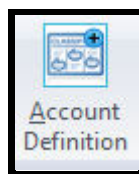




Account Definition (Alt + A)

Account Definition Module enables user to create accounts in the application.

Default required accounts are already created in the application, user can add new account.



On clicking the  option or on pressing the shortcut (Alt+ A), a popup will be displayed to user as shown below:

The screenshot shows the 'Account Definition' window with a 'Data Entry' tab selected. The main area displays a table of accounts with columns for Account Name, Under Group, Cost Center, Opening Bal(DR/CR), Opening Balance, PANNumber, Account Type, and Taxpayer Type. The table lists various accounts like RCM IGST, RCM SGST, and Round Off. On the right, there is a 'Read Mode' sidebar with 'Quick Access Keys' including Address Detail (F3), Bank Detail (F4), Delete Record From Grid (Ctrl + Delete), and Email (F10). Below the sidebar are buttons for Add, Edit, Delete, Export, OK, Cancel, Next, Prior, First, Last, Help, and Close.

Account Name	Under Group	Cost Center	Opening Bal(DR/CR)	Opening Balance	PANNumber	Account Type	Taxpayer Type
RCM IGST 0.25% INPUT	DUTIES AND TAXES			0			
RCM IGST 0.25% OUTPUT	DUTIES AND TAXES			0			
RCM IGST 12.00% INPUT	DUTIES AND TAXES			0			
RCM IGST 12.00% OUTPUT	DUTIES AND TAXES			0			
RCM IGST 18.00% INPUT	DUTIES AND TAXES			0			
RCM IGST 18.00% OUTPUT	DUTIES AND TAXES			0			
RCM IGST 28.00% INPUT	DUTIES AND TAXES			0			
RCM IGST 28.00% OUTPUT	DUTIES AND TAXES			0			
RCM IGST 3.00% INPUT	DUTIES AND TAXES			0			
RCM IGST 3.00% OUTPUT	DUTIES AND TAXES			0			
RCM IGST 5.00% INPUT	DUTIES AND TAXES			0			
RCM IGST 5.00% OUTPUT	DUTIES AND TAXES			0			
RCM SGST 0.125% INPUT	DUTIES AND TAXES			0			
RCM SGST 0.125% OUTPUT	DUTIES AND TAXES			0			
RCM SGST 1.50% INPUT	DUTIES AND TAXES			0			
RCM SGST 1.50% OUTPUT	DUTIES AND TAXES			0			
RCM SGST 14.00% INPUT	DUTIES AND TAXES			0			
RCM SGST 14.00% OUTPUT	DUTIES AND TAXES			0			
RCM SGST 2.50% INPUT	DUTIES AND TAXES			0			
RCM SGST 2.50% OUTPUT	DUTIES AND TAXES			0			
RCM SGST 6.00% INPUT	DUTIES AND TAXES			0			
RCM SGST 6.00% OUTPUT	DUTIES AND TAXES			0			
RCM SGST 9.00% INPUT	DUTIES AND TAXES			0			
RCM SGST 9.00% OUTPUT	DUTIES AND TAXES			0			
Round Off	INDIRECT EXPENSE			0			
SGST 0.05%	DUTIES AND TAXES			0			
ARFW	SUNDRY DEBTORS			0			
CGST 0.125%	DUTIES AND TAXES			0			

List of added accounts will be displayed on the screen under the view tab.

Shortcuts for any detail is displayed under the quick access keys section in the top right corner of the screen, user can press the shortcut key to open the screen or can simply double click on the label.

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User can perform below activities on the list of Accounts.

Add (Alt + A)

User needs to click on Add (Alt + A) button to add new account.

User needs to add the required account details such as Account name (Ledger Name) and select under which Parent Group it is to be created and click on Save (Alt + V) button to save the account or can cancel the added account group by clicking on Cancel (Alt +C) button.

In case of adding Sundry Creditor/Sundry Debtor Account following points need to be considered:

1. After providing Account Name, Account Group and Closing balance, user will be navigated to Taxpayer type (Registered, unregistered etc.) and then to address details, whole address details is mandatory.



2. If Tax- Payer type is selected as Registered User needs to enter the GSTIN and other address details, PAN will get Auto-populated from the GSTIN.
3. If GSTIN is present, then Blank, Deemed and SEZ will be displayed in the dropdown of Account Type.
4. If GSTIN is not present, then Blank and Export will be displayed in dropdown.

Note: Field marked with * are mandatory fields.

Edit (Alt + E)

User needs to click on Edit (Alt + E) button to edit existing account.

User needs to update the account details and click on OK (Alt + O) button to save the account or can cancel the edited account details by clicking on Cancel (Alt +C) button.

