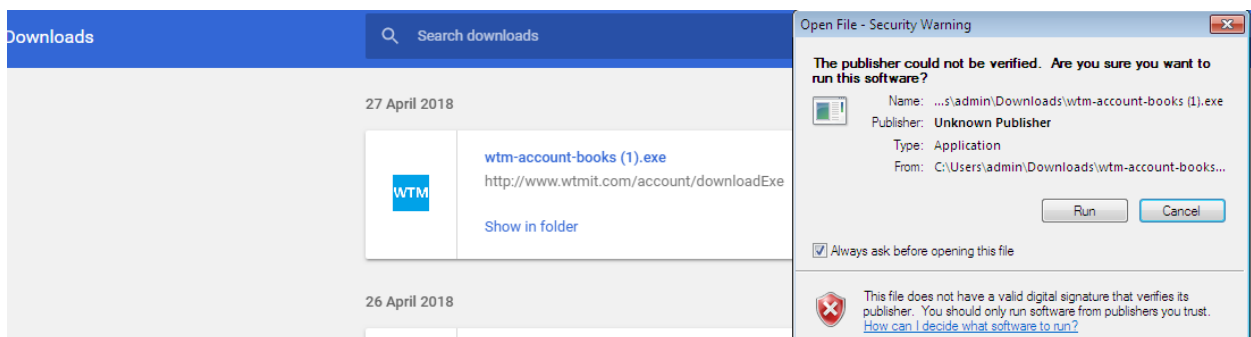
- After the successful registration “Click to start download” on the dialogue box on the screen.



- After the completion of download open the browser downloaded file.

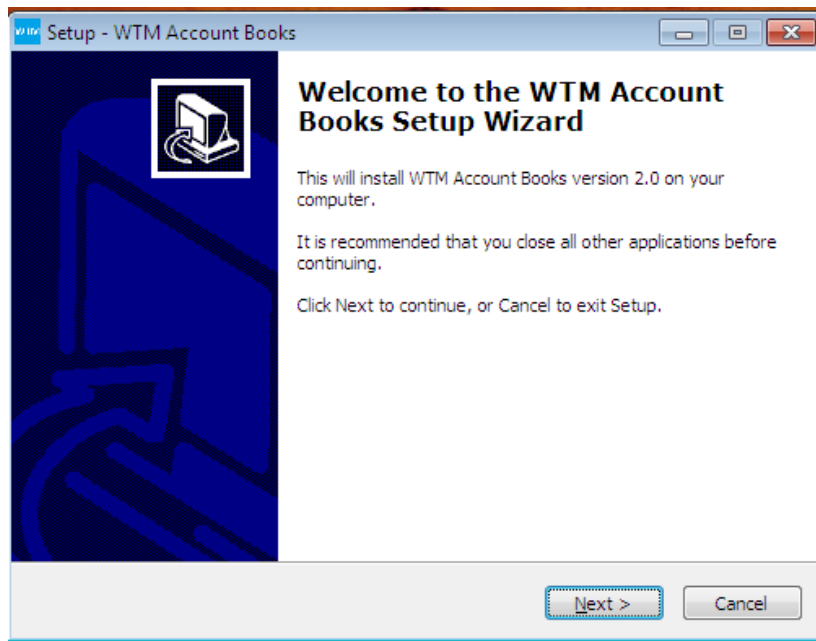


- **Step 1:** - Go to WTM Setup File
 - Get WTM-Account-Books -bl1.exe
 - Right click on WTM-Account - Books-bl1.exe and **Double click on this setup file.**

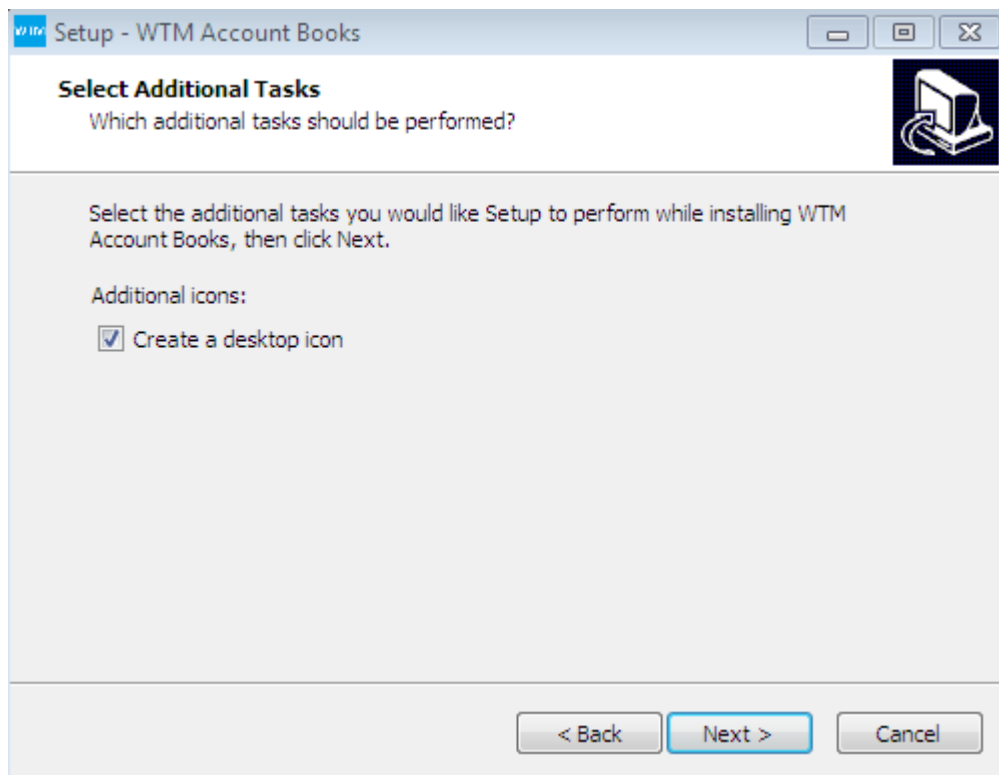


Note: After run this setup you will get java popup for installation (For this you should follow java setup installation instruction) or if your system has already installed java application, then it's will directly go to WTM Account Books setup wizard.

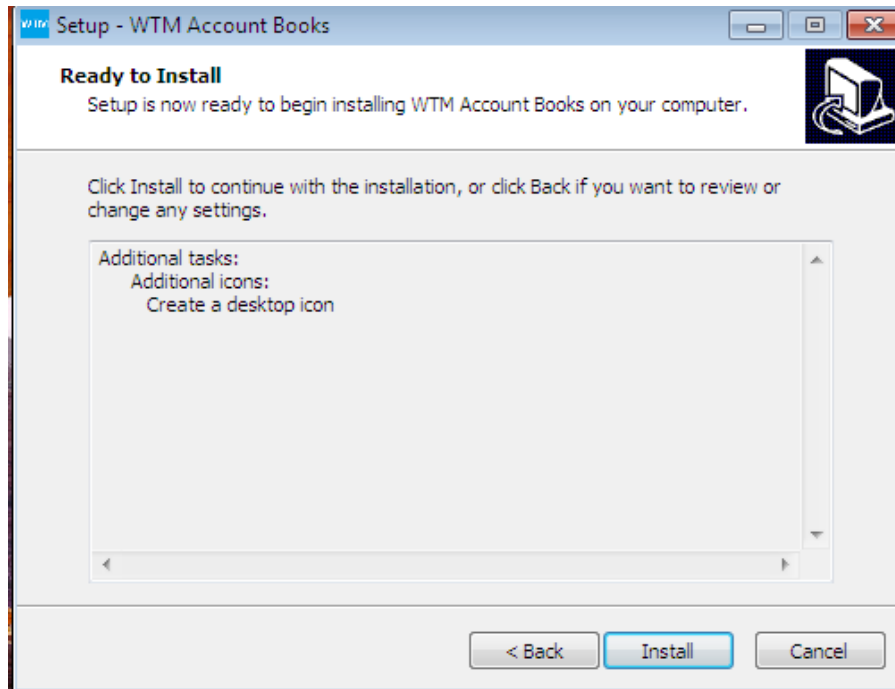
- Now you can install WTM Account Books.



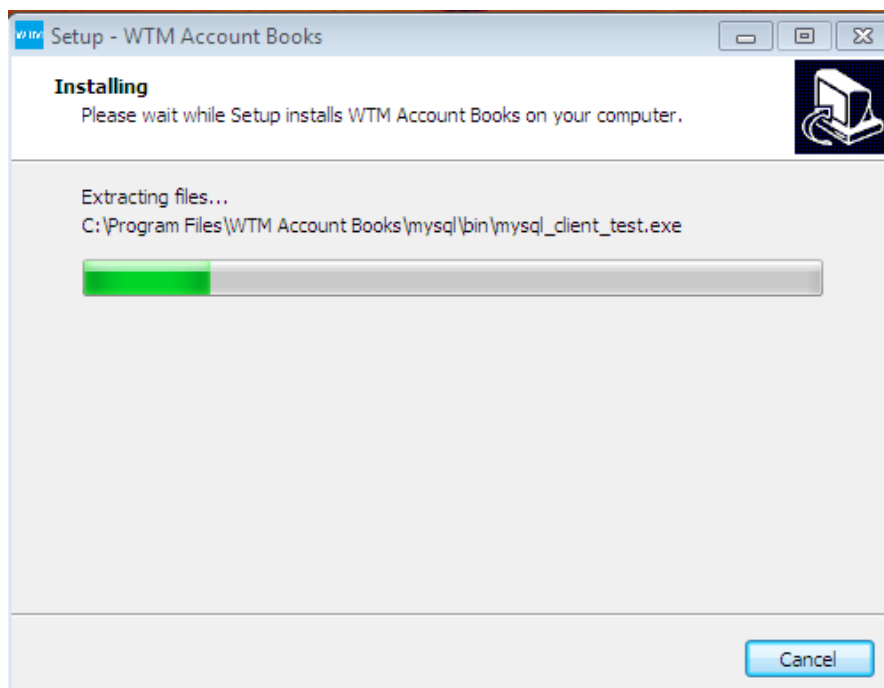
- Click on Next Button.



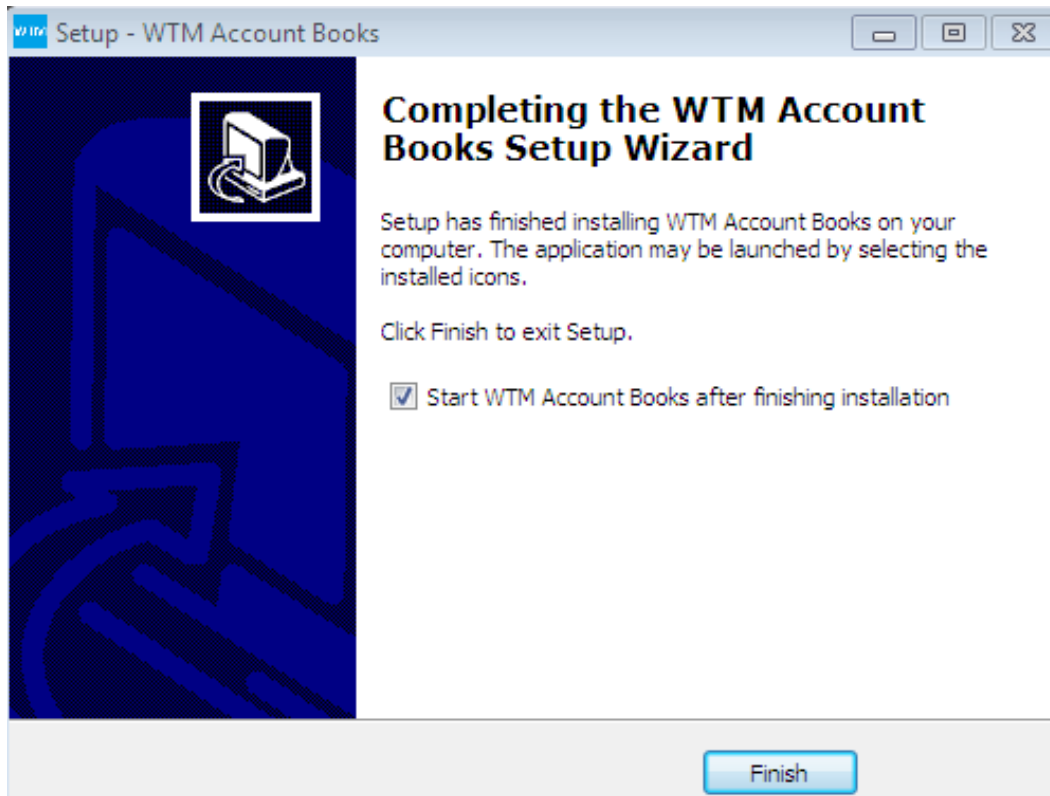
- You can see now it's asking for WTM Account Books icon saving location.
- Keep it's by default, Click on Next



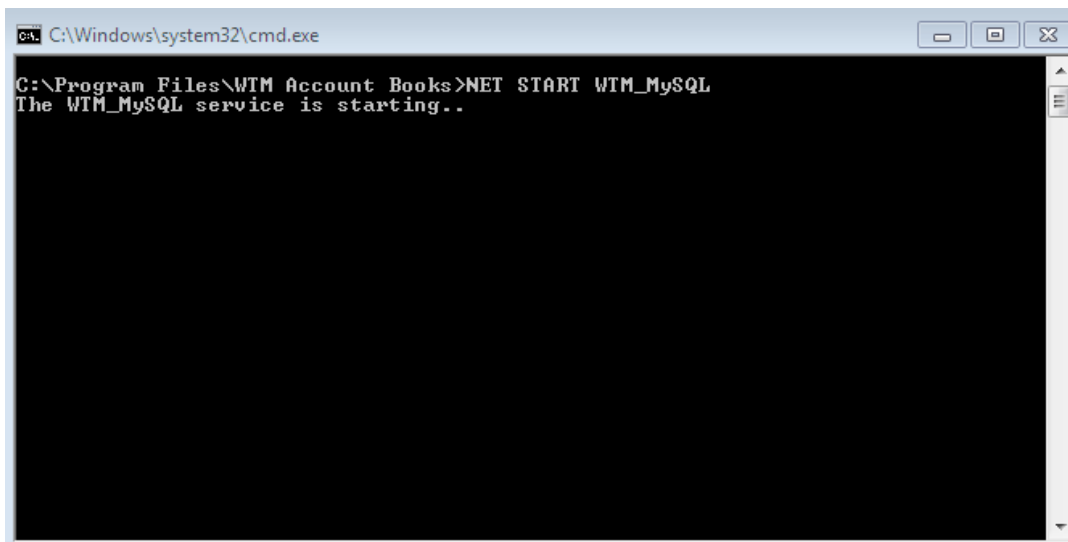
- Now it's ready to installation, and you can click on Install button.



- WTM Account Books is installing.



- Click on Finish.
- Note: If you want, Browse WTM Account Books SOFTWARE installation path i.e. C:\Program Files \WTM Account Books.



- After Installation you will get by default this command prompt. It's mean, your software now stating.

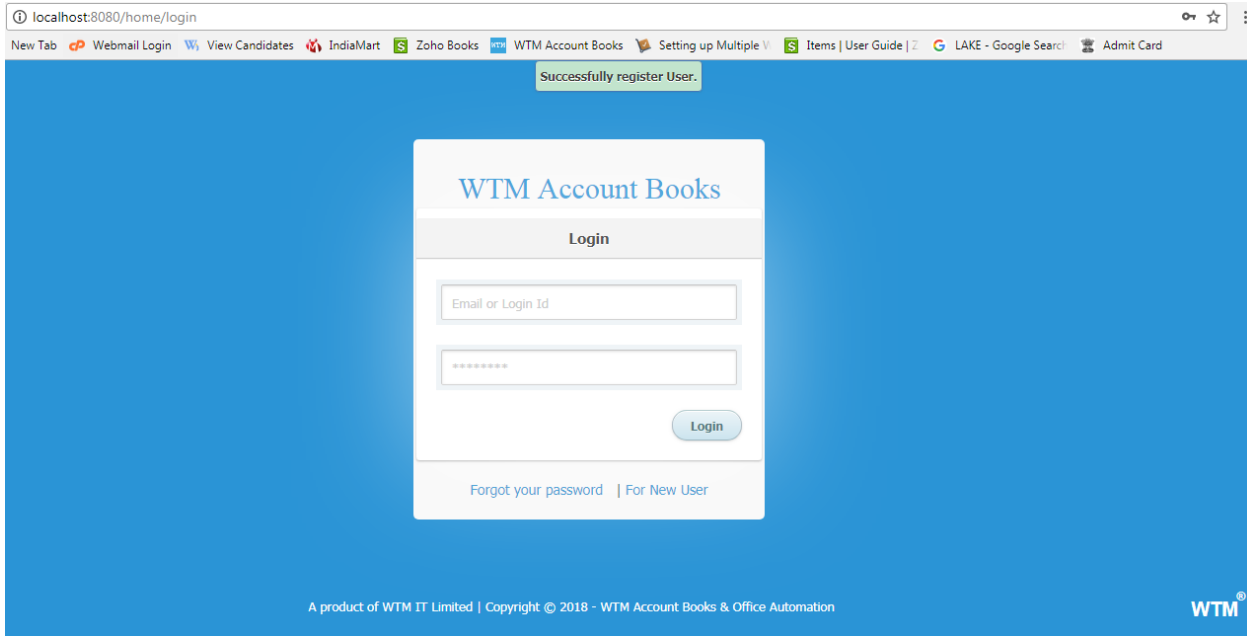
- After this you will get one wizard for registration.

The image shows a registration form titled "WTM Account Books" with a sub-header "Register Here". The form contains the following fields:

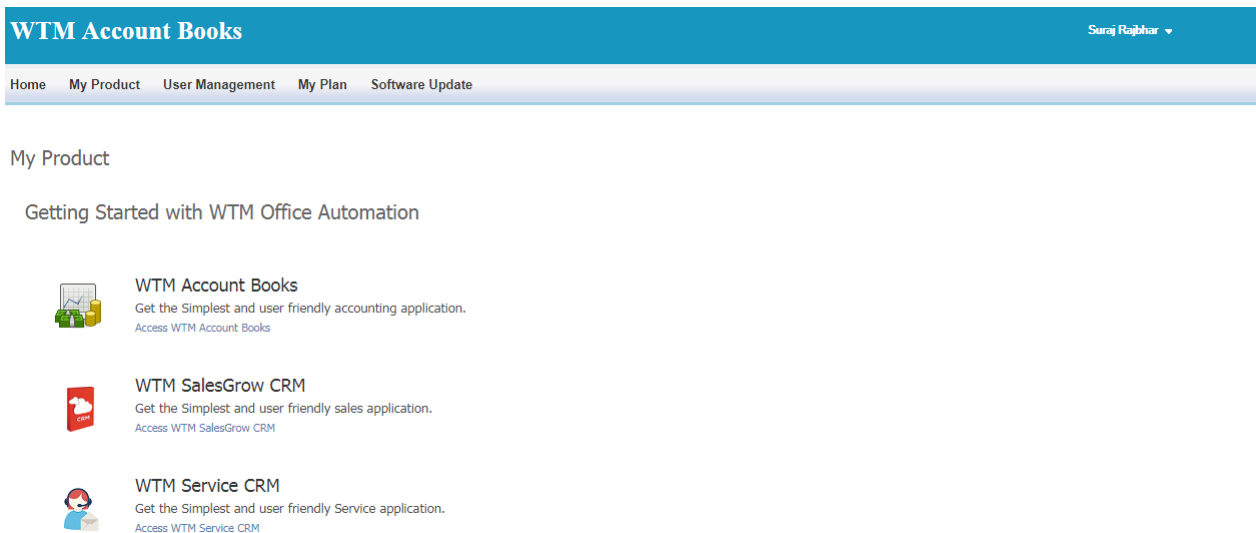
Email/Login Id	<input type="text" value="Email or Login Id"/>
Password	<input type="password" value="*****"/>
Confirm Password	<input type="password" value="*****"/>
First Name	<input type="text" value="First Name"/>
Last Name	<input type="text" value="Last Name"/>
Phone No	<input type="text" value="Phone No"/>
Address	<input type="text" value="Address"/>
City	<input type="text" value="City"/>
State	<input type="text" value="State"/>
Country	<input type="text" value="Country"/>
Postal Code	<input type="text" value="Postal Code"/>
Security Question 1	<input type="text" value="What was the name of your elementary / pr"/>
Answer 1	<input type="text" value="Answer"/>
Security Question 2	<input type="text" value="What is the first name of your best childhoo"/>
Answer 2	<input type="text" value="Answer"/>

At the bottom of the form is a "Register" button.

- After filling this form you will come on this page for WTM Account Books login.



- You can enter your login Id and password for further process.



- You have to click on WTM Account Books.

- This is your WTM Account book, where you can manage your company account every day.

To run WTM Account Books application on multiple systems connected through network switch

Allow program to communicate through window firewall (add an exception in window firewall) on the system where you installed WTM Account Books application.

1. To allow window firewall add Tomcat7.exe (Commons Daemon Service Runner) program C:\Program Files\WTM Account Books\tomcat\bin\Tomcat7.exe (default installed path)

OR

The path specified by you and WTM Account Books\tomcat\bin\Tomcat7.exe

2. You need LAN system over which computer systems are connected.
 - Configure Virtual IP network.
 - To configure IP network Find out your router IP address (eg 192.168.1.1), Subnet mask, default gateway, preferred DNS server and alternate DNS server and configure it from Internet settings.

WTM Account Books Online Installation

- You have to follow this link: <http://wtmit.com/account>.

WTM Account Books

Solve business accounting challenges using our perfect software on the cloud.

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Live Chat

About WTM Account Books

WTM Account Books is an easy-to-use, offline & online accounting software for any kind of business like small, medium, enterprise to manage their accounting and finances and stay on top of their cash flow. WTM Account Books is very simple, efficient cloud based offline & online accounting software.

Free Trial
sales@wtmit.com
15 days

- Go to this link: <http://www.wtmit.com/account>

WTM Account Books
Simplify Accounting Solution

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Get the Simplest and user friendly accounting application

WTM Account Books is a business ready accounting software that lets you create invoices, track inventory, custom field, generate reports effortlessly and much more.

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Features at a glance
ENTERPRISE EDITION

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- Invoicing:** Send professional invoices to clients and start accepting payments online.
- Inventory:** Manage inventory levels and set reorder points to replenish stock.
- Multi-user:** Work together with your accountants and colleagues at no additional cost.
- Reporting:** Stay on top of your finances with powerful accounting reports. Take a tour
- Add contacts and users**

- Click on Trail & Pricing after that click on 30-days free trial.

Signup for WTM Account Books Online (SaaS)

Try WTM Account Books online (SaaS) for free

- Sign Up now to start using WTM Account Books
- Get fully functional Accounting software. Sign up and start using today

First Name

Last Name

Select Job Title

Email address

Phone

City

Company

Subscribe to WTM IT Newsletter

I Agree Terms & Conditions

[Sign in if you already have an account](#)

- Fill this form for online based accounting software.

Signup successfully.

You have signup successfully.
To activate your account , Please check your email.
And follow the instructions given in email.
Please check your email spam folder too.

Your registered email address is surajrbharsuraj@gmail.com

About WTM
■ About WTM
■ Latest news
■ Privacy Statement
■ Terms & Conditions

Shop and Buy
■ Buy Cloud Application
■ Free Software Demo

Information for Industries
■ Software Product
■ Hardware Product
■ Sales Enquiry
■ Blogs

Popular Link
■ Customer Success Stories
■ Become A Business Partner
■ Contact us
■ Events & Live Webcast
■ Careers

Connect with us

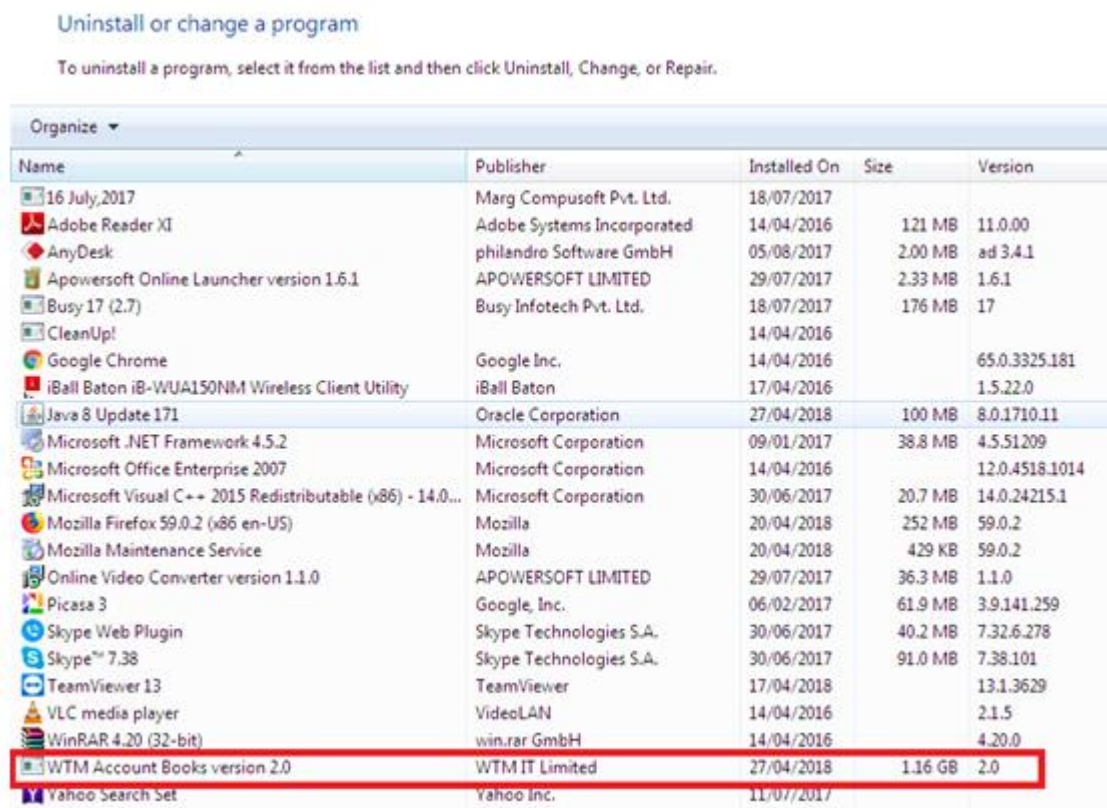
- You can see now, you are registered.

Uninstall Instructions

- Go to control panel.



- And click on uninstall a program.

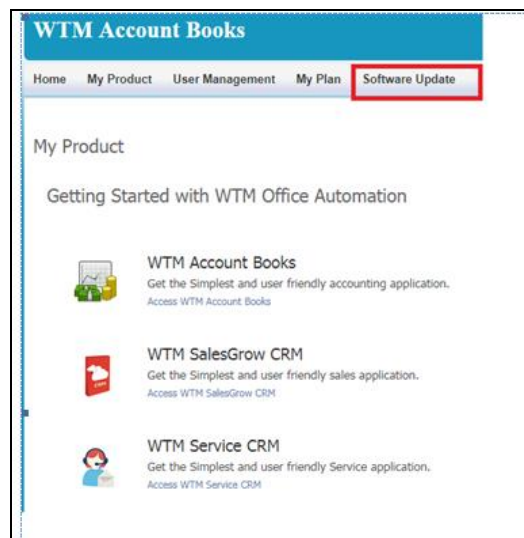


- Right click on WTM Account Books and uninstall.
- Restart your system.

Troubleshooting

Q: I have problem in WTM Account Books after installing new software.

1. Reinstall or uninstall the program - If you are encountering problems with your computer or other programs after installing new software on your computer, uninstall the program and see if the issues persist. For uninstalling the program, go to uninstall section
2. Check for software program updates or new versions - If you are using old version of WTM Account Books Application, just update the new version of WTM Account Books Application.
 - Run as administrator WTM Account Books.
 - Login your WTM Account Books.
 - Click on software update.



- You will get new version link from here, you can download and install that new version setup.

Chapter No.2

SETTING

Module: 1

SETTING UP YOUR ORGANIZATION


In this section, you can enter basic information of your organization such as address, contact information, etc. This information is automatically fetched when you create estimates and invoices.

- Organization Profile
- Adding New Organization

Organization Profile: To set up your organization profile, click on the gear icon present on the top right corner of the page and select Organization Profile.

Edit Organization Profile

⚙️ Set up your organization

Your Logo		This logo will appear on the documents (estimates, invoices, etc.) that are created. Preferred Image Size: 240px x 240px @ 72 DPI Maximum size of 2MB. Remove logo
Organization Name	<input type="text" value="WTM IT Limited"/>	
Industry	<input type="text" value="Web Development"/>	
Company Address	<input type="text" value="203,Indraprth Building, Sec-20, Nerul West, Navi Mumbai"/>	<input type="text" value="Mumbai"/>
	<input type="text" value="Maharashtra (MH)"/>	<input type="text" value="400706"/>
	<input type="text" value="9136714211"/>	<input type="text" value="www.wtmit.com"/>
Primary Contact	Suman Rajbhar sumanrajbhar111@gmail.com	

Base Currency: INR-Indian Rupee

Language: English

Fiscal Year: April - March

Tax Basis:
 Accrual (you owe tax as of invoice date)
 Cash (you owe tax upon payment receipt)

Time Zone: (GMT 5:30) India Standard Time(Asia/Kolkata)

Date Format: dd/MM/yyyy [10/06/1991] /

Company ID:

Tax ID:

You can have Company ID, Tax ID and Additional Fields show up on your PDF by editing your 'Address Format' under 'Preferences' and inserting the required placeholders.

Save

Activate
Go to Setti

In the Organization Profile page, you will come across the following fields:

- Company Logo:** The logo you upload here will be reflected in all your documents such as estimates, invoices, bills etc. You can simply click on **'Upload your logo'** button, select the image file and upload it.
Preferred Size: 240px*240px with 72 DPI.
Maximum File Size: 1 MB.
- Organization Name:** You can edit your organization name entered during quick setup, in this field.
- Portal URL:** You can configure settings related to the Client Portal, by clicking on Change Portal Settings. You will be able to change the portal name, enter a banner message, enable email notification of every client portal activity and allow customers to forward documents from the portal.
- Industry:** Select the industry type your business falls under.
- Business Type:** Choose your Business type. For example: Sole Proprietorship, Partnership, Corporation, etc.
- Company Address:** Provide a detailed postal address along with other contact details such as phone number, website etc. You can add an additional remittance address.
- Primary Contact:** Change or edit the primary contact's name and email address entered during quick set-up. If you wish to have multiple email addresses for an organization, click on **Configure Emails** and select **+Add Additional Contact**. Enter the Name and Email Address of the user you wish to add and click **Save**.

All Organization

View By : All Organization Switch : Select Organization + New Organization Page Tips

No	Name	Address	City	State	Zip Code	Action
1	WTM IT Limited	203,Indraprth Building, Sec-20, Nerul West, Navi Mumbai	Mumbai	21	400706	Delete
2	Borivali Office	Borivali	Mumbai	21	400066	Delete
3	WTM Borivali	Borivali east		21	401210	Delete

Show 25 entries

Previous 1 Next

Hover the cursor next to an email address and click on **Mark as primary** to mark it as a primary email. Henceforth, every email communication (estimates, invoices etc) sent to contacts (clients or vendors) will go from this email ID by default.

Base Currency INR-Indian Rupee

Language English

Fiscal Year April - March

Tax Basis Accrual (you owe tax as of invoice date)
 Cash (you owe tax upon payment receipt)

Time Zone (GMT 5:30) India Standard Time(Asia/Kolkata)

Date Format dd/MM/yyyy [10/06/1991] /

Company ID

Tax ID

You can have Company ID, Tax ID and Additional Fields show up on your PDF by editing your 'Address Format' under "Preferences" and inserting the required placeholders.

Save

Activate
Go to Setti

- **Base Currency:** When your country is set as **India**, your base currency is set as **INR** by default
- **Fiscal Year:** Different companies follow different fiscal year, select the one that best suits your organization's accounting and regulatory needs.

- **Tax basis:** Selecting a correct tax basis is also key in defining your post-tax financial statements. In case you are unsure of which kind of tax basis (Accrual or Cash) to follow, we recommend getting advice from a tax expert or an accountant.
- **Time Zone:** WTM Account Books populates the time zone based on the location you choose during sign up. You can edit if required.
- **Date format:** Select your preferred date format mostly prevalent in your country or specific to your organization.
- **Company ID:** In case you wish to display your company ID on the invoice you can add it here. Company ID is the jurisdictional requirement for every company and is country specific.
- **Tax ID:** In case you also wish to display your tax ID on the invoice you can add it here. This is specific to company's regulatory requirement.

Adding a New Organization

WTM Account Books gives you the option of adding multiple organizations to your account. This way you can manage your various business accounts under a single WTM Account Books login and get a comparative view of the financial health of your group of companies.

To add an Organization; follow these steps:

- Click on the drop down button next to your organization's name and click on the **Manage Organizations** option. You will be redirected to a new page.
- Click on the **New Organization** button provided on the top right hand side of the screen

All Organization

View By : All Organization ▾ Switch : Select Organization ▾ [+ New Organization](#) [Page Tips](#)

No	Name	Address	City	State	Zip Code	Action
1	WTM IT Limited	203,Indraprth Building, Sec-20, Nerul West, Navi Mumbai	Mumbai	21	400706	Delete
2	Borivali Office	Borivali	Mumbai	21	400066	Delete
3	WTM Borivali	Borivali east		21	401210	Delete


Show entries

Previous 1 Next

- Enter the relevant details of the new organization, click **Save** and you are done!

Edit Organization Profile

[Set up your organization](#)

Your Logo  This logo will appear on the documents (estimates, invoices, etc.) that are created.
Preferred Image Size: 240px x 240px @ 72 DPI Maximum size of 2MB.
[Remove logo](#)

Organization Name

Industry x ▾

Company Address

▾ ▾

Primary Contact **Suman Rajbhar**
sumanrajbhar111@gmail.com

Once you click on **Save & Continue**, you will automatically be redirected to the quick setup page of your newly created organization.

OPENING BALANCES

While migrating from existing accounting software to WTM Account Books, you need to ensure that the transition is flawless, that all prevailing data such as journal entries, records, expense and income statements etc, has been recorded and continuity in financial statements is maintained. To ensure this, an opening balance needs to be calculated.

WTM Account Books provides predefined list of accounts, which needs to be filled in to get the opening balance. Using the trial balance report in your existing accounting system, enter the credit and debit balances for all the accounts. Ensure that the balances are entered as on the date of migration. All bank and credit card accounts including foreign accounts need to be included.

Entering Opening Balances

To enter Opening Balances, go to **More Settings** as shown on the image below. Click on **Opening Balances** on the Settings page.

Dashboard

Total Receivables ⓘ

Total Receivables Rs.3,121,095.18



CURRENT

Rs.2,814,990.44

OVERDUE

Rs.306,104.74 ▾

Opening Balances

- Please make sure that you include all the foreign currency bank and credit card accounts used in your existing accounting system, into WTM Account Books.
- Using the trial balance report in your existing accounting system, enter the balances for all the accounts. Ensure that the balances are entered as on the date of migration.

Accounts	Debit (INR)	Credit (INR)
Accounts Payable	<input type="text"/>	<input type="text"/>
Accounts Receivable	<input type="text"/>	<input type="text"/>
Advance Tax	<input type="text"/>	<input type="text"/>
Advertising And Marketing	<input type="text"/>	<input type="text"/>
Automobile Expense	<input type="text"/>	<input type="text"/>
Bad Debt	<input type="text"/>	<input type="text"/>
Bank Fees and Charges	<input type="text"/>	<input type="text"/>
Consultant Expense	<input type="text"/>	<input type="text"/>

In case a particular account is not available in the predefined list you may add an account to be included in the opening balance. To add an account, follow these steps:

- Go to the **Accountant** tab and select **Chart of Accounts**.
- Click on the + **New Account** button and the Create Account screen will appear as shown in the screen below.
- Provide the **Account Name**.
- Mention the **Account Code**, if necessary.
- Select the **Account Type** from the options provided.
- Enter a description, if desired.

- Click on the check box to add this account on the watch list of your dashboard. This will track your account's transaction and present an overview.
- Click **Save** to publish and exit.

Accountant

Chart of Accounts

Manual Journals

New Account

Account Type:

Account Name:

Account Code:

Description:

Add to the watch list on my dashboard

Save

Cancel

Users

You can collaborate with your employees and accountants in WTM Account Books by inviting them as users and providing role based access. Since WTM Account Books is an online application, multiple users can access it and work from any location.

- Adding Users
- Deleting Users
- Changing User's Status
- Adding Custom Roles
- Adding Custom Fields
- Restricting user access to a set of customers

Adding Users

WTM Account Books allows you to add users. To do this, follow the steps below:



- Click on the **Gear** icon and select **Users & Roles**. Click on the **Invite User** button provided on the top right hand side of the Users page.
- Enter Email address and Name of the user.
- Choose a Role. Head to Adding Custom Roles section to know more about roles.
- Click **Send** button to send the email invitation.
- The user needs to click on the **Join Account** link provided in the email to gain access to the organization he is invited to.
- The user can be a part of this organization by clicking on the **Sign up today** link provided.
- In case the user is already registered with WTM Account Books he can login straight away to the account using his credentials.

Deleting Users

To delete a user follow these steps:

- Click on the **Gear** icon and select **Users** from the drop-down. Hover over the user you wish to delete.
- Hover over the row of the user you wish to delete. Click on the **Gear** drop-down icon as seen in the image below and select **Delete**.
- A pop up window will appear to confirm if you wish to delete. Click **OK** to confirm.

All User

No	User Details	Role	Action
1	 Raju Rajbhar (Active) Sumanrajbhar09@gmail.com	accountant	Delete Reinvite
2	 Suman Rajbhar (Active) sumanrajbhar111@gmail.com	admin	Delete Reinvite

Please Note:

- Only an admin can delete users.
- An admin cannot delete his or her own account.
- At any given point of time there has to be one admin.

Changing User's status

In circumstances where you don't want to permanently delete a user but would like to prevent or restrict a user from accessing WTM Account Books, you can change the user's status to inactive. This ensures that the person is no longer able to use WTM Account Books but remains listed as a user. You can also reactivate a user if you want him to use WTM Account Books again.

To change the user's status, follow these steps:

- In the **Users** screen, hover over the row of the user you wish to reactivate or deactivate.
- Click on the **Gear** drop-down icon as seen in the image below and select **Mark as Inactive** or **Mark as Active**.

ROLES

You can collaborate with your employees and accountants in WTM Account Books by providing role based access. Since WTM Account Books is an online application, multiple users can access it and work from any location.

- Adding Roles
- Deleting Roles
- Assigning Permission

Adding Roles

WTM Account Books allows you to add roles. To do this, follow the steps below:

- Click on the **Gear** icon and select **Roles**. And provide permission.

New Role

Role Name

Parent Role

Select Role

Description

Max 500 characters

Contacts					
	Full Access	View	Create	Edit	Delete
Customers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Vendors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Items					
	Full Access	View	Create	Edit	Delete
Item	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Composite Items	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Transfer Orders	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Inventory Adjustments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Sales							
	Full Access	View	Create	Edit	Delete	Approve	
Invoices	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Customer Payments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Sales Orders	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Delivery Challan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Package	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Shipment Order	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Purchases							
	Full Access	View	Create	Edit	Delete	Approve	
Bills	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Vendor Payments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Purchase Orders	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Purchase Receive	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Accountant						
	Full Access	View	Create	Edit	Delete	
Chart of Accounts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

<input type="checkbox"/> Settings

- Users
- Export data
- General preferences
- Taxes
- Payment Terms
- Templates
- Email Template
- Reporting Tags
- Manage Integration
- WorkFlow

Reports

- Business overview reports and Dashboard
- Sales reports
- Purchase reports
- Accountant and Tax reports
- Inventory reports
- Time sheet reports

Warehouse

Warehouse Name	<input checked="" type="checkbox"/> WTM IT Limited
	<input checked="" type="checkbox"/> WTM Nerul

Save

Cancel

Deleting Roles

- **Staff:** has access to all modules except reports, settings and accountant.
- **Timesheet Staff:** A user with this role can only log time spent on a particular project and has no access to any other modules.

