

TERP Lite — Accounts Module User Guide

Version 5.23.0 · Double-entry accounting for SMEs, travel agencies, and community organizations

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1. Overview

TERP's Accounts module is a full **double-entry accounting system** following standard GAAP principles. Every transaction posts both a debit and credit to maintain the accounting equation:

$$\text{Assets} = \text{Liabilities} + \text{Equity}$$

Key Capabilities

- Chart of Accounts (hierarchical groups + heads)
- Multi-tenant, multi-branch
- Customer & supplier ledger management
- Cash, cheque, card, bank, and online payment methods
- Receipt and Payment vouchers
- Manual journal entries with cost center support
- Recurring journals (auto-post monthly entries)
- Bank book and reconciliation
- Fixed asset register with depreciation
- Period close (lock prior periods)
- Trial Balance, P&L, Balance Sheet, Cash Flow
- Customer & Supplier aging reports
- Party self-service portal (customers see own statement)

Roles

- **Accountant** — full access to all entries and reports
 - **Cashier** — receipts only
 - **Auditor** — read-only access to reports
 - **Manager** — approve, view, edit
 - **Party (Customer)** — view own statement and make payment
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2. Setup & Master Data

Set up in this order before any transactions:

2.1 Currency

Path: Accounts → Currency

- Base currency (LKR for Sri Lanka)
- Foreign currencies with exchange rates
- Used in multi-currency transactions

2.2 Payment Methods

Path: Accounts → Payment Methods

Common methods to add:

Code	Name	Default Account
CASH	Cash	Cash in Hand
CHEQUE	Cheque	Cheques on Hand
BANK	Bank Transfer	Bank Account
CARD-VISA	Card Visa	Card Receivable
CARD-MASTER	Card MasterCard	Card Receivable
ONLINE	Online Gateway	Online Receivable

Each method links to an Account Head for auto-posting.

2.3 Account Groups

Path: Accounts → Account Groups

Standard groups (hierarchical):

```
ASSETS
├─ Current Assets
│   ├── Cash & Bank
│   ├── Sundry Debtors (Customers)
│   └── Stock-in-trade
```

| └─ Other Current Assets
└─ Fixed Assets
| └─ Furniture & Fittings
| └─ Vehicles
| └─ Office Equipment
└─ Investments

LIABILITIES

└─ Current Liabilities
| └─ Sundry Creditors (Suppliers)
| └─ Tax Payable
| └─ Other Liabilities
└─ Long-term Liabilities

EQUITY

└─ Capital
└─ Drawings
└─ Retained Earnings

INCOME

└─ Sales Revenue
└─ Service Income
└─ Other Income

EXPENSES

└─ Cost of Sales
└─ Operating Expenses
| └─ Salaries
| └─ Rent
| └─ Utilities
└─ Other Expenses

2.4 Account Heads

Path: Accounts → Account Heads

Specific ledger accounts within groups. Examples:

- 1001 Cash in Hand (under Cash & Bank)
- 1002 BOC Account 1234 (under Cash & Bank)
- 5001 Office Rent (under Operating Expenses)
- 4001 Ticket Sales (under Sales Revenue)

Each head must belong to one group.

3. Chart of Accounts

The Chart of Accounts (CoA) is your accounting backbone. Build it right at setup.

3.1 Best Practices

- **Use codes:** Even simple codes help (1001, 5001) — easier in reports
- **Don't over-categorize:** Too many heads = confusion. Aim for 30-100 heads total
- **Match your tax form:** Use group names matching your annual tax return format
- **Reserve number ranges:**
 - 1xxx = Assets
 - 2xxx = Liabilities
 - 3xxx = Equity
 - 4xxx = Income
 - 5xxx = Expenses

3.2 Linking to Modules

Some modules auto-post to specific heads. Set these correctly:

- Sales → "Sales Revenue" head
- Cost of Goods Sold → "Cost of Sales" head
- Customer Receivable → "Sundry Debtors" group
- Supplier Payable → "Sundry Creditors" group
- Bank Charges → "Bank Charges" expense head

3.3 Editing CoA

Once transactions are posted, **don't delete account heads** with activity. Instead:

- Mark `IsActive = 0` (deactivate)
 - Or rename for clarity
 - Or merge balances into another head before deleting
-

4. Parties (Customers & Suppliers)

A "Party" is any external entity you transact with — customer, supplier, employee (for advances), or related party.

