

7/11/2025

Presence360 ERP

User Manual- Finance Module

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1. Overview

Presence360 is an intelligent, modular, and scalable ERP platform designed to digitize and streamline every aspect of your enterprise operations—from finance and procurement to inventory, compliance, and asset management. Built for organizations aiming for efficiency, transparency, and real-time decision-making, Presence360 empowers your teams with automation, analytics, and secure digital workflows.

We envisioned a platform that could digitally transform how work is executed, tracked, and billed—especially in organizations with complex operations. Presence360 was born out of five core beliefs that shaped its foundation. First, digitization should be practical and field-ready, extending beyond head offices to include remote sites and on-ground teams. Second, time is capital; a delay in approvals or measurements today can lead to project setbacks and cost overruns tomorrow. Third, transparency builds trust, particularly when multiple stakeholders such as contractors, departments, and finance teams are involved. Fourth, data should drive decisions, which is why real-time dashboards, audit trails, and intelligent alerts are integral to the platform. Lastly, we believe in sustainability through simplification—by eliminating paper, reducing manual interventions, and enabling remote accessibility, we help organizations save time, cut costs, and operate more efficiently.

2. Getting Started with Presence360

You are all set to simplify, speed-up and smarten-up your work.

Before you begin, make sure your administrator adds you as a user and grants all, and any, of the appropriate permissions as per your role and scope of work.

Contact your administrator if you don't know your credentials.

3. Presence360 Login

Go to Presence360 ERP Login Page

- Open your web browser and visit the official ERP URL: <https://auth.thepresence360.com/login>

Enter Your Registered Email ID

- In the **Email/Username** field, type your registered email address.
- Make sure there are no typos or extra spaces.

Enter Your Password

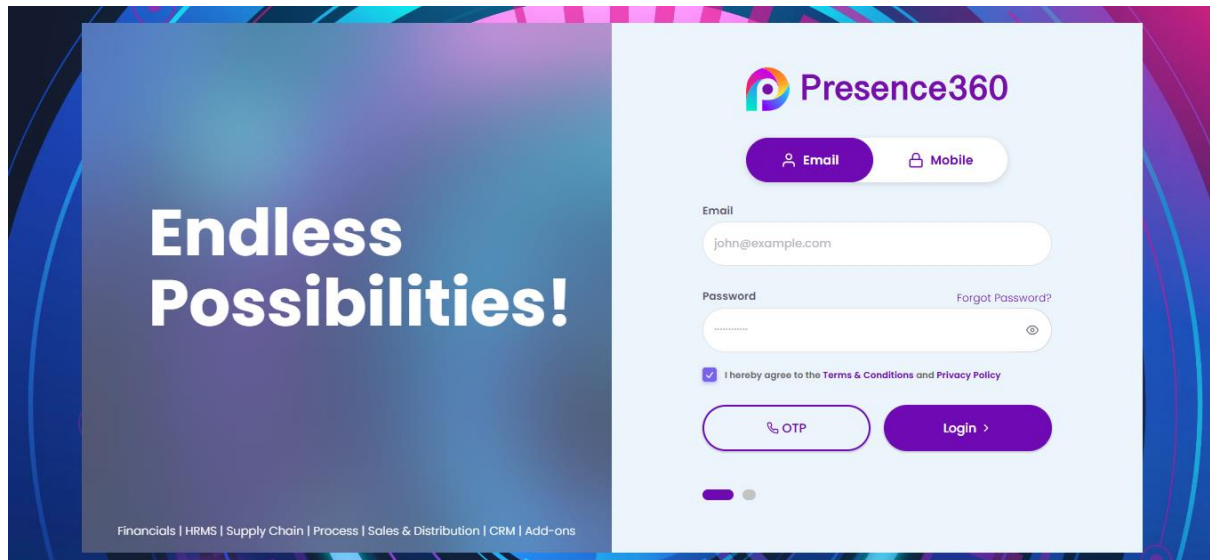
- Type the password associated with your account.
- Click the “eye” icon if you want to view the password while typing.

Click on the ‘Login’ Button

- Press the **Login** or **Sign In** button to access your dashboard.

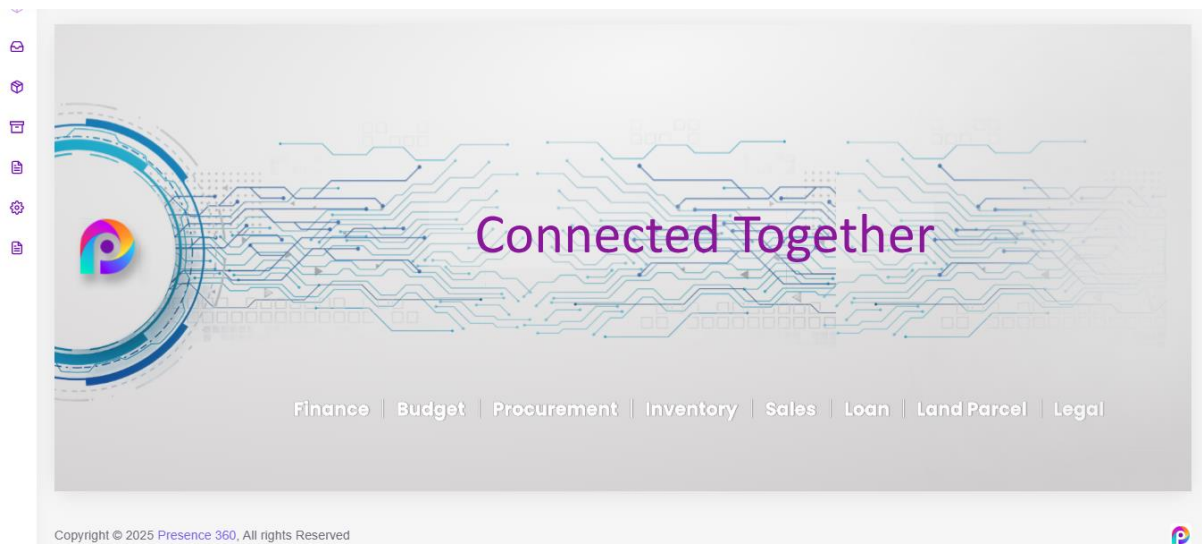
Two-Factor Authentication

- If 2FA is active, you will receive an OTP via email or SMS.
- Enter the OTP to complete verification.



Access Granted

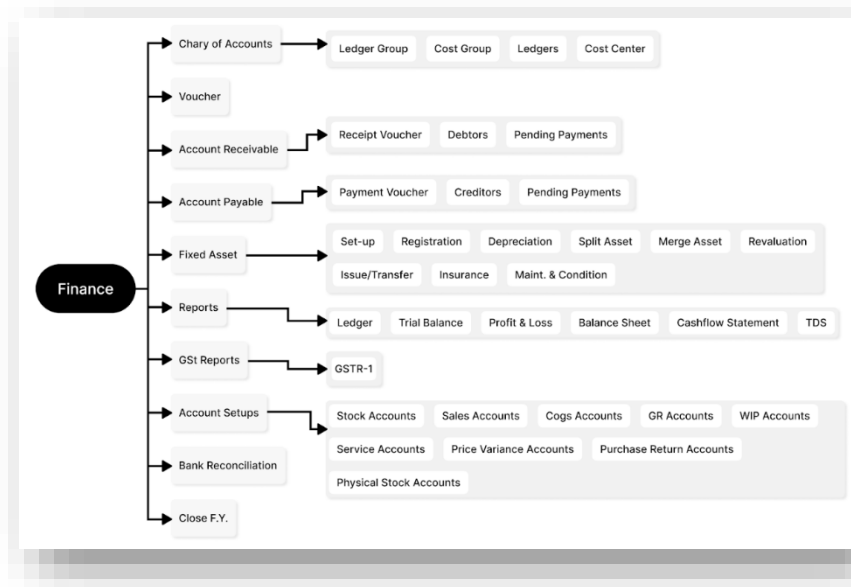
- Upon successful login, you will be directed to your personalized dashboard with access based on your assigned role (Admin, Finance, Procurement, etc.).



4. Finance Module

This section gives you a clear and easy-to-use space for all essential accounting tasks. It covers everything from vouchers, receivables, and payables to assets, reports, and reconciliations. You can manage everything in one place, with smooth navigation between sections. The goal is to make your accounting fast, accurate, traceable, and ready for action. It's built with simple labels and smart automation to help you generate final reports effortlessly.

Flow Chart of Finance Module:



4.1. Chart

Accounts

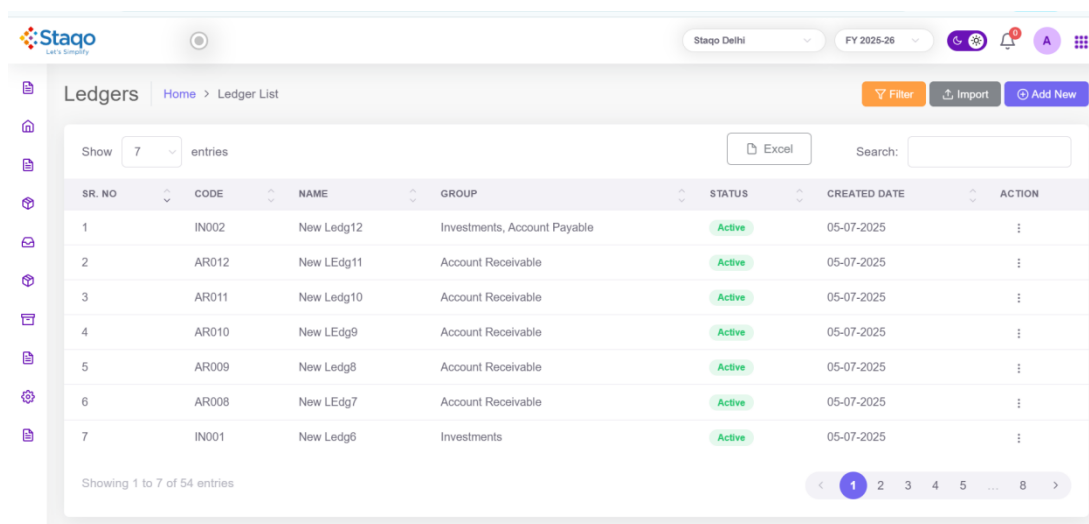
The Chart of Accounts (CoA) is the backbone of your financial setup. It provides a structured list of all account heads used to categorize every financial transaction in the system. Presence360 allows you to create, edit, and manage accounts with hierarchical levels for better reporting and control. Each ledger or transaction in the ERP system is linked to an account from this chart, ensuring accurate classification and reporting.

4.1.1. Ledger Master

The Ledger Master allows you to create and manage individual ledger accounts under appropriate account heads defined in the Chart of Accounts. Follow these steps to add or update a ledger:

Navigate to Ledger Master

- Go to: Finance Module > Ledger Master
- You'll see a list of existing ledgers and a button to Create New.

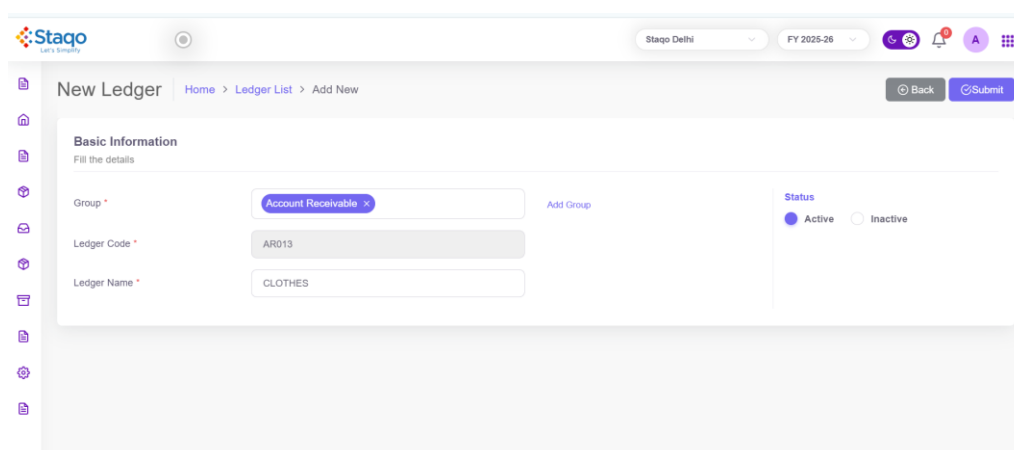


The screenshot shows the 'Ledges' page in the Staqa application. The breadcrumb trail is 'Home > Ledger List'. There are buttons for 'Filter', 'Import', and 'Add New'. A table lists 7 ledger entries, all with a status of 'Active' and a creation date of '05-07-2025'. The table columns are SR. NO, CODE, NAME, GROUP, STATUS, CREATED DATE, and ACTION. A pagination bar at the bottom shows 'Showing 1 to 7 of 54 entries' and a page number '1'.

SR. NO	CODE	NAME	GROUP	STATUS	CREATED DATE	ACTION
1	IN002	New Ledge12	Investments, Account Payable	Active	05-07-2025	
2	AR012	New Ledge11	Account Receivable	Active	05-07-2025	
3	AR011	New Ledge10	Account Receivable	Active	05-07-2025	
4	AR010	New Ledge9	Account Receivable	Active	05-07-2025	
5	AR009	New Ledge8	Account Receivable	Active	05-07-2025	
6	AR008	New Ledge7	Account Receivable	Active	05-07-2025	
7	IN001	New Ledge6	Investments	Active	05-07-2025	

Create a New Ledger

- Click on “Add New Ledger” or “Create” button.



The screenshot shows the 'New Ledger' form in the Staqa application. The breadcrumb trail is 'Home > Ledger List > Add New'. There are 'Back' and 'Submit' buttons. The form has a 'Basic Information' section with the following fields:

- Group**: A dropdown menu with 'Account Receivable' selected.
- Ledger Code**: A text input field with 'AR013' entered.
- Ledger Name**: A text input field with 'CLOTHES' entered.
- Status**: Radio buttons for 'Active' (selected) and 'Inactive'.

Enter Ledger Details

Fill in the following fields:

- Ledger Name – e.g., “Travel Expenses” or “ABC Vendor”
- Account Group – Select from Chart of Accounts (e.g., Indirect Expenses, Sundry Creditors)
- Type – Select Debit or Credit nature
- Cost Center – (Optional) Link to a specific department or project
- GST/TDS Settings – (If applicable) Configure tax rates or deduction settings
- Opening Balance – Add if the ledger is carried over from a previous period
- Bank Details – (For bank/cash accounts) Add IFSC, Account Number, etc.

Save the Ledger

- Review the details and click “Save” or “Submit”
- The ledger will now appear in the master list and will be available for voucher entries.