You can create additional roles based on your needs. To create a custom role, follow these steps:

- Go to **Roles** by clicking on the **Gear** icon and selecting **Users** from the drop-down.
- Create a role by clicking on the **New Role** button or click on the **clone** button to duplicate an existing role.
- Configure permissions based on your needs.
- Click **Save**.
- Assign the newly created role to the users.

All Roles

No	Name	Description	Action
1	admin	admin	Clone Delete
2	manager	manager	Clone Delete
3	accountant	accountant	Clone Delete
4	staff	staff	Clone Delete
5	admin	admin	Clone Delete
6	System Admin	System Admin	Clone Delete
7	manager	manager	Clone Delete

View By : All Roles + New Role

Show 10 entries

PREFERENCES

- The **Preferences** section under **Settings** allows you to customize certain functions of WTM Account Books. This section is broadly divided into the **General, Items, Sales & Purchases**.
- **General:** This section helps you in enabling certain modules in your WTM Account Books account and consists of generic functions provided in the modules which can be customized.
- **Items:** This section consists of the preferences related to the Items module.
- **Sales:** Sales section consist preferences related to **Estimates, Sales Orders, Invoices, Recurring Invoices, Credit Notes, Delivery Note Settings, and Packaging Slip Settings**.
- **Purchases:** Purchases section consist preferences related to **Purchase Orders**.

- General
- Branding
- Contacts

- Items

- Price Lists
- Inventory

Sales

- Estimates
- Sales Orders
- Invoices
- Recurring Invoices
- Credit Notes
- Delivery Note Settings
- Packing Slip Settings

Purchases

- Purchase Orders

Custom Fields

- Adding Custom fields to Items

Custom Buttons

GENERAL

To configure the **General** settings, click on the **Gear** icon found on the top right hand side corner of the screen. You will be taken to the **Preferences** section.

Through the General Settings, you can customize your WTM Account Books account by selecting your preferences for the various options provided below.

- **Select the modules you would like to enable:** Check the modules to enable them. Estimates, Sales Orders, Purchase Orders, Timesheet modules can be enabled from here. After enabling the module, you will be able to use those modules in your WTM Account Books account.
- **Default account for receiving Retainer Payments:** You can choose an account to deposit the retainer or advance sum of money, received from your customers.
- **Default account for collecting Vendor Advances:** You can choose from or create a new prepaid expense account, record and track vendor advances.
- **Select the first day of your work week:** You can choose the first day of your work week in this setting as per your convenience. By default, it is Sunday.
- **Attach PDF file with the link while emailing the invoice & estimates?:** Check this option if you wish to attach a PDF copy of your invoice & estimate while emailing, leave it unchecked if you wish not to include the PDF file.
- **Would you like to encrypt the PDF files that you send?:** Checking this option will prevent the user from
 1. Editing the PDF files and
 2. Converting them into other file formats.
- **Would you like to keep WTM branding on your Invoices and Estimates?:** Check the option if you wish to have WTM branding on your invoices & estimates, leave it unchecked if you wish not to have the WTM branding. **This option is only available in the paid plan, you will not be able to disable branding in the trial plan.**

Transaction Approval

Recording payments, applying credits or refunding can only be performed for the transactions that are approved. (?)

Sales transactions

Purchase transactions

Notify when transactions are submitted for approval.

All approvers (i)

A specific email address (i)

Enter an email address. Eg: abc@example.com

Notify the submitter when a transaction is approved. (i)

- **Transaction Approval:** This allows you to verify and approve the transactions that your employees create. Check the box to enable transaction approval for **Sales Transactions** or **Purchase Transactions**. Once enabled, you can enable or disable the following preferences by checking the box:
 - **Allow approvers to approve transactions they create:** Let approvers approve the transactions they create or submit the transactions they've created to let the admin approve it.
 - **Notify when transactions are submitted for approval:** Sends an email notification whenever a transaction is submitted for approval. You can send the notification for all approvers or only to one approver based on your preferences.
 - **Notify the submitter when a transaction is approved:** Sends an email notification whenever a transaction approved.

Do you give discounts?

- I don't give discounts
- At individual item level
- At invoice level

Select any additional charges you'll like to add

- Shipping Charges
- Adjustments

Do you sell your items at rates inclusive of Tax ?

- No, my sales are always Tax Exclusive
- It can be either Tax Inclusive or Tax Exclusive
- I want to add a field for sales person

- **Do you give discounts?:** If you offer discounts to your customers, choose whether you offer discount **At Individual Item level** or **At invoice level**. Selecting **At invoice level** will have options from the drop down for **Discount Before Tax** and **Discount After Tax**. If you do not offer any discounts, choose **I don't give discounts**.
- **Select any additional charges you'll like to add:** If you wish to add charges related to shipping in the sales modules, check the **Shipping Charges** option. If there are any other adjustments you like to add, check on the **Adjustments** option. Leave them unchecked if you wish not to add any.
- **Enable the option to mark your sales transaction as either Tax Exclusive or Tax Inclusive:** Checking this option will let you mark your sales transactions as **'Tax Exclusive'** or **'Tax Inclusive.'**
- **I want to add a field for sales person:** Check this option, if you would like to have a field for sales person operating your sales modules. Leave it unchecked if you wish not to have any field for the sales person.
- **Organization Address Format:** Set the address formats for your organization from the placeholders provided. These will be displayed in the PDF only.

Custom Fields

Let us ruffle through the following topics on custom fields:

- Custom fields - Overview
- Custom fields - Actions
- Custom fields - Labels
- Custom Fields - Limitations

Custom fields - Overview

Custom Fields in WTM Account Books allow you to quickly and easily add data against fields created by you. For example, let us consider that you are the owner of a bakery. You will have to buy 50 Kegs of flour every month for baking cakes. You might want to have a custom field called '**Quantity**' against which you can enter the value "**50 Kegs**". In this case, the **Label Name** will be '**Quantity**' and the Data Type will be '**Text**'.

Note:

- Custom fields for all supported modules will only be available for organizations created after 22nd November 2015.
- For the older organizations, this feature will only be available for the Expenses and Payments Received modules.

Taking the **Expenses** module as an example, this is the method by which you can create custom fields from the Preferences section:

- Click on the **Gear** icon and navigate to **Preferences -> Expenses -> Custom Fields -> +New Custom Field**.

The 12 data types supported by WTM Account Books are:

Data Type Name	Description
Text	Enter a word or a short phrase against the field name.
Email	Enter an email address against the field name.
URL	Enter a URL to a file or a website against the field name.
Phone	Enter a contact number against the field name.
Number	Enter any positive or negative number against the field name.
Decimal	Enter any positive or negative decimal number against the field name.
Amount	The amount you enter will be displayed along with the currency you wish to display. It may be your organization's base currency or the currency for that particular transaction.
Percent	Enter a value to denote a percentage against the field name.
Date	Select a date from the calendar for this field.
Checkbox	You can add a checkbox with a small text or description to tell what it is for. For example, it may be used to confirm an action or make a choice. If it is selected, the value 'true' is passed, if not 'false' is passed.
Auto-Generate Number	While creating transactions, you can create a custom field with this data type if you wish to automatically generate the data. For example, you can create a custom field called ' Expense Reference ' and enter the values as shown in the image below,

Data Type Name	Description
	<p>Edit Invoice auto numbering</p> <hr/> <p>Your Invoice number are set on auto-generate mode to save your time. Are you sure about changing this setting?</p> <p> <input checked="" type="radio"/> Continue auto-generating estimate numbers <input type="radio"/> I will add them manually each time </p> <p> Prefix: <input type="text" value="INV-0000"/> Next Number: <input type="text" value="66"/> </p> <p style="text-align: right;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </p> <p>Henceforth, for every expense you create, this field will be generated automatically.</p>
Drop-down	Enter a set of options for a field and select them from a drop-down.

- **Default Value:** The value entered in this field will be displayed by default for this field. You can always change it while creating the transaction.
- **Preview:** You will be able to see how the custom field will look like, when creating a transaction. Finally click on **Save** to save the custom field.

Custom Fields - Limitations

Kindly note that adding custom fields of different data types have some limitations.

The maximum number of custom fields that can be created for each data type is mentioned inside the ():

For easy understanding let's split the data types into four sections.

Section 1

- Text(20)
- Auto-Generate Number(1)
- Email(2)
- URL(2)
- Phone(2)
- Dropdown(5)

Note: Sum of the custom fields created for the above mentioned data types should not exceed 20.

Section 2

- Number(8)
- Date(4)

Note: Sum of the custom fields created for the above mentioned data types should not exceed 12.

Section 3

- Amount(4)
- Decimal(4)
- Percent(2)

Note: Sum of the custom fields created for the above mentioned data types should not exceed 4.

Section 4

- Checkbox(3)

Note: Sum of the custom fields created for the above mentioned data types should not exceed 3.

Adding Custom fields for Items

The default input fields you come across while creating an item such as the item name, price, etc. is designed to capture information that is common to all businesses. But, apart from the available fields, you would want to store additional information that is unique to your business. Custom fields for items will allow you to do that.

With custom fields, you can receive input in different forms such as number, text, email, etc.

You can also choose whether you want your custom field to be one of the following:

-
- Drop-down
 - Checkbox
 - Date selector
 - Automatic number generator

Let's take an example where you supply printing paper to small and medium businesses. You sell different types of paper based on your customer's requirements.

You would usually want to enter more information about your items apart from item name and price. You would want to display information such as Net weight, Quality of the paper, number of sheets per pack, etc.

You can create custom field with drop-down data type and enter all the available options for Net. Weight, Quality of paper, etc. So, while creating an item, you can choose the net weight or quality of the paper from the drop-down menu. This will save you time and will also reduce the margin or error during input.

Note: As of now, you can display only a maximum of 5 custom fields in an invoice.

Creating item custom fields

To create custom fields for items,

- Click on **Settings**, head to **Preferences** and click on **Items**.
- Click on the + **New Custom Field** link present under the **Additional information** section.
- A pop-up will appear on the screen.
- Enter the name of the custom field in the **Label Name** field and choose appropriate data type (Number, Text, etc.)
- Now, choose whether you want this input field to be made mandatory while creating a transaction, by configuring the “**Is Mandatory**” field.
- You can then decide whether you wish to display/hide the custom field while creating transactions.
- If you choose the option **Yes**, you will further get options to choose the type of transactions where you wish to display the custom field. During several instances, you might want an item custom field only under a sales or a purchase transaction. In that case, you can choose to display the custom field in Sales, Purchases, or both.
- Once done, you can choose whether you wish to display the custom field and its value by configuring the **Show in all PDF** section.
- Click **Save** to add your newly created custom field.

Adding information to custom fields

Adding additional information to your items can be done in two ways:

While creating an item

- Click on the **Items** tab from the left sidebar and click on + **New item**.
- Enter the item name and unit.
- You can edit the data for the custom field under the **custom field** textbox.
- Enter the rate for the item and choose a tax to be associated with this item and hit **Save**.

Now, when you include the item in your estimate/invoice, you will see the custom field and the related value displayed as a column in the item table.

While creating an invoice

- Click on **Item** tab on the navigation pane and choose **Item**.
- Click on + **New Item** and enter the customer name and add items which you wish to invoice.

- The custom field will be displayed in your invoice creation page, as shown in image below:

New Item

Type Goods Service

Name

Unit

SKU

HSN Code

Tax Preference Taxable Non-Taxable

Type of product

Sales Information

Rate

Account

Description

Purchase Information

Purchase Rate

Account

Description

Default Tax Rates

Intra State Tax Rate

Inter State Tax Rate

Track Inventory for this item

Account

Opening Stock

Reorder Point

Opening stock rate per unit

Preferred Vendor

Editing an item field

An item custom field can be edited in two ways:

- You can edit an item field by clicking on it. Clicking on the item field will open a pop-up window, where you can edit the name of your custom field, data type, make it mandatory, and your preference to show/hide the custom field in all PDF.

Deleting an item field

To delete an item custom field,

- Go to the **Items** section under **Preferences** and click on the custom field which you wish to delete.
- A pop-up window will appear on the screen.

Preferences

General

Customer

Supplier

Item

SALES

Estimates

Sales Orders

Invoices

Payments Received

Credit Notes

PURCHASES

Expense

Bill

Payments Made

Purchase Orders

Item Preference Custom Fields

Edit Custom Field

Label Name

Data Type

Options

-

-

[+ Add another option](#)

Default Value

Is Mandatory Yes No

Show when creating transactions. Yes No

Show in all PDF Yes No

- Click on the **Delete this Custom Field** option from the bottom corner of the window.

Note: A custom field cannot be deleted if it is used while creating a transaction.

CURRENCY

In case your organization sells products or provides services to customer from different countries, you can add those currencies and exchange rates you deal with, to your WTM Account Books account.

- Adding New Currency
- Edit Currency

All Currency

View By : All Currency ▾ + New Currency Page Tips

No	Currency Name	Symbol	Decimal Place	Format	Create Date	Action
1	Indian Rupee - INR	INR	2	1,234,567.89	26/07/2016	Delete
2	UAE Dirham - AED	AED	3	1,234,567.89	27/07/2016	Delete
3	Australian Dollar - AUD	AUD	2	1,234,567.89	27/07/2016	Delete
4	Canadian Dollar - CAD	\$	3	1,234,567.89	27/07/2016	Delete
5	Yuan Renminbi - CNY	\$	3	1,234,567.89	27/07/2016	Delete
6	Pound Sterling - GBP	????	3	1,234,567.89	27/07/2016	Delete
7	Yen - JPY	????	2	1,234,567.89	27/07/2016	Delete
8	US Dollar - USD	\$	2	1,234,567.89	27/07/2016	Delete
9	Rand - ZAR	R	3	1,234,567.89	27/07/2016	Delete
10	Cedi - GHS	GHS	2	1,234,567.89	10/04/2017	Delete

Show 10 ▾ entries

Previous 1 2 3 Next

Adding New Currency

To add a new currency, follow these steps:

- Click on the **Settings** icon found on the top right hand side corner of the screen and click on **More Settings**.
Click on **Currencies**.
- Click on the **Add New Currency** button on the top.
- Select the **Currency Code** from the drop down provided.
- As per the Currency Code you select, the Currency Symbol, Decimal Places and Format will be auto filled. You can change this according to your preference.
- Click **Save** to add the currency.

New Currency

Currency Code

Currency Symbol

Decimal Place

Format

Edit Currency

You can edit the currency by simply clicking on the desired currency row and make changes on the Edit currency pop up screen. For every currency you add, you have to provide an exchange rate for your base currency for calculation purpose. These exchange rates for each currency have to be added manually to your WTM Account Books accounts at periodic times. Updated exchange rate entries will help in accurate calculation of currency gain or loss.

To update exchange rate for a currency, follow these steps

- Click on the **Settings** icon found on the top right hand side corner of the screen and click on **More Settings**. Click on **Currencies**.
- On the Edit pop up, you can edit the data entered in the Edit Currency window or if you wish to add the exchange rate for that currency, click on the **Add Exchange Rate** button provided on the bottom, right hand side.
- In the exchange rate pop up window, click on the **Date** field and select the date for which the exchange rate is being entered.
- Enter the desired exchange rate.
- Click **Save** to add the exchange rate.

Edit Currency

Currency Code

INR (Indian Rupee) ▼

Currency Symbol

INR

Decimal Place

2 ▼

Format

1.234.567,89 ▼

Save

Cancel

TAXES

Your business' financials are affected by regulatory taxes and each organization has different country specific taxes to adhere to. You may have added Taxes in the Quick Setup section. You can edit or add further Taxes through the Settings section.

- Adding New Taxes
- Editing Taxes
- Adding a New Tax Group

Adding New Taxes

To create or add a new Tax, follow steps as below:

- Click on the **Settings** icon found on the top right hand side corner of the screen and click on **Taxes**.
- To add a new tax, click on + **New Tax**.
- Provide a Tax Name.
- Enter the relevant Rate in %.
- Define if the tax has to be charged at compound rate.
- Enable the checkbox if your newly created tax is going to be a compound tax.
- Click **Save**.

Taxes	New Tax
Tax Rates	
Tax Exemptions	<p>Tax Name <input type="text"/></p>
Default Tax Preference	<p>Rate (%) <input type="text"/></p>
GST Settings	<p>Tax Type <input type="text" value="Select Tax Type"/></p> <p><input type="checkbox"/> Yes, this tax is a compound tax</p>
	<p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>

What is a Compound Tax?

In some countries you might have to collect more than one tax from your customers. It is for you to pay to your local province and another to the federal authority.

In certain cases, the provincial tax is applied on the total that includes the item or invoice amount as well as the federal tax amount. Such taxes are called as Compound Taxes.

Editing Taxes

To edit an existing Tax follow steps as below:

- Click on the **Settings** icon found on the top right hand side corner of the screen and click on **More Settings**.
Click on **Taxes**.
- In the Edit Tax screen, edit the desired fields such as Tax Name, Rate and select if it is a compound tax.
- Click **Save** for the changes to take effect.

Taxes	Edit Tax
Tax Rates	
Tax Exemptions	
Default Tax Preference	
GST Settings	
	<p>Tax Name <input type="text" value="IGST0"/></p> <p>Tax Rate <input type="text" value="0.0"/></p> <p>Tax Type <input style="border: none; border-bottom: 1px solid #ccc; text-decoration: none; padding: 2px 5px;" type="text" value="IGST"/> ▼</p> <p><input type="checkbox"/> Yes, this tax is a compound tax</p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>

- If this tax has already been applied in some transactions, you will be asked to confirm if you wish to update the new tax rate in those transactions as well.

Adding a New Tax Group

It is customary in some countries to club some taxes under a common head. In such cases you will have to create Tax Group which will fulfill this regulatory requirement. To create a Tax Group follow steps as below:

- Click on the **Settings** icon found on the top right hand side corner of the screen and click on **More Settings**.
Click on **Taxes**.
- Click on the + **New Tax Group** option present on the top right corner.
- Provide a Tax Group Name.
- Select the taxes to be clubbed together by clicking on the check box, next to the desired taxes.
- Click **Save** to add new tax group.

New Tax Group

Tax Group Name

Associate Taxes:

<input type="checkbox"/>	IGST0	0.5 %
<input type="checkbox"/>	IGST5	5.0 %
<input type="checkbox"/>	IGST12	12.0 %
<input type="checkbox"/>	IGST18	18.0 %
<input type="checkbox"/>	IGST28	28.0 %
<input type="checkbox"/>	CGST0	0.0 %
<input type="checkbox"/>	SGST0	0.0 %
<input type="checkbox"/>	CGST2.5	2.5 %
<input type="checkbox"/>	SGST2.5	2.5 %
<input type="checkbox"/>	CGST6	6.0 %
<input type="checkbox"/>	SGST6	6.0 %
<input type="checkbox"/>	CGST9	9.0 %
<input type="checkbox"/>	SGST9	9.0 %
<input type="checkbox"/>	CGST14	14.0 %
<input type="checkbox"/>	SGST14	14.0 %

Module.2

TEMPLATES

Choose and customize templates in WTM Account Books. Customize color, font, font sizes and a lot more in the templates. Select information that needs to be shown or change text for the labels.

- Common-to-All Modules Customization
 - Template Properties
 - Header
 - Item Table
 - Total
 - Footer

Module Specific Customization

- Estimate
- Sales Order
- Delivery Challans
- Invoice
- Credit Note
- Purchase Orders
- Bills
- Vendor Credit

Creating Templates


Clone Templates from one module to another

General Info

Sections that can be customized in templates.

- 1) Template Properties
- 2) Header
- 3) Item Table
- 4) Total
- 5) Footer

To customize templates,

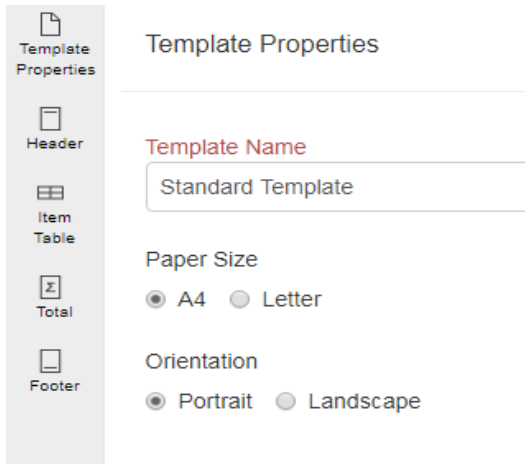
- Go to  > **Templates**.
- Here you can choose the module for which you wish to customize the template for,
 - Estimate
 - Sales Order
 - Delivery Challans
 - Invoice
 - Credit Note
 - Purchase Orders
 - Bills
 - Vendor Credit
- You can either customize the pre-loaded templates or add a new template by selecting the **+New** button on the **New Template section**. The new template option will allow you to create a template by asking you to choose one of pre-loaded templates as the base.
- To edit a template, hover over the template you wish to edit and select the **Edit** button.
- After editing, press the **Save** button to save the changes.

Common-to-All Modules Customization

Here are the common-to-all customizations that can be done in all the above mentioned modules.

Template Properties

This allows you to change the look of the template. From background color, font sizes and colors to adding a background image can be done here. Also allows you to change the way your company address and customer's name looks.



The screenshot shows a sidebar on the left with five menu items: 'Template Properties' (selected), 'Header', 'Item Table', 'Total', and 'Footer'. The main content area is titled 'Template Properties' and contains the following settings:

- Template Name:** A text input field containing 'Standard Template'.
- Paper Size:** Radio buttons for 'A4' (selected) and 'Letter'.
- Orientation:** Radio buttons for 'Portrait' (selected) and 'Landscape'.

Customizations Present:

Fields	Description
1) Template Name	Name of the template that you customize according to your wish.
2) Paper Size	This is for printing purposes. Either A4 or Letter sizes can be selected.
3) Orientation	You can choose either the Portrait or Landscape layout for your PDF.
4) Margins (in inches)	Margins present around the template.
5) PDF Font	Font to be used on the PDF. Select from different fonts from the drop down. Note: On selecting the font, a note appears beneath it briefing about the different languages the particular font supports.
6) Show Organization Logo	The logo uploaded in organization profile will be placed on the template.
7) Add Attention Content	You may want to draw your customer's attention towards an important message in an invoice. Eg: Your magazine subscription is valid until 12th December. You can insert placeholders for your content from the placeholder drop down.
8) Background Image Position	Add a background image of your company's logo or any icon and adjust the image positioning from the drop down provided.
9) Background Color	Background color of the template.
10) Label Color	Color of all the labels provided on the template.
11) Font Color & Size	Font color, size for the information and attention content. The font color will be applied to the Terms & Conditions content.
12) Customer Name	To adjust font color and size just for the customer's name on the template.
13) Company	Check the box to Show Organization Address . Customize the font color and size with labels for phone and fax.

HEADER

This allows you to change the look of the header and the information present in the document. Customize the background image, position and even the header content. If it's a multi-page document, choose if the header should repeat or not.

Also customize the labels and layout for the information present.

Header

Document Title

Title

ESTIMATE

Organization

Show Organization Logo

Show Organization Name

Show Organization Address ⓘ

Customizations Present:

Header

Fields	Description
1) Background Image & Position	Background image for the header section can be added here and position can be set from the drop down.
2) Background Color	This background color is only for the header section.
3) Header Content	Content present on top of the document. Customize the content by selecting the Customize your header content option. Customize from font size, color, alignment to inserting placeholders and tables in the content.
4) Multi-Page Header Customization	If the document is a multi-pager and if you wish to have different header content for the first page alone, check the Apply to first page only box. You can also set the header height for the first page alone and customize the header content for other pages.



WTM IT Limited
 203,Indraprth Building, Sec-20, Nerul
 West, Navi Mumbai
 Mumbai
 Maharashtra 400706
 India

ESTIMATE

#	: INV-17	Place Of Supply	: Maharashtra (27)
Estimate Date	: 30/12/2017	Sales person	: Uday Gupta
Expiry Date	: 30/12/2017		
Reference#	: 321014		
Bill To			
Rob & Joe Traders 34, Riche Street Chennai 631603 Tamil Nadu India GSTIN 33GSPTN0372G1ZC			

Document Information:

If you wish to hide any of the fields from the template, check the box present next to the field off.

Document Information

5) Document Title, Font & Color	Customize the title of the document and also customize the font size and color as you wish.
6) Change Label	Customize the label names for the fields provided in the document. Number Field Date Field Due Date (Available in Sales Order, Purchase Order, Invoice) Reference Field Sales Person (Available in Estimate, Invoice, Sales Order) Bill To Ship To (Available in Estimate, Sales Order, Invoice, Purchase Order)

Document Information

<input checked="" type="checkbox"/> Number Field	#
<input checked="" type="checkbox"/> Date Field	Estimate Date
<input checked="" type="checkbox"/> Reference Field	Reference#
<input checked="" type="checkbox"/> Bill To	Bill To
<input type="checkbox"/> Ship To	Ship To
<input checked="" type="checkbox"/> Salesperson	Sales person
<input checked="" type="checkbox"/> Expiry Date	Expiry Date
<input checked="" type="checkbox"/> Place of supply	Place Of Supply

Save

Preview

ITEM TABLE

This allows you to show or hide columns related to items and customize those labels. Also you can customize the way item table looks, from table header to item row and description.

Item Table

Labels

Label

<input checked="" type="checkbox"/> Serial Number	#
<input checked="" type="checkbox"/> Item	Item
<input checked="" type="checkbox"/> Description	Description
<input checked="" type="checkbox"/> Quantity	Qty
<input checked="" type="checkbox"/> HSN/SAC Label	HSN/SAC
<input checked="" type="checkbox"/> Rate	Rate
<input checked="" type="checkbox"/> Tax(%)	Tax %
<input checked="" type="checkbox"/> Tax Amount	Tax
<input checked="" type="checkbox"/> Discount	Discount
<input checked="" type="checkbox"/> Amount	Amount

Save

Preview

Customizations Present

Table Column Width

The Item Table Column's width of your template can be adjusted in WTM Account Books to perfectly fit in the appropriate information in the respective column. So, when you send out invoices or estimates to your customers for sales transactions, it looks just the way you want it to look.

For example, you might have created additional custom fields in your Item Table based on your organization's requirements. In such a case you might want to adjust the Item Table proportionately with the other columns. You can adjust them and customize your template based on your preferences!

To customize the table column width:

- Click the **Gear** icon in the top right corner of your window.
- Select **Templates** and choose a module from the tab.
- Click the **Edit** button on the template you wish to edit.
- Click **Customize Table Cell Width** and you can edit the size of the columns.
- Click **Continue** in the pop-up to enable the option to customize the column width.

- Use the Numeric-Up-Down control to increase or decrease the width or you can just type the value in the width field.
- Click **Preview** to verify the changes.
- Click **Save**.

#	Item & Description	HSN/SAC	Qty	Rate	Discount	CGST		SGST		Amount
						Tax %	Amount	Tax %	Amount	
1	Brochure Design Brochure Design Single Sided Color	098786742	1.00	300.00	0.00	12%	18.00	12%	18.00	300.00
2	Web Design Packages(Template) - Basic Custom Themes for your business. Inclusive of 10 hours of marketing and annual training	098786742	1.00	250.00	0.00	12%	15.00	12%	15.00	250.00
3	Print Ad - Basic - Color Print Ad 1/8 size Color	098786742	1.00	80.00	0.00	12%	4.80	12%	4.80	80.00
Items in Total 3.00						Sub Total				630.00
Total In Words <i>Rupees seven hundred five and sixty paise</i>						CGST (12.00%)				37.80
Thanks for your business.						SGST (12.00%)				37.80
						Shipping charge				INR 705.60
						Adjustment				INR 705.60
						Total				INR 705.60

Note: In case you are new to WTM Account Books, the option to adjust Table Column Width will be enabled by default.

Labels

Serial Number, Item, Description, Quantity, HSN/SAC, Rate, TAX(%), Tax Amount, Discount, Amount, are the field labels that can be renamed as your wish. If you wish to hide any of the fields from the template, check the box present next to the field off.

Item Table

Labels

Label

<input checked="" type="checkbox"/> Serial Number	#
<input checked="" type="checkbox"/> Item	Item
<input checked="" type="checkbox"/> Description	Description
<input checked="" type="checkbox"/> Quantity	Qty
<input checked="" type="checkbox"/> HSN/SAC Label	HSN/SAC
<input checked="" type="checkbox"/> Rate	Rate
<input checked="" type="checkbox"/> Tax(%)	Tax %
<input checked="" type="checkbox"/> Tax Amount	Tax
<input checked="" type="checkbox"/> Discount	Discount
<input checked="" type="checkbox"/> Amount	Amount

Save

Preview

TOTAL

This allows you to show or hide labels related to the Total section and customize those labels. Also you can customize the way Total section looks.

Customizations Present

Labels

Show Total Section, Sub Total, Shipping Charges, Adjustment, Total, Item in Total, Show amount in words are the field labels that can be renamed as you wish. If you wish to hide any of the fields from the template, check the box present next to the field off. You can also customize the position of currency symbol to be before or after the amount. At times,

you might need to show the number of items on the transaction. Checking the **Quantity** box will help you in showing the number of items present.

Total

Labels

Show Total Section

Sub Total

Sub Total

Shipping Charges

Shipping charge

Adjustment

Adjustment

Total

Total

Items in Total

Items in Total

Show amount in words ⓘ

Sub Total	630.00
CGST (12.00%)	37.80
SGST (12.00%)	37.80
Shipping charge	INR 705.60
Adjustment	INR 705.60
Total	INR 705.60

FOOTER

- This allows you to customize labels related to **Notes, Terms & Conditions, Signature**. Also you can customize the way the content related to Notes, Terms & Conditions by adjusting their font size.
- Signature is available in all the modules except for Purchase Orders. You can enable the signature field by checking the box next to the signature label field. Customize the label if you wish and add an image for the signature if required.

- Footer content can be added by selecting the **Customize your footer content** and customized by adjusting font size, color and background color.
- Background image can be added for the footer section and can be positioned by selecting the option from the drop down.
- For a multi-page document, you can choose to show the page numbers on the document. Check the **Show Page Number** box to enable it.

Footer

Notes

Label

Bank Detail

Label

Terms & Conditions

Label

Signature

Label

Signature image

Signature Name

<p>Terms & Conditions Your company's Terms and Conditions will be displayed here. You can add it in the Invoice Preferences page under Settings.</p>	<p>OM Gupta (Business Development Head)</p> <p>Authorized Signature</p>
---	--

Module Specific Customization

Apart from the common customization available in different modules, there is specific customization provided for every module.

Estimate

- In the Estimate module, the **Expiry Date** field under **Header** section is added. You can choose to show/hide the field by checking the box on or off and customize the label name.

Document Information

Document Title Estimate

Document Title Font 30 pt

Document Title Color #817d7d 

Number Field Estimate#

Date Field Estimate Date

Expiry Date Expiry Date

Reference Field Reference#

Sales Person Sales Person

Bill To Bill To

Ship To Ship To

Labels

Show Total Section

Sub Total

Shipping Charges

Adjustment

Total

Items in Total

Show amount in words ⓘ

Invoice

- In the invoice module, the option to add a **Payment Stub** is provided under **Template Properties**. Check the **Do you want to use a 'payment stub'** box to enable it. The labels for Payment Stub and Amount Enclosed can be customized.
- The **Terms** field has been added under **Header & Document Information**. This will show the payment terms information on the invoice. You can choose to show/hide the field by checking the box on or off and customize the label name.
- You can also choose to show the status as a stamp on the invoices by checking the **Show Status Stamp** option under **Header & Document Information**.
- Paid, Partially Paid, Void and Draft are the statuses shown. This will be shown only in the PDF and not in the preview

Labels

Show Total Section

Sub Total

Sub Total

Shipping Charges

Shipping Charge

Adjustment

Adjustment

Total

Total

Items in Total

Items in Total

Payment Made

Payment Made

Credits Applied

Credits Applied

Balance Due

Balance Due

Show amount in words ⓘ

Document Information

Number Field

#

Date Field

Invoice Date

Reference Field

P.O.#

Bill To

Bill To

Ship To

Ship To

Salesperson

Sales person

Terms

Terms

Due Date

Due Date

Place of supply

Place Of Supply

Show Status Stamp

- For the **Total** section, **Shipping Charges, Hours in Total** under **Quantity** (for projects) are added. You can also choose to show **Payment Details** which will have Payment Made, Credits Applied, Amount Withheld, Write Off Amount & Balance Due fields under it. Also, you choose whether to show the Tax summary table, which displays a summary of the tax applied to the line item in your invoice. You can choose to show/hide the field by checking the box on or off and customize the label name.
- In the **Footer**, you can choose to show the **Online Payment Options** by checking the **Online Payment Link** box. In case you do not have the option and would opt for a bank transfer or any other offline means, you can add the required details on the template by selecting the **Add your bank details** option. This will be displayed below the customer notes.

Purchase Order

- In the Purchase Order module, the usual Customer Name section has been changed as **Vendor Name** section under **Template Properties**. Font color and size can be customized.

Document Information	
<input checked="" type="checkbox"/> Number Field	<input type="text" value="#"/>
<input checked="" type="checkbox"/> Date Field	<input type="text" value="Date"/>
<input checked="" type="checkbox"/> Reference Field	<input type="text" value="Ref#"/>
<input checked="" type="checkbox"/> Bill To	<input type="text" value="Vendor Address"/>
<input checked="" type="checkbox"/> Ship To	<input type="text" value="Deliver To"/>
<input checked="" type="checkbox"/> Due Date	<input type="text" value="Delivery Date"/>
<input checked="" type="checkbox"/> Shipment Preference	<input type="text" value="Shipment preference"/>
<input checked="" type="checkbox"/> Place of supply	<input type="text" value="Place Of Supply"/>

- The **Shipment Preference** field under **Header** section is added. You can choose to show/hide the field by checking the box on or off and customize the label name.

Document Information

<input checked="" type="checkbox"/> Number Field	#
<input checked="" type="checkbox"/> Date Field	Date
<input checked="" type="checkbox"/> Reference Field	Ref#
<input checked="" type="checkbox"/> Bill To	Vendor Address
<input checked="" type="checkbox"/> Ship To	Deliver To
<input checked="" type="checkbox"/> Due Date	Delivery Date
<input checked="" type="checkbox"/> Shipment Preference	Shipment preference
<input checked="" type="checkbox"/> Place of supply	Place Of Supply

Sales Order

- In the Sales Order module, the **Delivery Method** field under **Header & Document Information** section is added. You can choose to show/hide the field by checking the box on or off and customize the label name.

Document Information

<input checked="" type="checkbox"/> Number Field	<input type="text" value="Sales Order#"/>
<input checked="" type="checkbox"/> Date Field	<input type="text" value="Order Date"/>
<input checked="" type="checkbox"/> Reference Field	<input type="text" value="Ref#"/>
<input checked="" type="checkbox"/> Bill To	<input type="text" value="Bill To"/>
<input checked="" type="checkbox"/> Ship To	<input type="text" value="Ship To"/>
<input checked="" type="checkbox"/> Salesperson	<input type="text" value="Sales person"/>
<input checked="" type="checkbox"/> Due Date	<input type="text" value="Shipment Date"/>
<input checked="" type="checkbox"/> Delivery Method	<input type="text" value="Delivery Method"/>
<input checked="" type="checkbox"/> Place of supply	<input type="text" value="Place Of Supply"/>

Credit Note

- For the **Total** section, you can also choose to show **Payment Details** which will have Credits Used, Refund, Credits Remaining fields under it. You can choose to show/hide the field by checking the box on or off and customize the label name.

Labels

Show Total Section

Sub Total

Sub Total

Shipping Charges

Shipping Charge

Adjustment

Adjustment

Total

Total

Items in Total

Items in Total

Credit Used

Credit Used

Credit Remaining

Credit Remaining

Refund

Refund

Show amount in words ⓘ

DELIVERY CHALLAN

A Delivery Challan is created in situations where goods are being transported from one place to another which may or may not result in sales. Example: Transfer of goods from the Head Office to its branches.

Labels

Show Total Section

Sub Total

Shipping Charges

Adjustment

Total

Items in Total

Show amount in words ⓘ

Bill

Bills which exclusively contain provisions for imposition and abolition of taxes, for appropriation of moneys out of the Consolidated Fund, etc.

Labels

- Show Total Section
- Sub Total
- Total
- Items in Total
- Payment Made
- Balance Due
- Show amount in words ⓘ

VENDOR CREDITS

Credit is the trust which allows one party to provide money or resources to another party where that second party does not reimburse the first party immediately (thereby generating a debt), but instead promises either to repay or return those resources (or other materials of equal value) at a later date

Labels

- Show Total Section
- Sub Total
- Total
- Items in Total
- Credit Used
- Credit Remaining
- Refund
- Show amount in words ⓘ

Clone Templates from one module to another

You might follow a certain standard template for all your business documents; you need not go to each and every module to create it. You can simply clone the template of your choice, from one module to another.

To clone a template:

- Click on the **Gear** icon on the home screen of WTM Account Books.
- Select **Templates** from the panel that appears.
- Select the module from the left panel, from where you wish to clone the template.
- Hover over the template and find the **Gear** icon next to Edit button.
- Click on the **Gear** icon and select a module from **Clone as** option , to clone the template

Invoice Templates

Bill To: ABC & Co. Inc. 15 Feb 2016
4541 Woodlands Drive
Pasadena 91109
USA

Invoice Date: 15 Feb 2016
Due Date: 15 Feb 2016
P.O.#: 321014
Project Name: DesignContract

#	Item Description	Qty	Rate	Amount	Amount
1	Website Design	1.00	10000	10000	10000
2	Web Design/Package/Template/ Setup	1.00	25000	25000	25000
3	Web Ad. Back -Color	1.00	5000	5000	5000
Sub Total				40000	
Service Tax1 (10.00%)				4000	
Service Tax2 (10.00%)				4000	
Total				48000	
Balance Due				48000	

#	Item	Qty	Rate	Amount	Amount
1	Website Design	1.00	10000	10000	10000
2	Web Design/Package/Template/ Setup	1.00	25000	25000	25000
3	Web Ad. Back -Color	1.00	5000	5000	5000

Standard Template

New Template

Click to add a template from our gallery. You can customize the template title, columns, and headers in line item table.

Spreadsheet Template

Edit

Set As Default

Delete

Clone as

- Invoice
- Estimate
- Retainer Invoice
- Sales Order
- Purchase Order
- Credit Note

WAREHOUSES

Managing multiple warehouses has never been so easier. WTM Inventory has a sleek multi-warehouse system that allows you to track and manage your inventory, seamlessly across different locations.

The **Warehouses** module in Settings allows you to do the following tasks:

- Enable & create warehouses
 - Enable multiple warehouse management
 - Add a new warehouse
- Manage warehouses
 - Edit a warehouse
 - Delete a warehouse
 - Mark a warehouse as primary
 - Mark a warehouse as Inactive
 - Mark an inactive warehouse as Active

Enable multiple warehouses

Follow these steps to enable multi-warehouse management in WTM Account Books.

- Click on the **gear (Settings)** icon from the top-right corner of WTM Account Books.
- Select **More Settings** from the drop-down.
- On the left pane, select **Warehouses**. This will take you to the page where you can enable multi-warehousing.
- Click on the **Enable Multi-Ware house** button. Your organization will now have support for multi-warehouse management.

WTM Account Books Spectre World

Settings

- Opening Balance
- Users
- Roles
- Warehouse
- Preference
- Currencies
- Taxes
- Item Measure Unit
- Payment Terms
- Sales Person
- Payment Mode
- Auto Numbering
- Templates
- Report Folder
- Data Backup

Start managing multiple warehouses!

Seamlessly track and manage your inventory across multiple warehouses.

ENABLE MULTIWAREHOUSE

```

graph TD
    Customer[Customer] -- Sales Order --> FrontOffice[Front Office]
    FrontOffice -- Purchase Order --> Supplier[Supplier]
    Supplier -- Goods Received --> Warehouse2[Warehouse 2]
    Warehouse2 -- Goods Delivered --> Warehouse1[Warehouse 1]
    Warehouse1 -- Goods Delivered --> Customer
    
```

Add a new warehouse


To add a new warehouse to your organization,

- Click on the **new** button in the New Warehouse card.