Note: User will not be able to edit default accounts added in the account definition.

Delete (Alt + D)

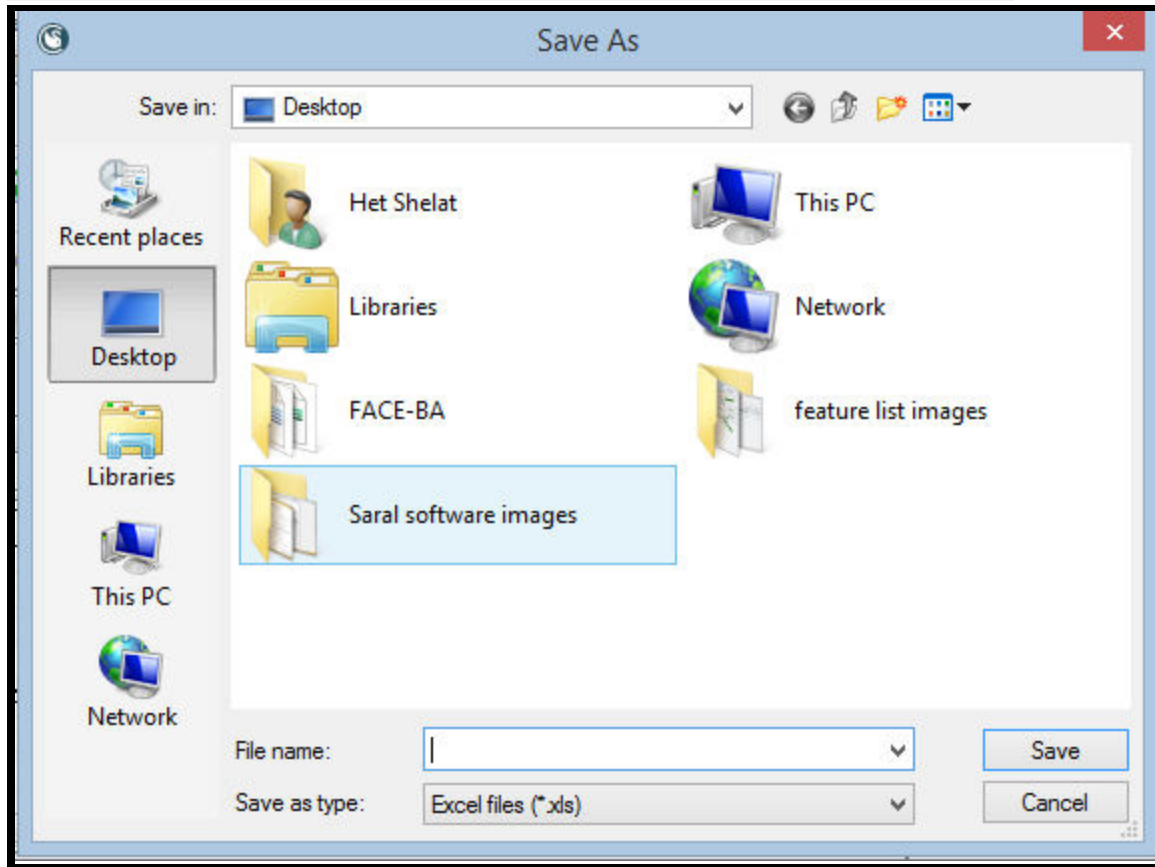
User needs to click on Delete (Alt + D) button to delete the existing account.

On clicking the Yes button, the selected account will be deleted form the list of accounts and on Clicking No button the user will be taken to previous tab.

Note: User will not be able to delete default accounts added in the account definition.

Export (Alt + X)

User needs to click on Export (Alt + X) button under View Tab to export the list of added account groups. On clicking Export button, user will be asked for the path to export the spreadsheet of account group list as shown below:



User needs to specify the path and click on save button to export the list successfully. Export can be done in .xls and .csv file.

[Next Alt + N\)](#)

On clicking the Next (Alt + N) button, user will be redirected to the next record in the list.

[Prior \(Alt + R\)](#)



On clicking the Prior (Alt + R) button, user will be redirected to the previous record in the list.

[First \(Alt + F\)](#)

On clicking the First (Alt + F) button, user will be redirected to the first record in the list.

[Last \(Alt + L\)](#)

On clicking the Last (Alt + L) button, user will be redirected to the last record in the list.

[Close \(Alt + S\)](#)

On clicking the Close (Alt + S) button, account definition tab will get closed.

[Help \(Alt + H\)](#)

On clicking the Help (Alt + H) button, user will be redirected to help manual of Account Definition Tab.