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Ledgers Home > Ledger List

Filter Import Add New

Show 7 entries

Excel Search:

SR. NO	CODE	NAME	GROUP	STATUS	CREATED DATE	ACTION
1	AR013	CLOTHES	Account Receivable	Active	10-07-2025	
2	IN002	New Ledg12	Investments, Account Payable	Active	05-07-2025	
3	AR012	New LEdg11	Account Receivable	Active	05-07-2025	
4	AR011	New Ledg10	Account Receivable	Active	05-07-2025	
5	AR010	New LEdg9	Account Receivable	Active	05-07-2025	
6	AR009	New Ledg8	Account Receivable	Active	05-07-2025	
7	AR008	New LEdg7	Account Receivable	Active	05-07-2025	

Showing 1 to 7 of 55 entries

1 2 3 4 5 ... 8

Edit or Deactivate

- Use the action icons to edit, deactivate, or delete the ledger (if permissions allow)

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Ledgers Home > Ledger List

Filter Import Add New

Show 7 entries

Excel Search:

SR. NO	CODE	NAME	GROUP	STATUS	CREATED DATE	ACTION
1	AR013	CLOTHES	Account Receivable	Active	10-07-2025	Edit Delete
2	IN002	New Ledg12	Investments, Account Payable	Active	05-07-2025	
3	AR012	New LEdg11	Account Receivable	Active	05-07-2025	
4	AR011	New Ledg10	Account Receivable	Active	05-07-2025	
5	AR010	New LEdg9	Account Receivable	Active	05-07-2025	
6	AR009	New Ledg8	Account Receivable	Active	05-07-2025	
7	AR008	New LEdg7	Account Receivable	Active	05-07-2025	

Showing 1 to 7 of 55 entries

1 2 3 4 5 ... 8

4.1.2.View and Use Ledgers

Navigate to Ledgers

- Go to: Finance Module > Ledgers
- A list of all active ledger accounts will be displayed.

The screenshot shows the 'Ledges' page in the Staqa application. At the top, there's a header with the Staqa logo, a location dropdown set to 'Staqa Delhi', and a fiscal year dropdown set to 'FY 2025-26'. Below the header, there are buttons for 'Filter', 'Import', and 'Add New'. The main content area features a table with columns: SR. NO, CODE, NAME, GROUP, STATUS, CREATED DATE, and ACTION. The table lists 7 entries, all with a status of 'Active' and a created date of '05-07-2025'. A search bar and an 'Excel' button are located above the table. A pagination bar at the bottom indicates 'Showing 1 to 7 of 55 entries'.

SR. NO	CODE	NAME	GROUP	STATUS	CREATED DATE	ACTION
1	AR013	CLOTHES	Account Receivable	Active	10-07-2025	
2	IN002	New Ldg12	Investments, Account Payable	Active	05-07-2025	
3	AR012	New Ldg11	Account Receivable	Active	05-07-2025	
4	AR011	New Ldg10	Account Receivable	Active	05-07-2025	
5	AR010	New Ldg9	Account Receivable	Active	05-07-2025	
6	AR009	New Ldg8	Account Receivable	Active	05-07-2025	
7	AR008	New Ldg7	Account Receivable	Active	05-07-2025	

Select a Ledger

- Use the search bar or filters to find the ledger you want to view.
- Click on the ledger name to open its detailed view.

Set the Date Range

- Choose the start and end date to filter ledger transactions within a specific period.
- Click “Apply” or “Search”.

The screenshot shows the 'Ledges' page with the 'Apply Filter' dialog box open on the right. The dialog box has fields for 'Select Date' (set to '01-07-2025 to 10-07-2025'), 'Group' (set to 'Account Receivable'), 'Status' (set to 'Active'), and 'Organization' (set to 'Staqa Delhi'). There are 'Apply' and 'Cancel' buttons at the bottom of the dialog. The background table is dimmed.

View Ledger Transactions

The system will display:

- Voucher date
- Type of transaction (Receipt, Payment, Journal, etc.)
- Reference number
- Debit/Credit amount
- Running balance
- Drill Down into Entries

- Click on any transaction row to view full voucher details.
- You can also download or print vouchers if needed.

Staqa

ERP SYSTEM

Staqa Delhi

FY 2025-26

A

Search Ledger

Home > Finance > Ledger View

Export

Company

Infosys

Organization

Staqa Delhi

Location

NOIDA

Select Ledger

accessories

Ledger Group

Fixed Assets

Currency

INR (Organization)

Select Period

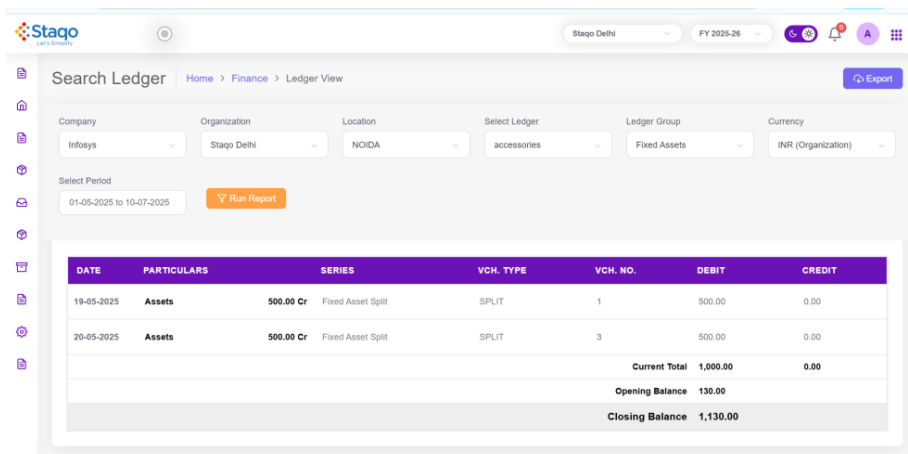
01-05-2025 to 10-07-2025

Run Report

DATE	PARTICULARS	SERIES	VCH. TYPE	VCH. NO.	DEBIT	CREDIT	
19-05-2025	Assets	500.00 Cr	Fixed Asset Split	SPLIT	1	500.00	0.00
20-05-2025	Assets	500.00 Cr	Fixed Asset Split	SPLIT	3	500.00	0.00
Current Total					1,000.00	0.00	
Opening Balance					130.00		
Closing Balance					1,130.00		

Export or Print Ledger

- Click on “Export to Excel” or “Generate PDF” to download the ledger.
- Use the “Print” button for a hard copy.



This screenshot is identical to the one above, showing the 'Search Ledger' page with the same filters and table data.

Also,

- Use Cost Center filters to view ledger activity for a specific department or project.
- Use voucher-type filters to narrow down transactions.

Apply Filter

×

Select Date

01-07-2025 to 10-07-2025

Parent Group

Assets

Group

FABRIC

Status

Active

Apply

Cancel

4.1.3. Cost Center

Navigate to Cost Center Setup

- Go to: Finance Module > Cost Center
- You will see a list of existing cost centers and an option to Add New.

Stago

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Stago Delhi

FY 2025-26

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Cost Centers

Home > Cost Centers List

Filter

Add New

Show 7 entries

Excel

Search:

#	NAME	COST GROUP	ORGANIZATION	LOCATIONS	STATUS	CREATED DATE	ACTION
1	Testing MIDC NEW		Stago Noida		Active	01/05/2025	⋮
2	234er		Stago Delhi	NOIDA	Active	01/05/2025	⋮
3	dheihug		Stago Delhi	GURGAON	Active	01/05/2025	⋮
4	Marketing		Stago Delhi	GURGAON	Active	01/05/2025	⋮
5	er		Stago Delhi	NOIDA	Active	05/05/2025	⋮
6	Testing MIDC		Stago Noida		Active	05/05/2025	⋮
7	Infogain Delhi		Stago Noida		Active	20/05/2025	⋮

Showing 1 to 7 of 10 entries

<

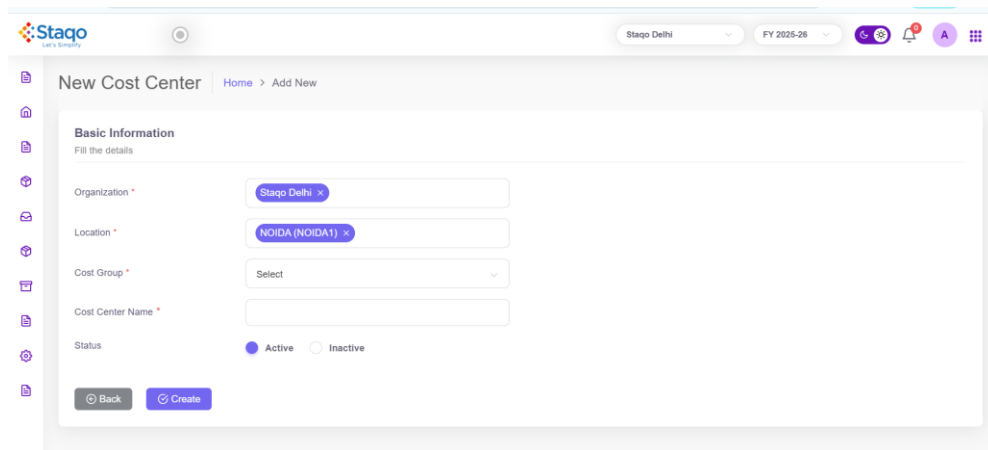
1

2

>

Create a New Cost Center

- Click on “Create” or “Add New Cost Center” and enter the following details:
- Cost Center Name – e.g., “Project A- Delhi” or “R&D Department”
- Parent Center – (Optional) Choose if it’s a sub-unit under another cost center
- Department/Project Code – Unique identifier (optional but recommended)
- Status – Active or Inactive



Assign Cost Center in Transactions

Once created, cost centers can be linked during:

- Voucher entries (expenses, receipts, journals)
- Asset allocations
- Inventory issues or receipts
- Purchase orders and supplier invoices

Simply select the relevant cost center from the dropdown while filling forms.

Track Cost Center Performance

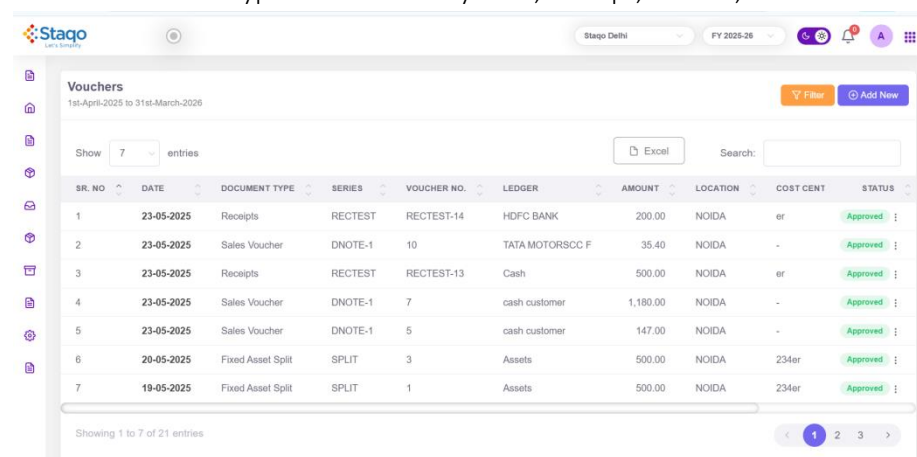
- Use filters in reports to view financial activity by cost center.
- Generate cost center-wise Trial Balance, P&L, and budget variance reports.

4.2. Voucher

Vouchers such as Payment Voucher, Receipt Voucher, Journal Voucher, Contra Voucher

Go to Voucher Entry

- Navigate to: Finance Module > Vouchers
- Select the type of voucher: Payment, Receipt, Journal, or Contra

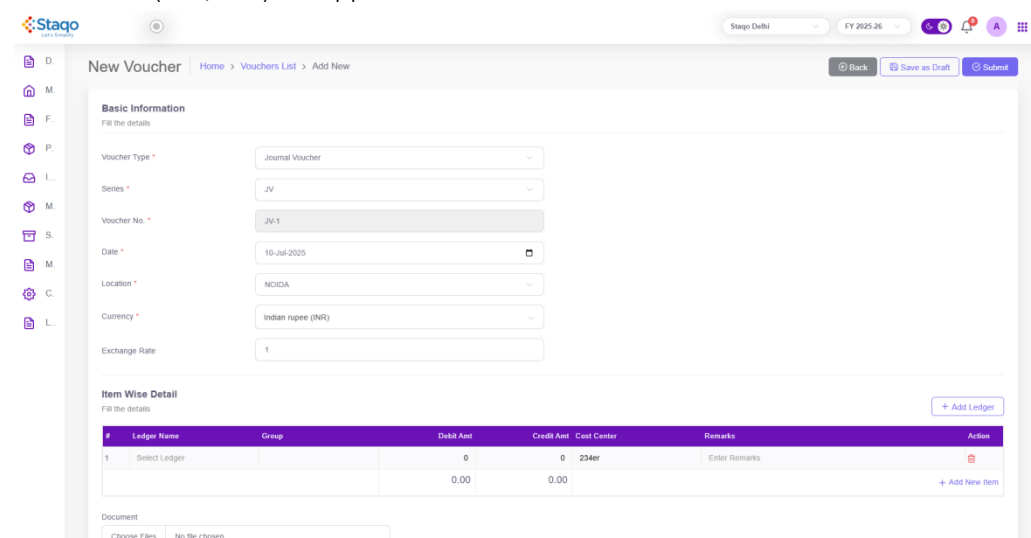


SR. NO.	DATE	DOCUMENT TYPE	SERIES	VOUCHER NO.	LEDGER	AMOUNT	LOCATION	COST CENT	STATUS
1	23-05-2025	Receipts	RECTEST	RECTEST-14	HDFC BANK	200.00	NOIDA	er	Approved
2	23-05-2025	Sales Voucher	DNOTE-1	10	TATA MOTORSCC F	35.40	NOIDA	-	Approved
3	23-05-2025	Receipts	RECTEST	RECTEST-13	Cash	500.00	NOIDA	er	Approved
4	23-05-2025	Sales Voucher	DNOTE-1	7	cash customer	1,180.00	NOIDA	-	Approved
5	23-05-2025	Sales Voucher	DNOTE-1	5	cash customer	147.00	NOIDA	-	Approved
6	20-05-2025	Fixed Asset Split	SPLIT	3	Assets	500.00	NOIDA	234er	Approved
7	19-05-2025	Fixed Asset Split	SPLIT	1	Assets	500.00	NOIDA	234er	Approved

Enter Voucher Details

Fill in the required fields:

- Voucher Date
- Voucher Number (auto-generated or manual, based on settings)
- Reference Number (Invoice No, Bill Ref, etc.)
- From Account (e.g., Bank, Customer, Expense Head)
- To Account (e.g., Vendor, Revenue Head)
- Amount
- Narration/Remarks
- Cost Center (if applicable)
- Tax (GST/TDS) – if applicable

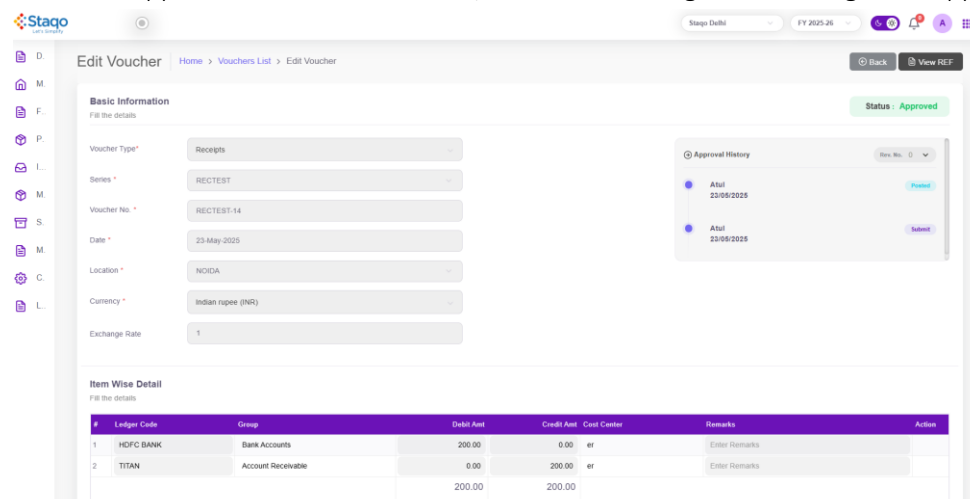


Attach Supporting Documents

- Upload PDF copies of invoices, approvals, receipts, etc. (optional but recommended)