Warehouses [Disable Multiwarehouse](#)

WTM IT Limited	Borivali Mumbai, India, 400066 9136714211	Edit ⚙️
WTM Nerul	Nerul Navi Mumbai, India,	Edit ⚙️

- Enter the details for your new warehouse and click on **Save**. Your new warehouse will now be saved.

 Warehouses New

Warehouse Name

Address

City

Country

State


Zip Code

Phone


Email


Save Cancel

- Your warehouses page will be similar to the screenshot below once you've set it up properly.

 Warehouses New

[Disable Multiwarehouse](#)

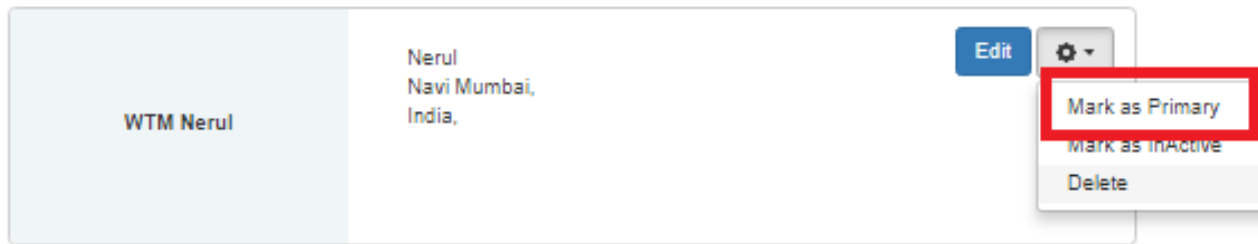
WTM IT Limited	Borivali Mumbai, India, 400066 9136714211	Edit 
----------------	--	---

WTM Nerul	Nerul Navi Mumbai, India,	Edit 
-----------	---------------------------------	---

Mark a warehouse as primary

By default, the first warehouse which is available when you enable multiple warehousing features will be set as the Primary Warehouse. To set another warehouse as the primary one,

- Click on the **gear (Settings)** icon from the top-right corner of WTM Account Books.
- Select **More Settings** from the drop-down.
- On the left pane, select **Warehouses**.
- Click on the **gear (Settings)** icon at the bottom of the warehouse card.

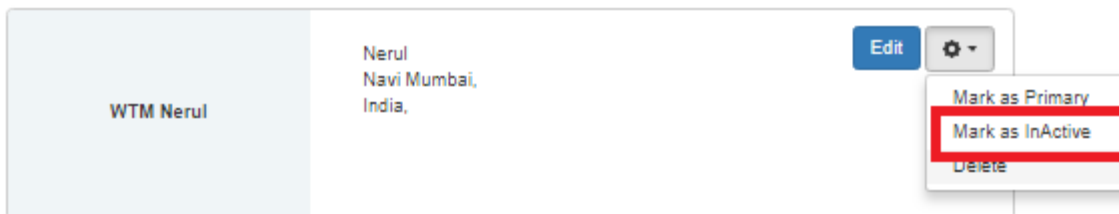


- Select **Mark as primary** in the dropdown.
- Confirm your selection in the pop-up that follows. The warehouse will now be marked as the primary warehouse

Mark a warehouse as Inactive

To mark a warehouse as Inactive,

- Click on the **gear (Settings)** icon from the top-right corner of WTM Account Books.
- Select **More Settings** from the drop-down.
- On the left pane, select **Warehouses**.
- Click on the **gear (Settings)** icon at the bottom of the warehouse card.




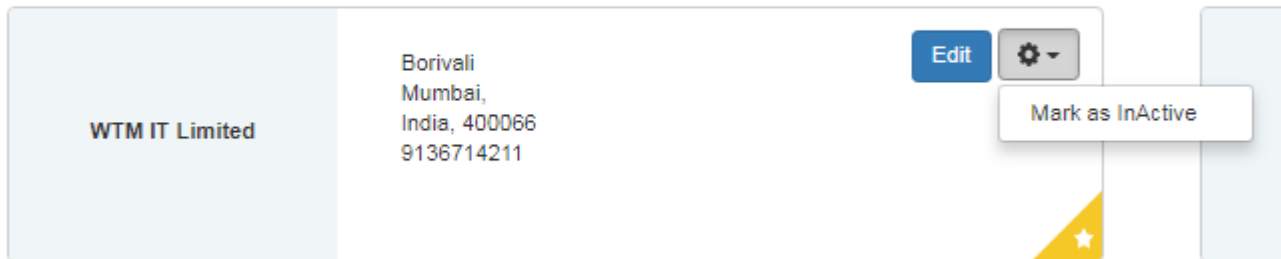
- Select **Mark as Inactive** in the dropdown.
- The warehouse will now be marked as Inactive and won't be available for transactions.

Mark an inactive warehouse as Active

To mark an inactive warehouse as Active,

- Click on the **gear (Settings)** icon from the top-right corner of WTM Account Books.
- Select **More Settings** from the drop-down.
- On the left pane, select **Warehouses**.
- Click on the **gear (Settings)** icon at the bottom of the warehouse card.

 Warehouses New




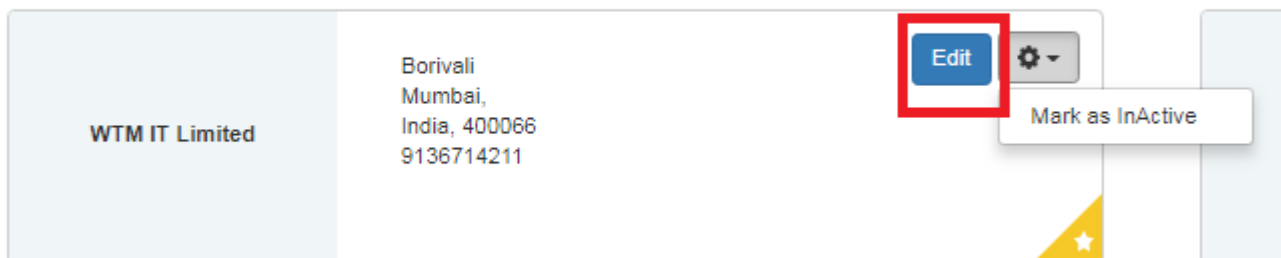
- Select **Mark as Active** in the dropdown.
- The warehouse will now be marked as active and will be available for transactions

Edit a warehouse

To edit details of an existing warehouse,

- Click on the **gear (Settings)** icon from the top-right corner of WTM Account Books.
- Select **More Settings** from the drop-down.
- On the left pane, select **Warehouses**.
- Click on the **Edit** button at the bottom of the warehouse card.
- Make all the necessary changes and click on **Save**.

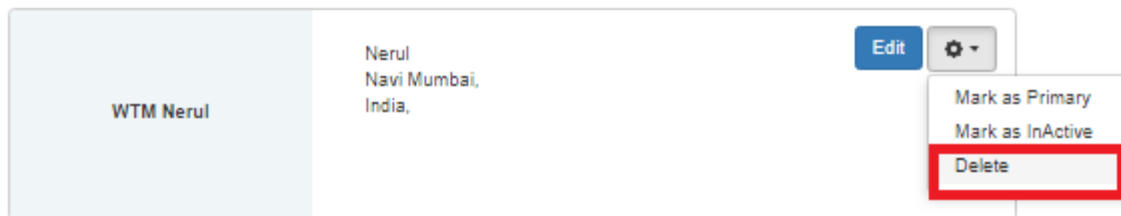
 Warehouses New



Delete a warehouse

To delete a warehouse,

- Click on the **gear (Settings)** icon from the top-right corner of WTM Account Books.
- Select **More Settings** from the drop-down.
- On the left pane, select **Warehouses**.
- Click on the **gear (Settings)** icon at the bottom of the warehouse card.



- Select **Delete** in the dropdown.
- Confirm your selection in the pop-up that follows. The warehouse will now be deleted.

Module.3

AUTO NUMBERS

Generate an automatically incremented numeric counter.

All Auto Number

No	Module Name	Auto increment Type	Prefix	Next Number
1	Quote	No	EST-0000	12
2	Sales Order	Yes	SO-0000	7
3	Invoice	Yes	INV-0000	57
4	Credit Note	Yes	CN-0000	6
5	Purchase Order	Yes	PO-0000	5
6	Vendor Credit	Yes	DN-0000	5
7	Delivery Challan	Yes	DC-0000	7

- **Edit Quote auto numbering:**

You can add your Quotation number manually or continue with auto generate.

Edit Quote auto numbering

Your Quote number are set on auto-generate mode to save your time. Are you sure about changing this setting?

Continue auto-generating estimate numbers

Prefix

EST-0000

Next Number

12

I will add them manually each time

Save

Cancel

- **Edit Sales Order auto numbering:**

You can add your Sales Order number manually or continue with auto generate.

Edit Sales Order auto numbering

Your Sales Order number are set on auto-generate mode to save your time. Are you sure about changing this setting?

Continue auto-generating estimate numbers

Prefix

SO-0000

Next Number

7

I will add them manually each time

Save

Cancel

- **Edit Invoice auto numbering:**

You can add your Invoice number manually or continue with auto generate.

Edit Invoice auto numbering

Your Invoice number are set on auto-generate mode to save your time. Are you sure about changing this setting?

Continue auto-generating estimate numbers

Prefix

INV-0000

Next Number

57

I will add them manually each time

Save

Cancel

- **Edit Credit Note auto numbering:**

You can add your Credit Note number manually or continue with auto generate.

Edit Credit Note auto numbering

Your Credit Note number are set on auto-generate mode to save your time. Are you sure about changing this setting?

Continue auto-generating estimate numbers

Prefix

CN-0000

Next Number

6

I will add them manually each time

Save

Cancel

- **Edit Purchase Order auto numbering:**

You can add your Purchase Order number manually or continue with auto generate.

Edit Purchase Order auto numbering

Your Purchase Order number are set on auto-generate mode to save your time. Are you sure about changing this setting?

Continue auto-generating estimate numbers

Prefix

PO-0000

Next Number

5

I will add them manually each time

Save

Cancel

- **Edit Vendor Credit auto numbering:**

You can add your Vendor credit number manually or continue with auto generate.

Edit Vendor Credit auto numbering

Your Vendor Credit number are set on auto-generate mode to save your time. Are you sure about changing this setting?

Continue auto-generating estimate numbers

Prefix

DN-0000

Next Number

5

I will add them manually each time

Save

Cancel

- **Edit Delivery Challan auto numbering:**

You can add your Delivery Challan number manually or continue with auto generate.

Edit Delivery Challan auto numbering

Your Delivery Challan number are set on auto-generate mode to save your time. Are you sure about changing this setting?

Continue auto-generating estimate numbers

Prefix

DC-0000

Next Number

7

I will add them manually each time


Save

Cancel

ITEM MEASURE UNIT

You can create your own measurement unit from here.

All Item Measure Unit

View By: All Item Measure Unit ▾  + New Item Measure Unit Page Tips

No	↑↓ Name	↑↓ Action
1	Piece	Delete
2	Corton	Delete
3	Dozen	Delete
4	Quantity	Delete
5	Ponds	Delete
6	Lt	Delete
7	Quntity	Delete
8	Letter	Delete

Show 10 ▾ entries

Previous 1 2 Next

Im going to add KG measurement unit.

New Item Measure Unit


Unit Name

Save

Cancel

All Item Measure Unit

View By : All Item Measure Unit ▾

No	↑↓ Name	↑↓ Action
1	Piece	Delete
2	Corton	Delete
3	Dozen	Delete
4	Quantity	Delete
5	Ponds	Delete
6	Lt	Delete
7	Quntity	Delete
8	Letter	Delete
9	 KG	Delete


Show 10 ▾ entries

Even you can delete this measurement unit if not required for your business.

New Item

Type Goods Service

Name

Unit  Select Unit

SKU

HSN Code

Tax Preference

Type of product

Sales Information Purchase Information

Quantity

Ponds

Lt

Quntity

Letter


KG

Now you can see this, in new item create field for item measurement.

PAYMENT TERM

You can create payment term as per your business and relation with customer.

All Payment Term

View By : All Payment Term ▾  + New Payment Term

No	↑↓ Label	↑↓ Number of Days	↑↓ Action
1	Due on Receipt	0	Delete
2	Net 15	15	Delete
3	Net 30	30	Delete
4	Net 45	45	Delete
5	Net 60	60	Delete
6	NET90	80	Delete

Show 10 ▾ entries

Previous 1 :

New Payment Term

Label

Number of Days

Save Cancel

Even you can delete or edit this section.

All Payment Term

View By: All Payment Term ▾ + New Payment Term

No	Label	Number of Days	Action
1	Due on Receipt	0	Delete
2	Net 15	15	Delete
3	Net 30	30	Delete
4	Net 45	45	Delete
5	Net 60	60	Delete
6	NET90	80	Delete
7	NET 10	10	Delete

Show 10 ▾ entries

Previous 1

After adding you can see this in customer TAB in Other Details.

New Customer

Company Name

Contact Display Name

Contact Email

Contact Phone Work Phone Mobile

Website

Other Details | Address | Remarks/Notes

GST Treatment

Place Of Supply

Tax Preference

Currency

Price List

SALES PERSON

You can create new SALES PERSON over here. Also you can delete or edit this.

All Sales Person

View By : [+ New Sales Person](#)

No	↑↓ Name	↑↓ Action
No data available in table		

New Sales Person

Sales Person Name

All Sales Person

View By : [+ New Sales Person](#)

No	↑↓ Name	↑↓ Action
1	Mukesh Singh	Delete
2	Avinash Raheja	Delete
3	Rahul Meheta	Delete

Show entries

Previous 1

PAYMENT MODE

If you want any other payment mode, then you have to create here, after that this new payment mode name will be reflect in customer and supplier payment fields.

All Payment Mode

View By : All Payment Mode ▾ [+ New payment Mode](#)

No	↑↓ Name	↑↓ Action
1	Cash	Delete
2	Check	Delete
3	Credit Card	Delete
4	Bank Transfer	Delete
5	Bank Remittance	Delete

Show 10 ▾ entries

Create new payment mode: you can create, delete and edit “Payment Mode” from here.


New Payment Mode

Payment Mode Name

[Save](#) [Cancel](#)

All Payment Mode

View By : All Payment Mode ▾ [+ New payment Mode](#)

No	↑↓ Name	↑↓ Action
1	Cash	Delete
2	Check	Delete
3	Credit Card	Delete
4	Bank Transfer	Delete
5	Bank Remittance	Delete
6	 NEFT	Delete

Show 10 ▾ entries

[Previous](#) 1

New Vendor

Contact Email

Contact Phone

Website

Other Details | Address | Remarks/Notes

GST Treatment

Source Of Supply
Due on Receipt-0
Net 15-15
Net 30-30
Net 45-45
Net 60-60
NET90-80
NET 10-10

Currency

Price List

Payment Terms

Save

New Customer

Contact Phone

Website

Other Details | Address | Remarks/Notes

GST Treatment

Place Of Supply

Tax Preference
Due on Receipt-0
Net 15-15
Net 30-30
Net 45-45
Net 60-60
NET90-80
NET 10-10

Currency

Price List

Payment Terms

Save

REPORT FOLDER

You can create new report as per your requirement.

All Report Folder

View By : All Report Folder ▾ + New Report Folder

No	↑↓ Folder Name	↑↓ Description	↑↓ Action
1	Important report		Delete
2	Estimate		Delete

Show 10 ▾ entries

Create New Report Folder

New Report Folder


Folder Name

Description

Save Cancel

All Report Folder

View By : All Report Folder ▾ + New Report Folder

No	↑↓ Folder Name	↑↓ Description	↑↓ Action
1	Important report		Delete
2	Estimate		Delete
3	 GST		Delete

Show 10 ▾ entries

Reports

Estimate

> estimate



GST

> GST

Important report

> my report

> GST

> My Invoice

Business Overview

> Profit and Loss

> Cash Flow Statement

> Balance Sheet

Accountant

> Account Transactions

> General Ledger

> Journal Report

> Trial Balance

Inventory

> Inventory Summary

> Inventory Valuation Summary

> Inventory Valuation Details

> FIFO Cost Lot Tracking

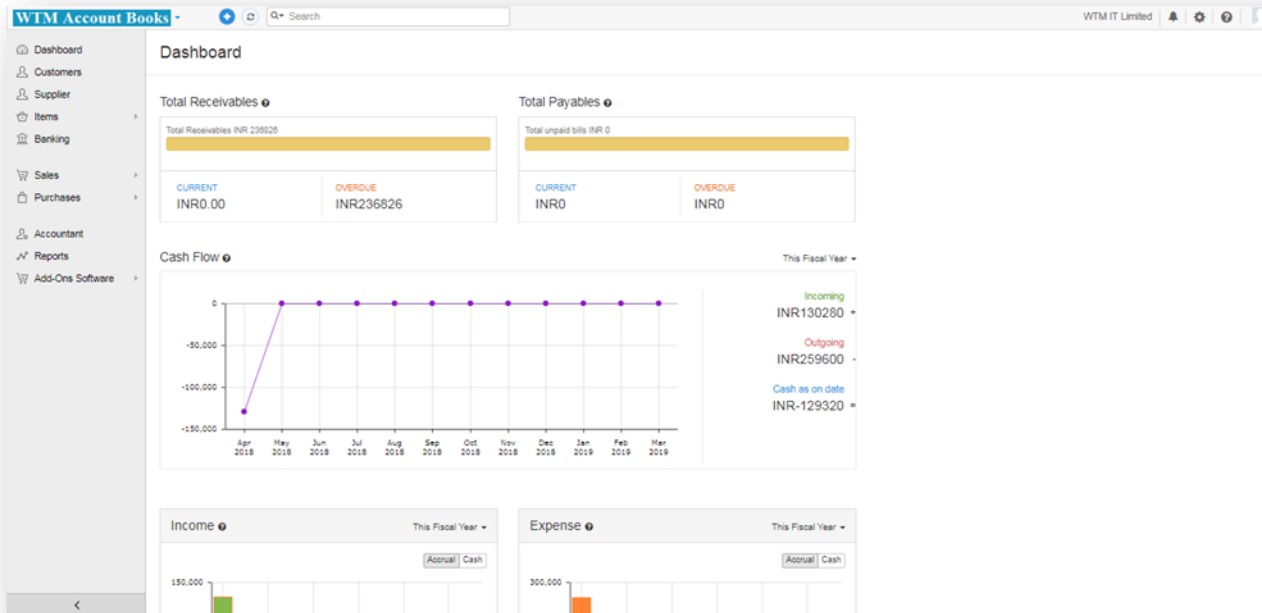
> Warehouse Details

Now you can check your report as per you.

Chapter.3

DASHBOARD

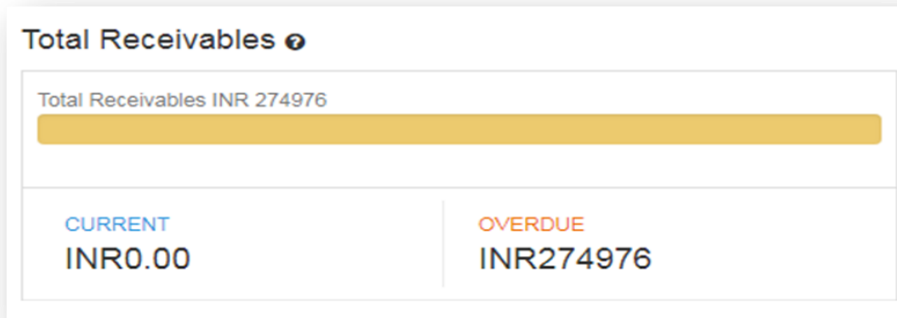
Dashboard is the first thing you'll see when you log into your WTM Account Books account. The dashboard gives you a clear picture of your company's finances.



The dashboard in WTM Account Books has the following sections:

- Total Receivables
- Total Payables
- Cash Flow
- Income and Expense
- Your Top Expenses

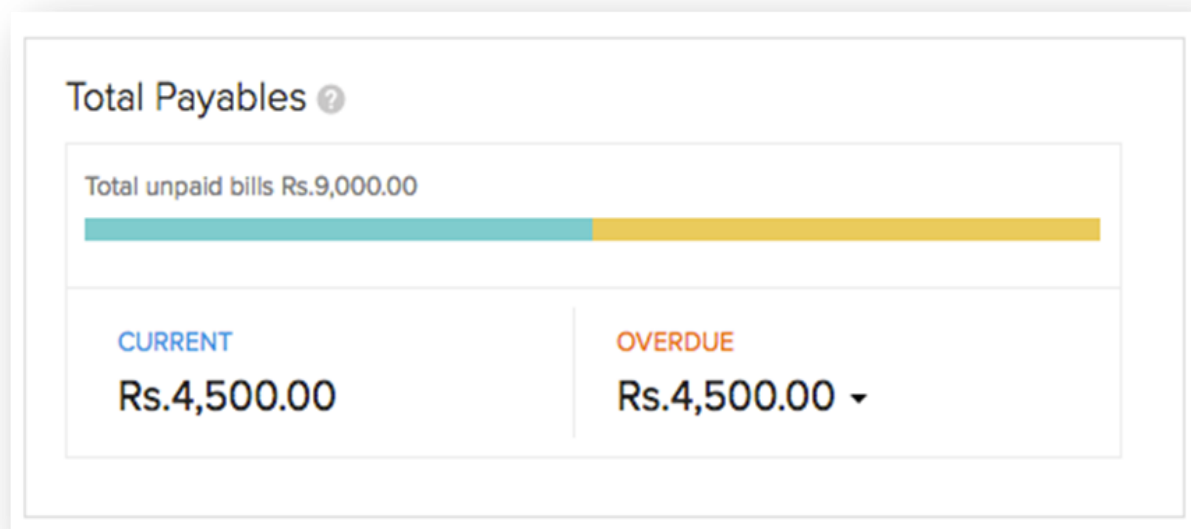
Total Receivables



The **Total Receivables** section displays how much money your customers owe you. The section is divided into two parts:

- **Current** - The amount you're yet to receive for invoices that hasn't crossed the payment due date.
- **Overdue** - The amount you're yet to receive for invoices that have crossed the due date.

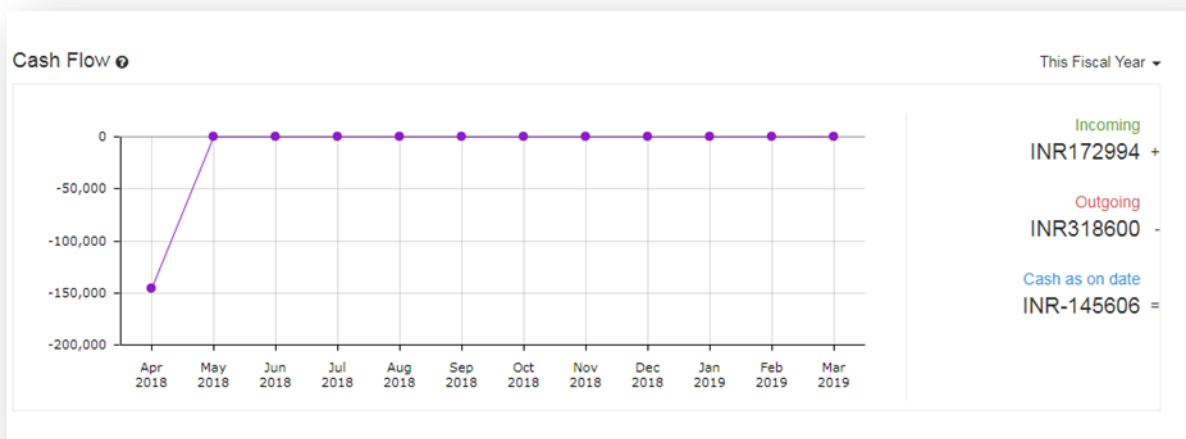
Total Payables



The **Total Payables** section displays how much money you owe your vendors. This section is divided into two parts:

- **Current** - The amount you're yet to pay for purchase transactions that hasn't crossed the payment due date.
- **Overdue** - The amount you're yet to pay for purchase transactions that have crossed the due date.

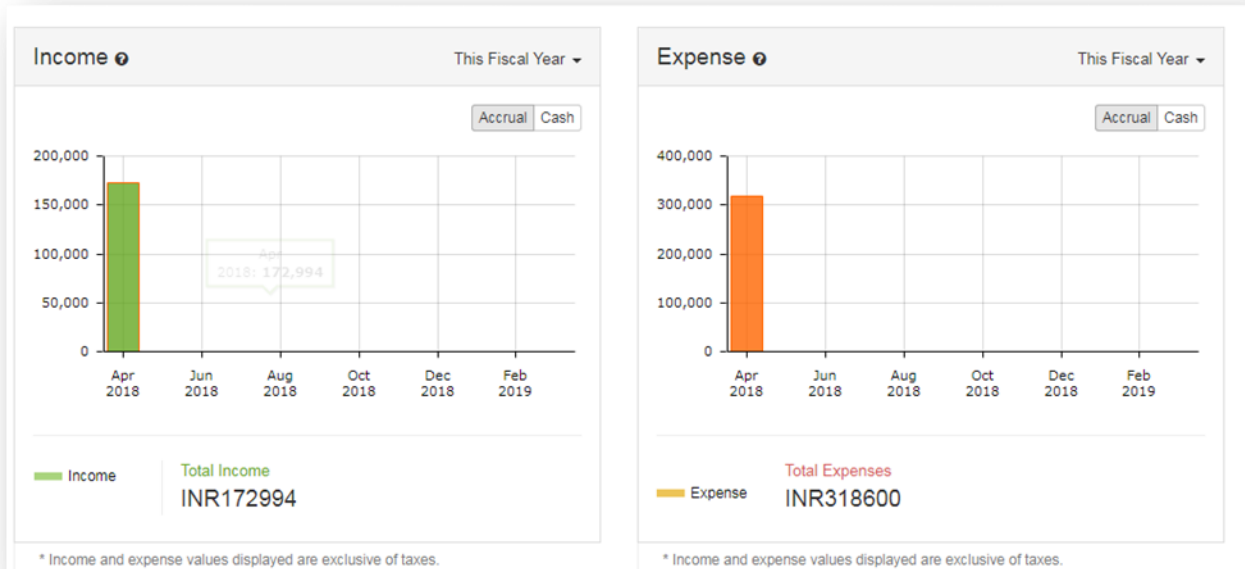
Cash Flow



The **Cash Flow** section helps you analyze the cash flowing in and out of your organization with graphs. These graphs are generated based on the cash flow report of your organization.

- **Cash as on "Date"**: This displays the cash you had at the beginning and the end of your fiscal year.
- **Incoming**: This displays the cash earned through sales transactions.
- **Outgoing**: This displays the cash spent for purchase transactions.

Income and Expense

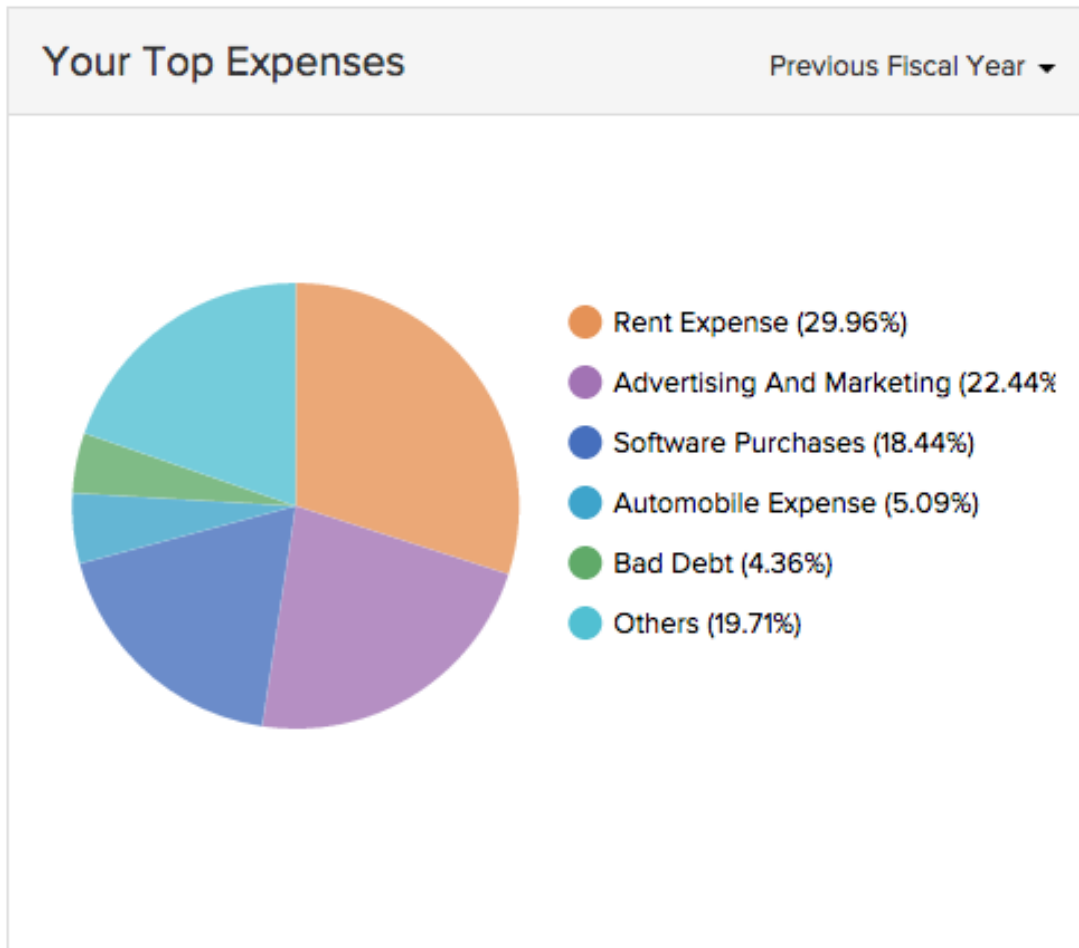


The **Income and Expense** section displays the **Total Income** and the **Total Expenses** of your organization.

- **Total Income:** This displays the amount received through **Sales** transactions and bank deposits.
- **Total Expenses:** This displays the amount spent through **Purchases** transactions and bank withdrawals.

Clicking on the bar graph will redirect you to the **Profit and Loss** report from where this information is fetched

Your Top Expenses



This section displays your top expenses across different categories in the form of a pie chart. These pie charts are generated based on the **Expense by Category** report of your organization.

Chapter No.4

CUSTOMER & SUPPLIER

Module: I

CUSTOMER

Customers buy goods and services from your business. Once you mark a contact as a customer in WTM Account Books, you can transact with them via invoices, sales orders, payment receipts and shipments.

DISPLAY NAME	COMPANY	FIRST NAME	LAST NAME
Ramesh Bhai	Ramesh Bhai	Ramesh	Bhai
Baban Rai	Baban Rai	Baban	Rai
Ankit Jain	Ankit Jain	Ankit	Jain
Safi Kullislam	Safi Kullislam	Safi	Kullislam
Rahu Batham	Rahu Batham	Rahu	Batham
Deepak Pujari	Deepak Pujari	Deepak	Pujari
IT Solutions	IT Solutions	Sanjay	Sinha
MGM Campus Food	MGM Campus Food	MGM Campus	Food
Rajesh IT Solutions	Rajesh IT Solutions	Rajesh	Rajbhar
JACK RAJPUT	JACK RAJPUT	JACK	RAJPUT

Creating customers

To create a customer,

- Click on the quick create button (the + button on the LHS) or the +New button provided on the top-right corner.
- Provide the appropriate details in the New Customer form.

The contact creation page is split into five major sections such as,


- Primary Information section
- GST & Payment Details section
- Address section
- Custom Fields section
- Notes section

Primary Information section:

It is the section where all the details as shown below are recorded and stored.

- **Primary Contact:** It refers to the main contact to which all invoices and orders will be sent.
 - You can add more information about the contact from the contact details page.
- **Company Name:** Provide a valid Company Name. Make sure it is the official name of the contact's company.
- **Contact Display Name:** WTM Inventory populates the display name based on what you entered in the Name and the Company Name fields.
 - You may retain it or change to the display name of your choice.
 - The company name and the contact display name can be same or different based on your choice.
- **Email:** Enter a valid email ID. All your correspondences with this contact will be directed to this email ID.
- **Phone:** Add work phone and mobile number of your contact here.
- **Website:** Add the website associated with your contact.
- **Contact Type:** Choose Supplier by clicking on the checkbox near it.

New Customer

Primary Contact	Salutation ▼	First Name	Last Name
Company Name	<input type="text"/>		
Contact Display Name	<input type="text"/>		
Contact Email	<input type="text"/>		
Contact Phone	Work Phone	Mobile	
Website	<input type="text"/>		

Tax & Payment Details Section:

You can enter customer currency and payment terms here. This section also includes provisions to enter the tax details of the contact.

- **Currency:** Select from the drop down list the desired currency for transactions to be associated with this contact.
 - In case you wish to add a new currency, you may select the + **New Currency** option from the drop down list.
 - A '**New Currency**' window opens up.
 - Fill in the required details such as Currency Code, Currency Symbol, Decimal places and Format.
 - Click on '**Save and Select**' to add and make it a default currency.
 - **Important Note:** Please ensure that you associate the right currency for the contact as this cannot be changed once you have started your transactions with the customer.
- **Price List:** You can associate a price list for this contact. This will be reflected on all the orders associated to this contact.
- **Payment Terms:** Select the payment terms you wish to associate for this customer.
 - You can select from the pre-defined term options provided or add a custom term of your choice.
 - To add a term of your choice, click on the + **Configure Term** option provided on the drop down list.
 - A new Add Payment Term window appears.
 - Add the Number of days as per your terms and provide a display title for the same.
 - Click **Save** to add your custom terms.
- **Important Note:** Certain country specific editions of WTM Inventory like US, UK , IND etc. will also have **Tax/VAT** fields and options for a customer.

Other Details

Address

Remarks/Notes

GST Treatment

Select a GST Treatment ▼

Place Of Supply

Select a Place of Supply ▼

Tax Preference

Taxable Tax Exempt

Currency

INR-Indian Rupee ▼

Price List

Select ▼

Payment Terms

Select ▼

Save

Cancel

Address Section:

The billing and shipping addresses of the contact can be provided here.

- **Billing address:** Enter the billing address of the contact where the bill / invoice needs to be sent.
- It can be different from the shipping address (where the goods are sent) or same as the shipping address (most common).
- If the Billing Address and Shipping Addresses are the same then click on the option called '**Copy billing address**' that is available above the shipping address.
- The **Attention** field can be used to make it clear when the correspondence or package reaches an organization's mail room who the intended recipient is.

Other Details **Address** Remarks/Notes

BILLING ADDRESS

Street

City

State

Zip Code

Country

SHIPPING ADDRESS

↓ Copy billing address

Street

City

State

Zip Code

Country

Save Cancel

Remark/Notes

- You can view the custom fields you have added in your contact preferences here. Fill up the necessary details. [Learn more about contact preferences here.](#)

Other Details Address **Remarks/Notes**

Remarks/Notes (For Internal Use)

Save Cancel

Edit

We can edit customer details from edit button

The screenshot shows the 'WTM Account Books' interface. On the left is a navigation menu with categories like Dashboard, Customers, Supplier, Items, Banking, Sales, Purchases, Accountant, Reports, and Add-Ons Software. The main area displays a list of customers under 'All Customer' with a '+ New' button. The customer 'Ramesh Bhai' is selected, and his details are shown in a card. The card includes an 'Edit' button (highlighted with a red box), a 'New Transaction' button, and a 'More' dropdown. Below the card are summary statistics: 'UNUSED CREDITS 0.0 INR', 'OUTSTANDING RECEIVABLES 0.0 INR', and 'PAYMENT DUE PERIOD'. An 'Income' bar chart shows a single bar for April 2018 with a value of approximately 2,800. The bottom of the card lists 'OTHER DETAILS' such as Currency Code (INR), GST Treatment (Registered Business - Regular), GSTIN (FGSNNJ7854LL), and Tax Preference (TAXABLE).

New Transaction

You Can Create Your Invoice Or Convert Direct From New Transaction.

The screenshot shows the 'WTM Account Books' interface for customer 'Ankit Jain'. The 'New Transaction' button is highlighted with a blue box, and its dropdown menu is open, showing options: SALE, Invoice, Invoice Payment, Estimate, Sales Order, Credit Note, Expense, and Journals. The customer details card for 'Ankit Jain' is visible, including 'ADDRESS' (Billing and Shipping), 'OTHER DETAILS' (Currency Code: INR, GST Treatment: Registered Business - Regular, GSTIN: AHJHUSJ48554J, Tax Preference: TAXABLE), and 'Income' summary (UNUSED CREDITS: 0.0 INR, OUTSTANDING RECEIVABLES: 0.0 INR). An 'Income' bar chart shows a single bar for October 2017 with a value of approximately 2,800.

More

After creating your customer you can directly convert to clone or inactive mode also if you want you can delete this customer list from your inventory.

Ankit Jain

Edit
New Transaction ▾
More ▾

Overview Sale

Ankit Jain

Edit | Delete

ADDRESS

Billing Address
Ankit Jain
Nasik
India

Shipping Address
Ankit Jain
India

OTHER DETAILS

Currency Code	INR
GST Treatment	Registered Business - Regular
GSTIN	AHJHUSJ48554J
Tax Preference	TAXABLE

UNUSED CREDITS

0.0 INR

OUTSTANDING RECEIVABLES

0.0 INR

PAYMENT DUE PERIOD

Income Last 6 Months ▾

Month	Income
Oct 2017	0
Nov 2017	0
Dec 2017	0
Jan 2018	0
Feb 2018	0
Mar 2018	0

Clone
Mark as Inactive
Delete

Module. II

SUPPLIER

Vendors sell goods and services to your business. Once you mark a contact as a vendor in WTM Account Books, you can transact with them via bills, purchase receives and purchase orders.

All Supplier

DISPLAY NAME	COMPANY	FIRST NAME	LAST NAME
Meheta		Meheta	Bhai
Sangam Rajan	Sangam Rajan	Sangam	Rajan
Kohinur Dyes	Kohinur Dyes	Kohinur	Dyes
IT Sol	IT sol	Suman	Rajbhar
Sujay Rawat		Sujay	Rawat

View By: All Supplier + New Supplier Search

Show 25 entries Previous 1 Next

Creating Supplier

To create a Supplier,

- Click on the quick create button or the +New button provided on the top-right corner.
- Provide the appropriate details in the New Customer form.

WTM Account Books | Search | WTM IT Limited | Page Tips

New Vendor

Primary Contact: Salutation, First Name, Last Name

Company Name

Contact Display Name

Contact Email

Contact Phone: Work Phone, Mobile

Website

Other Details | Address | Remarks/Notes

GST Treatment: Select a GST Treatment

Source Of Supply: Select a Source of Supply

Currency: INR-Indian Rupee

Price List: Select

Payment Terms: Select

Save Cancel

The contact creation page is split into five major sections such as,

- Primary Information section
- GST & Payment Details section
- Address section
- Custom Fields section
- Notes section

Primary Information Section:

It is the section where all the details as shown below are recorded and stored.

- **Primary Contact:** It refers to the main contact to whom all invoices and orders will be sent.
 - You can add more information about the contact from the contact details page.
- **Company Name:** Provide a valid Company Name. Make sure it is the official name of the contact's company.
- **Contact Display Name:** WTM Inventory populates the display name based on what you entered in the Name and the Company Name fields.
 - You may retain it or change to the display name of your choice.
 - The company name and the contact display name can be same or different based on your choice.
- **Email:** Enter a valid email ID. All your correspondences with this contact will be directed to this email ID.
- **Phone:** Add work phone and mobile number of your contact here.
- **Website:** Add the website associated with your contact.
- **Contact Type:** Choose Vendor by clicking on the checkbox near it.

New Vendor

Primary Contact	Salutation ▼	First Name	Last Name
Company Name			
Contact Display Name			
Contact Email			
Contact Phone	Work Phone	Mobile	
Website			

Tax & Payment Details section:

You can enter Vendor currency and payment terms here. This section also includes provisions to enter the tax details of the contact.