4.1 Creating a Party

Path: Accounts → Parties

Field	Required	Notes
Party Name	Yes	"ABC Company Ltd"
Party Type	Yes	CUSTOMER / SUPPLIER / BOTH / EMPLOYEE
Contact Person	No	Primary contact
Phone, Email	No	For notifications
Address	No	For invoices
Tax Number	No	VAT/GST registration
Credit Limit	No	Max outstanding allowed
Currency	Yes	Default LKR
Opening Balance	No	If migrating from old system
Is Active	Yes	Default Yes

When you save a party, the system **auto-creates an Account Head** in the right group (Sundry Debtors for CUSTOMER, Sundry Creditors for SUPPLIER).

4.2 Party Quick Add

Path: From any transaction form → "+" button next to party field

Useful when entering a transaction and party doesn't exist yet. Pop-up with minimal fields, saves and selects the new party in one go.

4.3 Party Roles (Portal Access)

If a party gets a login to view their statement:

- **Path:** Accounts → Party Roles → define roles like "Owner", "Accountant"

- **Path:** Accounts → Party Users → create login for that party
 - **Path:** Accounts → Party Permissions → assign menus per role
-

5. Opening Balances

When starting TERP, migrate from your old system:

5.1 Opening Party Balances

Path: Accounts → Opening Party Balances

For each customer/supplier:

- Party name
- Opening date (usually start of financial year)
- Opening amount
- Debit or Credit (debtor balance = DR, creditor balance = CR)
- Reference (optional)

System creates initial journal entries to set up balances.

5.2 Opening Cheques

Path: Accounts → Opening Cheques

For undeposited or pending cheques at conversion date:

- Cheque number, date, amount
- Party, bank
- Status (Pending / Cleared / Bounced)

5.3 Opening Bank Balance

Post a journal voucher:

DR	Bank Account	500,000	
	CR Opening Equity	500,000	

5.4 Opening Stock

If you have inventory at conversion:

```
DR  Stock-in-trade    100,000
    CR  Opening Equity    100,000
```

6. Daily Transactions

A typical day in accounts:

MORNING

↓

1. Open Accounts Dashboard → review yesterday's pending items

↓

2. Open mail/cheques received → enter Receipts

↓

3. Approve & post payable items → enter Payments

AFTERNOON

↓

4. Customer payment via card/bank → enter Receipts

↓

5. Office expenses (rent, utilities) → enter Income/Expense or Payment

END OF DAY

↓

6. Reconcile cash with collections (cashier hands over)

↓

7. Run Trial Balance – verify balanced (DR = CR)

↓

8. Backup database

7. Receipts (Money In)

Path: Accounts → Receipt

When you receive money from a customer (payment for invoice, advance, etc.).

7.1 Header

Field	Notes

Receipt No	Auto-generated (e.g., RCP-202605-0001)
Date	Today by default
Party	Customer paying you
Reference	Their cheque #, transaction #, etc.
Narration	"Receipt against Invoice INV-001"

7.2 Line Items (What account to credit)

Most common: receipt against customer's outstanding balance:

Line 1: Payment Method = CASH, Amount = 50,000

GL impact:

```
DR  Cash in Hand           50,000
    CR  Customer (Sundry Debtor)  50,000
```

7.3 Multi-Method Receipt

Customer pays 50% cash, 50% by cheque:

```
Line 1: CASH                25,000
Line 2: CHEQUE (ref CH-789) 25,000
-----
Total                      50,000
```

7.4 Receipt Against Multiple Invoices

If customer's payment clears 3 specific invoices:

- Add narration: "Settling INV-001, INV-002, INV-005"
- Total amount = sum
- Optional: attach payment to specific invoices in tbl_PaymentAttribute

7.5 Saving & Printing

- **Save Draft** → Status = DRAFT, can edit
- **Commit** → Posts to GL, status = POSTED

- **Print** → Receipt voucher with company letterhead

8. Payments (Money Out)

Path: Accounts → Payment

When you pay a supplier, expense, or other outgoing.