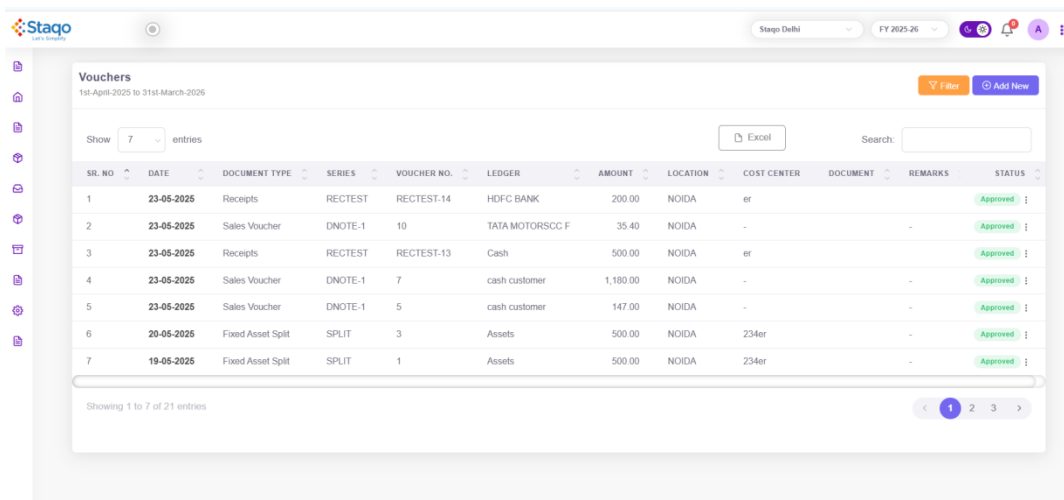
Save or Submit

- Click “Save as Draft” to store it for later
- Click “Submit” to post it to the ledger
- If approval workflow is enabled, the voucher will go to the designated approver



View or Edit Vouchers

- Go to the voucher list to search, filter, view, or edit existing vouchers
- You can also print or export voucher records as needed



Vouchers
1st-April-2025 to 31st-March-2026

Show 7 entries

Export

Search:

Sr. No	DATE	DOCUMENT TYPE	SERIES	VOUCHER NO.	LEDGER	AMOUNT	LOCATION	COST CENTER	DOCUMENT	REMARKS	STATUS
1	23-05-2025	Receipts	RECTEST	RECTEST-14	HDFC BANK	200.00	Noida	er			Approved
2	23-05-2025	Sales Voucher	DNOTE-1	10	TATA MOTORSCC F	35.40	Noida	-			Approved
3	23-05-2025	Receipts	RECTEST	RECTEST-13	Cash	500.00	Noida	er			Approved
4	23-05-2025	Sales Voucher	DNOTE-1	7	cash customer	1,180.00	Noida	-			Approved
5	23-05-2025	Sales Voucher	DNOTE-1	5	cash customer	147.00	Noida	-			Approved
6	20-05-2025	Fixed Asset Split	SPLIT	3	Assets	500.00	Noida	234er			Approved
7	19-05-2025	Fixed Asset Split	SPLIT	1	Assets	500.00	Noida	234er			Approved

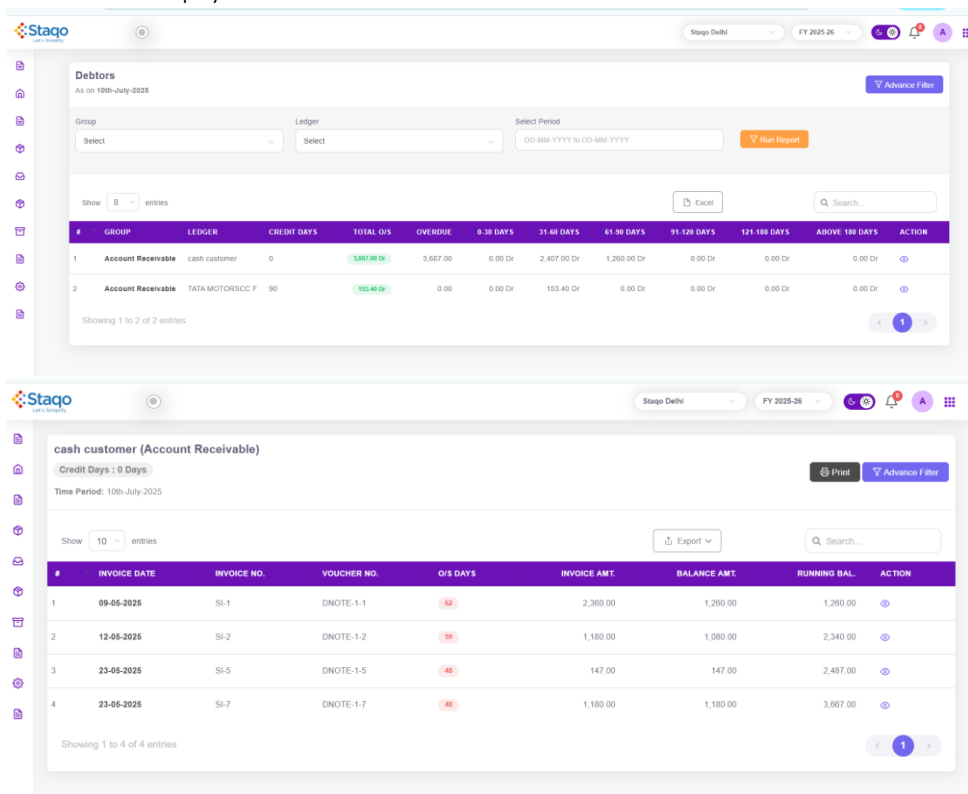
Showing 1 to 7 of 21 entries

1 2 3

4.3. Account Receivables

View Outstanding Receivables

- Navigate to: Finance Module > Accounts Receivable > Debtors
- The system displays a list of customers with:
 - Total outstanding amount
 - Invoice-wise aging
 - Due dates and payment status



Debtors
As on 10th-July-2025

Group: Select Ledger: Select Select Period: DD-MM-YYYY to DD-MM-YYYY

Show 8 entries

Export

Search:

#	GROUP	LEDGER	CREDIT DAYS	TOTAL DUE	OVERDUE	0-30 DAYS	31-60 DAYS	61-90 DAYS	91-120 DAYS	121-180 DAYS	ABOVE 180 DAYS	ACTION
1	Account Receivable	cash customer	0	3,467.00 Dr	3,667.00	0.00 Dr	2,407.00 Dr	1,260.00 Dr	0.00 Dr	0.00 Dr	0.00 Dr	
2	Account Receivable	TATA MOTORSCC F	90	155.40 Dr	0.00	0.00 Dr	153.40 Dr	0.00 Dr	0.00 Dr	0.00 Dr	0.00 Dr	

Showing 1 to 2 of 2 entries

1

cash customer (Account Receivable)
Credit Days : 0 Days

Time Period: 10th-July-2025

Show 10 entries

Export

Search:

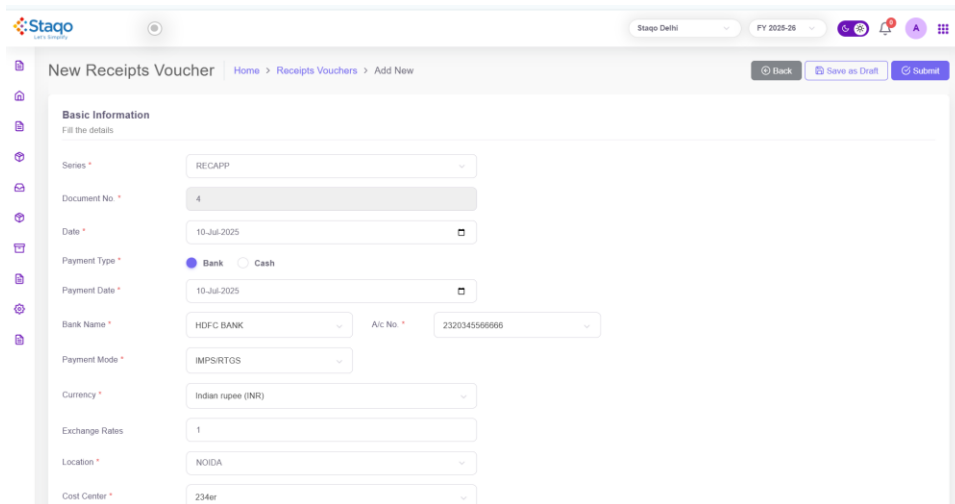
#	INVOICE DATE	INVOICE NO.	VOUCHER NO.	O/S DAYS	INVOICE AMT	BALANCE AMT	RUNNING BAL.	ACTION
1	09-05-2025	SI-1	DNOTE-1-1	42	2,360.00	1,260.00	1,260.00	
2	12-05-2025	SI-2	DNOTE-1-2	39	1,180.00	1,080.00	2,340.00	
3	23-05-2025	SI-5	DNOTE-1-5	45	147.00	147.00	2,487.00	
4	23-05-2025	SI-7	DNOTE-1-7	45	1,180.00	1,180.00	3,667.00	

Showing 1 to 4 of 4 entries

1

Record a Receipt Voucher

- Go to: Finance Module > Vouchers > Receipt Voucher
- Enter details:
 - Customer Name
 - Amount Received
 - Payment Mode (Cash, Bank, UPI, Cheque)
 - Reference Invoice (auto-suggested based on outstanding)
 - Date, Narration, and Cost Center
- Upload any payment confirmation or receipt (optional)
- Click Submit to post the entry



The screenshot shows the 'New Receipts Voucher' form in the Staago application. The form is titled 'New Receipts Voucher' and has a breadcrumb trail: 'Home > Receipts Vouchers > Add New'. There are three buttons at the top right: 'Back', 'Save as Draft', and 'Submit'. The form is divided into a 'Basic Information' section with the instruction 'Fill the details'. The fields are as follows:

Field	Value
Series *	RECAPP
Document No. *	4
Date *	10-Jul-2025
Payment Type *	Bank (selected), Cash
Payment Date *	10-Jul-2025
Bank Name *	HDFC BANK
A/c No. *	2320345566666
Payment Mode *	IMPS/RTGS
Currency *	Indian rupee (INR)
Exchange Rates	1
Location *	NOIDA
Cost Center *	234er

Auto or Manual Adjustment

- System auto-applies the payment to oldest outstanding invoices
- You can override and manually adjust the amount to specific invoices

Track Debtor Performance

Use Debtor Aging Reports to monitor:

- Overdue accounts
- Customer-wise credit exposure
- Monthly collection performance

cash customer (Account Receivable)

Credit Days : 0 Days

Time Period: 10th July 2025

Show 10 entries

Export

Search...

#	INVOICE DATE	INVOICE NO.	VOUCHER NO.	O/S DAYS	INVOICE AMT.	BALANCE AMT.	RUNNING BAL.	ACTION
1	09-05-2025	SI-1	DNOTE-1-1	12	2,360.00	1,260.00	1,260.00	
2	12-05-2025	SI-2	DNOTE-1-2	33	1,180.00	1,080.00	2,340.00	
3	23-05-2025	SI-5	DNOTE-1-5	48	147.00	147.00	2,487.00	
4	23-05-2025	SI-7	DNOTE-1-7	48	1,180.00	1,180.00	3,667.00	

Showing 1 to 4 of 4 entries

Reconciliation and Follow-ups

- Compare receipts with bank statement (via Bank Reconciliation)
- Flag delayed payments and set reminders for follow-up

4.3.1. Receipt Voucher

Navigate to Receipt Voucher

- Go to: Finance Module > Account Receivable > Receipt Voucher

Fill Voucher Details

- Enter the following fields:
 - Voucher Date – Date of transaction
 - Voucher Number – Auto-generated or manually entered
 - Customer Name / Payer – Select from the party master
 - Amount Received – Total payment received
 - Mode of Payment – Cash, Bank, UPI, Cheque, NEFT
 - Reference Invoice – Select one or more invoices to adjust
 - Bank Account / Cash Ledger – Where the money is deposited
 - Cost Center – (Optional) for departmental allocation
 - Narration / Remarks – Brief description of the receipt

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New Receipts Voucher Home > Receipts Vouchers > Add New

Back Save as Draft Submit

Basic Information
Fill the details

Series * RECAP*

Document No. * 4

Date * 10-Jul-2025

Payment Type * ☒ Bank ☐ Cash

Payment Date * 10-Jul-2025

Bank Name * HDFC BANK A/c No. * 2320345566666

Payment Mode * IMPSRTGS

Currency * Indian rupee (INR)

Exchange Rates 1

Location * NOIDA

Cost Center * 2344r

Attach Supporting Documents

- Upload receipt slip, bank confirmation, or email proof (if required)

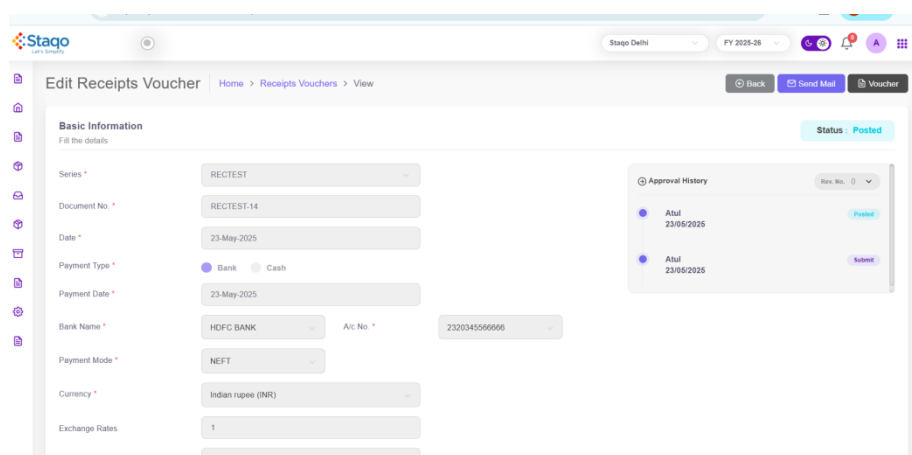
Submit the Voucher

- Click Submit to post the voucher to the ledger
- If workflow is enabled, it will route to the designated approver

Verify Ledger Posting

Go to Ledgers to view the updated balances for:

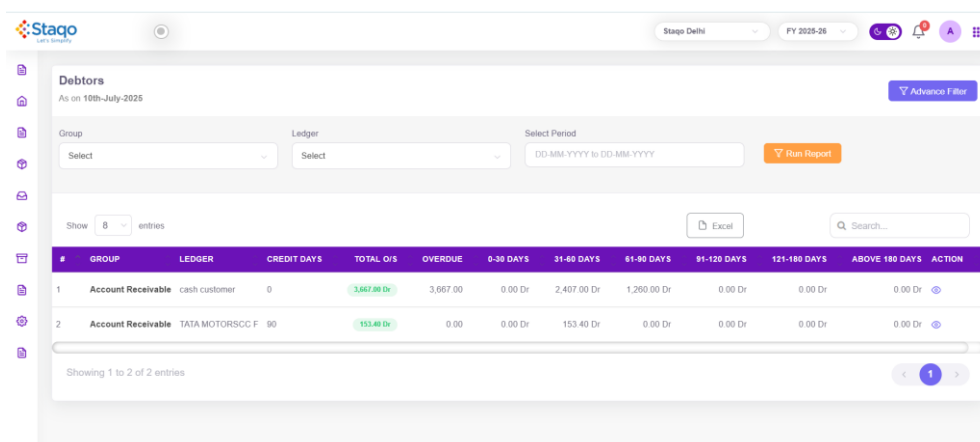
- Customer Account
- Cash/Bank Ledger



4.3.2. Debtors

Go to Debtors Section

- Navigate to: Finance Module > Accounts Receivable > Debtors



#	GROUP	LEDGER	CREDIT DAYS	TOTAL O/S	OVERDUE	0-30 DAYS	31-60 DAYS	61-90 DAYS	91-120 DAYS	121-180 DAYS	ABOVE 180 DAYS	ACTION
1	Account Receivable	cash customer	0	3,647.86 Dr	3,667.00	0.00 Dr	2,407.00 Dr	1,260.00 Dr	0.00 Dr	0.00 Dr	0.00 Dr	
2	Account Receivable	TATA MOTORSCC F 90	90	153.40 Dr	0.00	0.00 Dr	153.40 Dr	0.00 Dr	0.00 Dr	0.00 Dr	0.00 Dr	

Review Outstanding List

- A list of all customers with pending amounts will be displayed.