- **Currency:** Select from the drop down list the desired currency for transactions to be associated with this contact.
 - In case you wish to add a new currency, you may select the + **New Currency** option from the drop down list.
 - A ‘**New Currency**’ window opens up.
 - Fill in the required details such as Currency Code, Currency Symbol, Decimal places and Format.
 - Click on ‘**Save and Select**’ to add and make it a default currency.
 - **Important Note:** Please ensure that you associate the right currency for the contact as this cannot be changed once you have started your transactions with the customer.
- **Price List:** You can associate a price list for this contact. This will be reflected on all the orders associated to this contact.
- **Payment Terms:** Select the payment terms you wish to associate for this customer.
 - You can select from the pre-defined term options provided or add a custom term of your choice.
 - To add a term of your choice, click on the + **Configure Term** option provided on the drop down list.
 - A new Add Payment Term window appears.
 - Add the Number of days as per your terms and provide a display title for the same.
 - Click **Save** to add your custom terms.
- **Important Note:** Certain country specific editions of WTM Inventory like US, UK etc. will also have **GST** fields and options for a customer.

Other Details	Address	Remarks/Notes
---------------	---------	---------------

GST Treatment	Select a GST Treatment ▼
Place Of Supply	Select a Place of Supply ▼
Tax Preference	<input checked="" type="radio"/> Taxable <input type="radio"/> Tax Exempt
Currency	INR-Indian Rupee ▼
Price List	Select ▼
Payment Terms	Select ▼

Save	Cancel
------	--------

Address Section:

The billing and shipping addresses of the contact can be provided here.

- **Billing address:** Enter the billing address of the contact where the bill coming from.
- If the Billing Address and Shipping Addresses are the same then click on the option called ‘**Copy billing address**’ that is available above the shipping address.
- The **Attention** field can be used to make it clear when the correspondence or package reaches an organization’s mail room who the intended recipient is.

Other Details
Address
Remarks/Notes

BILLING ADDRESS	SHIPPING ADDRESS
<p>Street <input style="width: 90%; height: 25px;" type="text"/></p> <p>City <input style="width: 90%; height: 25px;" type="text"/></p> <p>State <input style="width: 90%; height: 25px;" type="text"/></p> <p>Zip Code <input style="width: 90%; height: 25px;" type="text"/></p> <p>Country <input style="width: 90%; height: 25px;" type="text" value="India"/></p>	<div style="text-align: right; margin-bottom: 5px;"> ↓ Copy billing address </div> <p>Street <input style="width: 90%; height: 25px;" type="text"/></p> <p>City <input style="width: 90%; height: 25px;" type="text"/></p> <p>State <input style="width: 90%; height: 25px;" type="text"/></p> <p>Zip Code <input style="width: 90%; height: 25px;" type="text"/></p> <p>Country <input style="width: 90%; height: 25px;" type="text" value="India"/></p>

Save
Cancel

Remark/Notes

- You can view the custom fields you have added in your contact preferences here. Fill up the necessary details. Learn more about contact preferences here.

Other Details Address **Remarks/Notes**

Remarks/Notes (For Internal Use)

Save

Cancel

EDIT

We can edit vendor list from here

Kohinur Dyes

Edit

New Transaction ▾

More ▾

Overview Purchase



Kohinur Dyes

Edit Delete

ADDRESS

Billing Address

Kohinur Dyes
India

Shipping Address

Kohinur Dyes
India

OTHER DETAILS

Currency Code	INR
GST Treatment	Registered Business - Regular
GSTIN	SHKHLS8855666

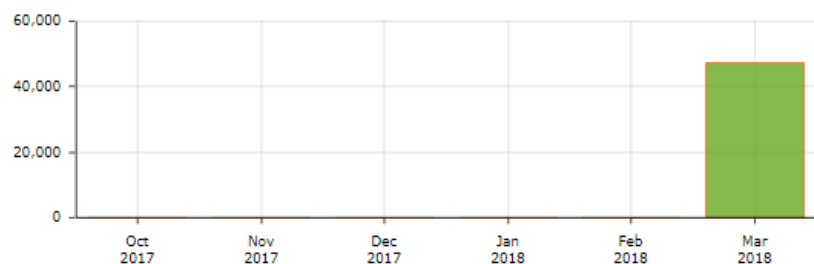
UNUSED CREDITS
0.0 INR

OUTSTANDING PAYABLES
0.0 INR

PAYMENT DUE PERIOD

Expense

Last 6 Months ▾



New Transaction

You Can Create Your Bill, Expense, Purchase Order, Bill payment, Vendor Credit Journals Directly from New Transaction.

Kohinur Dyes
Edit **New Transaction** More

Overview **Purchase**

Kohinur Dyes

[Edit](#) | [Delete](#)

ADDRESS

Billing Address
Kohinur Dyes
India

Shipping Address
Kohinur Dyes
India

OTHER DETAILS

Currency Code **INR**

GST Treatment Registered Business -
 Regular

GSTIN **SHK HLS8855666**

UNUSED CREDITS

0.0 INR

OUTSTANDING PAYABLES

0.0 INR

Expense Last 6 Months

Month	Expense
Oct 2017	0
Nov 2017	0
Dec 2017	0
Jan 2018	0
Feb 2018	0
Mar 2018	~48,000

More: After creating your customer you can directly convert to clone or inactive mode also if you want you can delete this customer list from your inventory.

Kohinur Dyes
Edit **New Transaction** More

Overview **Purchase**

Kohinur Dyes

[Edit](#) | [Delete](#)

ADDRESS

Billing Address
Kohinur Dyes
India

Shipping Address
Kohinur Dyes
India

OTHER DETAILS

Currency Code **INR**

GST Treatment Registered Business -
 Regular

GSTIN **SHK HLS8855666**

UNUSED CREDITS

0.0 INR

OUTSTANDING PAYABLES

0.0 INR

PAYMENT DUE PERIOD

Expense Last 6 Months

Month	Expense
Oct 2017	0
Nov 2017	0
Dec 2017	0
Jan 2018	0
Feb 2018	0
Mar 2018	~48,000

Chapter No.5

ITEMS

Items are the products or services that you sell to your customers. You can also purchase these items from your preferred vendor, in the case of a reseller-based business, for example. Create and manage the items you deal with in your business and also create price lists for specific clients.

ITEM NAME	SKU	ITEM CATEGORY	UNIT	SALE RATE	PURCHASE RATE	STATUS
Colour		standard	KG	700	500	Active
Desktop Machine	ABCMNO	composite	Piece	200000	180000	Active
Cabinet	ABCMNO	standard	Piece	1500	1700	Active
Motherboard	ABCMNO	standard	Piece	5000	8000	Active
Hard Disk	ABCMNO	standard	Piece	5000	7000	Active
RAM	ABCMNO	standard	Piece	950	850	Active
Gas		standard	KG	700	500	Active
Filter		standard	Quantity	8000	3500	Active
Mobile		standard	Piece	20000	15000	Active
Desktop		standard	Piece	15000	12000	Active
WTM Account book		standard	Piece	6000	4000	Active
D		standard	Piece	20000	18000	Active
Laptop		standard	Piece	25000	20000	Active

Object:

- Items
- Composite Items
- Price List
- Item Adjustment

Managing Items

- Creating a New Item
- Importing & Exporting Items
- Other Actions

Managing Items

Follow the simple steps mentioned below to create, edit and manage the items dealt in your business.

Creating a New Item

Create a new item that could be a product you sell or a service you render to your customers.

To create a new item:

- Click on the **Items** module from the sidebar.
- To create a new item, click on the + **New Item** button placed above the items window.

New Item

Type	<input checked="" type="radio"/> Goods <input type="radio"/> Service
Name	<input type="text"/>
Unit	<input type="text" value="Select Unit"/>
SKU	<input type="text"/>
HSN Code	<input type="text"/>
Tax Preference	<input checked="" type="radio"/> Taxable <input type="radio"/> Non-Taxable
Type of product	<input type="text" value="Select Type of product"/>

Sales Information

Rate	<input type="text" value="INR"/>
Account	<input type="text" value="Sales"/>
Description	<input type="text" value="Description"/>

Purchase Information

Purchase Rate	<input type="text" value="INR"/>
Account	<input type="text" value="Cost of Goods Sold"/>
Description	<input type="text" value="Description"/>

Default Tax Rates

Intra State Tax Rate GST0 [0.0] ▼

Inter State Tax Rate IGST0 [0.5] ▼

Track Inventory for this item

Account Select Account ▼

Opening Stock

Opening stock rate per unit

Reorder Point

Preferred Vendor Select Vendor ▼

- The pop-up form to fill-in the details for a new item appear.

New Item

- You cannot track inventory for a service item.

Type Goods Service

Name

Unit

SKU

SAC

Tax Preference Taxable Non-Taxable

Type of product

Sales Information

Rate

Account

Description

Purchase Information

Purchase Rate

Account

Description

Default Tax Rates

Intra State Tax Rate

Inter State Tax Rate

Track Inventory for this item

Account

Opening Stock

Opening stock rate per unit

Reorder Point

Preferred Vendor

- Select the **Type** of the item, whether it is **Goods** or **Service**.

- Fill-in the **Name** of the item to be created
- Select the **Unit** amount from the dropdown.
- Enter the **HSN/SAC Code** that is associated with the item. If you choose the **Item Type** as **Goods**, you will have to enter the **HSN Code**. If you choose the item type as **Service**, you will have to enter the **SAC Code**.

Note: Click the Search icon next to the HSN Code or SAC field to search and find the HSN or SAC code for the respective item.

- Click on the **Upload Image** box to upload the image of the item. This feature is not available by default. Check the box for **Sales Information** or **Purchase Information** for the category under which you wish to save your item.
- If you are creating a new **Sales Item**:
 - Check only the **Sales Information** box.
 - Enter the **Rate** of the item.
 - Select the account you wish to record your sales in, from the **Accounts** dropdown.

- Select whether the item is **Taxable** or **Non-Taxable** under **Tax Preference**. If you have added taxes already, select the tax from the drop-down.

Tax Preference Taxable Non-Taxable

- Note down any important description about the item you wish to save under the **Description** text box and click on **Save** to create a new sales item.

If you are creating a new **Purchase Item**:

- **P.S:** You can create a new purchase item,
- Check only the **Purchase Information** box.
- Enter the purchase rate of the item.
- Select the account you wish to record your purchase in, under the **Accounts** dropdown.

Purchase Information

Purchase Rate

INR

Account

Cost of Goods Sold ▼

Description

Cost of Goods
Cost of Goods Sold
 Expense
 Lodging
 IT and Internet Expenses
 Other Expenses
 Repairs and Maintenance
 Consultant Expense
 Depreciation Expense
 Meals and Entertainment
 Salaries and Employee Wages
 Office Supplies
 Advertising And Marketing
 Bank Fees and Charges
 Credit Card Charges
 Travel Expense
 Telephone Expense
 Automobile Expense
 Rent Expense
 Janitorial Expense

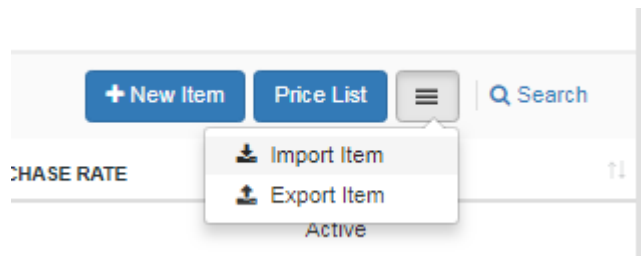
- Enter the desired account name for the new purchase account to be created and add detail to the account if you wish to in the **Description** field. Check the **Make this a sub-account** option and select a parent account, if you wish to create it as a sub-account.
- Click on **Save and Select** to add the new purchase account to the list and to select it for the new purchase item.
- Click on **Save** to create a new purchase item.

Select default **Tax Rates** preferences for intra state and interstate transactions for the item.

Tax rate will be auto-fetched if you have already configured them under **Default Tax Preference**.

- If both the **Sales** and **Purchase** boxes are checked, the inventory tracking option would appear in the form to add your items for tracking inventory. Learn more about Inventory Tracking

Importing & Exporting Items



- You will be navigated to a new window wherein you can choose either a **.csv**, **.tsv** or **.xls** file to be uploaded.
- Under Duplicate Records, select **Skip** if you do not want the new items from the import to replace the similar existing items, or select **Overwrite** if you want the new items from the import to replace the similar existing items.
- Select the character encoding involved from the drop down. By default, the character encoding is set to **UTF-8** (Unicode).

Items - Select File

Download a [sample file](#) and compare it to your import file to ensure you have the file perfect for the import.

Upload file

Choose File

No file selected

File Format: CSV or TSV

Duplicate Records:

Skip

Overwrite

Character Encoding

UTF-8 (Unicode) ▼

Next

Cancel

- Click on **Next** to map the fields of the file you have chosen, to the fields in WTM Invoice. The column headers of your file may differ from the ones in WTM Invoice, so you would have to carefully match them.
- The mandatory fields to be mapped will be highlighted in red.

A few points to remember:

- Items should be imported in Base currency only.
- **Item code** field refers to **Item name** in WTM Account Books.
- **Description** refers to the **Sales description** provided in the item creation page.
- Similarly, **Rate** and **Account** refer to **Sales rate** and **Sales account** respectively.
- The **Purchase details** will be mapped only if you have mentioned the correct value in the **Item Type** field - Sales / Purchases / Sales and Purchases.

Note: Download the Sample file to compare how the perfect import file should be made.

Exporting Items

- To export items from your WTM Account Books, select the **Export Items** option from the settings drop-down.

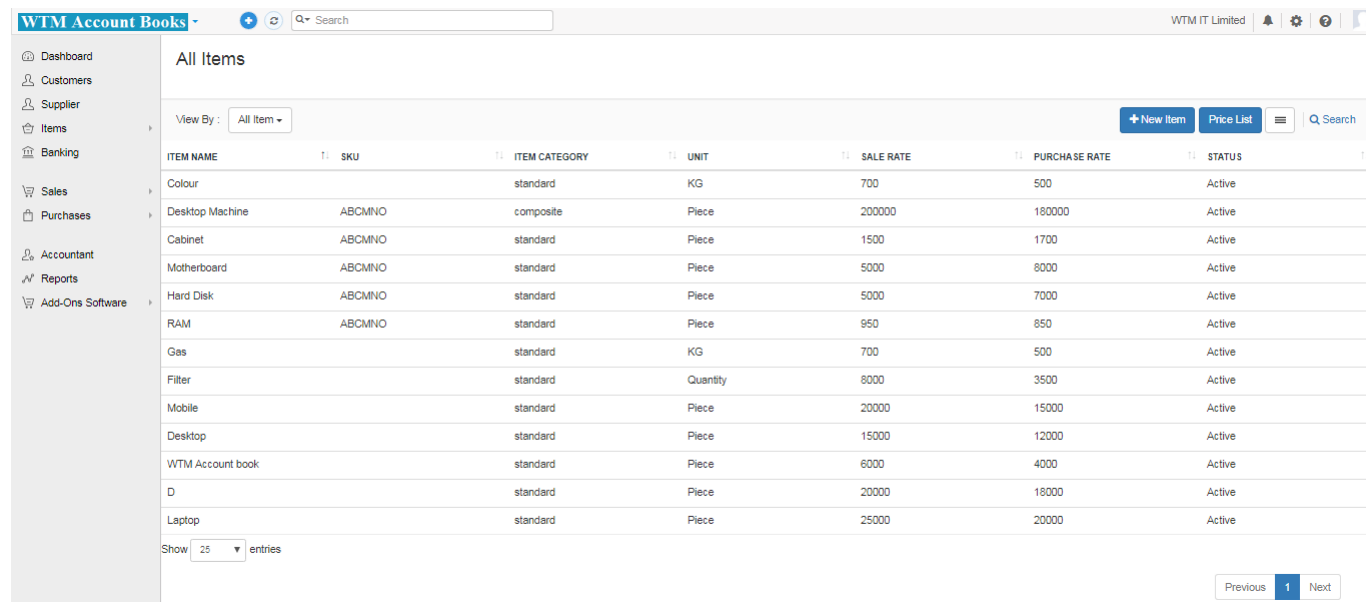
- Select the Module for which you would like to export data.
- Click the dropdown under **Fields in Export File** to select a template (If you don't select an export template, all data fields will be exported).
- Select the format in which you wish to export: **CSV** or **XLS**.

- Click **Export** and save the file into your desired location.

Other Actions

You can also mark your items as Active, Inactive and Delete your items.

- You can **edit** the details of the items you created by clicking on the specific items.
- To mark the item as **Active** or **Inactive** and to **delete**, click on the check-box for selecting the items you wish to do the action for.
- After selecting the items, you will be able to view the **Mark as Active** button, **Mark as Inactive** button and the **Delete** icon on top of the items window.



ITEM NAME	SKU	ITEM CATEGORY	UNIT	SALE RATE	PURCHASE RATE	STATUS
Colour		standard	KG	700	500	Active
Desktop Machine	ABCMNO	composite	Piece	200000	180000	Active
Cabinet	ABCMNO	standard	Piece	1500	1700	Active
Motherboard	ABCMNO	standard	Piece	5000	8000	Active
Hard Disk	ABCMNO	standard	Piece	5000	7000	Active
RAM	ABCMNO	standard	Piece	950	850	Active
Gas		standard	KG	700	500	Active
Filter		standard	Quantity	8000	3500	Active
Mobile		standard	Piece	20000	15000	Active
Desktop		standard	Piece	15000	12000	Active
WTM Account book		standard	Piece	6000	4000	Active
D		standard	Piece	20000	18000	Active
Laptop		standard	Piece	25000	20000	Active

- Click on the **Mark as Active** button to make an inactive item to active state, click on the **Mark as Inactive** button to make an active item to inactive state.
- Click on the **Delete** icon and select **OK** from the pop-up to permanently delete the items selected.

The screenshot shows a web application interface. At the top right, there is a logo for 'WTM Software • IT'. Below the logo, there is a navigation bar with the text 'Items | User Guide | Z'. To the right of the navigation bar, there is a user profile section with the text 'WTM IT Limited' and several icons (notification, settings, help, and user profile). A confirmation dialog box is open in the foreground, with the text 'From account.wtmit.com' and 'Are you sure? You want to delete this customer!'. The dialog box has two buttons: 'OK' and 'Cancel'. Below the dialog box, there is a 'More' menu with three options: 'Clone Item', 'Mark as Inactive', and 'Delete'. The background shows a table with columns 'Item Type' and 'Inventory Items'. The table has several rows of data, including 'SKU', 'Unit', 'Type of product', 'Tax Preference', and 'Inventory Account'. The 'Unit' column has the value 'KG', 'Type of product' has 'solid', 'Tax Preference' has 'TAXABLE', and 'Inventory Account' has 'Inventory Asset'. There are also two sections on the right side of the table: 'Opening Stock' and 'Reorder point'.

Note: If the items that you wish to delete have already been part of any transactions, they cannot be deleted. Instead, they can be marked as **Inactive**.

COMPOSITE ITEM

A Composite item in WTM Account Books is a single commodity that is made up by putting two or more items and/or services together. With composite items you can,

- Create kits and sell them for customized rates.
- Perform assemblies to create finished goods.

Let's run through one of many scenarios in which the composite item feature comes in handy.

Scenario: Sam runs a home appliance showroom. During festive seasons, he provides a combo offer on appliances such as microwave and mixer, when bought together. He also includes 1 year free service as part of this offer.

Using the **Composite Items** feature in WTM Account Books, he puts together all the items and services to create a **kit**. He then sells this kit for a customized rate.

But this time around, he wants to mix and match the items in all sorts of combinations. So, he creates bundles out of the composite item, within which he adds more attractive items and gift cards to boost his sale. Every time he bundles a composite item, the stock level of the items that constituting the composite item decreases proportionally. Thus, enabling him to have complete control of his stock flow.

You can also perform assemblies with composite items by bundling raw materials and charges per hour per lab our it takes to create finished goods.

Guide Layout:

- **Composite Items module**
 - Creating a Composite Item
 - Creating a Composite Item with serial number
 - Editing a Composite Item
 - Deleting a Composite Item
 - De-activating a Composite Item
 - Importing Composite Items
 - Exporting Composite Items

Composite Items

Important note: By creating a composite item, you are only defining the composite item. If you have not added any opening stock, the creation process will not have any effect on the stock level of the composite item. To increase the stock level of a composite item, follow one of the 3 ways - bundling the associated items, adjusting the stock of the composite item or purchasing the composite item.

To create a composite item:

- Open the **Items** tab.
- Now, under the **Items** module, you will be able to find the **Composite Items** feature, ready for action

All Composite Items

ITEM NAME	SKU	UNIT	SALE RATE	PURCHASE RATE	STATUS	STOCK ON HAND
Desktop Machine	ABCMNO	Piece	200000	180000	Active	0

View By : All Composite Item + New Composite Item Search

Show 25 entries Previous 1 Next

To create a composite item:

New Composite Item

- Click New Composite Item
- Enter all the necessary details inside the fields provided. (**Note:** The fields labeled in red are mandatory).

New Composite Item

Type Goods Service

Name

Unit

SKU

HSN Code

Tax Preference Taxable Non-Taxable

- You can associate an image with the composite item either through drag and drop method or just by uploading it.
- Under **Associate items** field, add the items and quantity of these items that constitute the composite item.
- Click **Save** to successfully create the composite item.

Type of product

Associate Items	Item	Quantity	Selling Price	Purchase Price	
	<input type="text" value="Type or click to select an item."/>	<input type="text" value="1.00"/> 0.00	0.00	0.00	✕
+ Add another item		TOTAL	0.00	0.00	
		(INR) :			

Sales Information

Rate Copy from total

Account

Description Add item details to description

Purchase Information

Purchase Rate Copy from total

Account

Description

Default Tax Rates

Intra State Tax Rate

Inter State Tax Rate

Track Inventory for this item

Note: You can also add one composite item inside another in WTM Account Books. However, note that this encapsulation is possible until only one level.

Creating a composite item with serial numbers

If your composite items have designated serial numbers, you can record them in WTM Account Books and later add them to your sales transaction.

Prerequisite: The subscription plan that you choose must allow you to use this feature.

- Open a new composite item page.
- Fill up the essential details.
- Choose **Track serial number** option under **Advanced Inventory Tracking** section.

Account

Opening Stock Opening stock rate per unit

Reorder Point Preferred Vendor

- Hit **Save** to create a serial number tracked composite item. You can add new serial numbers for this item later while creating a purchase bill.
- Or, if you have entered an opening stock, you can add the serial numbers for the given opening stock in the same page as comma separated values.

Editing a composite item

If at any point, you wish to alter the items and services that comprise the composite item, you can do so by editing it.

To do so,

- Open the preferred composite item.
- Click the **Edit** button on the item details page.
- Make the desired changes.
- Click **Save** to apply the changes.

Desktop Machine 

Overview

Item Type	Service
SKU	ABCMNO
Unit	Piece
Type of product	solid
Tax Preference	TAXABLE
Inventory Account	Inventory Asset
Purchase Information	
Purchase Rate	INR 180000.0
Purchase Account	Cost of Goods Sold
Sales Information	
Selling Price	INR 200000.0
Sales Account	Sales
Associated Items	

Deleting a composite item

To delete a composite item:

- Open the preferred composite item.

Desktop Machine ✎ Box/Unbox More ▾

Overview

Item Type	Service
SKU	ABCMNO
Unit	Piece
Type of product	solid
Tax Preference	TAXABLE
Inventory Account	Inventory Asset


Purchase Information

Purchase Rate	INR 180000.0
Purchase Account	Cost of Goods Sold

Sales Information

Selling Price	INR 200000.0
Sales Account	Sales

Associated Items

ITEM DETAILS	QUANTITY
 RAM [ABCMNO]	1.0

- Click **More-Delete**.
- Confirm your action.

Note: You cannot delete a composite item that has transactions associated to it. Instead, you can mark it as **Inactive**.


De-activation & Re-activation of a composite item

If you are skeptical about deleting a composite item but at the same time, you no longer have any use for it, then you can have it de-activated in WTM Account Books.

To do so:

- Navigate to the preferred composite item.

Desktop Machine


Box/Unbox
More ▾

Clone Item

Mark as Inactive

Delete

Overview

Item Type	Service
SKU	ABCMNO
Unit	Piece
Type of product	solid
Tax Preference	TAXABLE
Inventory Account	Inventory Asset

Purchase Information

Purchase Rate	INR 180000.0
Purchase Account	Cost of Goods Sold

Sales Information

Selling Price	INR 200000.0
Sales Account	Sales

Associated Items

ITEM DETAILS	QUANTITY
 RAM [ABCMNO]	1.0

- Click **More-Mark as Inactive**.

On confirming, the composite item becomes inactive and will not be available while adding items to transactions.

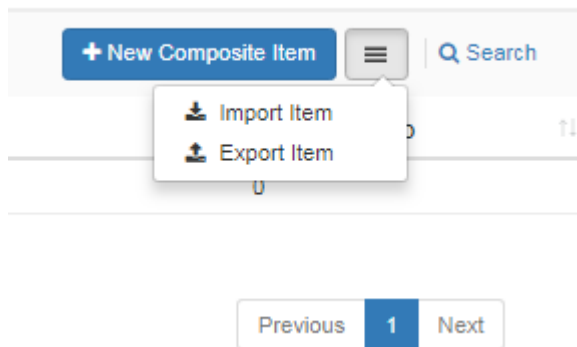
Note: You can reverse this action at any point of time.

Importing / Exporting Composite Items

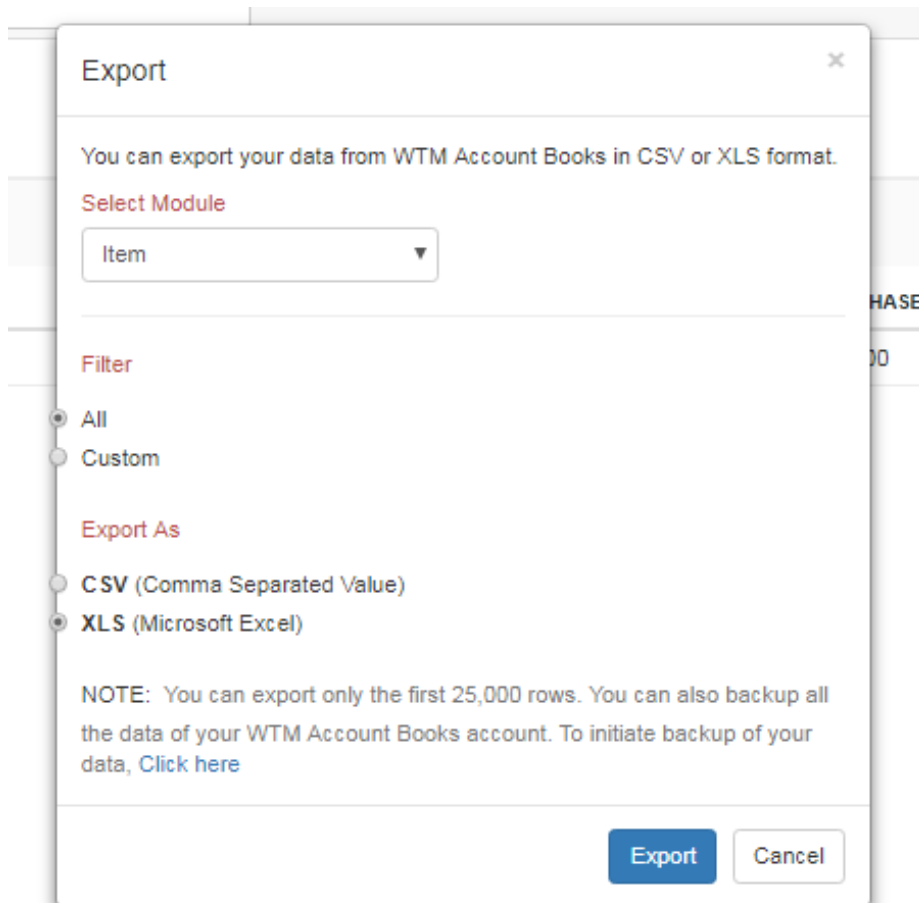
Instead of adding the items one by one to your inventory, you can use this short-cut to bulk load the items in one sweep and save a lot of time.

To import composite items into your WTM Account Books.

- Navigate to the Composite Items module.
- Click the **Menu icon**(Top-right corner).
- Select **Import Composite Items Or Export Composite Items** option from the drop-down.



Note: You can download the sample file from this page to get an idea on how to create the files you need to import.



- Here, you can upload either a CSV or TSV type file.
- Choose the Character Encoding involved from the drop-down. By default, the character encoding is UTF-8(Unicode).
- Choose the File Delimiter(comma or semicolon). By default it will be comma for a CSV.
- Click **Next** to proceed to mapping fields window.
- Click the **Export** button. The file will now be downloaded to your computer.

PRICE LISTS

Price lists are lists of prices of items on sale. They can be used to mass control/modify your item prices for a specific customer/vendor or transaction.

All Price List

View By : All Price List ▾ + New Price List Page Tips

No	Name	Description	Rounding	Rate	Action
1	Diwali Discount		0	5	Delete
2	Season Discount		0	5	Delete

Show 10 ▾ entries

Previous 1 Next

Guide Layout:

- Creating a price list
 - Markup/Markdown by Percentage
 - Entering Item Rates Individually
- Editing a price list
- Deleting a price list

Why price lists?

To understand price lists better, let's see an example. Assume that you have 5000 items in your inventory, and you wish to give a 10% discount for Christmas or a summer sale. To do this, it would be unfeasible to edit the prices of all your items every time and overwrite your items.

You can overcome this situation using **Price Lists**. You can create price lists for each and every situation or case and apply them to your contacts (customer or vendor) or transactions and accordingly have your item prices altered for those customers or orders.

Summing it all up, a price list can be used to:

- Offer products regularly at a lesser price for a loyal customer.
- Offer products at a higher price for new or one time customers.
- Offer products at a different price to businesses in a particular country.
- Offer products at a much lesser price for valuable prospects.

- Assign to vendors who provide regular or occasional offer on items.

Areas of Application:

You can associate a price list to:

- a contact - can be a customer or vendor.
- a particular transaction - sales order, invoice, purchase order and even a bill.

Creating a price list

To create a new price list,

All Price List

View By : All Price List + New Price List Page Tips

No	Name	Description	Rounding	Rate	Action
1	Diwali Discount		0	5	Delete
2	Season Discount		0	5	Delete

Show 10 entries

Previous **1** Next

- Click on the **Item**
- Select the option called **Price Lists** in the drop down.
- You will be directed to the Price Lists module under Settings.

New Price List

Name

Item Rate Markup or Markdown the item rates by a percentage
 Enter the rate individually for each item

Percentage %

Round Off To ?

Description

- Provide a **Name** for your price list.
- Choose the **Type** of your price list. If you choose **Sales**, your price list will be available for sales transactions, and if you choose **Purchases** your price list will be available for purchase transactions.
- Choose how you want to control the Item rate. You can do so in two ways:
 - by percentage
 - by entering the rate individually for each item.

Depending on the choice, the price list creation process will differ significantly.

Choice 1 - Markup/Markdown by Percentage:

- On choosing by percentage, proceed to the **Percentage** field.
- Choose whether you wish to markup or markdown and enter the percentage of the cost that you want to mark up or markdown.
- Configure how your prices must be rounded off to, by entering the round off value.
- Add a **Description** for your price list.
- To finish, click on the **Save** button.


Editing a price list

Edit Price List

Name

Item Rate Markup or Markdown the item rates by a percentage
 Enter the rate individually for each item

Percentage %

Round Off To 

Description

- Click on the **Item**.
- Select the option called **Price Lists** in the drop down.
- You will be redirected to the Price Lists module under Settings.
- Over your cursor over the preferred price list.

Deleting a price list

To delete a price list:

All Price List

View By : All Price List ▾ + New Price List Page Tips

No	Name	Description	Rounding	Rate	Action
1	Diwali Discount		0	5	Delete
2	Season Discount		0	5	Delete

Show 10 ▾ entries

Previous 1 Next

- Click on the **gear Item**.
- Select the option called **Price Lists** in the drop down.
- You will be redirected to the Price Lists module under Settings.
- Hover your cursor over the price list that you wish to delete.
- Click on the **Trash bin** icon to the right of the price list.
- This will be followed by a confirmation pop-up.
- Click on the **Ok** button to delete the price list.

TRANSFER ORDER

You can transfer your product from one warehouse to another warehouse. You can see all the details of all the branches at one click.

All Transfer Order

View By: All Transfer Order ▾ [+ New Transfer Order](#) [Page Tips](#)

Date	Transfer Order#	Status	Quantity Transfer	Source Warehouse	Destination Warehouse
13/04/2018	324324	Transferred		WTM IT Limited	WTM Nerul
25/04/2018	TFO-0001	Transferred		WTM IT Limited	WTM Nerul

Show 10 ▾ entries

Previous 1 Next

New Transfer Order

You can create new transfer order from here.

New Transfer Order

Transfer Order#

Date

Reason

Source Warehouse

Destination Warehouse

Item Details	Current Availability		Transfer Quantity
<div style="display: flex; align-items: center;"> <input style="flex-grow: 1;" type="text" value="Type or click to select an item."/> </div>	<p>Source Stock</p> <p>0.00 Units</p>	<p>Destination Stock</p> <p>0.00 Units</p>	<p>0.00</p>


[+ Add another line](#)

Initiate transfer
Transfer and Receive
Cancel


After that you should click on Initiate Transfer or Transfer and Receive.

All Transfer Order

View By : All Transfer Order + New Transfer Order Page Tips

Date	Transfer Order#	Status	Quantity Transfer	Source Warehouse	Destination Warehouse
25/04/2018	12356	 In Transit		WTM IT Limited	WTM Nerul

After transfer order, that status will look like “ in Transit” Mode.

Mark as Received

×

In Transit

TRANSFER ORDER


Transfer Order# **12356**

DATE 25/04/2018

TRANSFERED DATE

CREATED BY Suman Rajbhar

SOURCE WAREHOUSE	DESTINATION WAREHOUSE
WTM IT Limited Borivali Mumbai - 400066	WTM Nerul Nerul Navi Mumbai -

ITEMS & DESCRIPTION	QUANTITY TRANSFERRED
 Filter SKU:	10.0

You should click on that and click to mark As Received and assign received date.

Choose the received date ✕

Receive Date

Hit The SAVE Button. Now you can see, that In Transit mode status cleared, and now it's showing Transferred.

oks

✔ Transfer order has been updated
WTM IT Limited

All Transfer Order

View By :
+ New Transfer Order

Date	Transfer Order#	Status	Quantity Transfer	Source Warehouse	Destination Warehouse
25/04/2018	12356	➔ Transferred		WTM IT Limited	WTM Nerul
13/04/2018	324324	Transferred		WTM IT Limited	WTM Nerul
25/04/2018	TFO-0001	Transferred		WTM IT Limited	WTM Nerul

Show entries

Previous
1

Chapter No. 6

BANKING

Banks all over the world form the backbone for the multitude of transactions that take place between people to business and business to business. Everything from receiving payments from customers, settling the dues with your vendors to making payments for everyday expenses will take place through your bank.

As a business owner, you will need a solution to address the difficulty of monitoring and recording transactions in your bank account and, at the same time make sure it's in sync with your accounting software. The Banking module in WTM Account Books will help you address these issues and make reconciliation a breeze.

Learn more about how the Banking module, with the help of Bank Feeds, helps you in managing and reconciling your bank and credit card accounts in WTM Account Books.

Add a Bank or Credit Card Account

- Manually Adding Accounts
- Manually Adding Accounts
- Importing Bank Statements Manually
- Importing CSV Bank Statement

Adding Transactions

Money IN

Money OUT

Edit

Bank Reconciliation

Manually Adding Accounts

Sometimes, the bank or credit card you are searching for might not be available. In this case, you can manually add those accounts and import statements.

- Navigate to the **Banking** module and click on the **Add Bank or Credit Card** button.
- Click on the **Enter your account manually** button, to add an account manually.

Bank Account

If you wish to manually add a Bank accounts, select **Bank** option from the **Select Account Type** tab.

Banking Overview



Add Bank or Credit Card

Page Tips

ACCOUNT DETAILS	UNCATEGORIZED	AMOUNT IN WTM ACCOUNT BOOKS
Inactive Accounts ▾		
ACCOUNT DETAILS	UNCATEGORIZED	AMOUNT IN WTM ACCOUNT BOOKS

Add Bank or Credit Card

Account Type Bank Credit Card

Account Name

Account Code

Currency x ▾

Account Number

Bank Name

Bank Branch Code

Description

Make this primary

Save

Cancel

Fields	Description
Account Name	The name of your bank account that will be displayed in the transaction pages.
Currency	Currency in which the bank account transactions are handled. You can select the currency from the drop down.
Account Number	Account number provided by the bank to your account.
Bank Name	Name of the bank which holds the account.
Routing Number	Routing number is an exclusive identification number assigned to banking institutions by the American Bankers Association (ABA).

Credit Card Account

If you wish to manually add a Credit Card account, select the **Credit Card** option from the **Select Account Type** tab.

Add Bank or Credit Card

Account Type Bank Credit Card

Account Name

Account Code

Currency x ▾

Bank Name

Description

Make this primary

Fields	Description
Account Name	The name of your credit card account that will be displayed in the transaction pages.
Currency	Currency in which the credit card account transactions are handled. You can select the currency from the drop down.
Bank Name	Name of the bank which issued the credit card you hold.






Importing Bank Statements Manually

Now, import statements into the manually created account. Click the **Import Statement** button to import. WTM Account Books supports **CSV** and **TSV** format files to be imported as statements.

Banking Overview

[Add Bank or Credit Card](#)

[Page Tips](#)

ACCOUNT DETAILS	UNCATEGORIZED	AMOUNT IN WTM ACCOUNT BOOKS
 WTM IT Limited 123456789	 Click Here	0.00 
 WTM		0.00 
Inactive Accounts ▾		
ACCOUNT DETAILS	UNCATEGORIZED	AMOUNT IN WTM ACCOUNT BOOKS

← Banking Overview

WTM IT Limited 123456789
Amount in WTM Account Books -50000.0

Add Transaction ▾ Import Statement 

OVERVIEW	UNCATEGORIZED TRANSACTIONS ▾	ALL TRANSACTIONS ▾				
DATE	REFERENCE NUMBER	TYPE	STATUS	DEPOSITS	WITHDRAWALS	
10/04/2018	IVD#1154	Transfer To Another Account	Manually added	0	50000	

In the import statement window

- Choose a file to be uploaded in one of the supported file formats (CSV, TSV)
- Click the dropdown under the **Amount Column Type** section:
 - Select **Double Column** if your import file has two different columns recording deposits and withdrawals in it.
 - Select **Single Column and Amount Type** if your import file has a single column indicating a debit (withdrawal) or a credit (deposit) transaction and a separate column for the amount.
 - Select **Single Column with Negative Values** if your import file has just one column where positive values indicate deposits and negative values indicate withdrawals.

Select the encoding of your choice and click **Next**.

Match the fields with the **Import File Headers** and hit **Next**.

Check the preview and select **Import**.

Statement line(s) - Select File

Upload file

No file selected.

File Format: CSV or TSV

Amount Column:

- One Column
Both withdrawals and deposits in the same column with negative values for withdrawals
- Two Column
Separate columns for withdrawals and deposits

Character Encoding

UTF-8 (Unicode) ▼

File Delimiter

Comma (,) ▼

Importing CSV Bank Statement

To import **CSV OR TSV** bank statements:

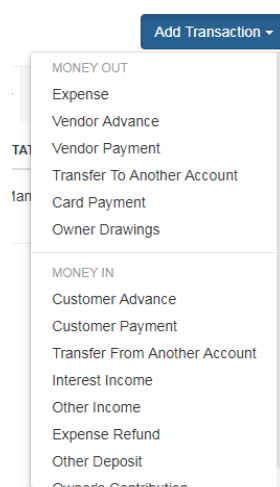
- Select a bank account to which you want to import the bank statement.
- Click the **Import Statement** button in the top-right corner.
- Click the **Choose File** option and select **Choose File from Desktop** or **Choose File from Documents**.
- Select the **CSV** bank statement and ensure that the **CSV** file size does not exceed 1 MB.
- Click **Open**.
- Select the bank of the statement from the dropdown in the popup and check the “**I agree to the Terms and Conditions**” option.
- Click **Save** and the **CSV** will be uploaded.
- Check the **file is password protected** option if can be unlocked only using a password and enter the password.