8.1 Header

Field	Notes
Payment No	Auto: PMT-202605-0001
Date	Today
Party	Who you're paying
Reference	Their bill #, your cheque #
Narration	"Office rent for May 2026"

8.2 Line Items

Line 1: Account = Office Rent, Amount = 30,000

Line 2: Payment Method = BANK (BOC 1234), Amount = 30,000

GL impact:

DR	Office Rent	30,000	
	CR	BOC Account	30,000

8.3 Payment Against Supplier

If clearing a supplier's invoice:

Account = Sundry Creditor (their account)

Amount = 100,000

Method = CHEQUE (ref CH-456)

GL:

DR Supplier (Sundry Creditor) 100,000
CR Cheques Issued 100,000

8.4 Mixed Expense Payment

Single payment for multiple expenses:

Line 1: Salaries 200,000
Line 2: EPF Contribution 24,000
Line 3: ETF Contribution 6,000
Payment via Bank Transfer 230,000

9. Journal Vouchers

Path: Accounts → Journal Voucher

For non-cash transactions: depreciation, adjustments, accruals, transfers between accounts.

9.1 Standard Journal

Manual posting with full debit-credit control:

Line	Account	Debit	Credit
1	Depreciation Expense	10,000	
2	Accumulated Depreciation		10,000

9.2 Multi-Line Journal

Year-end adjustments:

Line	Account	Debit	Credit
1	Prepaid Insurance	24,000	
2	Insurance Expense		24,000
3	Accrued Salaries		50,000
4	Salaries Expense	50,000	

9.3 Rules

- Total Debits MUST equal Total Credits
- Each line needs an account head
- Narration explains the entry
- Date should be within open period (not locked)

9.4 Voucher List

Path: Accounts → Voucher List

See all journals, income/expense entries, filter by date/type/account.

10. Income & Expense Entry

Path: Accounts → Income / Expense Entry

Simplified entry form for non-accountants. Skip the debit/credit thinking.

10.1 Income Entry

- Type = INCOME
- Income Head (Sales, Service Income, etc.)
- Amount
- Received Via (Cash/Bank/Card)
- Auto-posts: DR Cash/Bank, CR Income

10.2 Expense Entry

- Type = EXPENSE
- Expense Head (Rent, Utilities, Stationery, etc.)
- Amount
- Paid Via
- Auto-posts: DR Expense, CR Cash/Bank

Good for small offices or beginners.

11. Recurring Journals

Path: Accounts → Recurring Journals

For monthly entries like rent, depreciation, interest accruals.

11.1 Define Template

- Name: "Monthly Rent - May 2026"
- Frequency: MONTHLY / QUARTERLY / YEARLY
- Start Date, End Date (optional)
- Next Run Date
- Auto-post: YES / NO (requires manual approval)
- Lines (same as journal voucher)

11.2 How It Works

At login, system checks recurring journals where `NextRunDate <= Today` :

- If Auto-post = YES: Posts immediately
- If Auto-post = NO: Adds to "pending recurring journals" notification

You can also manually trigger by clicking **Run Now**.

11.3 Common Uses

Template	Frequency	Lines
Monthly Rent	MONTHLY	DR Rent / CR Bank
Vehicle Depreciation	MONTHLY	DR Depreciation / CR Accumulated Dep
Loan Interest Accrual	MONTHLY	DR Interest Expense / CR Interest Payable
Salary Provision	MONTHLY	DR Salaries / CR Salaries Payable

12. Bank Book & Reconciliation

12.1 Bank Book

Path: Accounts → Bank Book

Per-bank ledger view showing:

- Date, Reference, Particulars
- Debits (money in), Credits (money out)
- Running balance

Filter by:

- Bank account
- Date range
- Reconciled / unreconciled

12.2 Bank Reconciliation

Path: Accounts → Bank Reconciliation

Monthly process to match your books with bank statement.

Process:

1. Select Bank Account
2. Select Statement Date
3. Enter Statement Closing Balance
4. System shows all transactions for this account
5. Tick items that **appear on bank statement** (mark as cleared)
6. Untick items only on YOUR books (timing diffs)
7. System calculates:
 - Reconciled balance (your books, only cleared items)
 - Bank statement balance
 - Difference (should be 0 ideally)
8. Save reconciliation → items locked

12.3 Reconciliation Differences (Normal)

- Cheques deposited but not cleared = subtract from book balance

- Cheques issued but not presented = add back to book balance
 - Bank charges not yet entered = enter as expense
 - Interest credited by bank = enter as income
-

13. Fixed Assets

Path: Accounts → Fixed Assets

Register and track depreciation of long-term assets.