- Key columns include:
 - Customer Name
 - Total Outstanding Amount
 - Due Date
 - Number of Overdue Invoices
 - Days Outstanding

Use Filters for Better Tracking

- Filter by:
 - Date range
 - Specific customer
 - Project or department
 - Aging buckets (e.g., >90 days)

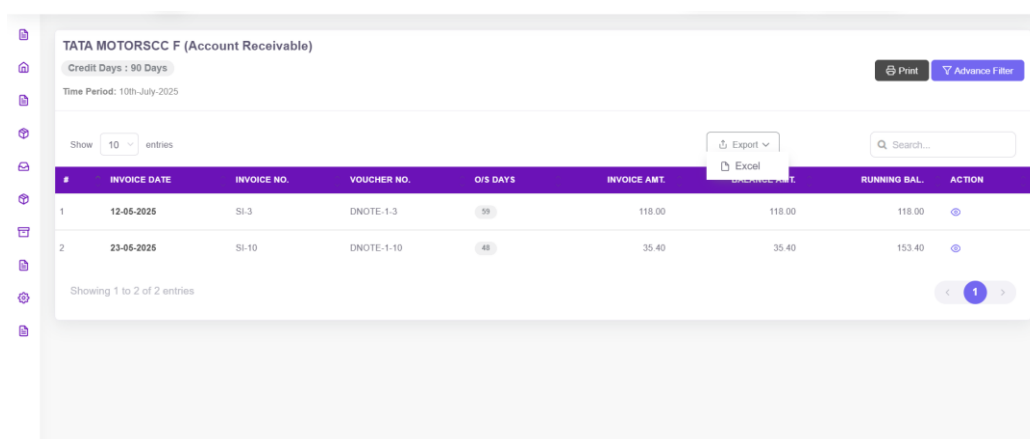
Drill Down for Details

Click on a customer row to:

- View individual invoices with status (Paid / Unpaid / Partially Paid)
- Check receipt history
- View attached documents (e.g., invoice copies)

Export Reports

- Use Export or Print buttons to generate debtor aging reports.
- Choose between summary or detailed views.



#	INVOICE DATE	INVOICE NO.	VOUCHER NO.	O/S DAYS	INVOICE AMT.	BALANCE AMT.	RUNNING BAL.	ACTION
1	12-05-2025	SI-3	DNOTE-1-3	59	118.00	118.00	118.00	
2	23-05-2025	SI-10	DNOTE-1-10	48	35.40	35.40	153.40	

Showing 1 to 2 of 2 entries

4.3.3. Pending Payments

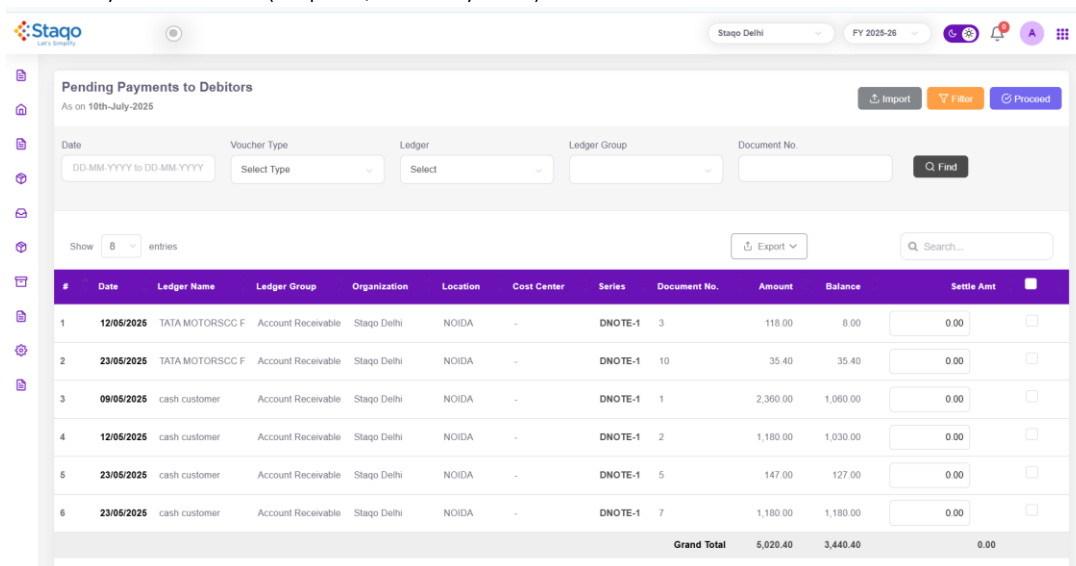
Navigate to Pending Payments

Go to: Finance Module > Accounts Receivable > Pending Payments

View Summary List

The system displays a list of vendors/creditors with:

- Total Outstanding Amount
- Number of Due Invoices
- Oldest Due Date
- Payment Status (Unpaid / Partially Paid)

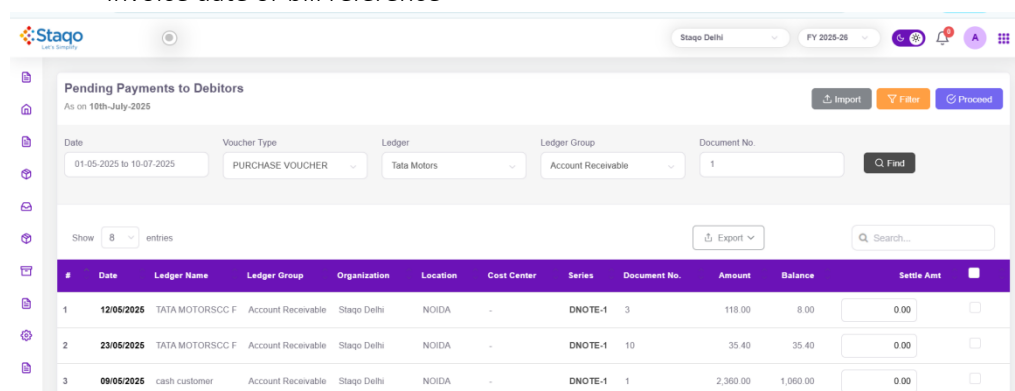


#	Date	Ledger Name	Ledger Group	Organization	Location	Cost Center	Series	Document No.	Amount	Balance	Settle Amt	
1	12/05/2025	TATA MOTORSCC F	Account Receivable	Stago Delhi	NOIDA	-	DNOTE-1	3	118.00	8.00	0.00	<input type="checkbox"/>
2	23/05/2025	TATA MOTORSCC F	Account Receivable	Stago Delhi	NOIDA	-	DNOTE-1	10	35.40	35.40	0.00	<input type="checkbox"/>
3	09/05/2025	cash customer	Account Receivable	Stago Delhi	NOIDA	-	DNOTE-1	1	2,360.00	1,060.00	0.00	<input type="checkbox"/>
4	12/05/2025	cash customer	Account Receivable	Stago Delhi	NOIDA	-	DNOTE-1	2	1,180.00	1,030.00	0.00	<input type="checkbox"/>
5	23/05/2025	cash customer	Account Receivable	Stago Delhi	NOIDA	-	DNOTE-1	5	147.00	127.00	0.00	<input type="checkbox"/>
6	23/05/2025	cash customer	Account Receivable	Stago Delhi	NOIDA	-	DNOTE-1	7	1,180.00	1,180.00	0.00	<input type="checkbox"/>
Grand Total									5,020.40	3,440.40	0.00	

Use Filters

Filter records by:

- Vendor name
- Project / Department / Cost Center
- Due range (e.g., due within 7 days, overdue)
- Invoice date or bill reference



#	Date	Ledger Name	Ledger Group	Organization	Location	Cost Center	Series	Document No.	Amount	Balance	Settle Amt	
1	12/05/2025	TATA MOTORSCC F	Account Receivable	Stago Delhi	NOIDA	-	DNOTE-1	3	118.00	8.00	0.00	<input type="checkbox"/>
2	23/05/2025	TATA MOTORSCC F	Account Receivable	Stago Delhi	NOIDA	-	DNOTE-1	10	35.40	35.40	0.00	<input type="checkbox"/>
3	09/05/2025	cash customer	Account Receivable	Stago Delhi	NOIDA	-	DNOTE-1	1	2,360.00	1,060.00	0.00	<input type="checkbox"/>

Drill Down for Invoice Details

Click on any vendor to:

- See all unpaid or partially paid invoices
- View invoice amount, payment history, and balance due
- Check due date and any applicable TDS

Show 8 entries

Export

Search...

#	Date	Ledger Name	Ledger Group	Organization	Location	Cost Center	Series	Document No.	Amount	Balance	Settle Amt	
1	12/05/2025	TATA MOTORSCC F	Account Receivable	Stago Delhi	NOIDA	-	DNOTE-1	3	118.00	8.00	0.00	<input type="checkbox"/>
2	23/05/2025	TATA MOTORSCC F	Account Receivable	Stago Delhi	NOIDA	-	DNOTE-1	10	35.40	35.40	0.00	<input type="checkbox"/>
3	09/05/2025	cash customer	Account Receivable	Stago Delhi	NOIDA	-	DNOTE-1	1	2,360.00	1,060.00	0.00	<input type="checkbox"/>
4	12/05/2025	cash customer	Account Receivable	Stago Delhi	NOIDA	-	DNOTE-1	2	1,180.00	1,030.00	0.00	<input type="checkbox"/>
5	23/05/2025	cash customer	Account Receivable	Stago Delhi	NOIDA	-	DNOTE-1	5	147.00	127.00	0.00	<input type="checkbox"/>
6	23/05/2025	cash customer	Account Receivable	Stago Delhi	NOIDA	-	DNOTE-1	7	1,180.00	1,180.00	0.00	<input type="checkbox"/>
Grand Total									5,020.40	3,440.40	0.00	

Take Action

- Mark for payment scheduling
- Generate Payment Voucher directly from pending items
- Add remarks or assign tasks for approval

Export or Share Reports

- Use Export to Excel/PDF or Print to share pending payment reports with finance or procurement teams

Format Painter Paste

Calibri 11

B I U A

Alignment Number Format

A1

fx Presence 360

	A	B	C	D	E
1	Presence 360				
2	Ledger Group	Organization	Location	Cost Center	Series
3	Account Receivable	Stago Delhi	NOIDA	-	DNOTE-1
4	Account Receivable	Stago Delhi	NOIDA	-	DNOTE-1
5	Account Receivable	Stago Delhi	NOIDA	-	DNOTE-1
6	Account Receivable	Stago Delhi	NOIDA	-	DNOTE-1
7	Account Receivable	Stago Delhi	NOIDA	-	DNOTE-1
8	Account Receivable	Stago Delhi	NOIDA	-	DNOTE-1
9					
10					
11					
12					

Pending payments to debtors

Import functionality :

User will be able to import pending payment receipts data

Pending Payments to Debtors
As on 11th-July-2025

Date: DD-MM-YYYY to DD-MM-YYYY |
 Voucher Type: |
 Ledger: |
 Ledger Group: |
 Document No.:

Show: entries |
 |

#	Date	Ledger Name	Ledger Group	Organization	Location	Cost Center	Series	Document No.	Amount	Balance	Settle Amt	
1	16/06/2025	JOHNSON & JOHNSON	Account Receivable	Stago Noida	NOIDA SECTOR 135	Infogan Delhi	JV-TEST	15	11,000.00	11,000.00	0.00	<input type="checkbox"/>
2	19/06/2025	JOHNSON & JOHNSON	Account Receivable	Stago Noida	NOIDA SECTOR 135	Testing MIDC	JV-TEST	19	1,55,647.00	1,55,647.00	0.00	<input type="checkbox"/>
3	23/06/2025	JOHNSON & JOHNSON	Account Receivable	Stago Noida	NOIDA SECTOR 135	Testing MIDC	JV-TEST	21	22,000.00	22,000.00	0.00	<input type="checkbox"/>
4	23/06/2025	JOHNSON & JOHNSON	Account Receivable	Stago Noida	NOIDA SECTOR 135	Testing MIDC	JV-TEST	22	11,000.00	7,200.00	0.00	<input type="checkbox"/>
Grand Total									1,99,647.00	1,95,647.00	0.00	

Showing 1 to 4 of 4 entries

Use Import button

Upload Pending Receipts Data | [Home](#) > Pending Receipts

SalesOrderbukimimport.xlsx

Upload pending receipts data and click on proceed to upload

User will be able to download the template as well

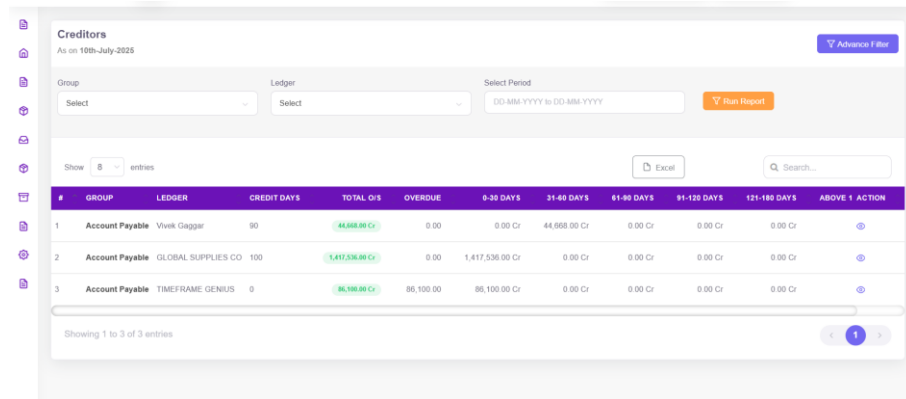
4.4. Account Payables

View Outstanding Payables

- Navigate to: Finance Module > Accounts Payables> Creditors
- The system displays a list of customers with:
 - Total outstanding amount
 - Invoice-wise aging
 - Due dates and payment status