- Click **Import**.

Adding Transactions

In many instances, you would wish to record manual entries for your offline transactions for your bank or credit card accounts. These entries might not be a part of your bank feeds but would make an important entry for your business records.

- Navigate to the **Banking** module, and select the account in which you would like to record a transaction.
- Select the desired transaction you would like to manually record in your account from the **Add Transaction** drop down, placed on top of the transactions window.
- Once the transactions are recorded, it will be labeled as **Manually Added**.



Money Out

In a business, you will have to pay for your vendors, transfer money, pay for your purchases and record expenses. These can be manually recorded in your accounts from the options given under the **Money Out** tab from the **Transactions** drop down.

Money In

Just like the way expenses are recorded, the money that your customers pay, sales, interests, refunds on expenses, deposits and other incomes can be recorded manually from the options given under the **Money In** tab from the **Transactions** drop down.

Customer Payment

Customer Name

Select customer



Amount

INR

Bank Charges (if any)

Pay full amount (INR)

Payment Date

16/04/2018

Payment Mode

Cash

Deposit To

Select an account

Reference#

Tax deducted?

Yes, the customer has deducted tax.

Date	Invoice Number	Invoice Amount	Amount Due	Payment
**List contains only UNPAID invoices			Total	0.00

Amount Received :	0.00
Amount used for payments :	0.00
! Amount in excess :	INR 0.00

Notes (Internal use. Not visible to customer)

Save

Cancel

Edit:

Edit Bank

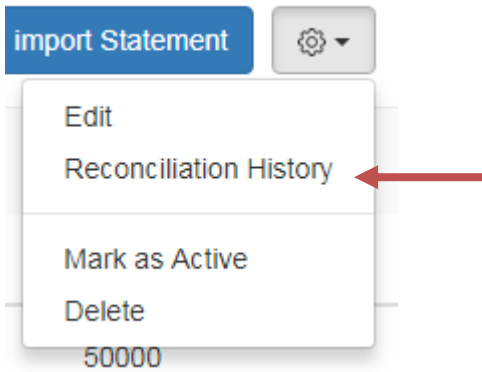
<u>Account Name</u>	<input type="text" value="WTM IT Limited"/>
<u>Account Code</u>	<input type="text" value="ICIC0000"/>
Currency	<input type="text" value="INR-Indian Rupee"/>
<u>Account Number</u>	<input type="text" value="123456789"/>
<u>Bank Name</u>	<input type="text" value="ICICI"/>
<u>Bank Branch Code</u>	<input type="text" value="001"/>
<u>Description</u>	<input type="text" value="Max 500 characters"/>

Make this primary

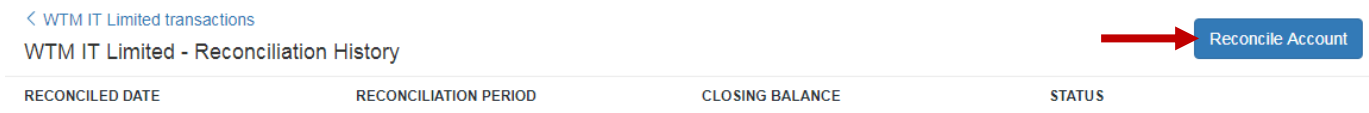
Bank Reconciliation

It is a process of matching and ensuring whether the closing balance is in sync with the amount cleared from the account. This way a business owner can keep track of the money leaving the account to the actual money being spent. This is done for a particular accounting period. In WTM Account Books, you can reconcile your bank accounts with the closing balance and hold it as your reference.

- Navigate to the **Banking** module and select the account you would like to reconcile for a particular accounting period.
- Select the **Reconciliation History** option from the **Settings** drop down.



In the Reconciliation window, select the **Reconcile Account** option.



In the details for the reconciliation to take place, enter the start and end date of the period you would like to reconcile.

Enter the closing balance that is in accordance with your bank account.

< Reconciliation History

WTM IT Limited - Reconciliation

Start Date: 01/04/2018

End Date: 30/04/2018

Closing balance: INR

Start Reconciliation Cancel

In the next window, you would be shown the transactions of your bank accounts. Here you would be able to check the boxes and associate the transactions in accordance with the closing balance. >P.S: Only the matched, categorized and manually added transactions will be shown in the reconciliation window. The matched and categorized transactions will be automatically checked.

Reconciliation Period
01.10.2014 To 31.10.2014

Date	Trans	Deposits	Withdrawals	Clear
01.10.2014	Open	\$0.00		<input type="checkbox"/>
01.01.2012	Over	\$50,000.00		<input type="checkbox"/>
23.01.2012	Mea		\$100.00	<input checked="" type="checkbox"/>
16.02.2012	Sale	\$670.00		<input type="checkbox"/>
16.02.2012	Sale	\$500.00		<input type="checkbox"/>
26.02.2012	Acc Ref		\$1,000.00	<input checked="" type="checkbox"/>
26.02.2012	Rep		\$1,000.00	<input checked="" type="checkbox"/>
15.03.2012	Tele		\$1,000.00	<input checked="" type="checkbox"/>
21.03.2012	Che		\$250.00	<input checked="" type="checkbox"/>
30.03.2012	Sale		\$1,000.00	<input checked="" type="checkbox"/>
03.04.2012	Sale		\$200.00	<input type="checkbox"/>
03.04.2012	Aut	\$200.00		<input type="checkbox"/>
28.08.2014	Adv	\$500.00		<input checked="" type="checkbox"/>
			\$400.00	<input type="checkbox"/>
			\$129.60	<input checked="" type="checkbox"/>

+ Add Transaction

Deposits	Withdrawals	Clear
\$0.00		<input type="checkbox"/>
\$50,000.00		<input type="checkbox"/>
	\$100.00	<input checked="" type="checkbox"/>
\$670.00		<input type="checkbox"/>
\$500.00		<input type="checkbox"/>
	\$1,000.00	<input checked="" type="checkbox"/>
	\$1,000.00	<input checked="" type="checkbox"/>
	\$250.00	<input checked="" type="checkbox"/>
	\$1,000.00	<input checked="" type="checkbox"/>
\$200.00		<input type="checkbox"/>
\$500.00		<input checked="" type="checkbox"/>
	\$400.00	<input type="checkbox"/>
	\$129.60	<input checked="" type="checkbox"/>

Closing balance: As of 31.10.2014	\$10,231.00	Dr
Cleared Amount:	\$-2979.60	
Difference:	\$13210.60	

- If you check the deposits, the total in the **Clearing Amount** increases and for withdrawals it decreases.
- You need to make sure that the **Closing Balance** and **Clearing Amount** are in sync and the **Difference** shows 0.
- You can also add transaction to adjust your clearing amount by selecting the **+Add Transaction** option below the transaction window.
- After you finish reconciling your account, click on **Reconcile** to finish the process.
- If you would like to do the reconciliation later, click on **Save and Reconcile Later**.
- After a successful reconciliation, the status in the reconciliation window will display the status as **Reconciled**.

[< Reconciliation History](#)

WTM IT Limited- Reconciliation

Reconciliation Period
01/04/2018 To 30/04/2018

DATE	↑↓ TRANSACTION DETAILS	↑↓ TYPE	↑↓ DEPOSITS	↑↓ WITHDRAWALS	↑↓ <input type="checkbox"/> CLEAR	↑↓
01/04/2018	Opening Balance			0		
10/04/2018	Ref #: IVD#1154	Transfer To Another Account		50000	<input type="checkbox"/>	
16/04/2018	Ref #: 16	Customer Payment	136000		<input checked="" type="checkbox"/>	

how entries

Previous **1** Next

[+ Add Transaction](#)

Attach File(s)

You can upload a maximum of 5 files, 5MB each

Closing balance: As of 30/04/2018 (A)	5000.0 <input type="text"/>	Dr
Cleared Amount:	INR 136000	

Chapter No.7

SALES

Sales is activity related to selling or the amount of goods or services sold in a given time period.

There are following details under Sales TAB.

- Estimates
- Sales Orders
- Delivery Challan
- Invoices
- Payments Received
- Credit Notes

Estimates

An estimate is a quote or a proposal for the products you sell or the services you render to your clients to take your business forward.

The screenshot shows the 'All Estimates' page in the WTM Account Books software. The interface includes a sidebar menu on the left with options like Dashboard, Customers, Supplier, Items, Banking, Sales, Purchases, Accountant, Reports, and Add-Ons Software. The main content area displays a table of estimates. A red arrow points to a '+ New Estimates' button in the top right corner of the table area.


DATE	ESTIMATES#	REFERENCE#	CUSTOMER NAME	STATUS	EXPIRY DATE	AMOUNT
05/04/2018	EST-0560		MGM Campus Food	Invoiced	07/04/2018	40000
05/04/2018	EST-0559		MGM Campus Food	DRAFT	09/04/2018	6000
05/04/2018	EST-0558		Walkin Customer	DRAFT	05/04/2018	6000
05/04/2018	EST-0557		MGM Campus Food	DRAFT	12/04/2018	40000
05/04/2018	EST-01657		MGM Campus Food	DRAFT	12/04/2018	40000
03/04/2018	EST-00007		Walkin Customer	DRAFT	09/04/2018	36000
30/03/2018	EST-00006	AGHN	WTM IT	Invoiced	09/04/2018	35400
27/03/2018	EST-00004		Sunil	DRAFT	09/04/2018	53100

At the bottom of the table, there is a 'Show 25 entries' dropdown and a pagination control with 'Previous', '1', and 'Next' buttons.

Create New Estimate:

- Click on the + icon either next to the **Estimates** tab or the **New Estimate** button placed on top of the estimate window to create a new estimate.
- You will be navigated to a new window for entering the details for the new estimate to be created.
- Enter the details for the customer related fields

New Estimate

Customer Name	<input type="text" value="Select customer"/>	+
Place Of Supply	<input type="text" value="Select Place of Supply"/>	
Estimate#	<input type="text"/>	 ←
Reference#	<input type="text"/>	
Estimate Date	<input type="text" value="16/04/2018"/>	
Expiry Date	<input type="text" value="dd/MM/yyyy"/>	
Price List	<input type="text" value="Select a Price list"/>	
Salesperson	<input type="text" value="Select a Sales Person"/>	

- Under the **Customer name** field, you can either pick the customers from the list you have already created or you can add a new customer.
- After filling up the required details, click on **Save** to add the new customer to the estimate being created.
- In the **Estimate#** tab an estimate number is generated by default. If you wish to manually enter an estimate number, click on the **Settings** icon next to the tab and a pop-up will appear where you can select between auto-generated estimate number or manual entry of estimate numbers.

Edit Quote auto numbering

Your Quote number are set on auto-generate mode to save your time. Are you sure about changing this setting?

Continue auto-generating estimate numbers

Prefix

EST-0000

Next Number

12

I will add them manually each time

Save

Cancel

- In the **Expiry Date** tab, you can set the date by which the estimate when not responded will expire.
- **Price List** for the estimate can be selected from the price list you have already created under the price lists menu from **Items** tab
- In the Sales Person tab, type to add a sales person or choose an already created sales person name.



Item Details	Quantity	Rate	Discount	Tax	Amount
<input type="checkbox"/> Type or click to select an item. ▾	1.00			Non-Taxable ▾	0.00 ✕
<input type="button" value="+ Add another line"/>					

Items can be added from the list of items shown in the dropdown that are already created by you in your WTM Account Books. If you want to add a new item select the Add New Item option from the dropdown which will navigate to a pop-up for filling the details for a adding a new item

- To add another item, click on **Add another line** option.
- Enter the **Quantity, Rate** and **Tax** if applicable from the dropdown. Tax dropdown shows only the taxes you created in the settings tab under taxes section. Learn more about [Taxes](#).
- Enter the **Discount** rate, **Shipping Charges** and **Adjustments** if applicable.
- You can enter the Customer Notes and Terms & Conditions for the estimate. This will be carried forward while converting the estimate into an invoice.

Sub Total		0.00
Discount	<input type="text"/> % <input type="checkbox"/>	0.00
Shipping Charges	<input type="text"/> <input type="checkbox"/>	0.00
Adjustment	<input type="text"/> <input type="checkbox"/>	0.00
Total (INR)		0.00

You can also change the Template of the estimate, by clicking on Change and select another template.

Template: 'Standard Template'  

Customer Notes

Terms & Conditions

Mention your company's Terms and Conditions.

- Now click on Save to create the new estimate

Quote Templates



ESTIMATE
Estimated EST-17

W
4141 Woodlands Drive
Pleasanton
CA 94588
USA

Estimate Date: 15 Feb 2016
Expiry Date: 15 Feb 2016
Reference#: 024214

#	Item & Description	Qty	Rate	Discount	Amount
1	Structural Design Structural Design Single Level Home	1.00	300.00	0.00	300.00
2	MEP Design Packages/Complete: Basic Submit Plans for your business. Includes all hours of working and email meeting.	1.00	200.00	0.00	200.00
3	Final Set Basic: 1000 Architectural Specifications	1.00	80.00	0.00	80.00
Sub Total					580.00
Sample Tax (at 7.75%)					44.75
Sample Tax (0.00%)					0.00
Total					\$624.75

Notes:
Waiting for you to pay business.

Terms & Conditions:
You can either make online payment in payment of the fee of delivery. Any damaged goods can be returned within 48 hours from the date of delivery.

Standard Template



ESTIMATE

Customer		Project Name	
Customer Code	001000000	Project Name	Fixed Rate
Project Code	00000000	Customer	Richard James
Project Name	00000000		

#	Item	Qty	Rate	EST		EST		Amount
				%	Am	%	Am	
1	Structural Design Structural Design Single Level Home Architectural Specifications	1.00	300.00	0%	0.00	0%	0.00	300.00
2	MEP Design Packages/Complete: Basic Submit Plans for your business. Includes all hours of working and email meeting.	1.00	200.00	0%	0.00	0%	0.00	200.00
3	Final Set Basic: 1000 Architectural Specifications	1.00	80.00	0%	0.00	0%	0.00	80.00
Sub Total								580.00
Sample Tax (at 7.75%)								44.75
Sample Tax (0.00%)								0.00
Total								624.75

Notes:
Waiting for you to pay business.

Terms & Conditions:
You can either make online payment in payment of the fee of delivery. Any damaged goods can be returned within 48 hours from the date of delivery.


Spreadsheet Template

- Now click on Save to create the new estimate

Estimate to Invoicing work flow.


Estimate Draft

- Now you can follow the procedure to successfully create an estimate for the contact.
- After creating the new estimate, you will be able to find the estimate in draft under the estimate tab.
- Send the estimate to your customer by clicking on the Email icon placed on top of the estimate window.
- Now you can follow the procedure to successfully create an estimate for the contact.
- After creating the new estimate, you will be able to find the estimate in draft under the estimate tab.
- Send the estimate to your customer by clicking on the Email icon placed on top of the estimate window.

Convert to Invoice More ▾

DRAFT



WTM IT Limited
203,Indraprth Building, Sec-20, Nerul
West, Navi Mumbai
Mumbai
Maharashtra 400706
India
9136714211
www.wtmit.com

ESTIMATE

#	: EST-0569	Place Of Supply	: Maharashtra (27)
Estimate Date	: 05/04/2018		
Expiry Date	: 16/04/2018		

Bill To

MGM Campus Food
49, Sector 20, MGM Campus, Kamothe, Panvel
Navi Mumbai
Maharashtra 401209
India

#	Item & Description	HSN/SAC	Qty	Rate	Amount
1	WTM Account book		1.0 Piece	6000.0	6000.0




Items in Total 1.0




Sub Total	6000.0
Total	INR 6000.0

OM Gupta (Business Development Head)


Convert to Sales order

✓ Sales Order inserted
WTM IT Limited




Convert to Invoice More ▾

OPEN



WTM IT Limited
203,Indraprth Building, Sec-20, Nerul
West, Navi Mumbai
Mumbai
Maharashtra 400706
India
9136714211
www.wtmit.com

SALES ORDER

Sales Order#	: SO-00003	Place Of Supply	: Maharashtra (27)
Order Date	: 16/04/2018		
Shipment Date	: 16/04/2018		

Bill To	Ship To
MGM Campus Food 49, Sector 20, MGM Campus, Kamothe, Panvel Navi Mumbai Maharashtra 401209 India	49, Sector 20, MGM Campus, Kamothe, Panvel Navi Mumbai Maharashtra 401209 India

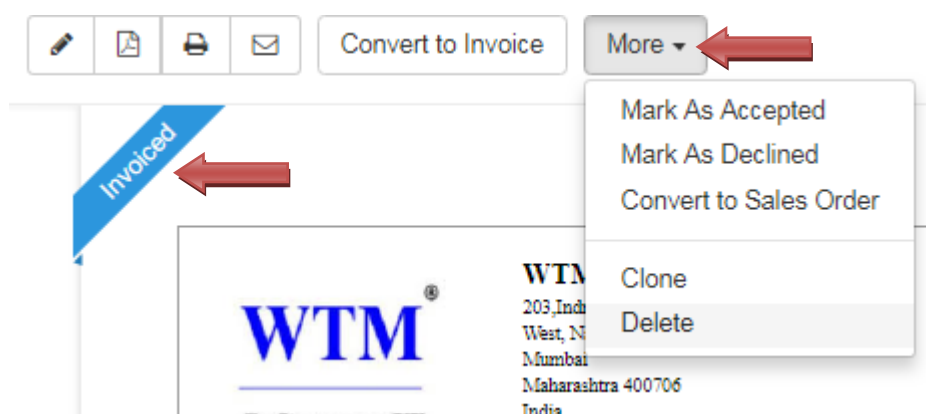
#	Item & Description	HSN/SAC	Qty	Rate	Amount
1	WTM Account book		1.0 Piece	6000.0	6000.0

Items in Total 1.0

Sub Total	6000.0
Total	INR 6000.0

Marking your Estimate as Accepted

- Now the estimate can be marked as accepted by selecting the Mark as Accepted option from the More drop down placed above the estimate window
- If you have sent the estimate and the customer has agreed to the deal, you can manually mark it as accepted from the **More** drop down.
- Once the estimate is accepted, you can convert the estimate into an invoice by clicking on the **Convert to Invoice** option.



Converting an Estimate to Invoice

You can also manually convert an estimate into an invoice.

- Click on the estimate you would like to invoice, and select the **Convert to Invoice** button placed on top of the estimate window and you will be navigated to a new invoice form where the details from the estimate will already be populated.

All Quotes ▾ + New

#	Item	Estimate No.	Date	Amount	Status
1	MGM Campus Food	EST-0560	05/04/2018	40000	INVOICED
2	MGM Campus Food	EST-0559	05/04/2018	6000	DRAFT
3	WalkIn Customer	EST-0558	05/04/2018	6000	DRAFT
4	MGM Campus Food	EST-0557	05/04/2018	40000	DRAFT
5	MGM Campus Food	EST-01657	05/04/2018	40000	DRAFT
6	WalkIn Customer	EST-00007	03/04/2018	36000	DRAFT
7	WTM IT	EST-00006	30/03/2018	35400	INVOICED
8	Sunil	EST-00004	27/03/2018	53100	DRAFT

Show 10 ▾ entries





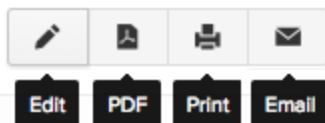
Convert to Invoice
More ▾

Invoiced

 WTM [®] Software • IT	WTM IT Limited 203, Indraprth Building, Sec-20, Nerul West, Navi Mumbai Mumbai Maharashtra 400706 India 9136714211 www.wtmit.com	<h2 style="margin: 0;">ESTIMATE</h2>														
# : EST-0560 Estimate Date : 05-04-2018 Expiry Date : 07-04-2018		Place Of Supply : Maharashtra (27)														
Bill To MCM Campus Food																
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>#</th> <th>Item & Description</th> <th>HSN/SAC</th> <th>Qty</th> <th>Rate</th> <th>Discount</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>WTM Account book</td> <td></td> <td style="text-align: center;">3.0 Piece</td> <td style="text-align: right;">15000.0</td> <td style="text-align: right;">5000.0</td> <td style="text-align: right;">40000.0</td> </tr> </tbody> </table>	#	Item & Description	HSN/SAC	Qty	Rate	Discount	Amount	1	WTM Account book		3.0 Piece	15000.0	5000.0	40000.0	
#	Item & Description	HSN/SAC	Qty	Rate	Discount	Amount										
1	WTM Account book		3.0 Piece	15000.0	5000.0	40000.0										
Items in Total 3.0 Sir, As per Meeting, we will update shortcut key modules within a month. Terms & Conditions Payment: 50% advanced and 50% after installation and implementation. Bank Details: A/C Name: WTMIT Limited A/C No: 015105012783 ICICI BANK IFSC: ICIC0000151		<table style="width: 100%;"> <tr> <td style="text-align: right;">Sub Total</td> <td style="text-align: right;">40000.0</td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">INR 40000.0</td> </tr> </table> O.M Gupta (Business Development Head) _____ Authorized Signature	Sub Total	40000.0	Total	INR 40000.0										
Sub Total	40000.0															
Total	INR 40000.0															

Other Actions

You can **Edit**, **Clone**, **Print**, download as **PDF**, **Mail** and **Delete** your estimate.



- You can edit by clicking on the **Edit** icon, print an estimate by clicking on the **Print** icon, download as **PDF** by clicking on the **PDF** button and send an email by selecting the **Email** icon provided on the top of the estimate window.

Sales Order

A sales order is a financial document that confirms an impending sale. It is raised when an initial estimate is approved and the transaction is underway, and details the exact quantity, price and delivery details of the products or services being sold. Perform the simple operations mentioned below to create and manage Sales Orders for your business.

All Sales Orders

DATE	SALES ORDERS#	REFERENCE NUMBER	CUSTOMER NAME	STATUS	SHIPMENT DATE	AMOUNT
16/04/2018	SO-00003		MGM Campus Food	OPEN	16/04/2018	6000
27/03/2018	SO-00002		Sunil	Closed	16/04/2018	53100

New Sales order:

- Click on the + icon either next to the **Sales Order** tab or the icon placed on top of the sales order window to create a new sales order.

New Sales Order

Customer Name	Amazon	+
Place Of Supply	Maharashtra [MH]	▼
Sales Order#	SO-00004	⚙️
Reference#		
Sales Order Date	16/04/2018	
Shipment Date	dd/MM/yyyy	
Delivery Method		
Price List	Select Price List	▼
Salesperson	Select sales person	▼
Warehouse Name	WTM IT Limited	▼

- Under the **Customer name** field, you can either pick the customers from the list you have already created or you can add a new customer

Salesperson

Warehouse Name

Item Details	Quantity	Rate	Discount	Tax	Amount
<input type="checkbox"/> Laptop <input type="text" value="x"/> <input type="text" value="Add description to your item"/> <small>GOODS</small> HSN Code: <input type="text"/>	<input type="text" value="1.00"/>	<input type="text" value="25000"/>	<input type="text" value="100"/> %	<input type="text" value="GST18 [18.0]"/>	24900.00 <input type="text" value="x"/>
<input type="checkbox"/> <input type="text" value="Type or click to select an item."/>	<input type="text" value="1.00"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Non-Taxable"/>	0.00 <input type="text" value="x"/>

Sub Total 24900.00

CGST9 [9%] 2241.00

SGST9 [9%] 2241.00

Discount % 0.00

Shipping Charges 0.00

Adjustment 0.00

Total (INR) 29382.00

- After filling up the required details, click on **Save** to add the new customer to the sales order being created.

- In the **Sales Order#** tab a sales order number is generated by default. If you wish to manually enter a sales order number, click on the **Settings** icon next to the tab and a pop-up will appear where you can select between auto-generated estimate number or manual entry of sales order numbers.

Template: 'Standard Template'

Customer Notes

Terms & Conditions

Mention your company's Terms and Conditions.

- **Items** can be added from the list of items shown in the drop down that are already created by you in your WTM Account Books account. If you want to add a new item select the **Add New Item** option from the drop down which will navigate to a pop-up for filling the details for a adding a new item
- To add another item, click on **Add another line** option.
- Enter the **Quantity**, **Rate** and **Tax** if applicable from the drop down. Tax drop down shows only the taxes you created in the settings tab under taxes section. Learn more about [Taxes](#).
- Enter the **Discount** rate, **Shipping Charges** and **Adjustments** if applicable.
- You can enter the **Customer Notes** and **Terms & Conditions** for the sales order. This will be carried forward while converting the sales order into an invoice.
- You can also change the Template of the sales order, by clicking on **Change** and select another template.

✓ Sales Order inserted

WTM IT Limited

Convert to Invoice More ▾

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West, Navi Mumbai
Mumbai
Maharashtra 400706
India
9136714211
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SALES ORDER

After creating Sales Order, you can convert this into Delivery challan, Purchase order, clone or Invoicing . also you can delete from here.

Convert to Invoice More ▾

- Convert to Delivery Challan
- Convert to Purchase Order
- Clone
- Delete

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SALES ORDER


Delivery Challan

A Delivery Challan is a formal document that is created in situations where goods are being transported from one place to another which may or may not result in sales. Example: Transfer of goods from the Head Office to its branches.

Delivery Challans are sent along with the shipment of goods. It contains the details of items and quantity of goods being delivered.

All Delivery Challans

View By : All Delivery Challans ▾

[+ New Delivery Challans](#) 

DATE	DELIVERY CHALLANS#	REFERENCE NUMBER	CUSTOMER NAME	STATUS
No data available in table				

Show 25 ▾ entries

[Export Delivery Challan](#)

Use-Cases:

- Supply of goods on approval.
- The quantity of goods to be delivered cannot be determined during dispatch. Example: supply of liquid gas.
- Transportation of goods for job work.
- Transport of goods in a semi-assembled state or completely in parts.

Guide map

- Creating a Delivery Challan.
- Status of a Delivery Challan.
- Recording a Return

Creating a Delivery Challan

To create a Delivery Challan in WTM Account Books,

- Navigate to the sidebar in Sales.
- Click the '+' button adjacent to **Delivery Challans**.
- Enter the details of the Delivery Challan in the creation form.
- Click **Save**.

New Delivery Challan

Customer Name	<input type="text" value="WTM IT"/> +
Place Of Supply	<input type="text" value="Maharashtra [MH]"/>
Delivery Challan#	<input type="text" value="DC-00005"/> ⚙
Reference#	<input type="text"/>
Delivery Challan Date	<input type="text" value="17/04/2018"/>
Challan Type	<input type="text" value="Select a Proper Challan Type"/>
Warehouse Name	<input type="text" value="WTM IT Limited"/>

Item Details	Quantity	Rate	Discount	Tax	Amount	
<input type="checkbox"/> Laptop <input type="text" value="x"/> <input type="text" value="Add description to your item"/> GOODS HSN Code: <input type="text"/>	<input type="text" value="1.00"/>	<input type="text" value="25000"/>	<input type="text"/>	<input type="text" value="GST18 [18.0]"/>	<input type="text" value="25000.00"/>	✕
<input type="checkbox"/> <input type="text" value="Type or click to select an item."/>	<input type="text" value="1.00"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Non-Taxable"/>	<input type="text" value="0.00"/>	✕

Fields	Description
Customer Name	The name of the recipient to whom you wish to raise a Delivery Challan.
Place Of Supply	The registered place of business of the selected recipient.
Delivery Challan#	A unique ID for every new Delivery Challan created. You can choose to either auto-generate or manually add the Delivery Challan number by clicking the Settings icon that is next to it.
Delivery Challan Date	Date on which the Delivery Challan is generated.
Challan Type	The purpose for which the Delivery Challan is being created.

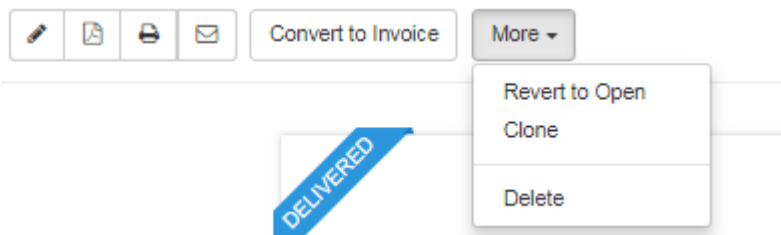
Statues of a Delivery Challan

Status	Description
Draft	Delivery Challans when created will be in the ' Draft ' status before being marked as 'Open'.
Open	The goods have been dispatched for delivery.
Delivered	The goods have been delivered to the recipient.
Returned	The goods that were dispatched have been returned.

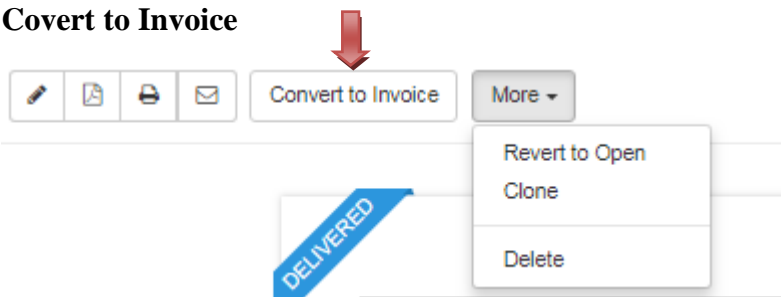
Revert to Open

If you want to undo the returns recorded:

- Go to the **Delivery Challan** module on the sidebar.
- Open the delivery challan.
- Dropdown more tab
- Click on Revert to Open



Covert to Invoice



In some situations, all the goods that you transport may not go into sale. In this case, you can record the return of the goods that have been delivered but not yet billed.

For instance, John has sent three boxes of raw materials to a manufacturing firm and issued a delivery challan for its transportation. After delivering, it turns out that they only require two boxes at the moment. Now, he can issue an invoice only for the boxes that his customer accepts and record a return of the other items.

Invoices

Invoice is a document sent to your client that indicates the products/services sold by you with the payment information that the client has to make. Learn everything about invoices in WTM Account Books from here.

- Status of Invoices
- Creating a New Invoice
- Customer Details
- Item Details
- Payment Options, Terms & Conditions, Templates
- Recording a Payment Manually
- Adding Services as Items in your Invoice
- Send Invoices to Customers
- Attaching Files to your Invoice
- Payments Received
- Clone your Invoice
- Write-Off or Making your Invoice Void
- Other Actions

Status of Invoices


Status	Description
Draft	Invoices when created will be in Draft status before being sent to the customer.
Due	Invoices once sent to the customer with a due date for payment, will be shown as Sent .
Overdue	Once the due date for payment is exceeded, it will be shown as Overdue .
Partially Paid	When the payment is made for a part of the items in the invoice, it will be shown as Partially Paid .

Status	Description
Paid	Once the payment is made by your customer for the invoice raised, it will be shown as Paid .

Creating a New Invoice

Click on the + icon either next to the **Invoices** tab or click on the New Invoice button placed on top of the invoice window to create a new invoice.

All Invoices

View By : All Invoices ▾  + New Invoice + New Retail Invoice ☰

DATE	INVOICE#	ORDER NUMBER	CUSTOMER NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE
17/04/2018	INV-000050		Sunil	Due Today	17/04/2018	1180	1180
17/04/2018	INV-000049		WTM IT	Due Today	17/04/2018	12000	12000
17/04/2018	INV-000047		Mr. Vikrant	PAID	17/04/2018	5000	0
16/04/2018	INV-000045		Ramesh Bhai	UNPAID	17/04/2018	4000	4000
16/04/2018	INV-000044		Ramesh Bhai	OVERDUE BY 1 DAYS	16/04/2018	17700	17700
16/04/2018	INV-000043		Ramesh Bhai	OVERDUE BY 1 DAYS	16/04/2018	29500	29500
16/04/2018	INV-000042		Walkin Customer	PARTIALLY PAID	17/04/2018	4000	2000
16/04/2018	INV-000042		Walkin Customer	PAID	17/04/2018	4000	0
16/04/2018	INV-000041		Walkin Customer	PAID	16/04/2018	3540	0
16/04/2018	INV-000040		Ramesh Bhai	PAID	16/04/2018	35000	0
17/04/2018	INV-000036		WTM IT	PAID	07/04/2018	38150	0
17/04/2018	INV-000034	1542	Ramesh Bhai	PAID	07/04/2018	826	0
17/04/2018	INV-000033		Ramesh Bhai	PAID	07/04/2018	944	0
17/04/2018	INV-000032		MGM Campus Food	PAID	17/04/2018	40000	0
15/04/2018	INV-000031		WTM IT	PAID	05/04/2018	236000	0

WTM Account Books - [Search] WTM IT Limited

- Dashboard
- Customers
- Supplier
- Items
- Banking
- Sales
 - Estimates
 - Sales Orders
 - Delivery Challan
 - Invoices
 - Payments Received
 - Credit Notes
- Purchases
- Accountant
- Reports
- Add-Ons Software

All Invoices - [New]

1	WTM IT	38150	OVERDUE BY 2 DAYS
2	Ramesh Bhai	826	PAID
3	Ramesh Bhai	944	PAID
4	MGM Campus Food	40000	PAID
5	WTM IT	236000	OVERDUE BY 4 DAYS
6	Rajesh IT Solutions	61840	PAID
7	WTM IT	826	OVERDUE BY 5 DAYS
8	JACK RAJPUT	59000	PAID

PAID

WTM IT
205 Indraprasth B
West, New, Near
Mumbai
Maharashtra 40
India

INVOICE # : INV-000034
Invoice Date : 07/04/2018
Terms : Due on Receipt-0
Due Date : 07/04/2018
P.O.# : 1542

Place Of Supply : Maharashtra (27)

Bill To
Ramesh Bhai
HGHSLSLKWJDI
JDKKJED
Mumbai
S.V.S SCHOOL
India
GSTIN:FGSSN7854LL

* Item & Description	HSNSAC	Qty	Rate	CGST %	CGST Amt	SGST %	SGST Amt	Amount	
1 Colour	145632	1.0 KG	700.0	9.0%	63.0	9.0%	63.0	700.0	
Items in Total 1.0								Sub Total	700.0
								CGST 9 (9.0%)	63.0
								SGST 9 (9.0%)	63.0
								Total	INR 826.0
								Payment Made	(-) 826.0
								Balance Due	INR 0.0

A new invoice creation form will open up for entering the details for creating a new invoice.

New Invoice

Customer Name: Select customer +

Place Of Supply: Select Place of Supply

Invoice#: INV-000054

Order Number: [Empty]

Invoice Date: 17/04/2018 Terms: Due on Receipt-0 Due Date: 17/04/2018

Price List: Select price list

Salesperson: Select sales person

Warehouse Name: WTM IT Limited

Item Details	Account	Quantity	Rate	Discount	Tax	Amount
Type or click to select an item.	Select Account	1.00			Non-Taxable	0.00
+ Add another line						
Sub Total						0.00

Customer Details

You will now learn about filling up the fields related to your customers in the invoice creation form.

Customer Name	Select customer
Place Of Supply	Walkin Customer
Invoice#	WTM IT
Order Number	Sunil
Invoice Date	Mr. Vikrant
	Amazon
	Suraj Rajbhar

Customer Name:

This field should contain the name of the customer whom you wish to raise an invoice for. You can either pick the customers from the list you have already created or you can add a new customer by selecting the **New Customer** option.

Note: While creating a new customer, if you wish to add transactions in a different currency, choose the currency from the drop down provided next to the currency tab.

Once you have selected a customer, WTM Account Books will show if the customer has any unpaid invoices and the address of the customer.

- For Unpaid Invoices, a notification will be shown just below the Customer Name field and by clicking on the notification you will be able to view all the unpaid invoices with the amount due for the selected customer.

Bill To	Ship To
<p>Ramesh Bhai HGJHSLKJW/DJ JDGKJEd Mumbai SVIS SCHOOL 400067 India 12364789 GPSHIVANI@GMAIL.COM GSTIN FGSNNJ7854LL</p>	<p>India 12364789 GPSHIVANI@GMAIL.COM GSTIN FGSNNJ7854LL</p>

- The address of the customer can also be edited from the create invoice screen.

Fields	Description
Invoice Number	<p>An invoice number is an unique Id for the invoices created. This field generates an invoice number by default.</p> <p>Click on the Settings icon next to the field and a pop-up will appear where you can choose to auto-generate the invoice numbers each time or manually add the invoice number each time you create an invoice.</p>
Order Number	<p>If you wish to enter an order number as a reference to this invoice, it can be added here.</p>
Invoice Date	<p>Date on which the invoice is generated.</p>
Payment Terms	<p>You can set the due date of the invoice by selecting one of the options in the terms drop down. You can also create a new payment term by clicking on the New Term option from the drop down and set your custom name and due date period.</p> <p>P.S: You can associate a specific payment term to your customer by adding it at the time of creating the contact. When you create the invoice for the customer, the associated payment term will be applied for the invoice.</p>
Due Date	<p>The date on which the payment for the invoice is to be made. This is based on the invoice due date and the payment term.</p>
Price List	<p>Select the price list you wish to apply to the invoice from the price list options you have created.</p> <p>P.S: Price List field will appear in the invoice only if price lists feature is enabled.</p>
Sales Person	<p>You can type to add a sales person or choose a name that already exists. This field is very helpful in identifying the sales person who closed a deal.</p>

Fields	Description
Item Rates Are	You can choose your line items' rates to be Tax Exclusive or Tax Inclusive. To enable this tab, head to More Settings > Preferences > General and check the option Enable the option to mark your sales transaction as either Tax Exclusive or Tax Inclusive

Item Details

You will now learn about filling up the fields related to the items you wish to add in the invoice creation form.

Select an item from the list of items shown in the drop down. If you wish to add a new item, you can select the **Add New Item** option from the drop down list.

Item Details	Account	Quantity	Rate	Discount	Tax	Amount
<input type="checkbox"/> Type or click to select an item. <div style="border: 1px solid gray; padding: 2px;"> <ul style="list-style-type: none"> Mobile Filter Gas RAM Hard Disk Motherboard </div>	Select Account ▼	1.00			Non-Taxable ▼	0.00
Sub Total						0.00
Discount						0.00

Fields	Description
Item Details	<p>Item Name: Name of the item you are selling to your customer.</p> <p>Item Description: Description of the item you are selling to your customer.</p>
Quantity	The number of items to be billed in the invoice.
Rate	<p>The rate of the item.</p> <p>If the 'GST Inclusive' option is enabled, kindly make sure that you add the rate of the item inclusive of all taxes.</p>
Discount	Discount can either be applied to the invoice at the item level or at the invoice level. Learn more about Discount Settings.

Fields	Description
	At item level, you can set discounts for each item you add in the invoice.
Amount	The final amount of the item after calculating the discount and taxes.

Invoice Level Discount / Charges

Fields	Description
Adjustment	You can adjust your total invoice amount by entering a +ve or a -ve charge which you like to be applied.
Discount	Discount at an invoice level will be applied to the sub total of all item rates put together.
Shipping Charges	Charges you wish to apply for shipping the product to your customer.

Payment Options, Terms & Conditions, Templates

Fields	Description
Customer Notes	Enter notes relating to the invoice which will be displayed on the invoice when sent to the customer.
Payment Options	<p>Select the payment option that should be used for charging the customer or for the customer to make payment for the invoice. You can also choose to provide the customer with the option of making partial payments for the invoice by checking the Allow customers to make partial payments for this invoice option.</p> <p>You can also configure payment gateways directly from the invoice.</p> <p>Click on the Select Payment Modes and select the payment gateway that needs to be configured from the Configure and add more gateways from here section to add more payment gateways.</p>
Terms & Conditions	Customize the terms & conditions section that will be displayed on the invoice. You can also customize the terms & conditions by navigating to Settings > More Settings > Preferences > Invoices and fill in the Terms & Conditions box.
Template	<p>You can also change the Template of the invoice, by clicking on the Change and select another template you create.</p> <p>You can create and edit templates by clicking the Gear icon and navigating to More Settings > Templates and selecting templates under Invoice Templates.</p>

Fields	Description
	<p style="text-align: right;">+ New</p> <p>Invoice Templates</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="440 447 688 793"> <p>Standard Template</p> </div> <div data-bbox="699 447 948 793"> <p>Spreadsheet Template</p> </div> <div data-bbox="959 447 1208 793"> <p>Retail - Standard</p> </div> <div data-bbox="1219 447 1468 793"> <p>New Template</p> <p>Click to add a template from our gallery. You can customize the template title, columns, and headers in line item table.</p> <p style="text-align: center;">+ New</p> </div> </div>

Now click on **Save as Draft** to create the new invoice and save it in draft state for further review before sending it to the customer. Click on **Save and Send** to send the created invoice directly to the customer.