13.1 Adding an Asset

Field	Notes
Asset Name	"Toyota Corolla 2024"
Asset Code	Auto
Asset Group	Vehicles / Furniture / Equipment
Purchase Date	When you bought it
Purchase Cost	Price paid
Useful Life (years)	For depreciation calc
Depreciation Method	Straight-line / Declining
Salvage Value	Estimated value at end of life
Location	Office, branch
Status	Active / Disposed

13.2 Monthly Depreciation

Set up a recurring journal:

- Frequency = MONTHLY
- DR Depreciation Expense
- CR Accumulated Depreciation

- Amount = (Cost - Salvage) / (Life × 12)

13.3 Asset Disposal

When selling/scrapping:

- Mark asset as Disposed
 - Post journal:
 - DR Cash/Bank (sale price)
 - DR Accumulated Depreciation (to date)
 - CR Asset at Cost
 - DR/CR Gain or Loss on Disposal
-

14. Reports

14.1 Trial Balance

Path: Accounts → Trial Balance

Lists all account heads with their balances:

- Opening Balance
- Period Movement (DR / CR)
- Closing Balance

Total DR must equal Total CR — if not, books are out of balance.

Filters: As-of-date, Branch, Group.

14.2 Ledger Statement

Path: Accounts → Ledger Statement

Detail of one account's transactions:

- Opening balance
- All transactions chronologically
- Running balance

- Closing balance

Useful for:

- Customer/Supplier ledger
- Expense head analysis
- Bank account history

14.3 Profit & Loss Statement

Path: Accounts → Profit & Loss Statement

Income vs Expenses for period:

INCOME	
Sales Revenue	1,200,000
Service Income	300,000
Other Income	50,000
	<hr/>
Total Income	1,550,000
EXPENSES	
Cost of Sales	800,000
Salaries	300,000
Rent	60,000
Utilities	30,000
Other	20,000
	<hr/>
Total Expenses	1,210,000
NET PROFIT	340,000

Filters: Date range, branch, with/without budget comparison.

14.4 Balance Sheet

Path: Accounts → Balance Sheet

As-of-date snapshot:

ASSETS		LIABILITIES + EQUITY	
<hr/>		<hr/>	
Current Assets		Current Liabilities	
Cash	500,000	Creditors	300,000
Debtors	400,000	Tax Payable	50,000

Stock	200,000	Other	20,000
Fixed Assets		Long-term Liabilities	
Vehicle	800,000	Loan	500,000
Equipment	200,000	Equity	
		Capital	800,000
		Retained Earn	430,000
<hr/>		<hr/>	
Total	2,100,000	Total	2,100,000

Must balance. If not, check journal entries.

14.5 Cash Flow Statement

Path: Accounts → Cash Flow Statement

Money movement classified into:

- **Operating activities** (sales, expenses, working capital)
- **Investing activities** (asset purchases, investments)
- **Financing activities** (loans, capital, dividends)

Shows opening cash + flows = closing cash.

14.6 Customer Aging Report

Path: Accounts → Customer Aging Report

What customers owe you, bucketed:

Customer	Current	31-60	61-90	90+	Total
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Used to follow up on overdue debtors.

14.7 Supplier Aging Report

Path: Accounts → Supplier Aging Report

What you owe suppliers, same aging buckets.

14.8 Cheque Register

Path: Accounts → Cheque Register

All cheques (issued + received):

- Filter by status (Pending, Cleared, Bounced, Cancelled)

- By date, party, bank
- Bulk update status when bank statement comes

14.9 Profit Sharing

Path: Accounts → Profit Sharing

For partnerships:

- Define partners with %
 - Allocate net profit per partner
 - Auto-posts to capital accounts
-

15. Dashboards

15.1 Accounts Dashboard

Path: Accounts → Accounts Dashboard

KPIs at-a-glance:

- Cash & Bank balance
- Total receivables
- Total payables
- This month's income vs expense
- Bank balance chart (last 30 days)
- Top 5 outstanding customers
- Top 5 pending payments
- Recent transactions

15.2 Party Dashboard (Internal Admin View)

Path: Accounts → Parties → select → Dashboard

Per-party summary:

- Outstanding balance

- Last transaction date
 - Year-to-date business
 - Recent activity timeline
-

16. Period Close

Path: Accounts → Period Close

After month-end or year-end, lock the period so no one can post backdated entries.