Record a Payment Voucher

- Go to: Finance Module > Vouchers > Payment Voucher
- Enter details:
 - Customer Name
 - Amount Paid Payment Mode (Cash, Bank, UPI, Cheque)
 - Reference Invoice (auto-suggested based on outstanding)
 - Date, Narration, and Cost Center



Creditors
As on 10th-July-2025

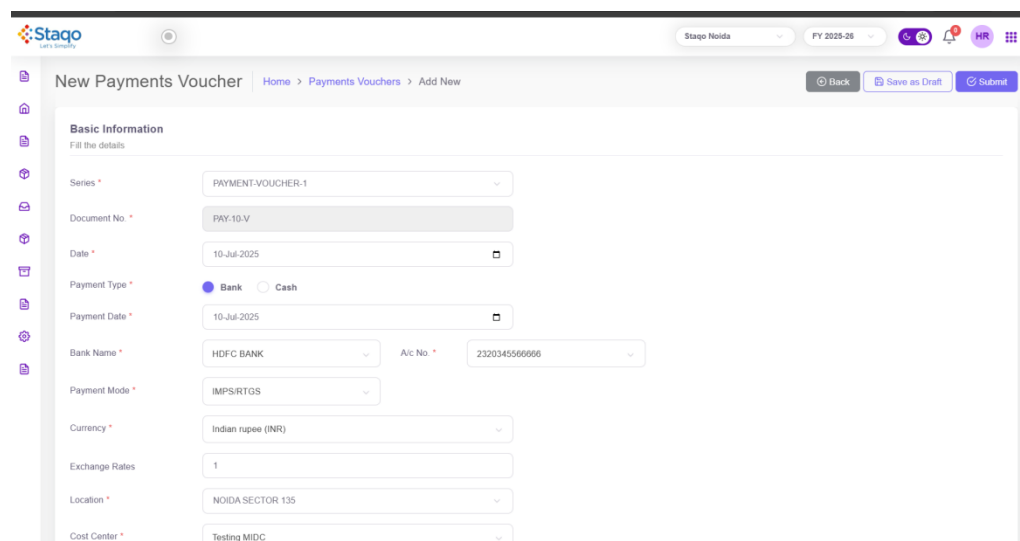
Group: Ledger: Select Period: [Run Report](#)

Show entries [Excel](#)

#	GROUP	LEDGER	CREDIT DAYS	TOTAL DTS	OVERDUE	0-30 DAYS	31-60 DAYS	61-90 DAYS	91-120 DAYS	121-180 DAYS	ABOVE 1 ACTION
1	Account Payable	Vivik Gagger	90	44,668.00 Cr	0.00	0.00 Cr	44,668.00 Cr	0.00 Cr	0.00 Cr	0.00 Cr	+
2	Account Payable	GLOBAL SUPPLIES CO - 100	100	1,417,536.00 Cr	0.00	1,417,536.00 Cr	0.00 Cr	0.00 Cr	0.00 Cr	0.00 Cr	+
3	Account Payable	TIMEFRAME GENIUS	0	86,100.00 Cr	86,100.00	86,100.00 Cr	0.00 Cr	0.00 Cr	0.00 Cr	0.00 Cr	+

Showing 1 to 3 of 3 entries

-
- Upload any payment confirmation (optional)
- Click Submit to post the entry



Stago Stago Noida FY 2025-26 HR

New Payments Voucher [Home](#) > [Payments Vouchers](#) > [Add New](#) [Back](#) [Save as Draft](#) [Submit](#)

Basic Information
Fill the details

Series *

Document No. *

Date *

Payment Type * ☒ Bank ☐ Cash

Payment Date *

Bank Name * A/c No. *

Payment Mode *

Currency *

Exchange Rates

Location *

Cost Center *

Auto or Manual Adjustment

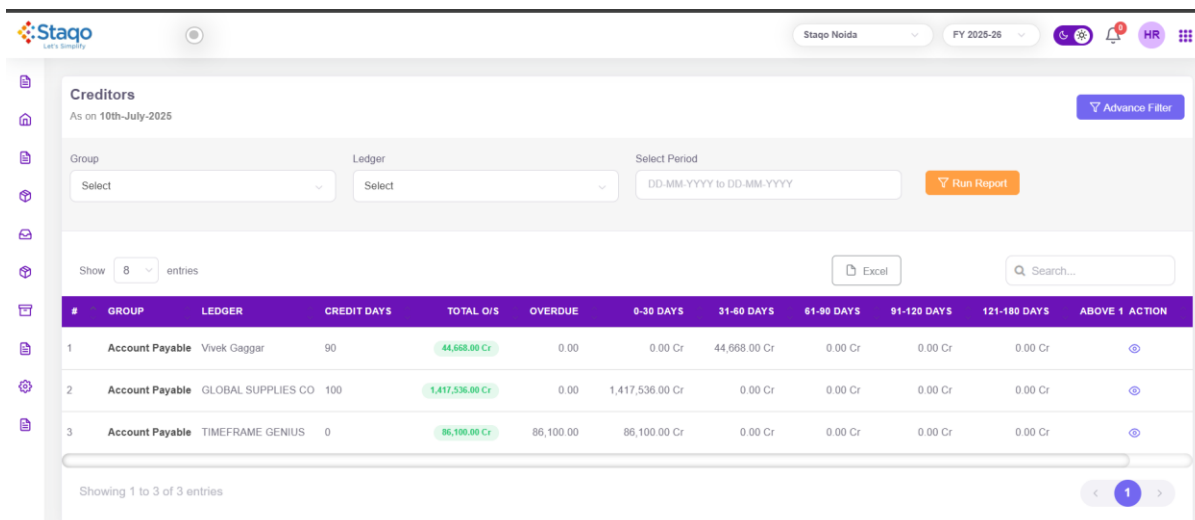
- System auto-applies the payment to oldest outstanding invoices
- You can override and manually adjust the amount to specific invoices

Track Creditor Performance

Use Creditor Aging Reports to monitor:

- Overdue accounts
- Customer-wise debit exposure

- Monthly collection performance



Creditors
As on 10th-July-2025

Group: Select | Ledger: Select | Select Period: DD-MM-YYYY to DD-MM-YYYY | Run Report

Show 8 entries | Excel | Search...

#	GROUP	LEDGER	CREDIT DAYS	TOTAL Q/S	OVERDUE	0-30 DAYS	31-60 DAYS	61-90 DAYS	91-120 DAYS	121-180 DAYS	ABOVE 180 DAYS	ACTION
1	Account Payable	Vivek Gaggur	90	44,668.00 Cr	0.00	0.00 Cr	44,668.00 Cr	0.00 Cr	0.00 Cr	0.00 Cr	0.00 Cr	
2	Account Payable	GLOBAL SUPPLIES CO	100	1,417,536.00 Cr	0.00	1,417,536.00 Cr	0.00 Cr	0.00 Cr	0.00 Cr	0.00 Cr	0.00 Cr	
3	Account Payable	TIMEFRAME GENIUS	0	86,100.00 Cr	86,100.00	86,100.00 Cr	0.00 Cr	0.00 Cr	0.00 Cr	0.00 Cr	0.00 Cr	

Showing 1 to 3 of 3 entries

Reconciliation and Follow-ups

- Compare Payment with bank statement (via Bank Reconciliation)
- Flag delayed payments and set reminders for follow-up

4.4.1.Payment Voucher

Navigate to payment Voucher

- Go to: Finance Module > Account Payable> Payment Voucher

Fill Voucher Details

- Enter the following fields:
 - Voucher Date – Date of transaction
 - Voucher Number – Auto-generated or manually entered
 - Customer Name– Select from the party master
 - Amount Paid – Total payment made
 - Mode of Payment – Cash, Bank, UPI, Cheque, NEFT
 - Reference Invoice – Select one or more invoices to adjust
 - Bank Account / Cash Ledger – Where the money is paid
 - Cost Center – (Optional) for departmental allocation
 - Narration / Remarks – Brief description of the receipt

Attach Supporting Documents

- Upload receipt slip, bank confirmation, or email proof (if required)

Submit the Voucher

- Click Submit to post the voucher to the ledger
- If workflow is enabled, it will route to the designated approver

Verify Ledger Posting

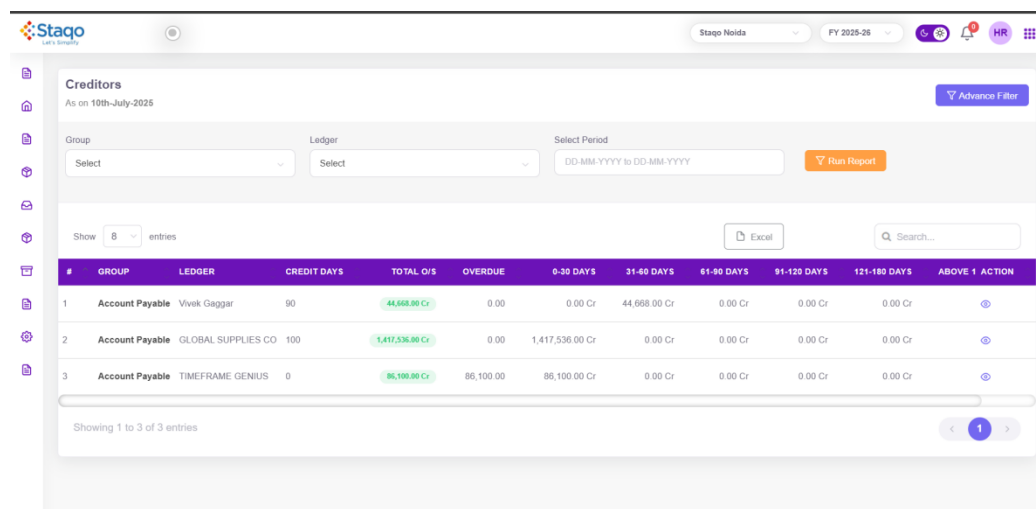
Go to Ledgers to view the updated balances for:

- Customer Account
- Cash/Bank Ledger

4.4.2. Creditors

Go to Creditors Section

- Navigate to: Finance Module > Accounts Payable > Creditors



#	GROUP	LEDGER	CREDIT DAYS	TOTAL O/S	OVERDUE	0-30 DAYS	31-60 DAYS	61-90 DAYS	91-120 DAYS	121-180 DAYS	ABOVE 180 DAYS	ACTION
1	Account Payable	Vivek Gargar	90	44,668.00 Cr	0.00	0.00 Cr	44,668.00 Cr	0.00 Cr	0.00 Cr	0.00 Cr	0.00 Cr	
2	Account Payable	GLOBAL SUPPLIES CO	100	1,417,536.00 Cr	0.00	1,417,536.00 Cr	0.00 Cr	0.00 Cr	0.00 Cr	0.00 Cr	0.00 Cr	
3	Account Payable	TIMEFRAME GENIUS	0	86,100.00 Cr	86,100.00	86,100.00 Cr	0.00 Cr	0.00 Cr	0.00 Cr	0.00 Cr	0.00 Cr	

Review Outstanding List

- A list of all customers with pending amounts will be displayed.
- Key columns include:
 - Customer Name
 - Total Outstanding Amount
 - Due Date
 - Number of Overdue Invoices
 - Days Outstanding

Use Filters for Better Tracking

- Filter by:
 - Date range
 - Specific customer
 - Project or department
 - Aging buckets (e.g., >90 days)

Drill Down for Details

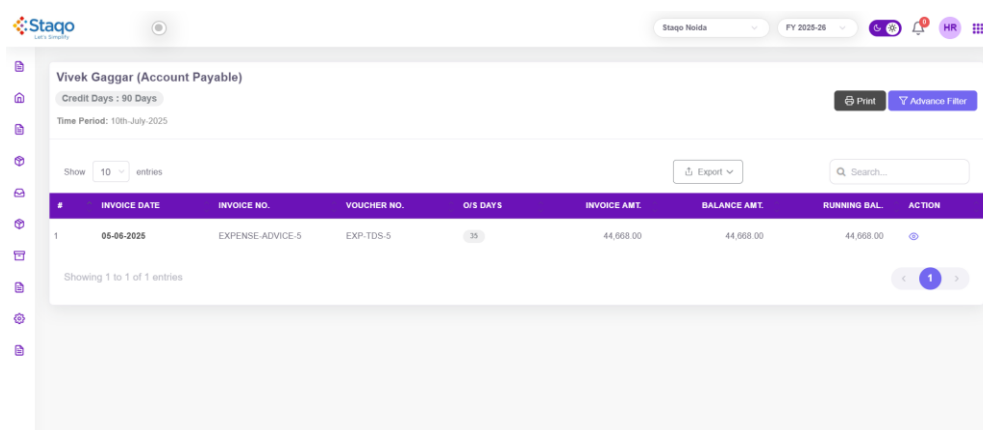
Click on a customer row to:

- View individual invoices with status (Paid / Unpaid / Partially Paid)
- Check receipt history
- View attached documents (e.g., invoice copies)

Export Reports

- Use Export or Print buttons to generate Creditor aging reports.

- Choose between summary or detailed views.