Recording a Payment Manually

If your customer has chosen to pay you in person instead of any of the online methods, you can record a payment for an invoice manually.

Click on any invoice towards which you wish to record the payment. Click on the **Record Payment** button.



UNPAID

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TAX INVOICE

Fill in the required details and click on **Record Payment** to record a payment manually.

Payment for INV-000050

Amount Received (INR)

Bank Charges (if any)

Tax deducted?

Payment Date

Payment Mode

Deposit To

Reference#

Notes

Record Payment

Cancel

Adding Services as Items in your Invoice

Item Details	Quantity	Rate	Tax	Amount
Website Design Debug help - 4 Hours	4	15	None	60.00
+ Add another line				
Sub Total				60.00
Discount (%)		<input type="text"/>	<i>i</i>	0.00
Shipping Charges		<input type="text"/>	<i>i</i>	0.00
10		<input type="text"/>	<i>i</i>	0.00
Total (Rs.)				60.00

Invoice for services can be created by adding a custom description in the **Items description** field and can be billed on the hours of work and the rate for the service rendered to your customers. **A custom description on the item will not be saved under items.**

Send Invoices to Customers

To send the invoices to your customers by email, select the **Email** option from the **Send** mail.

- Email can be sent to the contact persons added under the customer. If the contact person is not added, a new contact person can be added by clicking the **Add Contact Person** option. Email address mentioned under CC will not be added as a contact person.
- You can also choose to attach a **Customer Statement** and an **Invoice PDF** with this email.

Attaching Files to your Invoice

Attach bills, documents, sample files, product photos or any attachment that you need to provide your customers on your invoice.

To upload attachments to your invoice, kindly follow the below mentioned steps:

- Click on the **Sales** drop-down on the left sidebar, and select the **Invoices** tab.
- Create a new invoice or click on an existing invoice to which you wish to upload the attachment(s).
- Scroll down the **New Invoice/Edit Invoice** page and click on the **Attach File** option.
- In the window that follows, select the file(s) which you wish to upload to invoice and click **Open**. You can upload a maximum of 5 files to an invoice. (Each file should not exceed 5 MB.)
- This action will upload all your chosen files to the invoice.
- After uploading the attachments you can also choose to display them in the Client Portal. Enabling this option will also allow the attachments to be part of emailed invoices.

Payments Received

The payments you receive for your transactions in WTM Account Books can be viewed under the **Payments Received** tab. A receipt for these payments can be seen here, with details such as date, payment mode and amount.

Under **More Information**, you will be able to see the **Bank Charges** that were levied and under **Deposit To**, you will be able to see the account in which the money was deposited.

✓ The payment from the customer has been recorded. WTM

More ▾



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Naral West, Navi Mumbai
Mumbai
Maharashtra 400706
India
9156714211
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PAID

TAX INVOICE

# : INV-000050		Place Of Supply : Maharashtra (27)							
Invoice Date : 17/04/2018									
Terms : Due on Receipt-0									
Due Date : 17/04/2018									
Bill To		Ship To							
Sunil		Afghanistan							
Afghanistan GSTIN ABC54215ZA		GSTIN ABC54215ZA							
*	Item & Description	HSN/SAC	Qty	Rate	CGST		SGST		Amount
					%	Amr	%	Amr	
1	Lock	2451	1.0	1000.0	9.0%	90.0	9.0%	90.0	1000.0
Items in Total 1.0					Sub Total				1000.0
					CGST9 (9.0%)				90.0
					SGST9 (9.0%)				90.0
					Total				INR 1180.0
					Payment Made				(-) 1180.0
					Balance Due				INR 0.0
OM Gupta (Business Development Head)									
Authorized Signature									

You can also view the payments received for a particular invoice by going to the **Invoices** tab. Open a **Paid** invoice and scroll down to view the payment details. These can also be edited or deleted from here. Clicking on the payment number # directly opens the receipt in the **Payments Received** tab.

Details

Once you receive an online payment or manually record one in WTM Accounts Books, the corresponding receipt will be displayed in the **Payments Received** tab. The following details will be included

- **Date** - The date on which the payment was recorded.
- **Payment #** - Unique payment ID number.
- **Customer Name** - The customer who has made the payment.
- **Invoice #** - The reference ID of the invoice on which the payment was recorded.

- **Mode** - The means through which the payment was received (Cash, check, online gateways etc.).
- **Amount** - The amount paid by your customer.

Other options

- **Edit** - You can edit a payment yet to be matched in WTM Account Books by opening it and clicking on the **Edit** option.
- **PDF** - Download a payment receipt in portable form by simply opening it and selecting the **PDF** icon in the top left corner.
- **Print** - You can print a copy of the payment receipt by opening it and clicking on the print icon in the top left corner.
- **Email** - You can email a copy of the payment receipt by opening it and clicking on the **Email** icon.
- **Attach File** - You can attach files to a payment receipt from your computer and add it as an attachment while emailing it to your customer.
- **Delete** - A payment yet to be matched in WTM Account Books can be deleted by opening it and clicking on the **Delete** button.

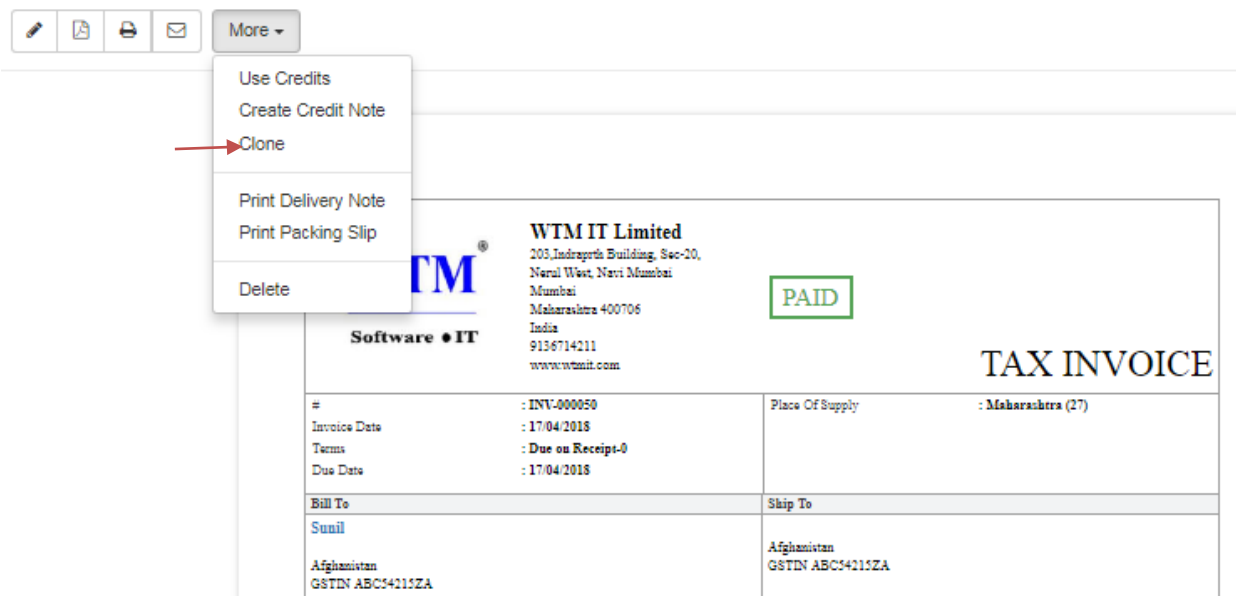
The screenshot shows a software interface with a 'More' dropdown menu. The menu options are: Use Credits, Create Credit Note, Clone, Print Delivery Note, Print Packing Slip, and Delete. Below the menu is a 'TAX INVOICE' form for WTM IT Limited. The form includes a 'PAID' stamp and the following details:

WTM IT Limited 203,Indraprasth Building, Sec-20, Nerul West, Navi Mumbai Mumbai Maharashtra 400706 India 9136714211 www.wtmnit.com		TAX INVOICE	
#	: INV-000050	Place Of Supply	: Maharashtra (27)
Invoice Date	: 17/04/2018		
Terms	: Due on Receipt-0		
Due Date	: 17/04/2018		
Bill To		Ship To	
Sunil Afghanistan GSTIN ABC54215ZA		Afghanistan GSTIN ABC54215ZA	

Clone your Invoice

Create a duplicate of the invoice you had previously in Account Books.

There are situations where you would just want to create a duplicate of an invoice to send to your customer. You can do that by following the steps below.



- From the **More** drop down present on top of the invoice window, select the **Clone** option.
- This will allow you to create a duplicate of your invoice, the date of the invoice will be on the date of cloning.
- As you will be navigated to the invoice form, you can also edit details before saving the invoice.

Other Actions

Filters

Filters are an easy way of listing your invoices within a specified view. It helps you get better views to suit your current needs.

In WTM Account Books, you have two types of filter:

Default Filters

Filter	Description
All	All your invoices will be listed under this view.

Filter	Description
Draft	All those invoices, in the draft status, will be listed in this category. i.e. These invoices would have been saved as Draft.
Client Viewed	This view lists all those invoices, which your clients have viewed from their client portal.
Partially Paid	The invoices which have received partial payment and have dues remaining get listed in this view.
Unpaid	Use this filter to view all the invoices which have are Unpaid, on that date.
Overdue	Overdue invoices are those invoices which are in unpaid after the due date is crossed.
Paid	This view is used to assort all those invoices for which payment has been received in full.

Custom Views

Custom Filters are specific views to list your invoices, based on your criteria.

For example, out of all your invoices in WTM Account Books, you might want to view those invoices, which are due for payment this week.

With Custom Views, you can simply create this filter, set criteria and use it to classify data.


Payments Received

The payments you receive for your transactions in WTM Account Books can be viewed under the **Payments Received** tab. A receipt for these payments can be seen here, with details such as date, payment mode and amount.

Under **More Information**, you will be able to see the **Bank Charges** that were levied and under **Deposit To**, you will be able to see the account in which the money was deposit You can also view the payments received for a particular invoice

by going to the **Invoices** tab. Open a **Paid** invoice and scroll down to view the payment details. These can also be edited or deleted from here. Clicking on the payment number # directly opens the receipt in the **Payments Received** tab.

All Payments Received

View By : All Payments Received + New Payments Received 

DATE	PAYMENT	TYPE	REFERENCE NUMBER	CUSTOMER NAME	INVOICE NUMBER	PAYMENT MODE	AMOUNT	UNUSED AMOUNT
17/04/2018	24	2		Sunil	INV-000050	Cash	1180	0
17/04/2018	23	2		Mr. Vikrant	INV-000047	Cash	5000	0
16/04/2018	22	2		Ramesh Bhai	INV-000040	Cash	22800	0
16/04/2018	21	2		Ramesh Bhai	INV-000040	Cash	4200	0
16/04/2018	20	2		Ramesh Bhai	INV-000040	Cash	8000	0
16/04/2018	19	2		Walkin Customer	INV-000042	Cash	2000	0
16/04/2018	18	2		Walkin Customer	INV-000041, INV-000042	Cash	7540	0
16/04/2018	17	2		Walkin Customer		Cash	6000	6000
16/04/2018	16	2		WTM IT	INV-000031	Bank Transfer	138000	0
14/04/2018	15	2		WTM IT	INV-000031	Cash	238000	138000
14/04/2018	14	2		WTM IT	INV-000027, INV-000036	Cash	274976	238000
07/04/2018	13	2		Ramesh Bhai	INV-000034	Cash	328	0
07/04/2018	12	2		Ramesh Bhai	INV-000034	Cash	500	0
07/04/2018	10	2		Ramesh Bhai	INV-000033	Cash	944	0
07/04/2018	11	2		Ramesh Bhai	INV-000033	Cash	944	0
07/04/2018	9	2		MGM Campus Food	INV-000032	Cash	40000	0

WTM IT Limited

Mumbai 400706
Maharashtra

PAYMENT RECEIPT

Payment Date **16/04/2018**

Reference Number _____

Payment Mode **Bank Transfer**

Amount Received
INR 136000.0

Bill To
WTM IT

India

Payment for

Invoice Number	Invoice Date	Invoice Amount	Payment Amount
INV-000031	05/04/2018	INR 236000.0	INR 136000.0

Details

Once you receive an online payment or manually record one in WTM Account Books, the corresponding receipt will be displayed in the **Payments Received** tab. The following details will be included,

- **Date** - The date on which the payment was recorded.
- **Payment #** - Unique payment ID number.
- **Customer Name** - The customer who has made the payment.
- **Invoice #** - The reference ID of the invoice on which the payment was recorded.

- **Mode** - The means through which the payment was received (Cash, check, online gateways etc.).
- **Amount** - The amount paid by your customer.

Other options

- **Edit** - You can edit a payment yet to be matched in WTM Account Books by opening it and clicking on the **Edit** option.
- **PDF** - Download a payment receipt in portable form by simply opening it and selecting the **PDF** icon in the top left corner.
- **Print** - You can print a copy of the payment receipt by opening it and clicking on the print icon in the top left corner.
- **Email** - You can email a copy of the payment receipt by opening it and clicking on the **Email** icon.
- **Attach File** - You can attach files to a payment receipt from your computer and add it as an attachment while emailing it to your customer.
- **Delete** - A payment yet to be matched in WTM Account Books can be deleted by opening it and clicking on the **Delete** button.



WTM IT Limited
Mumbai 400706
Maharashtra

PAYMENT RECEIPT

Payment Date	17/04/2018	Amount Received INR 1180.0
Reference Number		
Payment Mode	Cash	

Bill To
Sunil

Customer Payment

Customer Name +

Amount Bank Charges (if any)

Pay full amount (INR 12000)

Payment Date

Payment Mode

Deposit To

Reference#

Tax deducted? Yes, the customer has deducted tax.

Date	Invoice Number	Invoice Amount	Amount Due	Payment
17/04/2018 Due Date: 17/04/2018	INV-000049	12000	12000	<input type="text" value="0"/> Pay In Full
**List contains only UNPAID Invoices			Total	0.00

Amount Received :	0.00
Amount used for payments :	0.00
! Amount in excess :	INR 0.00

Notes (Internal use. Not visible to customer)

Custom View

Custom Views are specific views to list your payments, based on your criteria. For example, you might want to view just the advance payments or any payment on a selected date. With Custom Views, you can simply create this filter, set criteria and use it to classify data.

To create one,

- Go to the module.
- Under the Filters drop down (from the top left) select + **New Custom View**.

All Payments Received

View By : All Payments Received ▾

DATE

7/04/2018

7/04/2018

- All Payments Received
- Pending Payment ✎
- + New Custom View

- In the following page, type an appropriate **Name**, define the **Criteria** and select the **Column Preferences**.

New Custom View

Name

Mark as Favorite

Define the criteria (if any)

1 WHEN Select ▾ ▾

+ Add Criteria

Criteria Pattern: (1 AND 2)

Columns Preference:

AVAILABLE COLUMNS

Amount Withheld
Balance
Bank Charge
Customer Payment Id
Email
Note
Payment Date
Payment Mode
Payment Type
Reference Number



SELECTED COLUMNS

Amount

Share this with:

- Only Me
- Everyone

- Click **Save**. Your new custom field will now be listed under **Created By Me** in the dropdown.
- You can **Edit/Delete** the custom view you created by clicking the **Pencil** icon near the Filters dropdown.
- Make your changes and click **Save**.
- Click **Delete** to delete a custom view.

Credit Note

Credits in WTM Account Books represent the money that you owe your customer. A credit note is issued in the customer's name in order to keep track of this debt until it's paid off. The debt remains until it's refunded or subtracted from the next invoice you send your customer.

Creating a credit note

To create a credit note in WTM Account Books:

- Click the **Sales** tab and select Credit Notes from the dropdown.
- Click the + button adjacent to Credit Note or click the + **New** button on the top right corner.
- Enter the details of the credit note in the creation form.
- Click **Save as Draft** or **Save as Open** to create the credit note.

Or, you can create a credit note directly from an invoice in the name of the customer you want to issue those credits for.

To do this,

- Log in to your WTM Account Books account.
- Scroll down the Sales tab on the home panel to view Invoices.
- Filter to view the unpaid invoices in the name of the customer for whom you want to issue credits.
- Click on More - Create Credit Note.

All Credit Notes

DATE	CREDIT NOTE#	REFERENCE#	CUSTOMER NAME	STATUS	AMOUNT	BALANCE
17/04/2018	CN-00003		WTM IT	CLOSED	24768.2	0

View By : All Credit Notes - + New Credit Note

Show 25 entries

Credit notes can also be created by selecting a customer from the Contacts tab. Select New transaction - Credit Note and proceed to create the credit note.

You can view and edit these anytime by scrolling down the Sales tab to view Credit Notes. Clicking on the pencil icon highlighted below lets you edit the credit recorded.

New Credit Note

Customer Name +

Place Of Supply ▼

Credit Note# ✖

Reference#

Credit Note Date

Price List ▼

Warehouse Name ▼

Item Details	Account	Quantity	Rate	Discount	Tax	Amount
<input type="checkbox"/> <input type="text" value="Type or click to select an item."/>	<input type="text" value="Select Account"/> ▼	<input type="text" value="1.00"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Non-Taxable"/> ▼	0.00 ✖


[+ Add another line](#)

Sub Total 0.00

Discount % ▼ 0.00

Shipping Charges 0.00

CLOSED

		WTMIT Limited 203,Indragadh Building, Sec-20, Nerul West, Navi Mumbai Mumbai Maharashtra 400706 India 9136714211 www.wtmit.com		<h2>CREDIT NOTE</h2>						
* CN-00003 Credit Date : 17/04/2018		Place Of Supply : Maharashtra (27)								
Bill To WTM IT India GSTIN KJSDLKF15		Ship To India GSTIN KJSDLKF15								
#	Item & Description	HSN/SAC	Qty	Rate	Discount	CGST		SGST		Amount
1	Mobile		1.0 Pices	21000.0	10.0	9.0%	1889.1	9.0%	1889.1	20990.0
Items in Total 1.0						Sub Total				20990.0
						CGST@ (9.0%)				1889.1
						SGST@ (9.0%)				1889.1
						Total		INR		24768.2
						Credit Used				0.0
						Refund				24768.2
						Credit Remaining				INR 0.0
Authorized Signature										

Edit:

Edit Credit Note

Customer Name:

Place Of Supply:

Credit Note#:

Reference#:

Credit Note Date:

Price List:

Warehouse Name:

Item Details	Account	Quantity	Rate	Discount	Tax	Amount
<input type="text" value="Mobile"/> <input type="text" value="Add description to your item"/> HSN Code: <input type="text"/>	<input type="text" value="Sales"/>	<input type="text" value="1.0"/>	<input type="text" value="21000.0"/>	<input type="text" value="10.0"/>	<input type="text" value="GST18 [18.0]"/>	<input type="text" value="20990.00"/>
<input type="button" value="+ Add another line"/>						
Sub Total						20990.00
CGST@ [9%]						1889.10
SGST@ [9%]						1889.10

Mandatory fields

You will need to enter the following information while recording Credit.

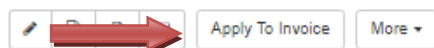
- **Customer name** - The customer you issue the credit for.
- **Credit note #** - Unique number assigned to each credit note. You can choose to auto generate your credit note number by clicking on the gear icon next to this box.
- **Credit note date** - The date on which the credit is being recorded.
- **Item description** - An item has to be selected if you have enabled inventory for your organization.


Closing a credit note

By applying to invoice

Credits you issue a customer can be applied to an invoice raised for the same customer. Doing so will reduce the invoice amount accordingly. To do this,

- Open the credit note created and selected the option Apply to invoice.
- A list of the invoices raised for that customer is displayed. Select the appropriate one and specify the amount to be applied.





WTMIT Limited
203, Indragrath Building, Sec-20, Nerul West,
Navi Mumbai
Mumbai
Maharashtra 400706
India
9136714211
www.wtmit.com

CREDIT NOTE

* : CN-00005		Place Of Supply : Maharashtra (27)	
Credit Date : 17/04/2018			
Bill To : Mr. Vikrant		Ship To :	

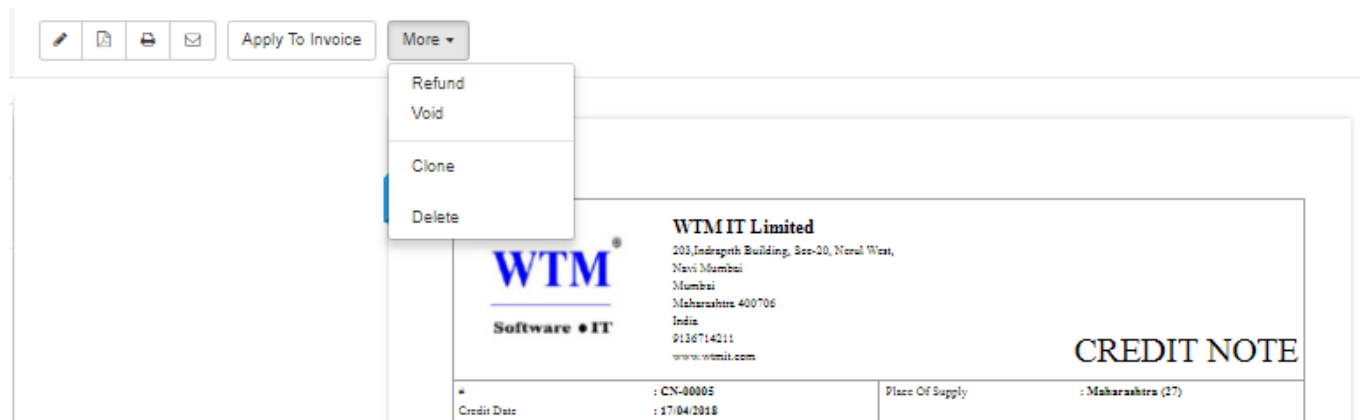
#	Item & Description	HSN/SAC	Qty	Rate	Amount
1	Desktop		11.0 Piece	15000.0	165000.0

Items in Total 11.0	Sub Total 165000.0
	Total INR 165000.0
	Credit Used 0.0
	Refund 0.0
	Credit Remaining INR 165000.0

Authorized Signature

- The invoice amount and the credit available are reduced accordingly.
- If all the credits are used up, the status of the note is changed to Closed.

This can also be done by opening the corresponding invoice and selecting Use credits. Or, simply click on the update on the invoice telling you there are credits available for that customer.



With a refund

If you've made a direct payment to your customer towards the amount owed to him, you can record this in WTM Account Books against the corresponding credit note created. To do this,

- Open the credit note.
- Select More – Refund.
- Specify the refund date and amount refunded before saving it.
- The payment is recorded and the credit note is closed.

The payment recorded can be deleted by scrolling down till you see the Refund history. Click on the trash icon next to the recorded payment to delete the payment. The credit note status is changed to Open.

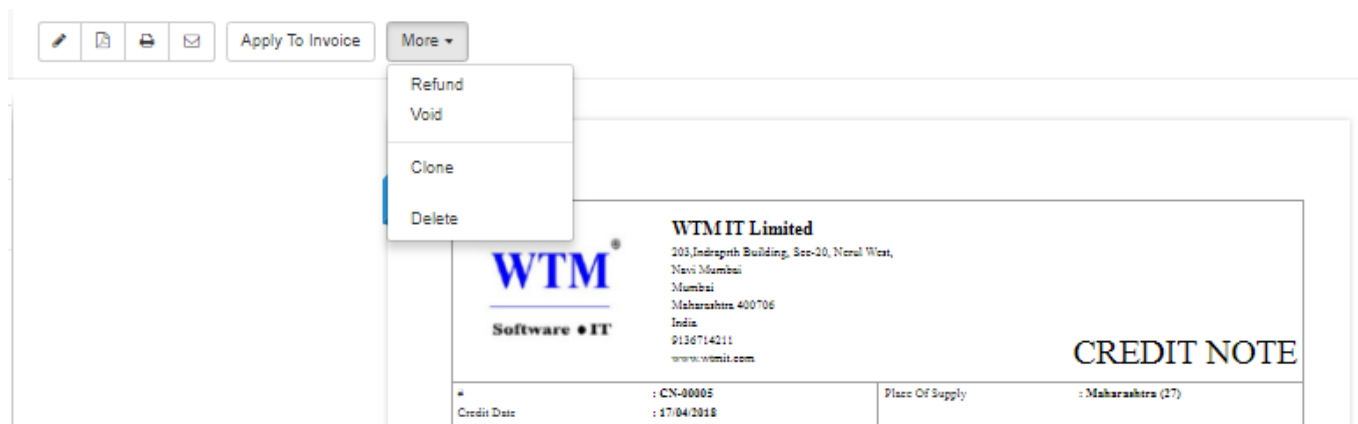
Tracking Inventory

If you have enabled inventory for your organization and raise a credit note towards items returned by your customer, your stock quantity will automatically be adjusted accordingly.

This is handy for scenarios where your customers return some items back to you and you need to account for this in WTM Account Books. While recording the credit you offer your customer in place of the returned goods, simply specify the item quantity and this will automatically be adjusted in your WTM Account Books items list.

Other actions

- **Void** - You can void a credit note on which no payment has been made yet, by opening it and selecting More - Void. The note will be rendered invalid. This action can be reverted by selecting the void note and clicking on More - Convert to Draft
- **Delete** - You can delete a credit note on which no payment has been made yet, by opening it and selecting More - Delete.
- **Print** - You can print a copy of the credit note by opening it and clicking on the print icon in the top left corner.
- **PDF** - Download a credit note in portable form by simply opening it and selecting the PDF icon in the top left corner.
- **Email** - You can email a credit note to your customer by clicking on the email icon in the top left corner



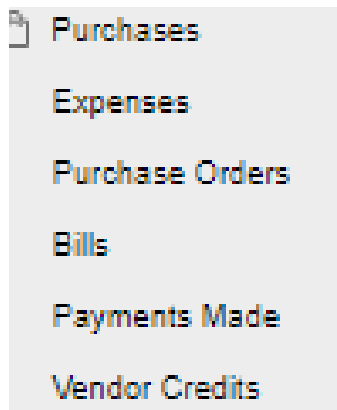
Sort - Credit Notes can be filtered and viewed according to its status.

- **Refund** - The credit notes that you've saved as draft will be in the Refund status.
- **Open** - The credit notes that you've saved/converted as open and are yet to be paid off to customers.
- **Closed** - The credit note has been accounted for, either through a refund or by associating it to an invoice.
- **Void** - The credit note has been made invalid.

Chapter No.8

PURCHASE

A purchase order is an official document that a buyer issues to a seller, indicating relevant information about what they want to buy, the quantity, the price agreed for that particular product or service. Perform the simple operations mentioned below to create and manage Purchase Orders for your business.



Kindly find below details.

Purchase Orders

Expenses

Bills

Payments Made

Vendor Credits

Purchase Order

A purchase order is an official document that a buyer issues to a seller, indicating relevant information about what they want to buy, the quantity, the price agreed for that particular product or service. Perform the simple operations mentioned below to create and manage Purchase Orders for your business.

Create & Send Purchase Orders

- Statuses of Purchase Orders
- Enabling Purchase Order
- Creating a New Purchase Item

- Creating a New Purchase Order

Converting Purchase Order to a Bill

Other Actions

- Expected Delivery Date
- Mark as Billed
- Cancelling Purchase Order
- Importing Purchase Order
- Attaching Files with Purchase Order
- Edit, Clone, Print, PDF, Mail, Delete

Create & Send Purchase Orders

- Statuses of Purchase Orders
- Creating a New Purchase Item
- Creating a New Purchase Order

Statuses of Purchase Orders

Purchase Order Status	Description
Draft	Purchase orders when created will be in the Draft status.
Open	Purchase orders once sent to the vendor will be in the Open status.
Closed	Purchase order once accepted by a vendor can be converted to a bill and <u>the</u> status will be Closed .
Cancelled	If the vendor rejects your purchase order, the order can be cancelled and <u>the</u> status will be Cancelled .

Bill Status	Description
Partially Billed	When the purchase order is billed only for some items, then the status will be Partially Billed .
Billed	Once the purchase order is converted to a bill, the status will be Billed .

Creating a New Purchase Item

Before you proceed to creating a purchase order, you can create an item.

Creating a new account: Create a new Cost of Goods sold (COGS) account in the Chart of accounts tab under settings found in the left bottom corner. The COGS account is necessary to map the item that is purchased, to your accounting books.

Creating a new item: If you would be buying an item on a regular basis, you can create the item as a purchase item and map the same to a COGS account that you already have (If you do not have one, create a new COGS account). You can create it in the items tab under settings, or when creating the purchase order.

Creating a New Purchase Order

- Click on the + icon either next to the **Purchase Order** tab or the New Purchase icon placed on top of the purchase order window to create a new purchase order.

New Purchase Order

Supplier Name	<input type="text" value="Select supplier"/>	+
Source Of Supply	<input type="text" value="Select Source of Supply"/>	▼
Destination Of Supply	<input type="text" value="Maharashtra [MH]"/>	x ▼
Purchase Order#	<input type="text" value="PO-0002"/>	⚙
Reference#	<input type="text"/>	
P.O. Date	<input type="text" value="17/04/2018"/>	
Delivery Date	<input type="text" value="dd/MM/yyyy"/>	
Shipment Preference	<input type="text"/>	
Item Rates Are	<input type="text" value="Tax Exclusive"/>	▼
Warehouse Name	<input type="text" value="WTM IT Limited"/>	▼


Item Details	Account	Quantity	Rate	Tax	Amount
<input type="text" value="Type or click to select an item."/>	<input type="text" value="Select Account"/>	<input type="text" value="1.00"/>	<input type="text"/>	<input type="text" value="Non-Taxable"/>	<input type="text" value="0.00"/>
<input type="button" value="+ Add another line"/>					

Note: To create pre GST transaction (transactions dated before 1st July 2017), click the dropdown adjacent to the +New button and select **Create Purchase Order**

- You will be navigated to a new window for entering the details for the new purchase order to be created.

Enter the details for the vendor related fields

 **New Purchase Order**

Vendor Name	<input type="text" value="Vendor"/> X v	<input type="button" value="INR"/>
	Registered Business	
	BILLING ADDRESS Add new address	
Source Of Supply	<input type="text" value="Chandigarh"/> v	
Destination Of Supply	<input type="text" value="Chandigarh"/> v	
Purchase Order#	<input type="text" value="PO-00002"/>	
Reference#	<input type="text"/>	
Date	<input type="text" value="dd/MM/yyyy"/>	To create transaction dated before July 1, 2017, click here
Delivery Date	<input type="text" value="dd/MM/yyyy"/>	
Shipment Preference	<input type="text" value="Choose the shipment preference or type to add"/> v	
	<input type="checkbox"/> Is this transaction applicable for reverse charge?	
Item Rates Are	<input type="text" value="Tax Exclusive"/> v	

- Under the **Vendor name** field, you can either pick the vendors from the list you have already created or you can add a new vendor.

New Purchase Order

Supplier Name +

Source Of Supply

Destination Of Supply

Purchase Order# ⚙

Reference#

P.O. Date

Delivery Date

Shipment Preference

Item Rates Are

Warehouse Name

Item Details	Account	Quantity	Rate	Tax	Amount
<input type="checkbox"/> Filter <input type="text" value="x"/> <input type="text" value="Add description to your item"/> goods HSN Code: 75684 <input type="text"/>	Cost of Goods : <input type="text"/>	<input type="text" value="11.00"/>	<input type="text" value="3500"/>	GST18 [18.0] <input type="text"/>	38500.00
<input type="checkbox"/> Type or click to select an item. <input type="text"/>	Select Account <input type="text"/>	<input type="text" value="1.00"/>	<input type="text"/>	Non-Taxable <input type="text"/>	0.00

WTM Account Books - Q Search WTM IT Limited Page Tips

New Vendor

Primary Contact: Salutation, First Name, Last Name

Company Name

Contact Display Name

Contact Email

Contact Phone: Work Phone, Mobile

Website

Other Details | Address | Remarks/Notes

GST Treatment: Select a GST Treatment

Source Of Supply: Select a Source of Supply

Currency: INR-Indian Rupee

Price List: Select

Payment Terms: Select

Save Cancel

- After filling up the required details, click on **Save** to add the new vendor to the purchase order being created.
- In the **Purchase Order#** tab a purchase order number is generated by default. If you wish to manually enter a purchase order number, click on the **Settings** icon next to the tab and a pop-up will appear where you can select between auto-generated estimate number or manual entry of purchase order numbers.

Edit Purchase Order auto numbering

Your Purchase Order number are set on auto-generate mode to save your time. Are you sure about changing this setting?

Continue auto-generating estimate numbers

Prefix

PO-0000

Next Number

4

I will add them manually each time

Save

Cancel

- **Date** tab is the date on which the purchase order is created.
- In the **Delivery Date** tab, you can set the date by which the product should be delivered by the vendor to the you.
- In the **Shipment Preference** tab, you can choose or type to add the preferred method of shipment to be done by the vendor.

- In the **'Item Rates Are'** tab, you can choose your line items to be **'Tax Exclusive'** or **'Tax Inclusive'**

Enter the Item Details for the Purchase Order.

Item Details	Account	Quantity	Rate	Tax	Amount
<div style="border: 1px solid #ccc; padding: 2px;"> ☰ Type or click to select an item. </div>	<div style="border: 1px solid #ccc; padding: 2px;"> Select Account ▼ </div>	<div style="border: 1px solid #ccc; padding: 2px; text-align: center;">1.00</div>	<div style="border: 1px solid #ccc; padding: 2px; text-align: center;">0.00</div>	<div style="border: 1px solid #ccc; padding: 2px;"> None ▼ </div>	0.00
<div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;"> + Add another line </div>					
Sub Total					0.00
Total					0.00

- **Items** can be added from the list of items shown in the drop down that are already created by you in your WTM Account Books account. If you want to add a new item select the **Add New Item** option from the drop down which will navigate to a pop-up for filling the details for a adding a new item.

Item Details

Type or click to select an item. ▾

Type or click to select an item. ▾

|

- Filter
- Gas
- RAM
- Hard Disk
- Motherboard
- Cabinet

New Item ✕

Type Goods Service

Name

Unit [?] ▾

HSN Code

Tax Preference Taxable Non-Taxable

Sales Information

Rate

Account ▾

Description

Purchase Information

Purchase Rate

Account ▾

Description

Save
Cancel

- To add another item, click on **Add another line** option.
- Enter the **Quantity**, **Rate** and **Tax** if applicable from the drop down. Tax drop down shows only the taxes you created in the settings tab under taxes section. Learn more about [Taxes](#).

- You can enter the **Notes** and **Terms & Conditions** for the purchase order. Check the **Use this in future** box to use the terms & conditions in all future purchase orders. This will be carried forward while converting the purchase order into an invoice.
- The address to deliver can be changed by clicking on the **Destination to Deliver**.

The screenshot shows a form with a left sidebar and a main content area. The sidebar contains the text 'Template: 'Standard Template'' with a small edit icon. The main content area is divided into two sections: 'Supplier Notes' with an empty text input field, and 'Terms & Conditions' with a text input field containing the placeholder text 'Mention your company's Terms and Conditions.'. At the bottom left of the form, there are two buttons: 'Save' (in blue) and 'Cancel' (in white).

- You can also change the Template of the purchase order, by clicking on **Change** and select another template.

Purchase Order Templates

PURCHASE ORDER
Purchase Order # 10

Supplier Address: 123 Main Street, Toronto, ON M5H 1A5
 Supplier Contact: John Doe, 416-123-4567

Buyer Address: 456 Queen St W, Toronto, ON M5H 1A5
 Buyer Contact: Jane Smith, 416-987-6543

Item #	Item Description	Qty	Unit Price	Total Price
1	Standard Widget	1000	10.00	10000.00
2	High-Grade Widget	500	20.00	10000.00
3	Specialty Widget	250	40.00	10000.00

Total Price: 30000.00

Standard Template

PURCHASE ORDER

Item #	Part	Qty	Unit Price	Line Total	Tax	Net Total	Amount
1	Widget A	1000	10.00	10000.00	1000.00	11000.00	11000.00
2	Widget B	500	20.00	10000.00	500.00	10500.00	10500.00
3	Widget C	250	40.00	10000.00	250.00	10250.00	10250.00

Total: 31750.00

Spreadsheet Template

New Template

Click to add a template from our gallery. You can customize the template title, columns, and headers in line item table.





P.S: Templates can be customized by navigating to **Setting > More Settings > Templates** and choosing from the purchase order templates. Learn more about associating templates to specific contact.


- Now click on Save as Draft to save the new purchase order in draft state, **Save and Send** to save the purchase order as open and the purchase order will also be sent to the contact

Converting Purchase Order to a Bill


- Click on the Purchase Order tab.
- Select the Purchase Order that you wish convert to a bill.
- Click on 'Convert to Bill' in the specific Purchase Order detail page.












		WTMIT Limited 203,Indraprasth Building, Sec-20, Nerul West, Navi Mumbai Mumbai Maharashtra 400706 India 9136714211 www.wtmit.com		<h2>PURCHASE ORDER</h2>					
* : PO-00002 Date : 17/04/2018 Delivery Date : 17/04/2018									
Vendor Address IT Sol India GSTIN HSYQW657			Deliver To India GSTIN HSYQW657						
#	Item & Description	HSN/SAC	Qty	Rate	CGST		SGST		Amount
					%	Amt	%	Amt	
1	Filter	75654	11.0 <small>Quantity</small>	3500.0	9.0%	3465.0	9.0%	3465.0	38500.0
Items in Total 11.0					Sub Total				38500.0
					CGST@ 9.0%				3465.0
					SGST@ 9.0%				3465.0
					Total				INR 45430.0
Authorized Signature									

- The purchase order details will be carried forward to the Bill creation page.
- Once the fields are entered, click on ‘Save’.
- Or We can directly convert into Clone, Mark As Closed, Delete, and cancelled.


- Mark As Cancelled
- Mark As Closed
- Clone
- Delete

		WTMIT Limited 203,Indraprasth Building, Sec-20, Nerul West, Navi Mumbai Mumbai Maharashtra 400706 India 9136714211 www.wtmit.com		<h2>PURCHASE ORDER</h2>			
---	--	--	--	-------------------------	--	--	--

Expenses

A typical expense is incurred when money goes out of your pocket. Whether it's a product you buy from your vendor to run your business, or food that you eat while on business trips, it's important to track the money you spend

All Expense

View By: All Expense - + New Expense Q Search

DATE	EXPENSE ACCOUNT	REFERENCE#	VENDOR NAME	PAID THROUGH ACCOUNT	CUSTOMER NAME	STATUS	AMOUNT
17/04/2018	Sales to Customers (Cash)		Kohinur Dyes	Petty Cash	Mr. Vikrant	Non-Billable	8000
17/04/2018	Sales to Customers (Cash)		Kohinur Dyes	Petty Cash	Mr. Vikrant	Non-Billable	50000
21/03/2018	Office Supplies			Petty Cash		Non-Billable	6000

Show 25 entries

Previous 1 Next

Creating an Expense

To create an expense in WTM Account Books

Go to the Purchases tab on the home page of WTM Account Books, and select Expenses.

- Click on the '+ New' button and select 'Record Expense' to create a new expense.