16.1 Pre-Close Checklist

- Bank reconciliation complete for the period
- All recurring journals posted
- Depreciation entries posted
- Stock adjustments done (if inventory)
- Trial Balance balanced (DR = CR)
- Aging reports reviewed (no surprises)

16.2 Close Process

1. Open Period Close
2. Select period (e.g., May 2026)
3. Click "Lock Period"
4. From now on, any transaction dated within May will be rejected
5. Reports for that period are now "frozen"

16.3 Reopening (Reluctantly)

- Manager role can unlock
 - Should be rare — implies you missed something
 - All unlocks are logged in audit trail
-

17. Party Self-Service Portal

If a customer/supplier has a portal login (created via Accounts → Party Users):

17.1 What They See

- **My Statement** — their own ledger, dates, amounts, running balance
- **Transactions** — chronological list of their activity
- **My Profile** — update contact info (with restrictions)
- **My Payment** — submit a payment (if gateway integrated)
- **My Requests** — submit service requests to you

17.2 What They DON'T See

- Other parties' data
- Your costs/profits
- Bank balances
- Internal notes

17.3 Approval Flow for Requests

- Party submits request (refund, query, document)
 - You see it in: **Accounts → Incoming Requests**
 - You approve / reject / respond with note
 - Audit trail kept in tbl_PartyRequestNote
-

18. Troubleshooting

“Trial Balance is out of balance”

- A journal was force-saved with mismatched DR/CR (shouldn't happen but check)
- **Run:** `SELECT RefType, RefID, SUM(CASE WHEN EntryType='DR' THEN Amount ELSE -Amount END) FROM tbl_Ledger GROUP BY RefType, RefID HAVING SUM(CASE WHEN EntryType='DR' THEN Amount ELSE -Amount END) <> 0;`

- That query shows which transactions are mismatched

"Cannot save - period locked"

- Date falls within a locked period
- Either change date or unlock period (Manager only)

"Customer balance wrong on statement"

- Check that all journals for that party are posted (not draft)
- Run Ledger Statement for the party's account head
- Compare with Customer Aging — should match

"Bank reconciliation difference"

- Most common: cheques not yet cleared
- Or bank charges not entered in books
- Or interest credited by bank not entered
- Print the unreconciled items list, work through each

"Recurring journal didn't post"

- Check NextRunDate is past today
- Check Auto-post = Yes
- Check Active = Yes
- Check no End Date has passed
- Look in journal voucher list for the auto-posted entry

"Cannot delete account head - in use"

- Has transactions
- Don't delete, mark IsActive = 0 instead
- Or run report, transfer balance to another head, then delete

"Party has wrong opening balance"

- Open the original opening balance entry

- Edit before any transactions exist
- If transactions exist, post a journal adjustment instead

“Currency conversion wrong”

- Check FX rate on the transaction
- Update master FX rate going forward
- For old transactions, post adjustment journal

Appendix A — Standard Account Codes

Suggested numbering (adjust to your needs):

Code Range	Type
1000-1499	Cash, Bank, Petty Cash
1500-1999	Debtors, Other Receivables
2000-2499	Stock, Prepaid Expenses
2500-2999	Fixed Assets, Depreciation
3000-3499	Creditors
3500-3999	Taxes, Accruals, Other Liabilities
4000-4499	Loans, Long-term Liabilities
5000-5499	Capital, Drawings, Equity
6000-6499	Sales Revenue
6500-6999	Other Income
7000-7499	Cost of Sales
7500-7999	Direct Expenses
8000-8999	Operating Expenses
9000-9999	Finance, Tax, Other Expenses

Appendix B — Permissions Matrix

Role	Receipt	Payment	Journal	Reports	Period Close	Master Data
Cashier	✓	✗	✗	Limited	✗	✗
Accountant	✓	✓	✓	✓	✗	✓
Auditor	View	View	View	✓	✗	View
Manager	✓	✓	✓	✓	✓	✓
Party	✗	Own only	✗	Own only	✗	Own profile only

Configure per role: Admin → Roles → Permissions

Appendix C — Common GL Postings

Sale (Cash)

DR	Cash	10,000	
	CR Sales		10,000

Sale (Credit)

DR	Customer (Debtor)	10,000	
	CR Sales		10,000

Customer Receipt

DR	Cash/Bank	10,000	
	CR Customer (Debtor)		10,000

Purchase (Cash)

DR	Stock/Expense	5,000	
	CR Cash		5,000

Purchase (Credit)

DR	Stock/Expense	5,000	
	CR Supplier (Creditor)		5,000

Supplier Payment

DR	Supplier	5,000	
	CR Cash/Bank		5,000

Depreciation

DR	Depreciation	1,000	
	CR Accumulated Dep		1,000

Capital Introduction

DR	Cash/Bank	500,000	
	CR Capital		500,000

Owner Drawing

DR	Drawings	20,000	
	CR Cash		20,000

Bank Charges

DR	Bank Charges	500	
	CR Bank		500