Electronic Office User Guide
Entity Accounting System

1 INTRODUCTION

Entity Accounting System is an application which enables maintaining the accounts of entities belonging to all the 8 built-in Entity Types, viz.,

- Employee
- Customer
- Vendor
- Member
- Faculty
- Student
- Doctor
- Patient

Entity Accounting System offers a number of accounting-related utilities of value to the targeted verticals, viz., small businesses, clubs, hospitals, educational institutions, etc.

John Brown, the Administrator, finds the *Entity Accounting System* menu right below the Admin Main Menu (indeed below the *Information Management System* menu):-

SETUP	ENTITY TRANSACTIONS	UTILITIES

Set Home Currency Symbol

Get Home Currency Symbol

Figure 1

The first thing John should do is to set the Home Currency appropriately, depending on the country in which Premium Products Inc is registered. He can do this by clicking **Set Home Currency Symbol** in the above menu (Figure 1).

2 CREDITING / DEBITING ENTITIES

Premium Products Inc. have received a Purchase Order No. GSH-1022 dated 10th November, 2018 from their customer, Good Samaritan Hospital. While the total order value is US$ 4500.00, as per the terms and conditions of the Purchase Order, the hospital is required to make an advance payment of 10%, i.e., US$ 450.00. Accordingly, John invoices the hospital by way of sending them Invoice No. INV-GSH-1022 dated 15th November, 2018. He then proceed to debit them as follows.

He clicks the tab, **ENTITY TRANSACTIONS** (see Figure 1), whereupon he is presented with the following menu:-

| SETUP | ENTITY TRANSACTIONS | UTILITIES |

Credit / Debit Entity

Bulk Credit / Debit

View Entity Passbook

View Entity Balances

Figure 2

He now clicks **Credit / Debit Entity**, then selects **Entity Type, Customer**, whereupon he sees the following screen:-

Selected Entity Type	Customer
Select an Entity	CUS1::Good Samaritan Hospital ▾
Credit or debit	Debit ▾
Amount (USD)	450.00
Particulars (Invoice reference, etc.)	Advance payment ref our Invoice No. INV-GSH-1022 dated 15th November, 2018
	SUBMIT

Figure 4

He selects the entity, CUS1::Good Samaritan Hospital, then selects Debit, then enters data in the Amount and Particulars fields as shown in Figure 3. Now he clicks **SUBMIT**, whereupon he sees a success message. Simultaneously, Good Samaritan Hospital's representative, Dr. Vincent van Gogh, receives an email message, intimating him about the debit, the particulars, and the balance in Good Samaritan Hospital's account after the debit.

3 BULK CREDITING / DEBITING ENTITIES

A large number of entities of a given entity type can be credited / debited at one go. For example, suppose John, at the end of a month, wishes to credit the employees of Premium Products Inc. with the salaries due to them for that month. He would click **Bulk Credit / Debit** in Figure 3, then select **Entity Type, Employee**, whereupon he would see the following screen:-

Figure 5

He would then enter data in the format shown in Figure 5, and click **SUBMIT**, whereupon he would see an appropriate success message. Immediately thereafter, each of the entities would receive an email alert informing him / her of the credit / debit as well as the balance in his / her account after the transaction. (Note that in this scenario, the salary data would typically come out of a payroll package; John would then prepare a text file in the required format, and copy / paste the data into the above field in Figure 5).

There are a number of use cases for bulk credit / debit. For example, in a club, at the beginning of every month, the membership fee for that month plus the cost of services availed by the member in the previous month, has to be debited to each club member.

4 OTHER UTILITIES

In order to access other utilities, John would need to click the tab, **UTILITIES**, in the menu:-

Figure 6

Clicking **Intimate Dues**, selecting an **Entity Type**, then clicking **SUBMIT**, would intimate via email each entity of the selected Entity Type, his / her current dues. Clicking **Send Statement**, selecting an **Entity Type**

and inputting a **Start Date**, then clicking **SUBMIT**, would send each entity of the selected Entity Type via email, his / her account statement starting from the inputted Start Date. Clicking **Download All Passbooks**, selecting an **Entity Type**, then clicking **SUBMIT**, would download the account statement of each entity of the selected Entity Type. Clicking **Delete Past Records**, selecting an **Entity Type** and inputting a **Cutoff Date**, then clicking **SUBMIT**, would delete all transaction records prior to the inputted Cutoff Date of each entity of the selected Entity Type. (Note: *Electronic Office* automatically maintains a maximum of 1000 past transaction records of each entity).