New Expense

Date

Expense Account

Amount **Tax**

Amount Is Tax Inclusive Tax Exclusive

Paid Through

Vendor +

Reference#

Notes

Customer Name + Billable

Field	Description
Date	Date on which the expense is generated
Expense Account	Select the account you wish to record the expense in
SAC	Enter the SAC Code that is associated with the expense
Amount	Enter the expense amount
Paid Through	The means through which the payment was made
Vendor	The vendor to whom the payment was made
GST Treatment	<p>Select the GST treatment for the expense</p> <div data-bbox="456 1157 1003 1478" style="border: 1px solid gray; padding: 5px;"> <input style="width: 100%; height: 20px; margin-bottom: 5px;" type="text"/> <ul style="list-style-type: none"> <li style="background-color: #4F81BD; color: white; padding: 2px 5px;">Registered Business <li style="padding: 2px 5px;">Unregistered Business <li style="padding: 2px 5px;">Consumer <li style="padding: 2px 5px;">Overseas <li style="padding: 2px 5px;">SEZ <li style="padding: 2px 5px;">GST Not Applicable </div> <p>Registered Business- A registered business owner Unregistered Business- An unregistered business owner Consumer- Not a business owner Overseas- When you are importing services SEZ- Transactions with Special Economic Zone GST Not Applicable- Expenses like employee salary</p>
Destination of Supply	It is the registered place of business of the selected customer. Select a State or Union Territory from the dropdown.

Field	Description
Reverse Charge	Check this box if this transaction is applicable for reverse charge
Tax	Select a tax/tax group for the expense
Invoice#	Invoice number is mandatory only when the transaction is with a registered business owner
Notes	Enter notes relating to the expense
Customer Name	You can choose to associate this expense to a customer and mark it as billable

New Expense

Date

Expense Account

Amount **Tax**

Amount Is Tax Inclusive Tax Exclusive

Paid Through

Vendor

Reference#

Notes

Customer Name Billable

Tax

- IGST0 [0.5]
- IGST5 [5.0]
- IGST12 [12.0]
- IGST18 [18.0]
- IGST28 [28.0]
- CGST0 [0.0]
- SGST0 [0.0]
- CGST2.5 [2.5]
- SGST2.5 [2.5]
- CGST6 [6.0]
- SGST6 [6.0]
- CGST9 [9.0]
- SGST9 [9.0]
- CGST14 [14.0]
- SGST14 [14.0]

Tax Group

- GST0 [0.0]
- GST5 [5.0]
- GST12 [12.0]**

All Expense ▾

+ New



Delete

1	Mr. Vikrant	Sales to Customers (Cash)
	Sales to Customers (Cash) 17/04/2018	
2	Mr. Vikrant	Sales to Customers (Cash)
	Sales to Customers (Cash) 17/04/2018	
3	Office Supplies 21/03/2018	Office Supplies

Show 10 ▾ entries

Previous 1 Next

Expense Amount

8000.0 on 17/04/2018

NON-BILLABLE

Sales to Customers (Cash)

Paid Through
Petty Cash

Tax
IGST0

Ref #

Customer
Mr. Vikrant

Paid To
Kohinur Dyes

We can edit or delete this expense from here.

BILLS

When your vendor supplies goods/services to you on credit, you're sent an invoice that details the amount of money you owe him. You can record this as a bill in WTM Account Books and track it until it's paid.

Creating a bill

- From Purchase Order
- Recurring Bill

Bill Payments

- Recording from bill
- Applying vendor credits

Bill of Entry

Bill Status

Other options

Payments Made

Creating a Bill

To create a bill in WTM Account Books

- Go to the Purchases tab on the home page. Scroll down to Bills.
- Click the New Bill button on the top right corner of the window.
- Enter the required information such as the bill number and vendor towards whom the bill is payable.
- Click **Save as Draft** or **Save as Open**.

To create pre GST transaction (transactions dated before 1st July 2017), click the dropdown adjacent to the **+New** button and select **Create Bills**

All Bills

View By : All Bill + New Bill [Menu] [Search]

DATE	BILL#	REFERENCE#	STATUS	DUE DATE	AMOUNT	BALANCE DUE
17/04/2018	PO-00002		OPEN	17/04/2018	45430	45430
09/04/2018	EST-0566		OVERDUE BY 8 DAYS	09/04/2018	212400	212400
07/04/2018	GHF1542		PAID	07/04/2018	59000	0
02/04/2018	78657		PAID	02/04/2018	259600	0
30/03/2018	120	Inv154252	PAID	30/03/2018	23600	0
27/03/2018	002		PAID	27/03/2018	23600	0

Show 25 entries

Previous 1 Next

Note:

- If you're purchasing goods from a supplier who is not registered under GST, the receiver will be liable to pay the GST associated to the transaction (instead of the supplier collecting and paying it). This method of tax collection is known as the reverse charge.
- If you're buying from an unregistered vendor and if you're paying GST for that transaction, you can check this option "option name"

From Purchase Order

A purchase order that is in the open status can be converted to a bill by opening it and selecting the option **convert to bill**. All the details such as the vendor name and items list will be auto filled.





Recurring Bill

A recurring bill represents money owed to a vendor on a periodic basis, and recording it can be automated in WTM Account Books. An example of such a bill would be the monthly charges you owe your internet vendor.


To create and automate a recurring bill,

- Go to the Purchases tab on the home page of WTM Account Books, and scroll down to Recurring Bills.
- Click on the '+' icon.
- Provide the required information such as vendor name and recurring frequency and hit Save.

You can also make an existing bill recurring by clicking on it and selecting More -> Make recurring. Enter the required information and hit Save.





 Record Payment
 More ▾

- Use Credits
- Create Vendor Credits
- Clone
- Void
- View Purchase Orders
- Delete



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Building, Sec-20, Nand West,
Mumbai
Maharashtra 400706
India
9136714211
www.wtm.it.com

BILL

Bill Number : PO-00002	
Bill Date : 17/04/2018	
Terms : 1	
Due Date : 17/04/2018	
Bill From	Deliver To
IT Sol	India
India	GSTIN HSYGH657
GSTIN HSYGH657	



#	Item & Description	HSN SAC	Qty	Rate	CGST		SGST		Amount
					%	Amnt	%	Amnt	
1	Filter	75684	11.0 <small>Quantity</small>	3500.0	9.0%	3465.0	9.0%	3465.0	38500.0
Items in Total 11.0									
									Sub Total 38500.0
									CGST9 (9.0%) 3465.0
									SGST9 (9.0%) 3465.0
									Total INR 45430.0
									Balance Due INR 45430.0

Authorized Signature

Bill Payments


Recording from bill

You can record a bill payment by opening the bill and selecting the option Record Payment. You're required to fill in the details of the payment, such as the amount and date etc. Once you save the payment, the status of the bill changes to Paid or partially paid accordingly.

- Use Credits
- Create Vendor Credits
- Clone
- Void
- View Purchase Orders
- Delete

OPEN

		W T M Limited Building, Sec-20, Narul West, Mumbai, Maharashtra 400706 India 9136714211 www.wtmnit.com		BILL					
Bill# : PO-00002 Bill Date : 17/04/2018 Terms : 1 Due Date : 17/04/2018									
Bill From IT Sol India GSTIN HSYGH657		Deliver To India GSTIN HSYGH657							
#	Item & Description	HSN/SAC	Qty	Rate	CGST		SGST		Amount
1	Filter	75684	11.0 Quantity	3500.0	9.0%	3465.0	9.0%	3465.0	38500.0
Items in Total 11.0					Sub Total 38500.0 CGST9 (9.0%) 3465.0 SGST9 (9.0%) 3465.0 Total INR 45430.0 Balance Due INR 45430.0				
Authorized Signature									

Applying vendor credits

You can create and apply a credit you've received from a particular vendor on a bill that is in his/her name. The credit amount you're owed is subtracted from the bill amount accordingly.

Bill Of Entry

Bill of entry lets you record custom duty and other charges involved with the import of goods from vendors outside India or from SEZs (special economic zones). A bill of entry can be created for a bill which is in the **Open** status.

A bill of entry will reflect on your GSTR-3B and GSTR-2 return. This will update the GSTN with custom duty and other charges that you had incurred during the import of your goods.

Note: Bill of entry can be generated only for Vendors who are in SEZ or overseas.

Enabling Bill Of Entry:

In order to create bill of entry in WTM Account Books you will have to enable **Do you want to enable overseas trading** option under GST settings. Follow the below mentioned steps to get started.

- Click the **Gear** icon and select **Taxes**.
- Select **GST Settings**.
- Check the **Do you want to enable overseas trading** option for **Overseas Trading**.
- Select an account to track overseas trading.
- Click **Save**.

Note: If you haven't configured GST settings in WTM Account Books,

To create a bill of entry, follow the below mentioned steps:

- Go to the Purchases tab on the home page. Scroll down to Bills.
- Select the bill for which you wish to create a bill of entry.
- Click the **More** buttons and select **Create Bill of Entry** from the dropdown.
- In the following bill of entry creation page, enter the details of the bill of entry, custom duty charges and other additional charges that you incurred for that transaction.
- Click **Save**.

New Bill

Supplier Name

Select supplier +

Source Of Supply

Select Source of Supply ▼

Destination Of Supply

Maharashtra [MH] x ▼

Bill#

Reference#

Bill Date

17/04/2018

Due Date

17/04/2018

Payment Terms

Due on Receipt-0 ▼

Item Rates Are

Tax Exclusive ▼

Warehouse Name

WTM IT Limited ▼

Item Details	Account	Quantity	Rate	Tax	Amount
<input type="checkbox"/> Type or click to select an item. ▼	Select Account ▼	1.00		Non-Taxable ▼	0.00 x

[+ Add another line](#)

Fields	Description
Bill of Entry#	The bill of entry number is the unique ID for a bill of entry created.
Port Code	Provide the custom Port code for the transaction.
Date	Date on which the bill of entry is generated.
Paid Through	The account from which the payment was made. Accounts in your base currency will be listed in the dropdown.

Fields	Description
Reference#	Any number that you would like to link to the bill of entry for reference purpose.
Assessable Value	The amount for a line item will be fetched from the bill, you can add additional charges like landing charges (if any) to this field.
Custom Duty + Additional Charges	You can record charges like custom duty, education cess and higher education cess involved with that transaction.
Taxable Amount	Taxable amount includes Assessable Value + Custom Duty + Additional Charges .
Tax	Select the tax group with all the taxes associated to that transaction.

Payment for BIL-05869

Amount Received (INR)

Tax deducted?

Payment Date

Payment Mode

Paid Through

Reference#

Notes

✓ The payment to vendor has been made.

WTM IT Li

More ▾



Bill Status

The status of your bills can be viewed from the Bills tab drop down as shown below,


- **Draft** - The bills that you've saved as draft will be in the Draft status. Bills in draft status will not have any impact in accounts, inventory or reports.
- **Open** - The bills that you've saved as open and are yet to be paid will be in Open status.
- **Overdue** - The due date for these bills has passed and payment needs to be made promptly, probably with an overdue penalty if levied by the vendor.
- **Partially Paid** - A portion of these bills have been paid and the remaining amount is outstanding.
- **Paid** - These bills has been completely paid.
- **Unpaid** - All your outstanding bills, whether Open, Overdue or Partially Paid.
- **Void** - These bills have been made redundant.

All Bills ▾ + New

✎ 📄 🖨️ 📧 More ▾

1	Kohinur Dyes BIL-05886 24/04/2018	14160 DUE TODAY
2	Kohinur Dyes BIL-00586 24/04/2018	55460 PAID
3	IT Sol BIL@5428 17/04/2018	2360000 PAID
4	IT Sol PO-00002 17/04/2018	45430 PAID
5	Meheta EST-0588 09/04/2018	212400 PAID
6	Kohinur Dyes GHF1542 07/04/2018	59000 PAID
7	IT Sol 78857 02/04/2018	259600 PAID
8	Sujay Rawat 120 30/03/2018 Inv154252	23600 PAID
9	Sujay Rawat 002 27/03/2018	23600 PAID

Show 10 ▾ entries



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Maharashtra 400706
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BILL

Bill# : BIL-00586	
Bill Date : 24/04/2018	
Term : 1	
Due Date : 24/04/2018	

Bill From : Kohinur Dyes	Deliver To :
GSTIN SHKHL88855666	GSTIN SHKHL88855666

#	Item & Description	HSN/SAC	Qty	Rate	IGST %	Amr	Amount
1	Desktop		1.0	12000.0	18.0%	2160.0	12000.0
	Piece						
2	Laptop		1.0	20000.0	18.0%	3600.0	20000.0
	Piece						
3	Mobile		1.0	15000.0	18.0%	2700.0	15000.0
	Piece						

Items in Total 3.0	Sub Total	47000.0
	IGST 18 (18.0%)	8460.0
	Total	INR 55460.0
	Balance Due	INR 0.0

Other Options

- **Void** - You can void a bill by opening it and selecting **More** - Void. The note will be rendered invalid. This action can be reverted by selecting the void bill, clicking the **More** - Convert to Draft.
- **Delete** - You can delete a bill by opening it and selecting **More** - Delete.
- **Edit** - You can edit a bill by opening it and clicking on the pencil icon in the top left corner
- **Print** - You can print a copy of a bill by opening it and clicking on the print icon in the top left corner.
- **PDF** - Download the bill in portable form by simply opening it and selecting the* PDF* icon in the top left corner.



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BILL

✎ 📄 🖨️ 📧 More ▾

Use Credits

Create Vendor Credits

Clone

Void


View Purchase Orders

Delete

Payments Made

The payments you make on your bills in WTM Account Books can be viewed under the Payments Made tab. You can also view the payments you've made by going to the Bills tab. open a Paid bill and scroll down to view the payment details. These can also be edited or deleted from here. Clicking on the payment number # directly opens the receipt in the Payments Made tab.

Once you make an online payment or manually record one in WTM Account Books, the corresponding receipt will be displayed in the Payments Made tab.



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BILL

Bill#	: BIL-00586	
Bill Date	: 24/04/2018	
Terms	: 1	
Due Date	: 24/04/2018	

Bill From	Deliver To
Kobinur Dyes GSTIN SHKHL88855666	GSTIN SHKHL88855666

#	Item & Description	HSN/SAC	Qty	Rate	IGST		Amount
					%	Amnt	
1	Desktop		1.0 Piece	12000.0	18.0%	2160.0	12000.0
2	Laptop		1.0 Piece	20000.0	18.0%	3600.0	20000.0
3	Mobile		1.0 Piece	15000.0	18.0%	2700.0	15000.0
Items in Total 3.0					Sub Total		47000.0
					IGST18 (18.0%)		8460.0
					Total		INR 55460.0
					Balance Due		INR 0.0

Authorized Signature

Once you make an online payment or manually record one in WTM Account Books, the corresponding receipt will be displayed in the Payments Made tab.

PAYMENT MADE

The payments you make to your Vendors in exchange for a supply can be recorded in the Payments Made module of WTM Account Books. Each time a payment is made to your Vendor, you record a receipt for the payment with details such as date, payment mode and amount. This lets you track the money moving out of your organization.

You can also view the payments made to your vendors from the Bills tab. click the particular **Bill** and navigate to the **Payments Made** tab present near the Comments and History tab to view details of the payment alongside the Bill.

Recording Payments

Recording the payments in WTM Account Books is easy. Even if you forget how much you owe to your vendor, WTM Account Books gives you the exact log of payments to be made and keeps you updated.

Payments to vendors can be in 2 forms. It can be either a regular bill payment or an advance payment. Let's see how you can record them both in WTM Account Books.

- Recording Bill Payments


Recording Bill Payments:

You can record the payments you make to vendors against bills. There may be cases where you might have received a Bill from your vendor and you can choose to make partial payments for the same. So each time you record a payment in WTM Account Books, the amount due gets automatically adjusted. So, while WTM Account Books takes care of your cash, you can take care of your business.

To record a Bill Payment:

- Navigate to the **Payments Made** module from the **Purchases** dropdown.
- Click the '+' button adjacent to Payments Made or click the + **New** button on the top-right corner of the window.

All Payments Made

View By : All Payments Made ▾ + New Payment Made 

DATE	PAYMENT	REFERENCE NUMBER	VENDOR NAME	BILL NUMBER	PAYMENT MODE	AMOUNT	UNUSED AMO
17/04/2018	5		IT Sol	BIL@5426	Cash	2360000	0
07/04/2018	4		Kohinur Dyes	GHF1542	Cash	59000	0
02/04/2018	3		IT Sol	78657	Cash	259600	0
30/03/2018	2		Sujay Rawat	120	Cash	23600	0
27/03/2018	1		Sujay Rawat	002	Cash	23600	0

- Enter the details of the Bill in the Bill Payment tab.

Fields	Description
Vendor Name	The vendor to whom the payment is made.
Amount	The amount paid.
Payment Date	The date on which the payment is recorded.
Payment Mode	The mode of money payment.
Paid Through	The account from which money is paid.
Reference#	Reference number for the payment, if any.

- Enter the amount in the payments table. You can also choose to pay the entire balance by clicking **Pay in Full**.

Supplier Payment

Supplier Name +

Amount

Pay full amount (INR 45430)

Payment Date

Payment Mode

Paid Through

Reference#

Tax deducted? Tax deducted while making payment.

Date	Bill Number	Bill Amount	Amount Due	Payment
17/04/2018 Due Date: 17/04/2018	PO-00002	45430	45430	<input type="text" value="0"/>
			Total	0.00

Pay in Full

**List contains only UNPAID bills

Amount made :	0.00
Amount used for payments :	0.00
! Amount in excess :	INR 0.00

Notes (Internal use. Not visible to customer)

- Click Save.

Other Actions

The other actions that you can do in this module of WTM Account Books are as follows. You will be able to find the other actions section at the top of every transaction, and in case of the Refund Voucher, you will be able to find them adjacent to the Refund Vouchers in the refund history section.

Edit - Click the Pencil icon to edit a payment.

Print - Print a copy of the payment receipt by clicking the Print icon.

PDF - Download and save a copy of the payment receipt simply clicking the PDF icon.

DELETE- Click for delete this receipt



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Mumbai 400706
Maharashtra

PAYMENT RECEIPT

Payment Date	17/04/2018	Amount Received INR 2360000.0
Reference Number		
Payment Mode	Cash	

Bill To
IT Sol

India

Custom Fields

Custom Views are specific views to list your payments, based on your criteria. For example, you might want to view just the advance payments or any payment on a selected date. With Custom Views, you can simply create this filter, set criteria and use it to classify data.

To create one,

- Go to the **Payments Made** module.
- Under the Filters drop down (from the top left) select + **New Custom View**

All Payments Made

View By :	All Payments Made ▾
DATE	All Payments Made
17/04/2018	+ New Custom View

- In the following page, type an appropriate **Name**, define the **Criteria** and select the **Column Preferences**.

New Custom View

Name

Mark as Favorite

Define the criteria (if any)

1 **WHEN**

+ Add Criteria

Criteria Pattern: (1 AND 2)

Columns Preference:

AVAILABLE COLUMNS

Advanced
Amount Withheld
Balance
Note
Payment Date
Payment Mode
Reference Number
Vendor Payment Id



SELECTED COLUMNS

Amount

Share this with:

- Only Me
 Everyone

- Click **Save**. Your new custom field will now be listed under **Created By Me** in the dropdown.
- You can **Edit/Delete** the custom view you created by clicking the **Pencil** icon near the Filters dropdown.
- Make your changes and click **Save**.
- Click **Delete** to delete a custom view.

Vendor Credits

Vendor credits are credits that you receive from your vendor, and is treated as an equivalent of physical cash that the vendor owes you. This helps you track the money you're owed until it is either paid by said vendor at a later date i.e. refunded, or subtracted from any future bill amount due to that vendor.

In a normal scenario, the vendor issues you credits via a credit note. You can record this in **WTM Account Books** as a vendor credit note and track the money you're owed.

When to record a vendor credit in WTM Account Books.

1. You make an advance payment to your vendor, and the final bill amount comes out lesser than the amount you paid. The vendor simply keeps the rest of the money and issues equivalent credits in your name. You can **track this** in WTM Account Books simply by recording this amount as a vendor credit. When you apply it to the next bill in the vendor's name, the bill amount is reduced accordingly.
2. Your vendor just sent you the ten boxes of phones you ordered, but two of those boxes contain damaged phones. You inform him of this and he issues a credit note towards the value of those two boxes. He will apply these credits to the next invoice he sends you, but how do you **track this** internally to make sure he does? The answer is vendor credits

Creating vendor credits

- Click on the + icon either next to the **Vendor Credits** tab or the +New Vender Credits Button to create a new vendor credit.

All **Vendor Credits**

View By: All Vendor Credits - ➕ New Vendor Credits

DATE	CREDIT NOTE#	REFERENCE#	SUPPLIER NAME	STATUS	AMOUNT	BALANCE DUE
17/04/2018	DN-00002	RF#54528	Kohinur Dyes	OPEN	238000	238000

Show 25 entries

Previous 1

- You will be navigated to a new creation window, enter the necessary details and click **Save**.
- You can choose to associate bill number to a vendor credit to keep track of the transaction.

Note: Associating the bill number does not apply vendor credits to the bill.

New Vendor Credit

Supplier Name	<input type="text" value="Select supplier"/>					+
Source Of Supply	<input type="text" value="Select Source of Supply"/>					▼
Destination Of Supply	<input type="text" value="Maharashtra [MH]"/>					x ▼
Vendor Credit#	<input type="text" value="DN-00003"/>					⚙
Reference#	<input type="text"/>					
Vendor Credit Date	<input type="text" value="18/04/2018"/>					
Item Rates Are	<input type="text" value="Tax Exclusive"/>					▼
Warehouse Name	<input type="text" value="WTM IT Limited"/>					▼

Item Details	Account	Quantity	Rate	Tax	Amount
<input type="checkbox"/> <input type="text" value="Type or click to select an item."/>	<input type="text" value="Select Account"/>	<input type="text" value="1.00"/>	<input type="text"/>	<input type="text" value="Non-Taxable"/>	<input type="text" value="0.00"/>
					x
<input type="button" value="+ Add another line"/>					
Sub Total					0.00
Total (INR)					0.00

Or, you can also create a vendor credits directly from a bill in the name of the vendor. To do this,

Mandatory fields

You will need to enter the following information while recording vendor credits.


- **Vendor name** - The vendor you receive the credit from.
- **Credit note #** - Unique number assigned to each credit note. You can choose to auto generate your credit note number by clicking on the gear icon next to this box.
- **Account** - The account that you want to use to track the credit.
- **Item description** - An item has to be selected if you have enabled inventory for your organization.

✓ Vendor Credit has been created



Apply To Bills

More ▾



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VENDOR CREDITS

Credit Note# : DN-0004	
Date : 18/04/2018	
Vendor Address	Deliver To
Meheta	India
India	

#	Item & Description	HSN/SAC	Qty	Rate	CGST		SGST		Amount
					%	Amt	%	Amt	
1	Laptop		10.0 Piece	20000.0	9.0%	18000.0	9.0%	18000.0	200000.0
Items in Total 10.0					Sub Total				200000.0
					CGST@ 9.0%				18000.0
					SGST@ 9.0%				18000.0
					Total				INR 236000.0
					Credit Used				(-)0
					Refund				(-)0
					Credit Remaining				INR 236000.0

Authorized Signature

Closing a vendor credit note

By applying to bill

Vendor credits can be applied to a bill raised for the same vendor. Doing so will reduce the bill amount accordingly. To do this,

- Open the vendor credit note created and selects the option Apply to bill.
- A list of the bills raised for that vendor is displayed. Select the appropriate one and specify the amount to be applied.

All Vendor Credits ▾ + New Apply To Bills More ▾

Refund
 Clone
 Void
 Delete

1 Kohinur Dyes 238000 DN-00002 17/04/2018 OPEN RF#54526	WTM Limited 202, Indraprath Building, Sec-20, Nandl Wax, Near 3 Mumbai Mumbai Maharashtra 400706 India 9136714211 www.wtmi.com																																																																
VENDOR CREDITS																																																																	
Credit Note# : DN-00002 Date : 17/04/2018 Reference# : RF#54526																																																																	
Vendor Address Kohinur Dyes GSTIN SAKHL58859666	Deliver To GSTIN SAKHL58859666																																																																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>#</th> <th>Item & Description</th> <th>HSN-SAC</th> <th>Qty</th> <th>Rate</th> <th>IGST %</th> <th>IGST Amt</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Laptop</td> <td></td> <td>10.0 Pices</td> <td>20000.0</td> <td>18.0%</td> <td>36000.0</td> <td>200000.0</td> </tr> <tr> <td colspan="6">Items in Total 10.0</td> <td>Sub Total</td> <td>200000.0</td> </tr> <tr> <td colspan="6"></td> <td>IGST 18 (18.0%)</td> <td>36000.0</td> </tr> <tr> <td colspan="6"></td> <td>Total</td> <td>INR 236000.0</td> </tr> <tr> <td colspan="6"></td> <td>Credit Used</td> <td>(-)</td> </tr> <tr> <td colspan="6"></td> <td>Refund</td> <td>(-)</td> </tr> <tr> <td colspan="6"></td> <td>Credit Remaining</td> <td>INR 236000.0</td> </tr> </tbody> </table>	#	Item & Description	HSN-SAC	Qty	Rate	IGST %	IGST Amt	Amount	1	Laptop		10.0 Pices	20000.0	18.0%	36000.0	200000.0	Items in Total 10.0						Sub Total	200000.0							IGST 18 (18.0%)	36000.0							Total	INR 236000.0							Credit Used	(-)							Refund	(-)							Credit Remaining	INR 236000.0	Authorized Signature
#	Item & Description	HSN-SAC	Qty	Rate	IGST %	IGST Amt	Amount																																																										
1	Laptop		10.0 Pices	20000.0	18.0%	36000.0	200000.0																																																										
Items in Total 10.0						Sub Total	200000.0																																																										
						IGST 18 (18.0%)	36000.0																																																										
						Total	INR 236000.0																																																										
						Credit Used	(-)																																																										
						Refund	(-)																																																										
						Credit Remaining	INR 236000.0																																																										

Apply credits from DN-00004 ✕

Balance: INR 236000.0

BILL NUMBER	BILL DATE	BILL AMOUNT	BILL BALANCE	AMOUNT TO CREDIT
EST-0588	09/04/2018	212400.0	212400.0	<input style="width: 100px;" type="text"/>

Amount to Credit: 0.00

Remaining Credits: 238000.0

Save
Cancel

- The bill amount and the vendor credit are reduced accordingly.
- If all the credits are used up, the status of the note is changed to Closed.

With a refund

If you've received a direct payment from the vendor towards the amount owed to you, you can record this in **WTM Account Books** against the corresponding vendor credit note created. To do this,

- Open the vendor credit note.
- Select More – Refund.

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Software • IT

WTMIT Limited
203,Indraprasth Building, Sec-20, Nerul West,
Navi Mumbai
Mumbai
Maharashtra 400706
India
9136714211
www.wtmit.com

VENDOR CREDITS

CreditNote# : DN-00004
Date : 18/04/2018

Vendor Address: Meheta, India
Deliver To: India

#	Item & Description	HSN/SAC	Qty	Rate	CGST		SGST		Amount
					%	Amt	%	Amt	
1	Laptop		10.0 Piece	20000.0	9.0%	18000.0	9.0%	18000.0	200000.0
Items in Total 10.0					Sub Total				200000.0
					CGST@ (9.0%)				18000.0
					SGST@ (9.0%)				18000.0
					Total				INR 236000.0
					Credit Used				(-)0
					Refund				(-)0
					Credit Remaining				INR 236000.0

Authorized Signature


- Specify the refund date and amount refunded before saving it.
- The payment is recorded and the credit note is closed.

Refund (DN-00004)

Refunded On	<input type="text" value="18/04/2018"/>	
Payment Mode	<input type="text" value="Cash"/>	<input type="button" value="x"/>
Reference#	<input type="text"/>	
Amount	<input type="text" value="INR 23600.0"/>	Balance : 23600.0
Deposit To	<input type="text" value="Select an account"/>	<input type="button" value="v"/>
Description	<input type="text"/>	

The payment recorded can be deleted by scrolling down till you see the Refund history. Click on the trash icon next to the recorded payment to delete the payment. The credit note status is changed to Open.

✓ The refund information for this vendor credit has been saved.



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Navi Mumbai
Mumbai
Maharashtra 400706
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VENDOR CREDITS


CreditNote#	: DN-00002
Date	: 17/04/2018
Reference#	: RF#54516
Vendor Address	
Kohisar Dyes	
GSTIN SHKML58855666	
Deliver To	
GSTIN SHKML58855666	

Other actions

- **Void** - You can void vendor credits by opening the credit note and selecting More - Void. The note will be rendered invalid. This action can be reverted by selecting the void note and clicking on More - Convert to open
- **Delete** - You can delete vendor credits by opening the credit note and selecting More - Delete.
- **Print** - You can print a copy of the credit note by opening it and clicking on the print icon in the top left corner.
- **PDF** - Download the credit note in portable form by simply opening it and selecting the PDF icon in the top left corner.
- **Edit** - You can edit also from here.

More ▾

Refund
 Clone
 Void
 Delete



WTMIT Limited
 209,Indragrth Building, Sec-20, Nerul West,
 Navi Mumbai
 Mumbai
 Maharashtra 400706
 India
 9136714211
 www.wtmik.com

VENDOR CREDITS

CreditNote# : DN-00004		Date : 18/04/2018							
Vendor Address		Deliver To							
Meheta		India							
India									
#	Item & Description	HSN/SAC	Qty	Rate	CGST		SGST		Amount
					%	Amt	%	Amt	
1	Laptop		10.0 Pieces	20000.0	9.0%	18000	9.0%	18000	200000.0
					Sub Total				200000.0
					CGST@ 9.0%				18000.0
					SGST@ 9.0%				18000.0
					Total				INR 236000.0
					Credit Used				(-)0
					Refund				(-)0
					Credit Remaining				INR 236000.0

Authorized Signature

Sort - Vendor credits can be filtered and viewed according to the status of the credit note.

- **Draft** - The vendor credits that you've saved as draft will be in the Draft status. Vendor Credit in draft status will not have any impact in accounts, inventory or reports.
- **Open** - The vendor credit note has been created and is due payment by the vendor.
- **Closed** - The vendor credit note has been accounted for, either through a refund or by associating it to a bill.
- **Void** - The credit note has been made invalid.

All Vendor Credits ▾
+ NewMore ▾

	All	11
	Open	
	Closed	238000
	Void	OPEN
2	Kohinur Dyes DN-00002 17/04/2018 RF#54526	238000 CLOSED

Show ▾ entries

Previous 1 Next

Chapter No. 9

ACCOUNTANT

The accountant module in WTM Account Books allows you to manage all your accounts right from income to expenses. other than managing your accounts, you can also record journals manually to make account adjustments and can re-calculate the base currency balances of your foreign currency transaction using base currency adjustments.

- Manual Journals
 - Creating a Manual Journal
- Chart of Accounts
 - Creating a New Account

Manual Journals

- Creating a Manual Journal
- Manual Journal for Accounts Receivable and Accounts Payable
- Manual Journal for Bank Accounts

In reality, journals are used by accountants to work directly with the general ledger to create both debit and credit entries for unique financial transactions. The journal entries are recorded in chronological order. The specialty journals are Sales Journals, Purchase Journals, Cash Disbursement Journal and Cash Receipt Journal.

In WTM Account Books, manual journals can be used to record these unique financial transactions which cannot be recorded normally otherwise. E.g.: Depreciation rates for a month cannot be recorded normally; in this case a manual journal for the depreciation rate can be recorded for the particular month.

Creating a Manual Journal

In the manual journal section, select the **+New Journal** button to create a new journal.

- Select the **Date** on which the adjustment needs to be made by creating a journal.
- Enter a **Reference Number** with which the journal will be associated.

- **Notes** are a mandatory field for a journal to be recorded. Mention the reason for creating a journal as it is always a unique reason.

New Journal

Date

Reference Number

Notes

Journal Type Cash based journal

Currency x ▾

Account	Description	Customer	Vendor	Tax	Debits	Credits	
Select Account ▾	<input style="width: 90%;" type="text" value="Description"/>	Type or click t... ▾	Type or click t... ▾	Select a Tax ▾	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	x
Select Account ▾	<input style="width: 90%;" type="text" value="Description"/>	Type or click t... ▾	Type or click t... ▾	Select a Tax ▾	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	x
+ Add another line							
Sub Total					NaN	NaN	
Total (INR)					NaN	NaN	

- Check the **Journal Type** as **Cash based Journal** if your account adjustment has been done by cash transaction.
- Choose the currency in which you wish to make the journal entry.
- Select the **Account** from which the amount is debited and an account to which the amount is credited.
- Choose the contact whom you wish to associate to the journal entry.
- Enter the **Debit** and **Credit** amount that needs to be recorded.

P.S.: Make sure the amount debited is equal to the amount credited.

- Click **Save**.

Journals created can be edited by selecting the specific journal from the manual journal window.

Generally the **Balance Sheet & Profit and Loss** reports gets affected on recording manual journals. For more reports you can navigate to **Reports > Accountant** and view the **General Ledger, Journal Report** and **Trial Balance**.

Manual Journal for Accounts Receivable and Accounts Payable

Accounts Receivable:

Manual Journal for Accounts Receivables will be classified under a separate Accounts Receivable account in **WTM Account Books**.

Let's assume that you are migrating to **WTM Account Books** from another system that you are currently using. Considering that you have many unpaid invoices in that system, which need to be brought in here.

You can aggregate the total of all these receivables, and record them as an opening balance in the manual journal for Accounts Receivable.

Also, there may be certain cases, where you will need to record some transactions, which are not a part of your business sales. But these transactions may account to some receivables. For example, Outsourced services.

This is where the manual journal for AR comes into work. You can post an adjusting journal entry debiting AR and Crediting your Service account.

Accounts Payable:

These are amounts that a company/organization owes to a supplier, from whom they purchased goods & services on credit. You can record manual journal entries for accounts payable in the following cases :

1. When you purchased goods from your supplier, on credit. Or made payment using a credit card.
2. When a payment is made for a credit purchase made earlier

Also, there may be other scenarios where you cannot directly record a payable and will have to enter it manually, as a payable.

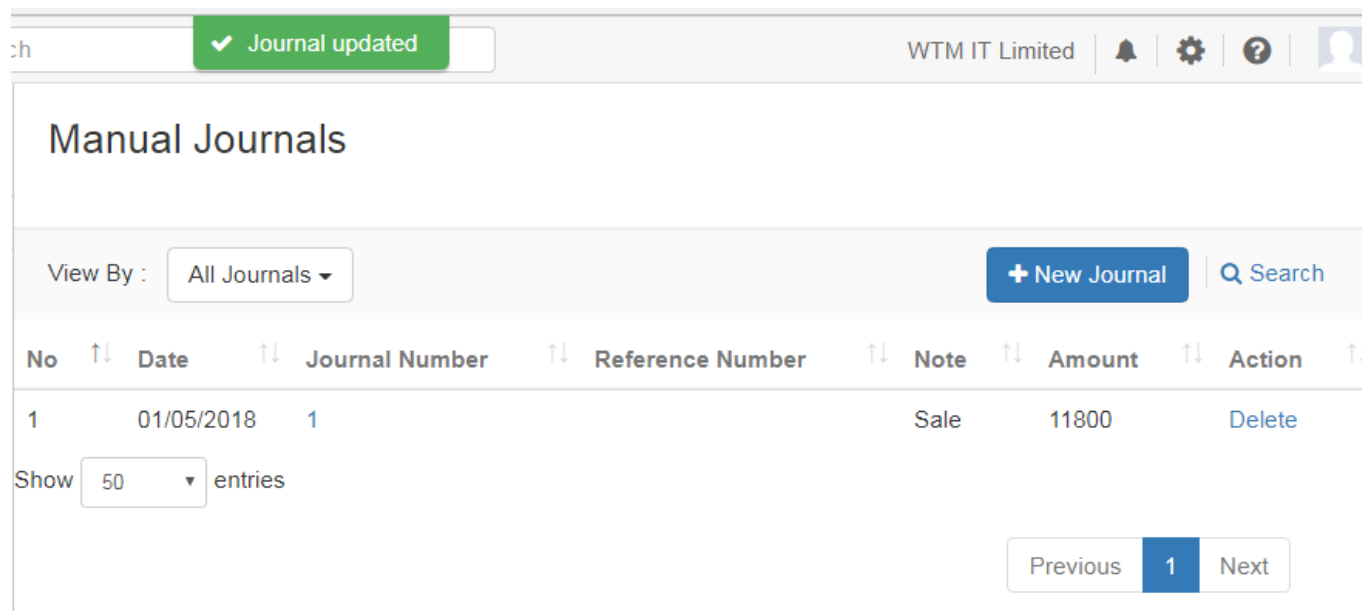
Note : The transactions made are taken on an Accrual Basis.

P.S.: Manual Journals can be recorded for accounts involving FCY (Foreign Currency) but not for Credit Cards & Banking modules.

If you are not sure about creating manual journals for your account adjustments, please take the help of your accountant or bookkeeper.

Invite your accountant or bookkeeper as a User in the organization, so that they can take care of the journal entries. Learn more about inviting a user to the organization

Navigate to **Accountant** module and go to the **Manual Journal** section.



Field	Description
Date	The date for which the journal is created.
Journal #	The order of the journals created, it is based on chronological order.
Reference Number	Reference number that can be associated with the created journal.

Field	Description
Currency	The currency in which you wish to record the journal entry.
Amount	The amount for which the journal is credited and debited.
Notes	Any notes relating to the created journal.
Contact	Enter or select the customer (for accounts receivable) or vendor (for accounts payable) – This is a mandatory field.

Manual Journal for Bank Accounts

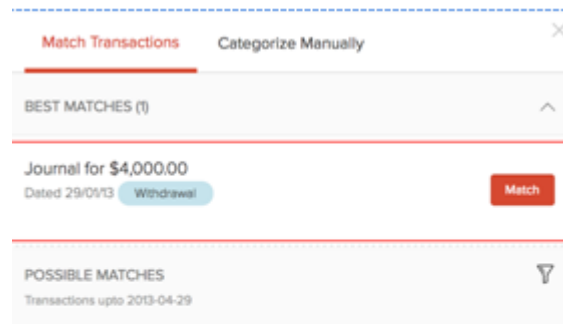
You can create a manual journal using the bank accounts that you've added in the **Banking** module. After you create a manual journal, the recorded transaction will be listed as a Manually Added transaction in the respective bank accounts as a deposit or a withdrawal.

DATE	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWALS
22/01/13		Vendor Payment <small>EDI</small> Vendor: Mark	Manually Added		\$7,500.00
29/01/13		Journal	Manually Added		\$4,000.00
30/01/13		Customer Payment Customer: Patricia Boyle	Manually Added	\$5,000.00	
24/11/14		Opening Balance	Manually Added	\$2,500.00	
15/12/14		Tax Payment	Manually Added		\$12.00
15/12/14		Tax Payment	Manually Added		\$88.00
15/12/14		Tax Payment	Manually Added		\$14.00
06/04/15		Transfer Fund From Account: Undeposited Funds	Manually Added	\$234.00	

You can match the manually added bank transaction to an uncategorized transaction. To match:

- Go to the **Uncategorized Transactions** tab of the respective bank account in the **Banking** module.

- Select an uncategorized transaction.
- The best and possible matches are listed in the right pane which will contain the manually added transaction if the amount and date are same.
- Click **Match** on the respective transaction.



There are no transactions matching the selected criteria.

Note: It is not possible to create a manual journal using a bank account and Accounts Payable or Accounts Receivable. Also, you can create accounts on the go in certain modules. Say **Bills**.

- Go to the **Bills** module and click on the **+New** button.
- Click on the **Select Account** drop down menu.

New Bill

Page Tips X

Vendor Name

Bill#

Order Number

Bill Date

Due Date

Payment Terms

Item Rates Are

Item Details	Account	Quantity	Rate	Tax	Amount
<input type="text" value="Type or click to select an item."/>	<input type="text" value="Select Account"/>	<input type="text" value="1.00"/>	<input type="text" value="0.00"/>	<input type="text" value="Select a Tax"/>	<input type="text" value="0.00"/>
<input type="button" value="+ Add another line"/>					
Sub Total					0.00

Item Details	Account	Quantity	Rate	Tax	Amount
<input type="text" value="Type or click to select an item."/>	<input type="text" value="Select Account"/>	<input type="text" value="1.00"/>	<input type="text" value="0.00"/>	<input type="text" value="Select a Tax"/>	<input type="text" value="0.00"/>
<input type="button" value="+ Add another line"/>					
Sub Total					0.00

Other Current Asset

Advance Tax

Employee Advance

Fixed Asset

Furniture and Equipment 0.00

Other Current Liability

ATO 0.00

Employee Reimbursements

+ New Account

- Click on **+ New Account** and a pop-up page is displayed.