Vivek Gagar (Account Payable)
Credit Days : 90 Days
Time Period: 10th July 2025

Show 10 entries

#	INVOICE DATE	INVOICE NO.	VOUCHER NO.	O/S DAYS	INVOICE AMT.	BALANCE AMT.	RUNNING BAL.	ACTION
1	05-06-2025	EXPENSE-ADVISE-5	EXP-TDS-5	35	44,668.00	44,668.00	44,668.00	

Showing 1 to 1 of 1 entries

4.4.3. Pending Payments

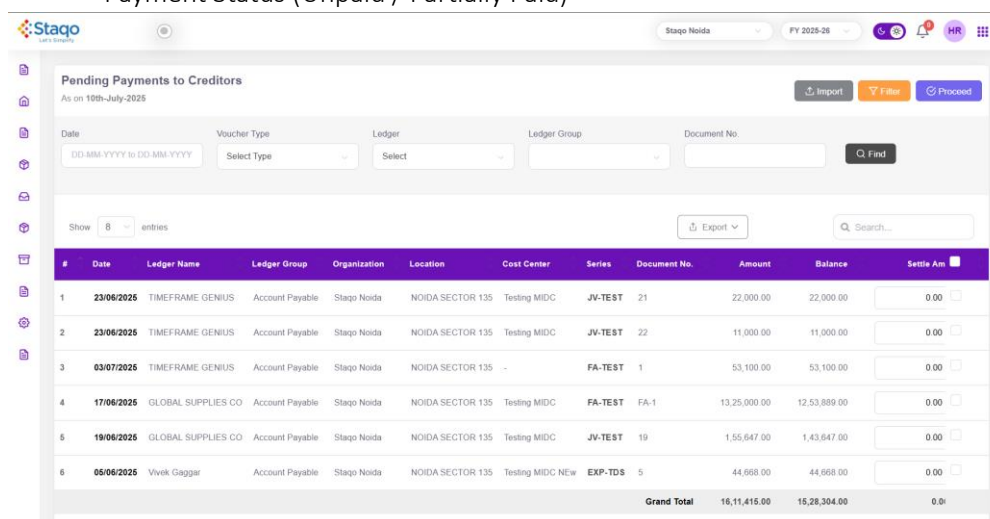
Navigate to Pending Payments

Go to: Finance Module > Accounts Payable > Pending Payments

View Summary List

The system displays a list of vendors with:

- Total Outstanding Amount
- Number of Due Invoices
- Oldest Due Date
- Payment Status (Unpaid / Partially Paid)



Pending Payments to Creditors
As on 10th July 2025

Date: DD-MM-YYYY to DD-MM-YYYY | Voucher Type: Select Type | Ledger: Select | Ledger Group: | Document No.: | Find

Show 8 entries

#	Date	Ledger Name	Ledger Group	Organization	Location	Cost Center	Series	Document No.	Amount	Balance	Settle Am
1	23/06/2025	TIMEFRAME GENIUS	Account Payable	Staqa Noida	NOIDA SECTOR 135	Testing MIDC	JV-TEST	21	22,000.00	22,000.00	0.00
2	23/06/2025	TIMEFRAME GENIUS	Account Payable	Staqa Noida	NOIDA SECTOR 135	Testing MIDC	JV-TEST	22	11,000.00	11,000.00	0.00
3	03/07/2025	TIMEFRAME GENIUS	Account Payable	Staqa Noida	NOIDA SECTOR 135	-	FA-TEST	1	53,100.00	53,100.00	0.00
4	17/06/2025	GLOBAL SUPPLIES CO	Account Payable	Staqa Noida	NOIDA SECTOR 135	Testing MIDC	FA-TEST	FA-1	13,25,000.00	12,53,889.00	0.00
5	19/06/2025	GLOBAL SUPPLIES CO	Account Payable	Staqa Noida	NOIDA SECTOR 135	Testing MIDC	JV-TEST	19	1,55,647.00	1,43,647.00	0.00
6	05/06/2025	Vivek Gagar	Account Payable	Staqa Noida	NOIDA SECTOR 135	Testing MIDC New	EXP-TDS	5	44,668.00	44,668.00	0.00
Grand Total									16,11,415.00	15,28,304.00	0.00

Use Filters

Filter records by:

- Vendor name
- Project / Department / Cost Center
- Due range (e.g., due within 7 days, overdue)
- Invoice date or bill reference

Click on any vendor to:

Microsoft Excel

Calibri | Font Size: 11 | Bold | Italic | Underline | Paragraph | Styles | Alignment | Number Format | Cells | Formatting | Data Processing | Smart Toolbox | Settings

A1 | fx | Presence 360

#	Date	Ledger Name	Ledger Group	Organization	Location	Cost Center	Series	Document No.	Amount
1	23/06/2025	TIMEFRAME GENIUS	Account Payable	Stago Noida	NOIDA SECTOR 135	Testing MIDC	JV-TEST		21
2	23/06/2025	TIMEFRAME GENIUS	Account Payable	Stago Noida	NOIDA SECTOR 135	Testing MIDC	JV-TEST		22
3	03/07/2025	TIMEFRAME GENIUS	Account Payable	Stago Noida	NOIDA SECTOR 135	-	FA-TEST		1
4	17/06/2025	GLOBAL SUPPLIES CO	Account Payable	Stago Noida	NOIDA SECTOR 135	Testing MIDC	FA-TEST	FA-1	
5	19/06/2025	GLOBAL SUPPLIES CO	Account Payable	Stago Noida	NOIDA SECTOR 135	Testing MIDC	JV-TEST		19
6	05/06/2025	Vivek Gagger	Account Payable	Stago Noida	NOIDA SECTOR 135	Testing MIDC New	EXP-TDS		5

User will be able to import pending payment receipts data

Pending Payments to Creditors
As on 11th-July-2025

Date: DD-MM-YYYY to DD-MM-YYYY |
 Voucher Type: Select Type |
 Ledger: Select |
 Ledger Group: |
 Document No.: |

Show: 8 entries |
 |

#	Date	Ledger Name	Ledger Group	Organization	Location	Cost Center	Series	Document No.	Amount	Balance	Settle Am	
1	23/06/2025	TIMEFRAME GENIUS	Account Payable	Stago Noida	Noida SECTOR 135	Testing MIDC	JV-TEST	21	22,000.00	22,000.00	0.00	<input type="checkbox"/>
2	23/06/2025	TIMEFRAME GENIUS	Account Payable	Stago Noida	Noida SECTOR 135	Testing MIDC	JV-TEST	22	11,000.00	11,000.00	0.00	<input type="checkbox"/>
3	03/07/2025	TIMEFRAME GENIUS	Account Payable	Stago Noida	Noida SECTOR 135	-	FA-TEST	1	53,100.00	53,100.00	0.00	<input type="checkbox"/>
4	17/06/2025	GLOBAL SUPPLIES CO	Account Payable	Stago Noida	Noida SECTOR 135	Testing MIDC	FA-TEST	FA-1	13,25,000.00	12,53,889.00	0.00	<input type="checkbox"/>
5	19/06/2025	GLOBAL SUPPLIES CO	Account Payable	Stago Noida	Noida SECTOR 135	Testing MIDC	JV-TEST	19	1,55,647.00	1,43,647.00	0.00	<input type="checkbox"/>
6	05/06/2025	Vivek Gaggur	Account Payable	Stago Noida	Noida SECTOR 135	Testing MIDC NEW	EXP-TDS	5	44,668.00	44,668.00	0.00	<input type="checkbox"/>
Grand Total									16,11,415.00	15,28,304.00	0.00	

Use import button

Upload Pending Payments Data [Home](#) > [Pending Payments](#)

Replenishment bug sheet.xlsx

User will be able to import pending payment data

Upload pending data and click on proceed to upload

User will be able to download the template as well

4.5. Fixed Asset

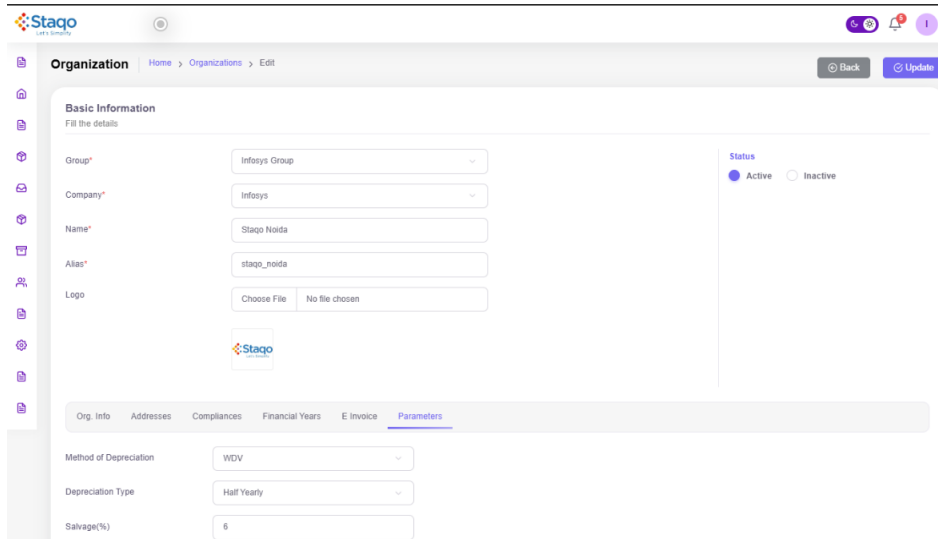
The Fixed Assets module helps organizations manage the life cycle of physical and intangible assets, ensuring proper accounting, compliance, and control from acquisition to disposal.

Go to finance>fixed asset>Set up>Registration>Depreciation>Split Asset>Merge Asset>Revaluation>Issue/Transfer>Insurance>Maint. And Condition

Fixed assets:

Organization Fixed Asset Set up:

Setup your FA on the Org level



The screenshot shows the 'Organization' setup page in the Staago system. The page has a sidebar with navigation icons and a main content area. The 'Basic Information' tab is active, showing fields for Group, Company, Name, Alias, and Logo. The 'Parameters' tab is also visible, showing fields for Method of Depreciation, Depreciation Type, and Salvage(%). The 'Status' section on the right indicates the organization is 'Active'.

Organization Home > Organizations > Edit

Basic Information
Fill the details

Group* Infosys Group

Company* Infosys

Name* Staago Noida

Alias* staago_noida

Logo Choose File No file chosen

Status
☒ Active ☐ Inactive

Org. Info Addresses Compliances Financial Years E Invoice **Parameters**

Method of Depreciation WDV

Depreciation Type Half Yearly

Salvage(%) 6

4.5.1.Fixed asset> Set Up

Each asset must be registered in the system with unique identification.

Set up>Asset code

Set up>Asset Description

Set up>Category (e.g., Buildings, Vehicles, Computers)

Set up>Location / Department

Set up>Acquisition Date

Set up>Acquisition Cost

Set up>Useful Life (in years)

Set up>Depreciation Method (Straight-Line, WDV, etc.)

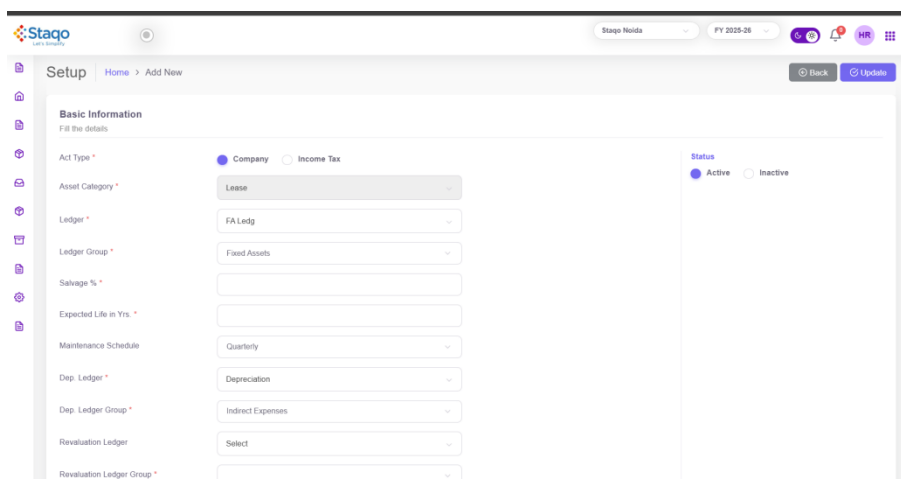
Set up>Residual Value

Set up>Asset Class / Cost Center

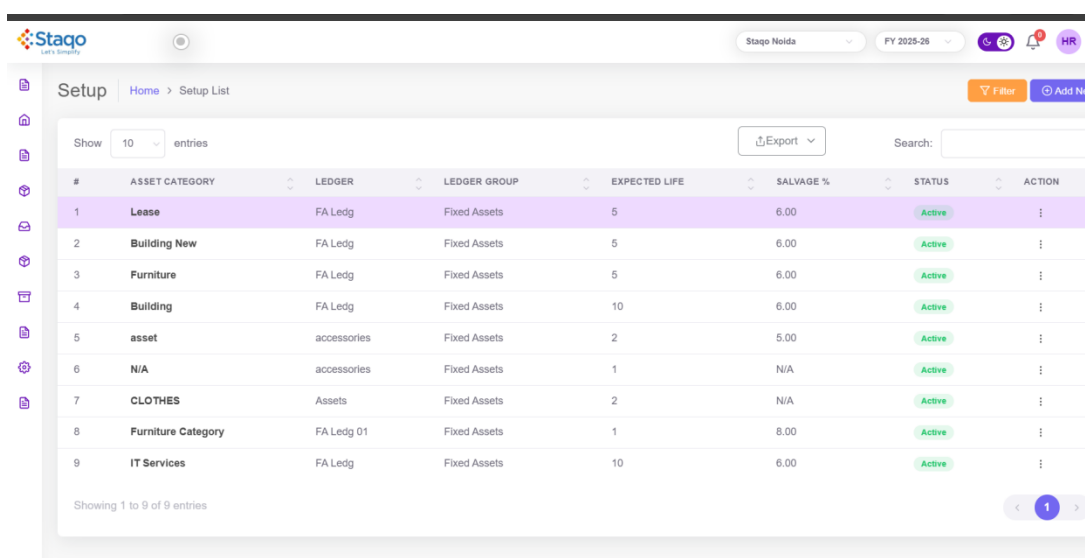
Steps:

Navigate to: Finance > Fixed Assets > Category Master

- Click Create New category
- Create category under company act and income tax act
- Enter all mandatory fields
- Update



Active/Inactive set up will be visible on listing page:



#	ASSET CATEGORY	LEDGER	LEDGER GROUP	EXPECTED LIFE	SALVAGE %	STATUS	ACTION
1	Lease	FA Ledg	Fixed Assets	5	6.00	Active	⋮
2	Building New	FA Ledg	Fixed Assets	5	6.00	Active	⋮
3	Furniture	FA Ledg	Fixed Assets	5	6.00	Active	⋮
4	Building	FA Ledg	Fixed Assets	10	6.00	Active	⋮
5	asset	accessories	Fixed Assets	2	5.00	Active	⋮
6	N/A	accessories	Fixed Assets	1	N/A	Active	⋮
7	CLOTHES	Assets	Fixed Assets	2	N/A	Active	⋮
8	Furniture Category	FA Ledg 01	Fixed Assets	1	8.00	Active	⋮
9	IT Services	FA Ledg	Fixed Assets	10	6.00	Active	⋮

4.5.2.Fixed asset> Registration

Fixed Asset Registration is the process of formally recording an asset in the organization's **Fixed Asset Register (FAR)**, ensuring accurate tracking, control, depreciation, and compliance.

Process: To register an asset we need:

- Select the reference GRN and then asset details will auto populate in the FA registration
- Asset Commissioning Certificate (if required)
- Approvals from Procurement/Finance
- Category, Capitalize date
- Est. Life, Salvage value, ledgers, depreciation % will be auto populate on the basis of set up

Staqa Let's simplify

Staqa Noida FY 2025-26

New Asset Home > Add New

Basic Information
Fill the details

Series * FA

Doc No * FA-1

Doc Date * 10-Jul-2025

Location * NOIDA SECTOR 135

Cost Center * Testing MIDC

Reference No.

Reference From * GRN

Status ☒ Active ☐ Inactive

Asset Details

Category * IT Act Category Asset Name * Asset Code *

Asset Home > View Details

Basic Information
Fill the details

Series * FA

Doc No * FA-1

Doc Date * 10-Jul-2025

Location * NOIDA SECTOR 135

Cost Center * Testing MIDC

Reference No.

