This is one of the most important, powerful and flexible modules out of the entire software allowing you to setup the whole package the way you want to reflect the financial transactions of different kind pertaining to your business operation.

Registers are nothing but a collection of subsidiary books through which all the primary transactions are recorded on a daily basis in chronological order.

Any business would have the some or all of the following kinds of transactions.

1. Purchases
2. Sales
3. Cash / Bank / Patty Cash
4. Journal
5. Debit and Credit notes pertaining to Sales
6. Debit and Credit notes pertaining to Purchases.

We have therefore incorporated such registers in Financial Accounting package and you can define any number of registers as required by you of the above mentioned types. You can also define multiple registers of the same type for example Cash Book – Head Office, Cash Book – Factory or Purchase Register – Raw Material, Purchase Register – Packing Material, etc. There are no limits to the number of register you can have.

This module will allow you to configure the software in the way you would like to maintain your daily transactions.
E.g. Purchase / Sales – Tax summaries, PC- Summaries Post etc

For each register you create, you have to select one or more accounts which will be used in the register for recording various details like Sale Amount, Excise Amount, Service Tax Amount and other incidental expenses like Freight, Octroi, and Insurance etc. Typically normal purchase or sales register would have the following columns.

For Sake of explanation we take an example of a Purchase Register. Typically purchase register of a manufacturing unit which may be as under.

Date	Bill No.	Party	Bill Amt.	Purchase			Excise				Sales Tax				Service Tax				Expenses		
				RM	Pack Mat.	Services	8 %		16 %		VAT 4%		CST 10%		10.2%		12.24 %		Freight	Octroi	Insurance
							Taxbl	Tax	Taxbl	Tax	Taxbl	Tax	Taxbl	Tax	Taxbl	Tax	Taxbl	Tax			
14/05/06	2265	ABC & co	42,600	40,000							40,000	1,600							1,000		
16/05/06	214B	Repro ltd	52,540		40,000				40,000	6,400			46,400	4,640					500		1000
17/05/06	04/11	J & sons	34,172			30,000											30,000	3,672	500		
19/05/06	0023	Micro Co	55,500	50,000									50,000	5,000						500	

This kind of register can be set up within the software as shown below.

Purchase Register definition

Over and above selecting the accounts codes which will get debited through the purchase register, there are additional columns which are as under.

1. **Type Description** – For Purchases / Sales types of registers you can define the following types of accounts - Purchases, Sales, Tax (Sales Tax), Surcharge, Turnover Tax, Excise, Expenses

2. **SC / TOT** - On Certain types of Sales Tax you are liable to add surcharge and turn over tax, in such cases you should check this option whenever defining such Tax kind of accounts.

3. **Apportioned Yes/No** - For all the accounts which are not of type Purchases / Sales, you have an option to apportion various taxes and expenses to the purchase account itself or if desired, you can debit the amount of taxes and expenses etc. to the respective accounts. This will be explained in detail later on.

4. **Default** - Whenever accounts you select as default will automatically be stuffed during the transaction entry for that particular register.

5. **Round Off** - For any expense, tax etc which is a calculated figure, you can round off the calculation to nearest rupee by checking this option.

6. **Account description** - Just like the alias name for accounts which is printed in external documents, the accounts description entered here will also be printed in external documents like GRN, Debit and Credit notes, Invoices etc.

For automatic calculation of Taxes, Excise Duties etc., you need to define the percentage while creating the account in Account Master Module.

Explanation about apportioning expenses to purchase or to sales.

For understanding this option, we take the following example of a purchase bill where in both excise duty and VAT has been charged.

Particulars	Amount
Basic Amount (Qty X Rate)	40,000
Excise 16 %	6,400
Education Cess 2 %	128
	46,528
VAT 4 %	1,861
Insurance	200
Freight	560
	49,149

The accounting entry under various types of apportion will be as under.

If   VAT 4% App   = Y,
          Invoice App   = Y
          Freight App   = Y

Then the entry will be as

Purchase Account	Dr.	42,621	(40,000 + 1,861 + 200 + 560)
Excise Account	Dr.	6,400	
Education Cess A/c	Dr.	128	
Supplier A/c	Cr.		49,149

If   Insurance App = Y
          Freight App   = Y

Then the entry will be as

Purchase A/c	Dr.	40,760	(40,000 + 200 + 760)
Excise A/c	Dr.	6,400	
Education Cess	Dr.	128	
Vat 4 %	Dr.	1,861	
Supplier A/c	Cr.		43,149

If   Excise App   = Y
          Education Cess App = Y
          VAT App   = Y
          Insurance App   = Y
          Freight App   = Y

Then the entry will be as

Purchase A/c	Dr.	49,149	(40,000 + 6,400 + 128 + 1,861 + 200 + 560)
Supplier A/c	Cr.		49,149

Apportioning of any expense / tax / duty amount is to be decided keeping in mind your requirement of set off of these types of expenses / taxes. If you can set off what you pay on your purchases. Such taxes / duties / expenses amount should be apportioned so that the amounts you pay are debited to respective accounts. For the apportion system to work, please ensure that in the Company Master -> Other Options tab. Apportion expenses to Purchase check box is checked, otherwise the apportions system will not operate.

You can also have 2 registers defined and activate apportioning in one while not using apportioning in another.

Any Expense / Tax / Excise / Service Tax amount can be apportioned / not apportioned in any combination.

Expense Register

An expense register is required to book bills for services rendered like Legal and Professional Charges , Telephone bills , etc. while defining an expense register, the register type is to be selected as "Purchase Register" as the accounting effect for purchase and expense entries is similar.

Also ensure that against each exoense account that you add to the expense register, the type selected against it is "Purchase" and not expense.

Bank Book

For register of types Bank / Cash / Petty Cash and you have to select the appropriate account as shown below.

You can select accounts out of the cash and bank balance group or out of secured loans group only. Accounts of other groups will not be appearing in the drop down list box.

For bank type of register you may have multiple accounts in the same bank at different branches or you may have account of more than one company in the same branch.

You need to update the appropriate details like account number and branch for each company as shown below

For bank type of register you also need to enter the list of pending bank reconciliation transactions as shown below. This is required to be done only for the first time. Subsequent pending bank reconciliation transaction will be carried forward automatically.

Please ensure that you enter negative amounts for cheque issued but not presented and positive amounts for cheque deposited but not cleared.

Definition of Petty Cash is similar to that of the cash book the only difference between the two is the way in which the transaction are reflected in the ledger.

For cash Book type of register every transaction is individually reflected in the ledger.

For Petty Cash type of transaction the total of all the transaction for the whole month for a particular account is reflected the ledger as summary posting for that month.

Journal Register

For journal type of register except for the name, short name and short code you do not have to enter any other details in any of the 3 tabs.

Stock Adjustment Registers

If your company is in to manufacturing activity, then for the purpose of accounting for issue of raw material and production of finished goods, you can define registers of the type 'Stock Adjustment'.

When ever entries are done in this type of register, ONLY the stocks are updated, without affecting the accounts.

For production activity you can either define a single register where in the issue of Raw Material and productions of Finished Goods is entered, or alternatively define two separate registers, one for issue of Raw Material and other for production of Finished Goods.

Example of stock consumption register

Example of Production Register