New Account

Account Type:

Account Name:

Account Code:

Description:

Add to the watch list on my dashboard

- Select the appropriate **Account Type** and give an **Account Name**.
- Choose a suitable **Parent Account** and fill in the other details.
- Hit Save button.

In the same way, you can create sub-accounts in the modules such as **Settings, Items, Credit Notes, Expenses, Recurring Expenses, Purchase Orders, Bills, Recurring Bills** and **Vendor Credits**.

Accountant

Chart of Accounts

Chart of Accounts

Manual Journals

No	Account Name	Account Code	Account Type	Account Category	Action
1	Advance Tax		Other Asset	Asset	Delete
2	Sales to Customers (Cash)		Other Current Asset	Asset	Delete
3	Employee Advance		Other Current Asset	Asset	Delete
4	Undeposited Funds		Cash	Asset	Delete
5	Petty Cash		Cash	Asset	Delete
6	Accounts Receivable		Accounts Receivable	Asset	Delete
7	Furniture and Equipment		Fixed Asset	Asset	Delete
8	Opening Balance Adjustments		Other Current Liability	Liability	Delete
9	Employee Reimbursements		Other Current Liability	Liability	Delete
10	Tax Payable		Other Current Liability	Liability	Delete
11	Unearned Revenue		Other Current Liability	Liability	Delete
12	Accounts Payable		Accounts Payable	Liability	Delete
13	Tag Adjustments		Other Liability	Liability	Delete
14	Drawings		Equity	Equity	Delete
15	Retained Earnings		Equity	Equity	Delete
16	Opening Balance Offset		Equity	Equity	Delete
17	Owner's Equity		Equity	Equity	Delete
18	Sales		Income	Income	Delete
19	General Income		Income	Income	Delete
20	Other Charges		Income	Income	Delete

Note: You can create a sub-account under a sub-account but this is limited to only two levels of sub-accounts. However, you can create multiple sub-accounts under a parent account.

Currently, you can create sub-accounts under all the following **Account Types**,

- Other Asset
- Other Current Asset
- Cash
- Fixed Asset
- Stock
- Other Current Liability
- Long Term Liability
- Other Liability
- Equity
- Income
- Other Income
- Expense
- Cost of Goods Sold
- Other Expense

WTM Account Books allows you to view the reports either in **Collapsed** view or **expanded** view, Collapsed view displays the parent accounts while the **expanded** view displays a drill down report along with the sub-accounts.

- To view the effect of Accounts in the **Profit and Loss** Report, navigate to **Reports > Business Overview > Profit and Loss**.

WTM IT Limited
Profit and Loss

Account	Total
Operating Income	
Sales	-312210.0
Other Charges	-50.0
Shipping Charge	-150.0
Discount	1000.0
Total Operating Income	-311410.0
Cost of Goods Sold	
Cost of Goods Sold	1947000.0
Total Cost of Goods Sold	1947000.0
	Gross Profit
	-2258410.0
Operating Expense	
Total Operating Expense	0.0
	Operating Profit
	-2258410.0
	Net Profit/Loss
	-2258410.0

- You can view the effect of Sub-Accounts in the **Cash Flow Statement** by navigating to **Reports > Business Overview > Cash Flow Statement**.

Cash Flow Statement

	Total
1 Beginning Cash Balance	0.0
A. Cash Flow from Operating Activities	
Net Income	-2258410.0
Accounts Payable	-214170.0
Sales to Customers (Cash)	-58000.0
Unearned Revenue	378000.0
Inventory Asset	-141500.0
Accounts Receivable	124332.199999999995
Tax Payable	-312982.2
Net cash provided by Operating Activities	378000.0
B. Cash Flow from Investing Activities	
Net cash provided by Investing Activities	-0.0
C. Cash Flow from Financing Activities	
Net cash provided by Financing Activities	-0.0
2 Net Change in cash (A) + (B) + (C)	378000.0
Ending Cash Balance 1 - 2	-378000.0

- To view the effect of Sub-Accounts in the **Balance Sheet**, navigate to **Reports > Business Overview > Balance Sheet**.

WTM IT Limited
Balance Sheet

Assets	Total
Bank	
WTM IT Limited	-2272820.0
Accounts Receivable	
Accounts Receivable	-124332.19999999995
Cash	
Petty Cash	412910.0
Stock	
Inventory Asset	141500.0
Other Current Asset	
Sales to Customers (Cash)	58000.0
Total Current Assets	-1784742.2
TOTAL ASSETS	
	-1784742.2
Liabilities & Equities	Total
Accounts Payable	
Accounts Payable	214170.0
Other Current Liability	
Unearned Revenue	-378000.0
Tax Payable	312982.2
	-85017.79999999999
Total Current Liabilities	149152.19999999995
Equities	
Current Year Earnings	-2258410.0
Total Equities	-2258410.0
TOTAL LIABILITIES & EQUITIES	
	-2109257.8

- The changes reflected by sub-accounts in the **General Ledger** can be viewed by navigating to **Reports > Accountant > General Ledger**.

WTM IT Limited
General Ledger

Excel CSV PDF Print

Account	Debit	Credit	Balance
Accounts Payable	3150800	2936430	214170
Accounts Receivable	564128	688458.2	(124332.19999999995)
Cost of Goods Sold	2494000	547000	1947000
Discount	1000	0	1000
Inventory Asset	147000	5500	141500
Other Charges	0	50	(50.0)
Petty Cash	789510	378600	412910
Sales	185990	498200	(312210.0)
Sales to Customers (Cash)	58000	0	58000
Shipping Charge	0	150	(150.0)
Tax Payable	451708.2	138726	312982.2
Unearned Revenue	324516	702516	(378000.0)
WTM IT Limited (ICIC0000)	137180	2410000	(2272820.0)

Amount is displayed in your base currency **INR**

- To view the effect of sub-accounts in the **Trial Balance Report**, navigate to **Reports > Accountant > Trial Balance**.

Trial Balance

Export As ▾

WTM IT Limited
Trial Balance

Excel CSV PDF Print

Account	Debit	Credit
Asset		
Accounts Receivable	564128	688458.2
Inventory Asset	147000	5500
Petty Cash	789510	378600
Sales to Customers (Cash)	58000	0
WTM IT Limited (ICIC0000)	137180	2410000
Expense		
Cost of Goods Sold	2494000	547000
Income		
Discount	1000	0
Other Charges	0	50
Sales	185990	498200
Shipping Charge	0	150
Liability		
Accounts Payable	3150800	2936430
Tax Payable	451708.2	138726
Unearned Revenue	324516	702516

Amount is displayed in your base currency **INR**

Chart of Accounts

The Chart of Accounts in WTM Account Books consists of a wide range of accounts that are generally used with any type of business. The accounts are classified into different types such as Income, Expense, Equity, Liability & Assets. If you are not sure about customizing accounts for your business or on different business scenarios, please take the help of your accountant or bookkeeper.

Income

- Income
- Other Income

Expense

- Expense
- Cost of Goods Sold
- Other Expense

Equity

- Equity

Liability

- Other Current Liability
- Credit Card
- Long Term Liability
- Other Liability

Assets

- Other Asset
- Other Current Asset
- Cash
- Bank
- Fixed Deposit
- Stock

Accountant

Chart of Accounts

Chart of Accounts

Manual Journals

View By :

No	Account Name	Account Code	Account Type
1	Advance Tax		Other Asset
2	Sales to Customers (Cash)		Other Current Asset
3	Employee Advance		Other Current Asset
4	Undeposited Funds		Cash
5	Petty Cash		Cash
6	Accounts Receivable		Accounts Receivable
7	Furniture and Equipment		Fixed Asset
8	Opening Balance Adjustments		Other Current Liability
9	Employee Reimbursements		Other Current Liability
10	Tax Payable		Other Current Liability
11	Unearned Revenue		Other Current Liability
12	Accounts Payable		Accounts Payable
13	Tag Adjustments		Other Liability
14	Drawings		Equity
15	Retained Earnings		Equity
16	Opening Balance Offset		Equity
17	Owner's Equity		Equity

Any extra account that you add from the other modules, i.e., adding an account in the banking module, adding an inventory account, creating a new purchase account in the inventory module, will be reflected in the chart of accounts.

Creating a New Account

To create a new account in the chart of accounts, navigate to **Accountant > Chart of Accounts** and select **+New Account**.

Accountant

Chart of Accounts

Manual Journals

Chart of Accounts

View By : All Accounts ▾
➔
+ New Accounts
🔍 Search

No ↑↓	Account Name	Account Code ↑↓	Account Type ↑↓	Account Category ↑↓	Action ↑↓
1	Advance Tax		Other Asset	Asset	Delete
2	Sales to Customers (Cash)		Other Current Asset	Asset	Delete
3	Employee Advance		Other Current Asset	Asset	Delete
4	Undeposited Funds		Cash	Asset	Delete
5	Petty Cash		Cash	Asset	Delete
6	Accounts Receivable		Accounts Receivable	Asset	Delete

New Account

Account Type: Select Account ▾

Account Name Enter name

Account Code Enter name

Description:

Add to the watch list on my dashboard

Save Cancel

Chapter No. 10

REPORTS & CUSTOM REPORT

REPORTS

For a business owner, nothing is more than, knowing your growth and translating them into facts & figures. Hence, to ensure this, WTM Account Books provides systematic reports, that can help you in keeping track of your business, your products and your contacts.

Reports

<div style="border-bottom: 1px dashed #ccc; padding-bottom: 10px;"> <p>Business Overview</p> <ul style="list-style-type: none"> > Profit and Loss > Cash Flow Statement > Balance Sheet </div>	<div style="border-bottom: 1px dashed #ccc; padding-bottom: 10px;"> <p>Accountant</p> <ul style="list-style-type: none"> > Account Transactions > General Ledger > Journal Report > Trial Balance </div>	<div style="border-bottom: 1px dashed #ccc; padding-bottom: 10px;"> <p>Inventory</p> <ul style="list-style-type: none"> > Inventory Summary > Inventory Valuation Summary > Inventory Valuation Details > FIFO Cost Lot Tracking > Warehouse Details </div>
<div style="border-bottom: 1px dashed #ccc; padding-bottom: 10px;"> <p>Sales</p> <ul style="list-style-type: none"> > Sales by Customer > Sales by Item > Sales by Sales Person </div>	<div style="border-bottom: 1px dashed #ccc; padding-bottom: 10px;"> <p>Receivables</p> <ul style="list-style-type: none"> > Customer Balances > Aging Summary > Aging Details > Invoice Details > Retainer Invoice Details > Estimate Details </div>	<div style="border-bottom: 1px dashed #ccc; padding-bottom: 10px;"> <p>Payments Received</p> <ul style="list-style-type: none"> > Payments Received > Time to Get Paid > Credit Note Details > Refund History </div>
<div style="border-bottom: 1px dashed #ccc; padding-bottom: 10px;"> <p>Payables</p> <ul style="list-style-type: none"> > Vendor Balances > Aging Summary > Aging Details > Bills Details > Payments Made > Refund History > Purchase Order Details > Purchase Orders by Vendor </div>	<div style="border-bottom: 1px dashed #ccc; padding-bottom: 10px;"> <p>Purchases and Expenses</p> <ul style="list-style-type: none"> > Purchases by Item > Expense Details > Expenses by Category > Expenses by Customer </div>	<div style="border-bottom: 1px dashed #ccc; padding-bottom: 10px;"> <p>Taxes</p> <ul style="list-style-type: none"> > Tax Summary </div>

Dashboard

- Overview of dashboard sections
- Things to remember

General Report Management

- Running a report - general procedure
- Printing Reports
- Exporting Reports
- Viewing Reports in Full Screen

Business Overview

- Profit and Loss
- Cash Flow Statement
- Balance Sheet

Accountant

- Account Transactions
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Inventory

- Inventory Summary
- Inventory Valuation Summary
- Inventory Valuation Details
- FIFO Cost Lot Tracking
- Warehouse Details

Sales

- Sales by Customer
- Sales by Item
- Sales by Sales Person

Receivables

- Customer Balances
- Aging Summary
- Aging Details
- Invoice Details
- Retainer Invoice Details
- Estimate Details

Payments Received

- Payments Received
- Time to Get Paid
- Credit Note Details
- Refund History

Payables

- Vendor Balances
- Aging Summary
- Aging Details
- Bills Details
- Payments Made
- Refund History
- Purchase Order Details
- Purchase Orders by Vendor

Purchases and Expenses

- Purchases by Item
- Expense Details
- Expenses by Category
- Expenses by Customer

Taxes

- Tax Summary

Fields	Description
Account Name	Enter the name of the account you would like to create for your organization.
Account Type	<p>Select the type of account under which you would like to classify your new account.</p> <div data-bbox="347 499 855 1241" style="border: 1px solid black; padding: 5px;"> <p>Other Asset ▾</p> <p>Assets</p> <p>Other Asset</p> <p>Other Current Asset</p> <p>Cash</p> <p>Bank</p> <p>Fixed Asset</p> <p>Stock</p> <p>Liability</p> <p>Other Current Liability</p> <p>Credit Card</p> <p>Long Term Liability</p> <p>Other Liability</p> <p>Equity</p> <p>Equity</p> <p>Income</p> <p>Income</p> <p>Other Income</p> <p>Expense</p> <p>Expense</p> <p>Cost of Goods Sold</p> </div>
Description	Enter a description about the account for handling any future references.

Check on the Add to the watch list on my dashboard box to have the account and its related transactions in your dashboard for quick reference. All the new accounts that are created here will be reflected in the respective modules.

Dashboard

Get the complete overview of your organization at a glance with our smart dashboard, that gives you the synopsis of your items, sales and purchases.

Guide Layout:

- Overview of dashboard sections
- Things to remember

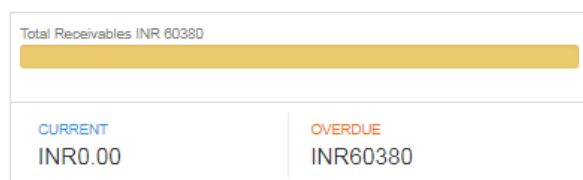
Overview of dashboard sections

The dashboard is divided into 6 sections:

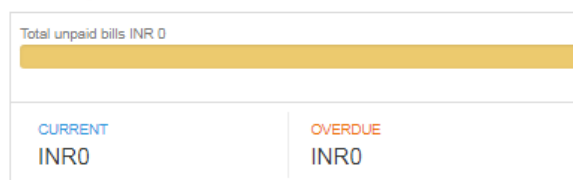
- **Sales Activity** - this section displays the number of items that need packaging, shipping, delivery and invoicing.
- **Inventory Summary** - this section displays the total quantity of items you have on hand and the total quantity of ordered items that are yet to reach your warehouse.
- **Product Details** - this section lets you know the number of items that are below their reorder points (Low Stock items), total number of item groups and the total number of items in your inventory. This section will also let you know the percentage of active items on your inventory and 7 top selling items by volume (top selling items alone can be viewed for a time period of your choice).
- **Purchase Order** - this section will tell you the total quantity of items ordered from vendors and their value.
- **Sales Orders** - this section will list the number of sales orders from direct sales and each of your e-commerce channels for a time period of your choice.
- **Sales Order Summary graph** - this section will display a graph that displays the value of sales across different channels for a time period of your choice.

Dashboard

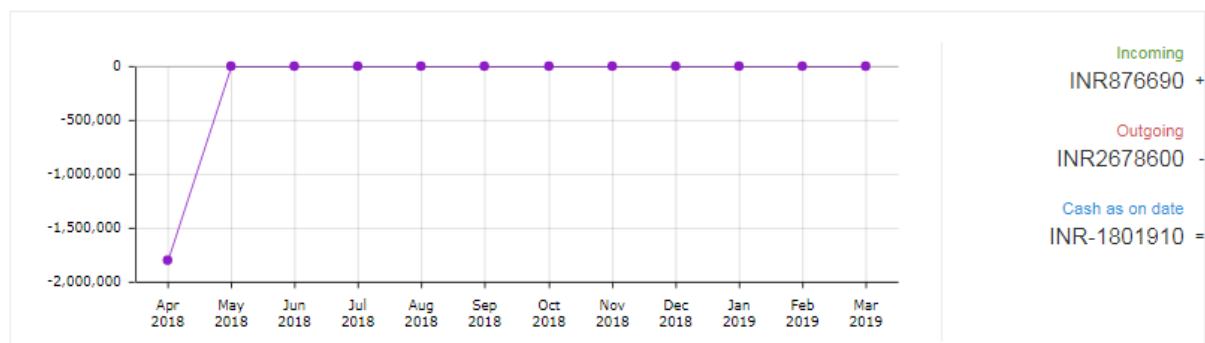
Total Receivables



Total Payables



Cash Flow



Note: The numeric data available under the first 3 sections of the dashboard are actually linked to their respective modules. For example, when you click on the number displayed against Low Stock Items under **Product Details**, the system will redirect you to the items module containing only a list of your low stock items.

Managing Reports

Guide Layout:

- Running a report - general procedure
- Printing Reports
- Exporting Reports
- Viewing Reports in WTM Sheet
- Viewing Reports in Full Screen

Running a report - general procedure

- Log in to WTM Account Books.
- Navigate to the **Reports** module
- Select your preferred report.
- Click on **Customize Report** at the top of the report.
- Specify a date range and click on the **Run Report** button.
- Doing this will generate that report for the time period of your choice.
- **Note:** Certain reports have additional fields which need to be configured before running a report.

Printing Reports

- Log in to WTM Account Books.
- Navigate to the **Reports** module.
- Select your preferred report.
- Specify a date range and click on the **Run Report** button.
- Any report can be printed by clicking on the **Print** button available on the top header.
- Clicking on the **Print** button will take you to a standard printer interface from which you can proceed.

Exporting Reports

- **Import Note:** You can export reports in three formats - PDF, CSV and XLS.

To do so:

- Navigate to the **Reports** module.
- Select the preferred report.
- Click on the **Export as** button on the top-right corner.
- Choose the desired format from the drop-down.
- Doing so will export the report to your default download folder in the desired format.

Viewing Reports in Full Screen

To do so:

- Navigate to the **Reports** module.
- Select the preferred report.
- Click on the **Export as** button on the top-right corner.
- Click on the **Full Screen** button from the top-right corner.
- Your report can now be viewed in all its glory across the entirety of your screen.

Inventory Reports

Guide Layout:

- Overview
- Product Sales Report
- Product Purchase Report
- Inventory Details
- Inventory Valuation Summary
- FIFO Cost Lot Tracking

Overview

- Inventory reports are reports exclusively generated for the inventory tracked items in your organization.
- Currently we support four different inventory reports - Product Sales Report, Product Purchase Report, Inventory Details and FIFO Cost Lot Tracking report.
- They can be accessed from the **Reports** module under the Inventory section.

- They can also be accessed from within other reports by clicking on the name of that report and selecting the preferred inventory report from the drop-down.

Product Sales Report

To generate a product sales report,

- Log in to WTM Account Books.
- Navigate to the **Reports** module.
- Select the **Product Sales Report** under the Inventory section of the Reports page.
- Select a **Date Range** for your report. It can be a standard date range from the previous year or the current year and it can also be a custom date range.
- On selecting a standard choice, the **From** and **To** date fields, will be /into magically derived.
- In case of a custom date range, you can manually change the **From** and **To** date fields.
- Once you ready, click on the **Run Report** button to generate the product sales report for that period.

Note: The price amounts will be displayed in your base currency.

Product Purchase Report

To generate a product purchase report,

- Log in to WTM Account Books.
- Navigate to the **Reports** module.
- Select the **Product Purchase Report** under the Inventory section of the Reports page.
- Select a **Date Range** for your report. It can be a standard date range from the previous year or the current year and it can also be a custom date range.
- On selecting a standard choice, the **From** and **To** date fields, will be automatically derived.
- In case of a custom date range, you can manually change the **From** and **To** date fields.
- Once you ready, click on the **Run Report** button to generate the product purchase report for that period.

Note: The price amounts will be displayed in your base currency.

Inventory Details

To generate an inventory details report,

- Log in to WTM Account Books.

- Navigate to the **Reports** module.
- Select the **Inventory Details** under the Inventory section of the Reports page.
- Select your preferred **Mode of Stock Tracking** for this report.
- Select a **Date Range** for your report.
- In case of a custom date, you can manually select the date for the report. The report will display the Inventory Details from the date inventory was started to the date specified by the user.
- Once you ready, click on the **Run Report** button to generate the inventory details report for that period.
- This report also has a parameter called the **Mode of Stock Tracking**. You can run this report based on your preferred mode of tracking the stock coming and going out. We have two modes of stock tracking for which this report can be generated:
 - Physical mode of stock tracking - based on receives (stock in) and shipments (stock out).
 - Transactional mode of stock tracking - based on bills (stock in) and sent invoices (stock out).
- **Additional Note:** You can configure your mode of stock tracking from General Preferences under Settings.
- Some **Additional Information** about the report fields:
 - **Quantity Ordered:** This quantity will be calculated based on the number of Issued purchase orders currently available for an item.
 - **Quantity In:** This quantity is calculated based on the No. of vendor Bills raised/purchase Receives recorded by you.
 - **Quantity Out:** This quantity is calculated based on the No. of Invoices sent/Shipment Orders generated for customers by you.
 - **Quantity Available:** This quantity is calculated based on the mode of stock tracking chosen.

Inventory Valuation Summary

To generate an Inventory Valuation Summary report,

- Log in to WTM Account Books
- Navigate to the **Reports** module.
- Select the **Inventory Valuation Summary** report under the Inventory section of the Reports page.
- You can generate this report either for all the items or for a specific item chosen by you in the **Items** field.
- You can select the **Date Range** for your report by clicking on the **Customize Report** button.
- Once you're ready, click on the **Run Report** button to generate the Inventory Valuation Summary report for that period.
- The Inventory Valuation Summary report contains the following data fields - **ITEM NAME, QUANTITY AVAILABLE, and INVENTORY ASSET VALUE.**
- The report data can be sorted as per any of these fields.
- Some **Additional Information** about the report fields:

- **Quantity Available:** The physical quantity of the product available in your warehouse.
- **Inventory Asset Value:** The asset value of the stock which is available for the product.

FIFO Cost Lot Tracking

To generate a FIFO cost lot tracking report,

- Log in to WTM Account Books.
- Navigate to the **Reports** module.
- Select the **FIFO Cost Lot Tracking** under the Inventory section of the Reports page.
- You can generate this report either for all the items or for a specific item chosen by you in the **Items** field.
- Select your preferred **Mode of Stock Tracking** for this report.
- Select a **Date Range** for your report. It can be a standard date range from the previous year or the current year and it can also be a custom date range.
- On selecting a standard choice, the **from** and **to** date fields, will be automatically derived.
- In case of a custom date range, you can manually change the **From** and **To** date fields.
- Once you ready, click on the **Run Report** button to generate the FIFO cost lot tracking report for that period.

Note: The price amounts will be displayed in your base currency.

FIFO Cost Lot Tracking
🖨️ Export As ▾

Item Name

From

To

[Run Report](#)

WTM IT Limited

FIFO Cost Lot Tracking

Product In					Product Out				
Date	Transaction Details	Received From	Item Name	Quantity	Date	Transaction Details	Dispersed To	Item Name	Qty Dispersed
27/03/2018	Opening Balance		Laptop	10 <small>Piece 9</small>	27/03/2018	Invoice # INV-00004	Sunil	Laptop	-1 <small>Piece .</small>
27/03/2018	Opening Balance		D	10 <small>Piece 9</small>	27/03/2018	Invoice # INV-00005	Sunil	Laptop	-1 <small>Piece .</small>
27/03/2018	Bill # 002	Sujay Rawat	Laptop	1 <small>Piece 9</small>	27/03/2018	Invoice # INV-00005	Sunil	D	-1 <small>Piece .</small>
29/03/2018	Opening Balance		WTM Account book	500 <small>Piece 400</small>	29/03/2018	Invoice # INV-00007	Walkin Customer	Laptop	-1 <small>Piece .</small>
30/03/2018	Bill # 120	Sujay Rawat	Laptop	1 <small>Piece 8</small>	29/03/2018	Invoice # INV-00010	Mr. Vikrant	WTM Account book	-1 <small>Piece .</small>
30/03/2018	Opening Balance		Desktop	10 <small>Piece 8</small>	30/03/2018	Invoice # INV-00011	WTM IT	Desktop	-2 <small>Piece .</small>

- The report fields are divided into two sections - **PRODUCT IN** and **PRODUCT OUT**.
- The **PRODUCT IN** section includes - **DATE, TRANSACTIONS, RECEIVED FROM, ITEM NAME, QUANTITY** and **TOTAL**.
- The **PRODUCT OUT** section includes - **DATE, TRANSACTIONS, DISPERSED TO** and **QTY DISPERSED**.
- The report data can be sorted as per any of these fields.
- You can run this report for all your items or a specific item of your choice.
- This report will match the items going out against the items coming in as per the first in first out principle.

Sales Reports

Summary:

Access reports associated with the sales that you have recorded and managed in WTM Account Books. Analyze your sales orders, invoices, customers and payments to plan your sales strategies ahead.

Overview:

- Overview
- Payments Received
- Sales by Customer
- Sales by Item
- Customer Balance

Overview

- Sales reports are reports exclusively generated for sales transactions and the items that have sales information in your organization.
- Currently we support seven different sales reports - Sales Order History, Invoice History, Payments Received, Packing History, Sales by Customer, Sales by Item and Customer Balance report.
- They can be accessed from the **Reports** module under the Sales section.
- They can also be accessed from within other reports by clicking on the name of that report and selecting the preferred sales report from the drop-down.

Payments Received

To generate payments received report,

- Log in to WTM Account Books.
- Navigate to the **Reports** module.
- Select the **Payments Received** report under the Sales section of the Reports page.
- Select a **Date Range** for your report. It can be a standard date range from the previous year or the current year and it can also be a custom date range.
- On selecting a standard choice, the **from** and **to** date fields, will be automatically derived.
- In case of a custom date range, you can manually change the **from** and **to** date fields.
- Once you ready, click on the **Run Report** button to generate the payments received report for that period.

Payments Received 🖨️ Export As ▾

Customer Name From To Run Report

WTM IT Limited
Payments Received

Excel CSV PDF Print

No	Payment#	Date	Reference Number	Customer Name	Payment Method	Invoice#	Amount	Unused Amount
1	24	17/04/2018		Sunil	Cash	[INV-000050]	1180	0
2	23	17/04/2018		Mr. Vikrant	Cash	[INV-000047]	5000	0
3	22	16/04/2018		Ramesh Bhai	Cash	[INV-000040]	22800	0
4	21	16/04/2018		Ramesh Bhai	Cash	[INV-000040]	4200	0

- The payments received report includes the following data fields - **PAYMENT#, DATE, REFERENCE#, CUSTOMER NAME, PAYMENT METHOD, NOTES, INVOICE AMOUNT** and **UNUSED AMOUNT**.
- The report data can be sorted as per any of these fields.
- This report displays all the available invoice payment receipts, their related details and their payment modes for a chosen time frame.
- Clicking on a **CUSTOMER NAME** of an entry will redirect to the overview page of that contact.

Sales by Customer

To generate a sales by customer report,

- Log in to WTM Account Books.
- Navigate to the **Reports** module.
- Select the **Sales by Customer** report under the Sales section of the Reports page.
- Select a **Date Range** for your report. It can be a standard date range from the previous year or the current year and it can also be a custom date range.
- On selecting a standard choice, the **From** and **To** date fields, will be automatically derived.
- In case of a custom date range, you can manually change the **From** and **To** date fields.

- Once you ready, click on the **Run Report** button to generate the sales by customer report for that period.
- From this report, you can further generate drilled down sales reports for each customer. For more information, please refer to the report takeaways section.

Note: The price amounts will be displayed in your base currency.

WTM IT Limited
Sales by Customer

Excel CSV PDF Print

No	Customer name	Invoice Count	Sales	Sales With Tax
1	Ramesh Bhai	6	80500	87970
2	MGM Campus Food	1	40000	40000
3	Rajesh IT Solutions	1	54000	61840
4	JACK RAJPUT	1	50000	59000
5	WTM IT	5	302700	351876
6	Mr. Vikrant	2	11000	11000
7	Walkin Customer	4	36000	41040
8	Sunil	5	80000	94400

Show 25 entries

- The report data can be sorted as per any of these fields.
- This report displays all the customers to whom you sold your products and their associated details for a chosen time frame.
- Clicking on a **CUSTOMER NAME** of an entry will redirect to the overview page of that contact.
- Clicking on any of the parameters like the **INVOICE COUNT**, **SALES** or the **SALES WITH TAX** will redirect you to a drill down sales report dedicated to this customer.
 - This drill down sales report will display the list of all invoices for this customer.
 - This report has the following fields - **STATUS (of the invoice)**, **DATE**, **NUMBER(invoice number)**, **SALES**, **SALES WITH TAX** and **BALANCE DUE**.
 - You will be able to export or print this drill down sales report for a specific customer.

Sales by Item

To generate a sales by item report,

- Log in to WTM Account Books.
- Navigate to the **Reports** module.
- Select the **Sales by Item** report under the Sales section of the Reports page.
- Select a **Date Range** for your report. It can be a standard date range from the previous year or the current year and it can also be a custom date range.

- On selecting a standard choice, the **From** and **To** date fields, will be automatically derived.
- In case of a custom date range, you can manually change the **From** and **To** date fields.
- Once you ready, click on the **Run Report** button to generate the sales by item report for that period.
- From this report, you can further generate drilled down sales reports for each item. For more information, please refer to the report takeaways section.

Note: The price amounts will be displayed in your base currency.

Takeaways

- The sales by item report includes the following data fields - **ITEM NAME, QUANTITY SOLD, AMOUNT** and **AVERAGE PRICE**.
- The report data can be sorted as per any of these fields.
- You will be able to obtain sales statistics for all your inventory tracked as well as your non inventory items from this report.
- All the parameters inside this report are linked to their associated data.

WTM IT Limited
Sales By Item

Excel CSV PDF Print

No	Item name	Quantity Sold	Amount	Average Price
1	Laptop	8	200000	28571.428571
2	D	1	20000	20000
3	WTM Account book	7	64000	16000
4	Desktop	4	60000	20000
5	Filter	2	16000	8000
6	Gas	1	700	700
7	Desktop Machine	1	200000	200000
8	Colour	142	86500	9611.111111
9	Lock	7	7000	2333.333333

Show entries

- Clicking on the name of an item will take you to the overview page of that item.
- Clicking on any other parameter such as - quantity sold, amount or average price will take you to a sales report page dedicated for that item.
- You will be able to export or print the drill-down sales report for that item.

Customer Balance

To access the customer balance report,

- Log in to WTM Account Books.
- Navigate to the **Reports** module.
- Select the **Sales by Item** report under the Sales section of the Reports page.
- This is an auto generated report.(It is automatically generated till date)
- It gets updated with every customer associated transaction.
- From this report, you can further generate drilled down customer balance reports for each customer. For more information, please refer to the report takeaways section.

Note: The price amounts will be displayed in their respective foreign currency.

WTM IT Limited Customer Balance				
No	Customer name	Invoice Total	Invoice Balance	Balance
1	Ramesh Bhai	87970	51200	51200
2	MGM Campus Food	40000	0	0
3	Rajesh IT Solutions	61840	0	0
4	JACK RAJPUT	59000	0	0
5	WTM IT	351876	12000	12000
6	Mr. Vikrant	11000	0	0
7	WalkIn Customer	41040	2000	2000
8	Sunil	94400	1180	1180

Excel CSV PDF Print

Show entries

- The customer-balance report includes the following data fields - **CUSTOMER NAME, INVOICE BALANCE, INVOICE TOTAL** and **BALANCE**.
- The report data can be sorted as per any of these fields.
- This report displays all the customers owe you money.
- Clicking on a **CUSTOMER NAME** of an entry will redirect to the overview page of that contact.
- Clicking on any of the parameters like the **INVOICE BALANCE, BALANCE** will redirect you to a dedicated drill down balance report for this customer.
 - This drill down balance report will display the list of all sent & overdue invoices for this customer.
 - This report has the following fields - **DATE, TRANSACTION#, TRANSACTION TYPE, STATUS, AMOUNT** and **BALANCE**.
 - You will be able to export or print this drill down balance report for a specific customer.

Purchase and Expenses

Reports

Summary:

Access reports associated with the purchases that you have recorded and managed in WTM Account Books. Analyze your purchase orders, bills, receivables and vendors to plan your restocking workflows efficiently.

Overview:

- Overview
- Purchases by Item
- Expense Details
- Expenses by Category
- Expenses by Customer

Overview

- Purchase reports are reports exclusively generated for purchase transactions and the items that have purchase information in your organization.
- Currently we support six different sales reports - Purchase Order History, Receive History, Purchase by Vendor, Purchase by Item, Bill Details and Payments Made report.
- They can be accessed from the **Reports** module under the Purchases section.
- They can also be accessed from within other reports by clicking on the name of that report and selecting the preferred purchase report from the drop-down.

WTM IT Limited
Purchase Order Details

Excel CSV PDF Print

No	Status	Date	Deliver Date	P.O.#	Vendor Name	Amount
1		17/04/2018	18/04/2018	2	IT Sol	45430
2		09/04/2018	18/04/2018	1	Kohinur Dyes	14160

Show entries

Purchases by Item

To generate a purchases by item report,

- Log in to WTM Account Books.
- Navigate to the **Reports** module.

- Select the **Purchases by Item** report under the Purchases section of the Reports page.
- Select a **Date Range** for your report. It can be a standard date range from the previous year or the current year and it can also be a custom date range.
- On selecting a standard choice, the **From** and **To** date fields, will be automatically derived.
- In case of a custom date range, you can manually change the **From** and **To** date fields.
- Once you ready, click on the **Run Report** button to generate the purchases by item report for that period.

Note: The price amounts will be displayed in your base currency.

WTM IT Limited
Purchase By Item

Excel CSV PDF Print

No	Item name	Quantity Purchased	Amount	Average Price
1	Filter	11	38500	38500
2	Desktop	1	12000	12000

Show entries

- The purchases by item report includes the following data fields - **ITEM NAME, QUANTITY PURCHASED, AMOUNT** and **AVERAGE PRICE**.
- The report data can be sorted as per any of these fields.
- You will be able to obtain purchase statistics for all your inventory tracked as well as your non inventory items from this report.
- All the parameters inside this report are linked to their associated data.

WTM IT Limited
Purchase By Item

Excel CSV PDF Print

No	Item name	Quantity Purchased	Amount	Average Price
1	Filter	11	38500	38500
2	Desktop	1	12000	12000

Show entries

- Clicking on the name of an item will take you to the overview page of that item.
- Clicking on any other parameter such as - quantity purchased, amount or average price will take you to a purchase report page dedicated for that item.
- You will be able to export or print the report for that item.

Expense Details

To generate an EXPENSE details report,

- Log in to WTM Account Books.
- Navigate to the **Reports** module.
- Select the **expense Details** report under the Purchases section of the Reports page.
- Select a **Date Range** for your report. It can be a standard date range from the previous year or the current year and it can also be a custom date range.
- On selecting a standard choice, the **From** and **To** date fields, will be automatically derived.
- In case of a custom date range, you can manually change the **From** and **To** date fields.
- Once you ready, click on the **Run Report** button to generate the bill details report for that period.

Note: The price amounts will be displayed in your base currency.

Expense Details
📄 Export As ▾

Category Name

From

To

Run Report

WTM IT Limited

Expense Details

Excel
CSV
PDF
Print

No	Date	Reference#	Customer Name	Vendor Name	Category	Amount
1	17/04/2018		Mr. Vikrant	Kohinur Dyes	Sales to Customers (Cash)	8000
2	17/04/2018		Mr. Vikrant	Kohinur Dyes	Sales to Customers (Cash)	50000

- The expense details report includes the following data fields – **NO, DATE, REFERENCE#, CUSTOMER NAME, VENDOR NAME, CATEGORY, AMOUNT.**
- The report data can be sorted as per any of these fields.
- This report displays a list of all the available EXPENSES, their details and their real time statuses for a specific time frame.

Expenses by Category

To generate Expenses by Category report,

- Log in to WTM Account Books.
- Navigate to the **Reports** module.
- Select the **Expenses by Category** report under the Purchases section of the Reports page.
- Select a **Date Range** for your report. It can be a standard date range from the previous year or the current year and it can also be a custom date range.

- On selecting a standard choice, the **From** and **To** date fields, will be automatically derived.
- In case of a custom date range, you can manually change the **From** and **To** date fields.
- Once you ready, click on the **Run Report** button to generate the payments made report for that period.

Expense by Category

Category Name From To

WTM IT Limited
Expense By Category

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

No	Category name	Amount
1	Sales to Customers (Cash)	58000
2	Office Supplies	6000

Show entries

- The Expenses by Category report includes the following data fields – **NO, CATEGORY NAME & AMOUNT**
- The report data can be sorted as per any of these fields.
- This report displays a list of records bearing the Expenses by Category you have made to your vendors for a chosen time frame.
- Clicking on a **VENDOR** of an entry will redirect to the overview page of that contact.

Vendor Balance

To generate a Vendor Balance report,

- Log in to WTM Account Books.
- Navigate to the **Reports** module.
- Select the **Vendor Balance** report under the Purchases section of the Reports page.
- This is an auto generated report.(It is automatically generated till date)
- It gets updated with every customer associated transaction.
- From this report, you can further generate drilled down vendor balance reports for each customer. For more information, please refer to the report takeaways section.

Vendor Balances

Vendor Name From To [Run Report](#)

WTM IT Limited
Vendor Balance

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





No	Vendor name	Bill Total	Bill Balance	Balance
1	Meheta	212400	0	0
2	Kohinur Dyes	128620	14160	14160
3	IT Sol	2665030	0	0
4	Sujoy Rawat	47200	0	0

- The vendor balance report contains the following data fields - **VENDOR NAME, BILL TOTAL, BILL BALANCE & BALANCE**
- The report data can be sorted as per any of this fields.
- This report displays a list of vendors and the balance amount to be paid to them.
- Clicking on a **VENDOR** will redirect to the overview page of that contact.
- Clicking on **BALANCE** will redirect to the **Vendor Balance Details** report which contains the details of the Bills.

CUSTOM REPORT

You can create multiple reports as per your requirements.

- **Steps:** Go to report and then click on Custom Report button.

WTM IT Limited    

+ Custom Reports
New Custom Reports

Reports

GST

   Export As ▾

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

DUE DATE	INVOICE NUMBER	TOTAL	TOTAL TAX
03/27/2018	INV-00005	53100	8100
	INV-000011	64900	9900
	INV-000032	40000	0
	INV-000042	4000	0
	INV-000042	4000	0
	INV-000045	4000	0
	INV-000047	5000	0
04/17/2018	INV-000056	1180	180

Show entries

NEW CUSTOM REPORT: Create new custom report.

New Custom Report

Report Name

Folder

Module

Related Module

Define the criteria (if any)

1

[+ Add Criteria](#)

Criteria Pattern: (1 AND 2)

Columns Preference:

AVAILABLE COLUMNS

Customer

- Active Customer
- Billing Address
- Billing City
- Billing Country
- Billing Fax
- Billing State
- Billing Zip Code
- Company Name
- Email
- Enable Portal



SELECTED COLUMNS

Display Name

Share this with:

- Only Me
- Everyone

Save

Cancel

Chapter No. 11

DATA BACKUP

You can backup your data from here.

Backup Your Data

Export all your data such as Estimates, Invoices, Credit Notes etc. from WTM Account Books on to a CSV file. You will receive a link to download your data a few minutes after you click on Backup Your Data.

[Backup Your Data](#)

Backup Your Data



You have already backed up your data. Once done, you can not backup for next 1 days. Kindly try again after **20/04/2018**.

Backup History

Backup Time	User Name	File Type	Export Status	Download Link
20/04/2018	Suman Rajbhar	CSV	COMPLETED	Download



THANK YOU

For more information, visit our website.

www.wtmit.com/account