Reference From * GRN

Status ☒ Active ☐ Inactive

Voucher Details

Series * FA Voucher No * 8 Voucher Date * 7/7/2025 Currency * INR

Type	Group	Leadger Code	Leadger Name	Debit	Credit
Asset	Fixed Assets	IT Asset	IT Asset	1,200.00	
Party	Account Payable	Sheelafoam Pvt Ltd Vendor	Sheelafoam Pvt Ltd Vendor		1,200.00
Total				1,200.00	1,200.00

Status: Posted

Fixed Asset Calculation:

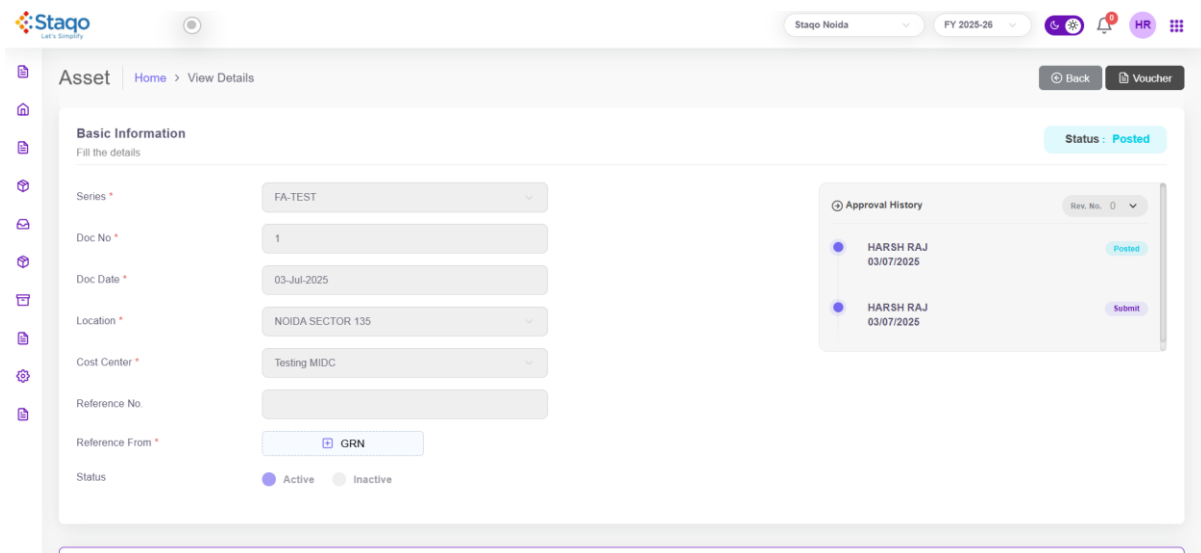
Capitalize date: Asset used date/depreciation start date

Current value: auto Purchase value

Salvage value: as per set up

Dep. %: on the basis of SLM and WDV which ever defined in the org. Set up and it will be for all the FA registration.

After this post the asset after approval: Asset needs to be approved and posted for processing it to depreciation



Asset Home > View Details

Basic Information
Fill the details

Series * FA-TEST

Doc No * 1

Doc Date * 03-Jul-2025

Location * NOIDA SECTOR 135

Cost Center * Testing MIDC

Reference No.

Reference From * GRN

Status ☒ Active ☐ Inactive

Approval History Rev. No. 0

Rev. No.	By	Date	Status
03/07/2025	HARSH RAJ	03/07/2025	Posted
03/07/2025	HARSH RAJ	03/07/2025	Submit

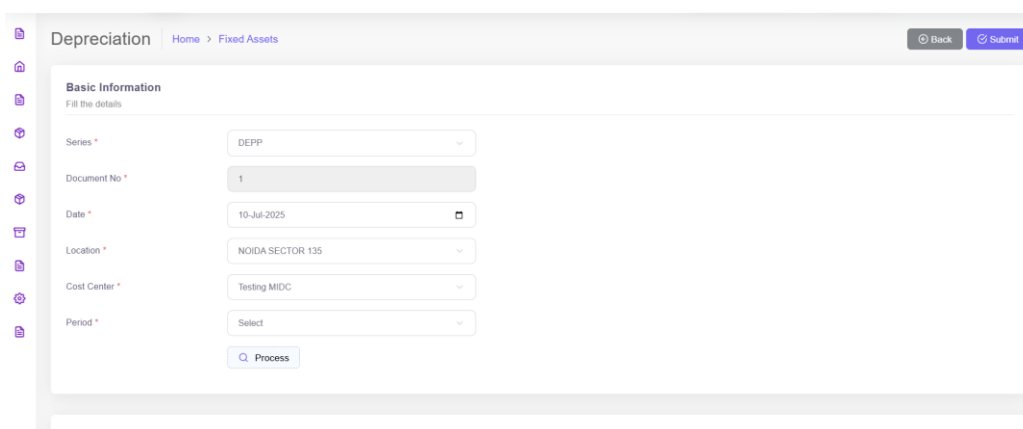
4.5.3.Fixed asset> Depreciation

Depreciation is the reduction in value of a fixed asset over time due to usage, wear and tear, or obsolescence. In accounting, depreciation helps spread the cost of an asset over its useful life.

- Depreciation is usually calculated: Monthly, quarterly, semi yearly or Yearly whichever defined in the org. Set up
- Starting from the capitalization date (the date of the asset is ready for use)
- Until the life of asset, sold, scrapped and write off

Depreciation set up:

- Select the period for which you want to post the depreciation and process
- All depreciated asset will be shown category wise
- After processing the depreciation you can post the voucher for the same after approval



Depreciation Home > Fixed Assets

Basic Information
Fill the details

Series * DEPP

Document No * 1

Date * 10-Jul-2025

Location * NOIDA SECTOR 135

Cost Center * Testing MIDC

Period * Select

[Process](#)

Category Wise Detail
View the details below

#	Category	Asset Code	Sub Asset Code	Asset Name	Ledger Name	FY	From Date	To Date	Posted Days	Days	Return Down Value	Dep. Amount	After Dep. Value
1	CLOTHES	TOP1	TOP1-01	TOPS	Assets	2024-2025	11-12-2024	31-03-2025	0	111	200.00	28.89	171.11
2	CLOTHES	TOP1	TOP1-02	TOPS	Assets	2024-2025	11-12-2024	31-03-2025	0	111	200.00	28.89	171.11
3	CLOTHES	TOP1	TOP1-03	TOPS	Assets	2024-2025	11-12-2024	31-03-2025	0	111	200.00	28.89	171.11
4	CLOTHES	TOP1	TOP1-04	TOPS	Assets	2024-2025	11-12-2024	31-03-2025	0	111	200.00	28.89	171.11
5	CLOTHES	TOP1	TOP1-05	TOPS	Assets	2024-2025	11-12-2024	31-03-2025	0	111	200.00	28.89	171.11
6	CLOTHES	TOP1	TOP1-06	TOPS	Assets	2024-2025	11-12-2024	31-03-2025	0	111	200.00	28.89	171.11
7	CLOTHES	TOP1	TOP1-07	TOPS	Assets	2024-2025	11-12-2024	31-03-2025	0	111	200.00	28.89	171.11
8	CLOTHES	TOP1	TOP1-08	TOPS	Assets	2024-2025	11-12-2024	31-03-2025	0	111	200.00	28.89	171.11
9	CLOTHES	TOP1	TOP1-09	TOPS	Assets	2024-2025	11-12-2024	31-03-2025	0	111	200.00	28.89	171.11
10	CLOTHES	TOP1	TOP1-10	TOPS	Assets	2024-2025	11-12-2024	31-03-2025	0	111	200.00	28.89	171.11
11	CLOTHES	TOP1	TOP1-11	TOPS	Assets	2024-2025	11-12-2024	31-03-2025	0	111	200.00	28.89	171.11
12	CLOTHES	TOP1	TOP1-12	TOPS	Assets	2024-2025	11-12-2024	31-03-2025	0	111	200.00	28.89	171.11
13	CLOTHES	TOP1	TOP1-13	TOPS	Assets	2024-2025	11-12-2024	31-03-2025	0	111	200.00	28.89	171.11
14	CLOTHES	TOP1	TOP1-14	TOPS	Assets	2024-2025	11-12-2024	31-03-2025	0	111	200.00	28.89	171.11
15	CLOTHES	TOP1	TOP1-15	TOPS	Assets	2024-2025	11-12-2024	31-03-2025	0	111	200.00	28.89	171.11

4.5.4.Fixed asset> Split Asset

Split Asset means dividing a single asset into two or more parts for register the Split Asset. This is done when:

Go to: Finance > Fixed Assets > Split Asset

Select the existing Asset Code and all details will be auto populated like current Value, total depreciation till date, salvage value, last date of depreciation and last date of depreciation posted.

System copies:

- Depreciation settings (you can modify if needed)
- Original asset details

Save and Post

- System adjusts book values automatically

Split [Home](#) > [Add New](#) Back Save as Draft Submit

Old Asset Details

Asset Code & Name * Sub-Asset Code * Last Date of Dep. Current Value *

New Asset Detail Delete + Add New

Fill the details

	Asset Code	Asset Name	Sub Asset Code	Quantity	Current Value	Salvage Value
<input type="checkbox"/>	fixed 01	Enter	fixed 01-01	1	250	12.50
<input type="checkbox"/>	fixed 02	Enter	fixed 02-01	1	250	12.50

Asset Details

Category * Quantity * Ledger * Ledger Group * ↑

4.5.5.Fixed asset> Merge Asset

Asset Merging means combining two or more assets into a single asset record for the asset under construction(those assets which has not defined the capitalized date) in the Merge Asset Register.

Go to: Finance > Fixed Assets > Merge Asset

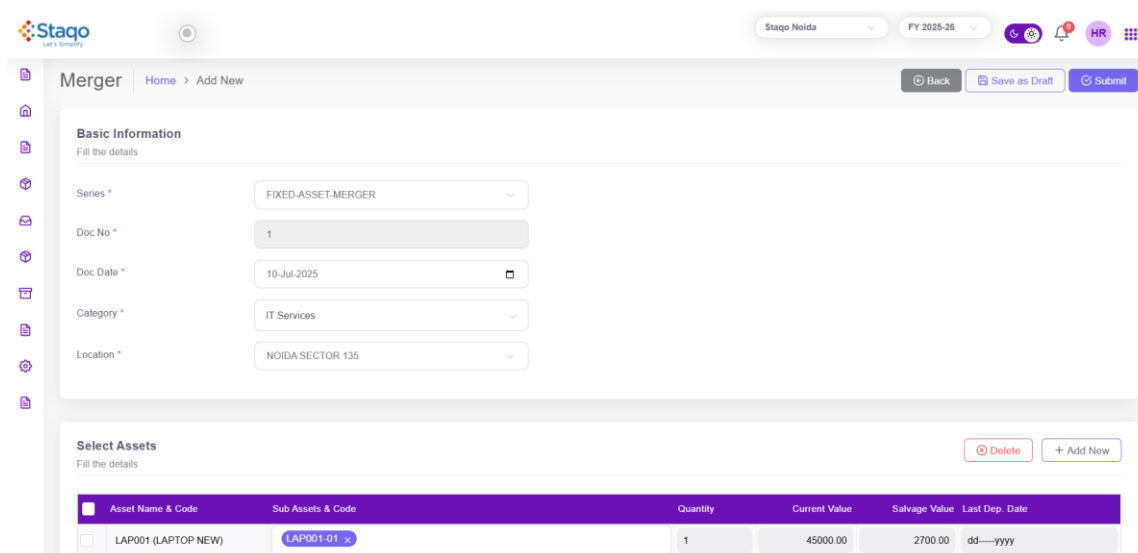
Select the existing Asset Code and all details will be auto populated like current Value,salvage value

Select the Primary Asset (the one that will remain active)

Select one or more Secondary Assets to merge

The system will:

- Add the book value of the secondary assets to the primary asset
- Merger those asset which is under construction
- Post the transaction



The screenshot shows the 'Merger' form in the Staqa system. The form is divided into two main sections: 'Basic Information' and 'Select Assets'.

Basic Information: This section contains several fields for filling in details:

- Series:** A dropdown menu with the value 'FIXED-ASSET-MERGER' selected.
- Doc No:** A text field with the value '1'.
- Doc Date:** A date picker showing '10-Jul-2025'.
- Category:** A dropdown menu with the value 'IT Services' selected.
- Location:** A dropdown menu with the value 'NOIDA SECTOR 135' selected.

Select Assets: This section contains a table for selecting assets to merge. The table has columns for 'Asset Name & Code', 'Sub Assets & Code', 'Quantity', 'Current Value', 'Salvage Value', and 'Last Dep. Date'. There is a checkbox in the first column and a '+ Add New' button in the top right corner.

Asset Name & Code	Sub Assets & Code	Quantity	Current Value	Salvage Value	Last Dep. Date
<input type="checkbox"/> LAP001 (LAPTOP NEW)	LAP001-01	1	45000.00	2700.00	dd----yyyy

Merger | Home > Add New

Back Save as Draft Submit

Select Assets

Fill the details

Delete + Add New

Asset Name & Code	Sub Assets & Code	Quantity	Current Value	Salvage Value	Last Dep. Date
<input type="checkbox"/> LAP001 (LAPTOP NEW)	LAP001-01	1	45000.00	2700.00	dd-yyyy

Asset Details

Category * IT Services

Asset Name * TOPS

Asset Code * LAP001#M01

Quantity * 1

Ledger * Select

Ledger Group * Fixed Assets

Capitalize Date * 10-Jul-2025

Maint. Schedule * Monthly

Dep. Method * WDV

Est. Useful Life (yrs) * 10

Salvage Value * 2700.00

Dep % * 24.52

Total Dep * 0

Current Value * 45000.00

4.5.6.Fixed asset> Revaluation

Asset Revaluation/Impairment is the process of adjusting the book value of a fixed asset to reflect its current fair market value. This can increase or decrease the assets value in the books.

It ensures that the financial statements show more realistic asset values in line with market conditions.

Revaluation is usually done:

- Annually or periodically as per policy
- When there's a significant change in asset value
- As required by accounting standards (IFRS, AS-10, IND AS 16)
- Before mergers, audits, or restructuring

Navigate to: Finance > Fixed Assets > Asset Revaluation

Select Asset from the register

Enter new revalued amount

It Provides:

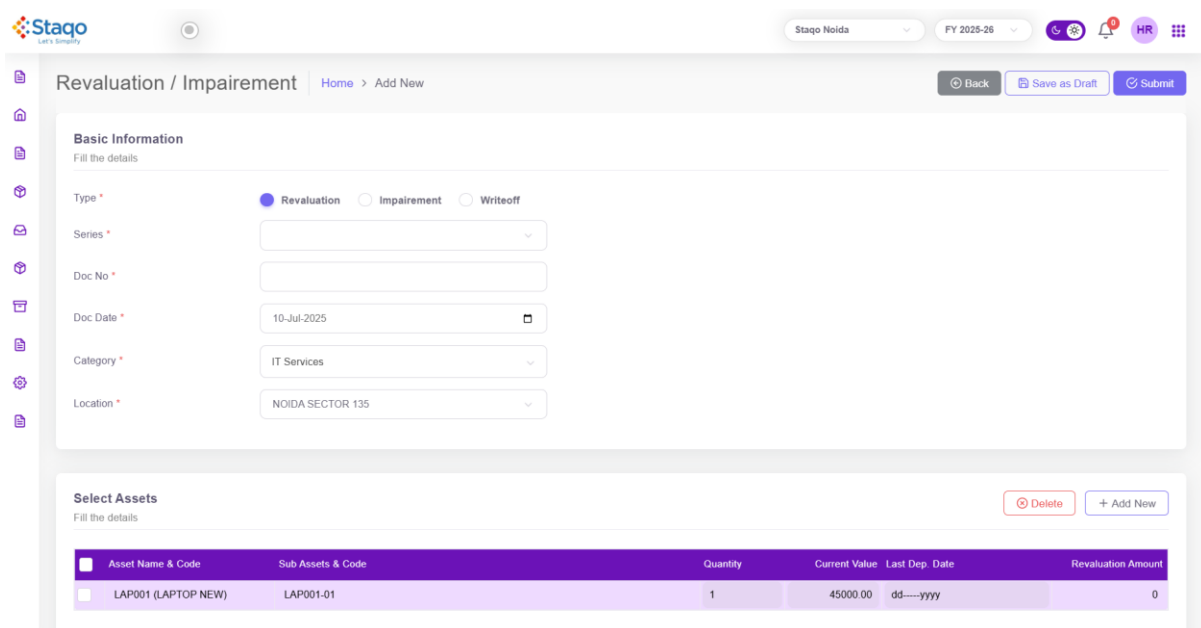
- Revaluation date
- Reason (valuation report, market change, etc.)
- Supporting document (optional: valuation certificate)

System auto-calculates:

- Adjustment amount

- New depreciation (if applicable)

Post the revaluation



Revaluation / Impairment Home > Add New

Basic Information
Fill the details

Type * ☒ Revaluation ☐ Impairment ☐ Writeoff

Series *

Doc No *

Doc Date * 10-Jul-2025

Category * IT Services

Location * NOIDA SECTOR 135

Select Assets
Fill the details

[Delete](#) [+ Add New](#)

Asset Name & Code	Sub Assets & Code	Quantity	Current Value	Last Dep. Date	Revaluation Amount
<input type="checkbox"/> LAP001 (LAPTOP NEW)	LAP001-01	1	45000.00	dd-yyyy	0

4.5.7.Fixed asset> Issue/Transfer

The Asset Issue/Transfer process allows you to:

- Assign an asset to a specific employee, department, or location (Issue)
- Move an asset from one department, user, or location to another (Transfer)
- This helps track asset usage, responsibility, and accurate depreciation allocation.

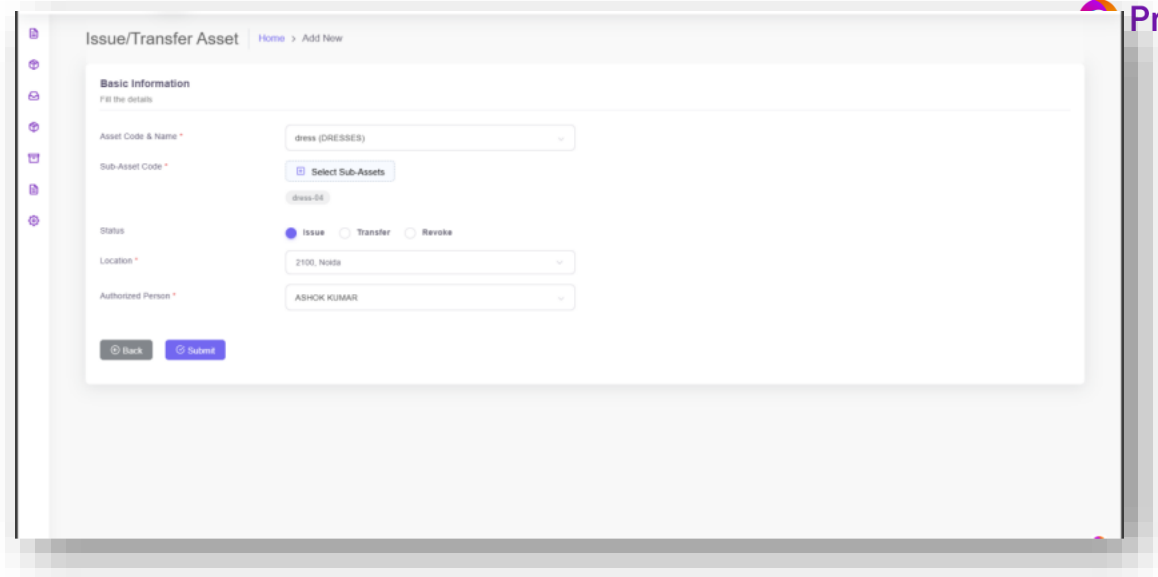
Go to: Fixed Assets > Asset Assignment / Issue

Select the asset from the Fixed Asset Register

Enter: Issue Date, Employee / Department / Location receiving the asset, Remarks or approval reference

Click Submit / Save

The asset is now tagged to the selected custodian or department.



Go to: Fixed Assets > Asset Transfer

Select the asset code

Choose From and To:

- Location
- Department
- Cost Center (if applicable)

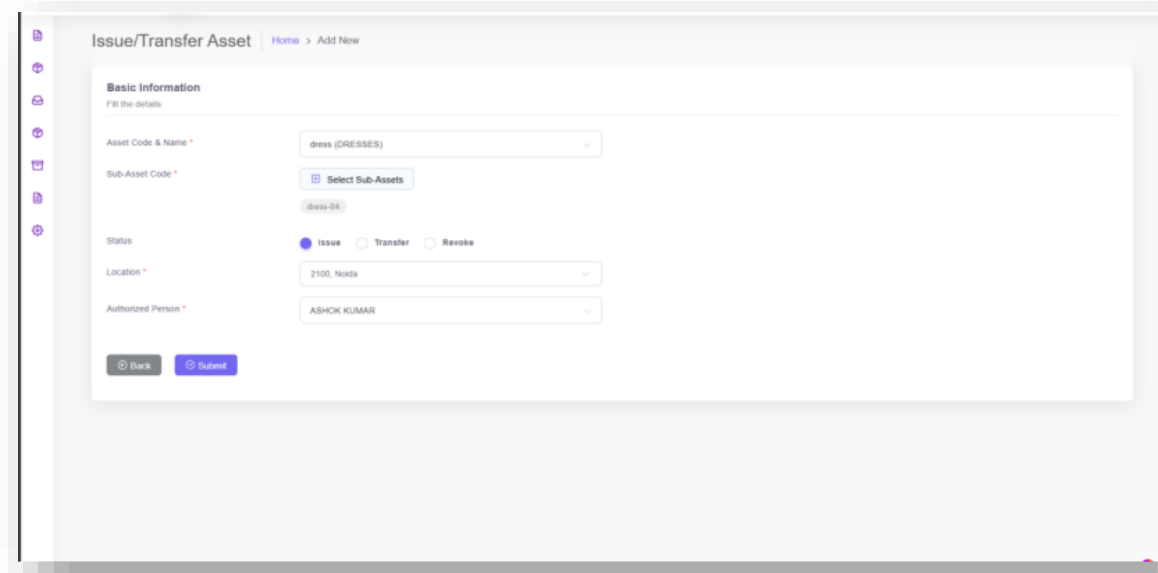
Select Transfer Date

Add comments or upload approval (if required)

Click Post / Confirm

The system:

- Updates the asset record with the new location
- Maintains a transfer history log
- Adjusts depreciation allocations (if cost center changes)



4.5.8.Fixed asset>Insurance

It describes how to record and track insurance details for fixed assets to ensure:

- Proper risk management
- Timely renewal of policies
- Adequate coverage for valuable assets

Assets that need to be Insured are:

- High in value (e.g., buildings, vehicles, machinery)
- Critical to operations
- Mobile or exposed to risk (e.g., laptops, generators)
- Required by law to be insured (e.g., company cars)

Process:

Go to: Finance > Fixed Assets > Insurance Details

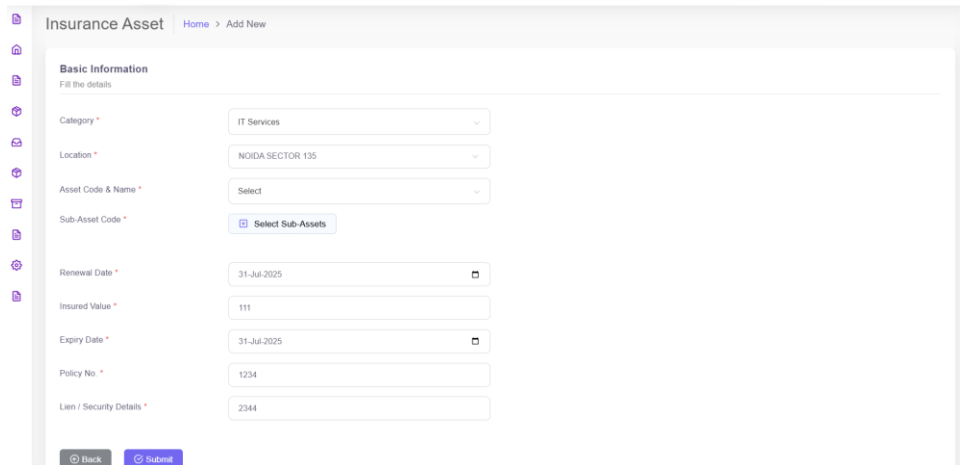
Select the Asset Code

Enter all insurance-related fields:

- Policy number
- Start/expiry date
- Insurance company
- Insured value and premium

Attach scanned copy of policy document

Save and set reminders for renewal (if system supports)



4.5.9.Fixed asset>Main. and condition

The purpose of this section is to help users track maintenance activities and record the condition of fixed assets to ensure:

- Asset longevity
- Reduced breakdowns
- Proper budgeting for repairs or replacements
- Compliance with audit and safety standards

Maintenance tracking refers to:

- Logging repairs, servicing, and inspections
- Scheduling preventive maintenance
- Recording breakdowns or incidents

It helps reduce downtime and supports better asset utilization.

Process:

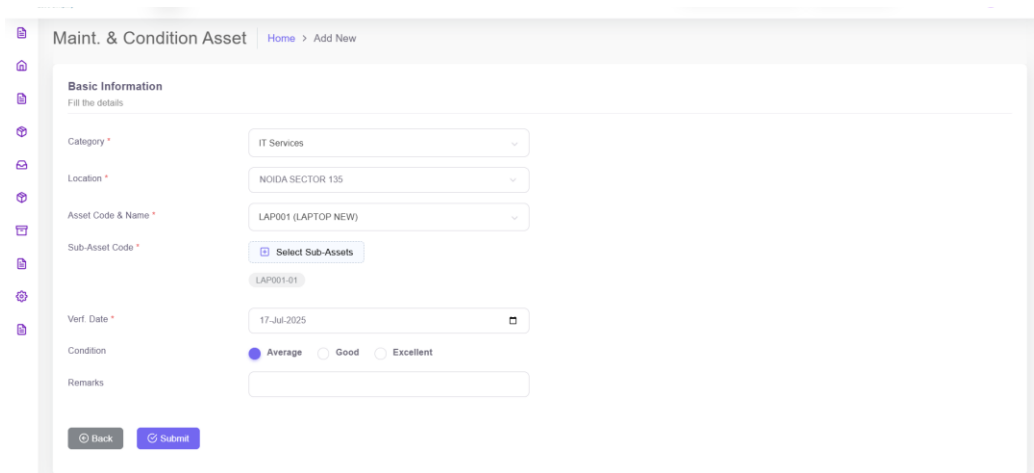
Go to: Fixed Assets > Maintenance > Add Maintenance Record

Select Asset Code

Enter:

- Maintenance Date
- Type (Preventive/Corrective)
- Vendor/Service Team
- Description of work
- Cost
- Next Due Date (optional)

Save and attach documents (e.g., invoice, service report)



4.6. Reports

Financial reports are critical tools for:

- Decision-making
- Compliance
- Performance tracking
- Audit and analysis

Types of financial reports:

4.6.1. Ledger

A Ledger Report shows all debit and credit entries posted to an account over a specific time period, including:

- Opening balance
- Transaction date and details
- Debit/Credit amounts
- Closing balance

Process:

Navigate to:

Finance > Reports > Ledger

Select:

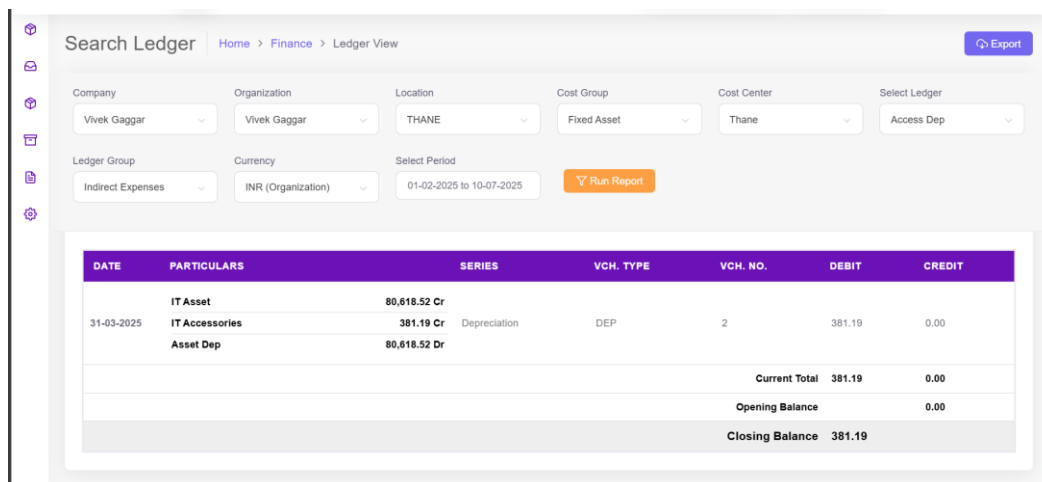
- Account type (e.g., vendor, customer, GL)

- Ledger name (e.g., Electricity Expense, Cash)
- Date range (From – To)

Apply filters (e.g., project, cost center, department)

Click Generate / View / Export

Export as PDF, Excel



The screenshot shows the 'Search Ledger' interface with the following filters and results:

Filters:

- Company: Vivek Gaggar
- Organization: Vivek Gaggar
- Location: THANE
- Cost Group: Fixed Asset
- Cost Center: Thane
- Select Ledger: Access Dep
- Ledger Group: Indirect Expenses
- Currency: INR (Organization)
- Select Period: 01-02-2025 to 10-07-2025

Run Report button is visible.

Ledger Table:

DATE	PARTICULARS	SERIES	VCH. TYPE	VCH. NO.	DEBIT	CREDIT
	IT Asset	80,618.52 Cr				
31-03-2025	IT Accessories	381.19 Cr	Depreciation	2	381.19	0.00
	Asset Dep	80,618.52 Dr				
					Current Total	381.19
					Opening Balance	0.00
					Closing Balance	381.19

4.6.2. Trial Balance

The Trial Balance is a core financial report that lists the closing balances of all general ledger accounts (assets, liabilities, income, expenses, equity) as of a specific date. It ensures that the total debits equal total credits, confirming the mathematical accuracy of double-entry book keeping.

Use Case: It serves as the base for preparing financial statements like the Profit & Loss Account and Balance Sheet.

A Trial Balance summarizes the net position of each ledger account, showing whether it has a debit or credit balance.

Process:

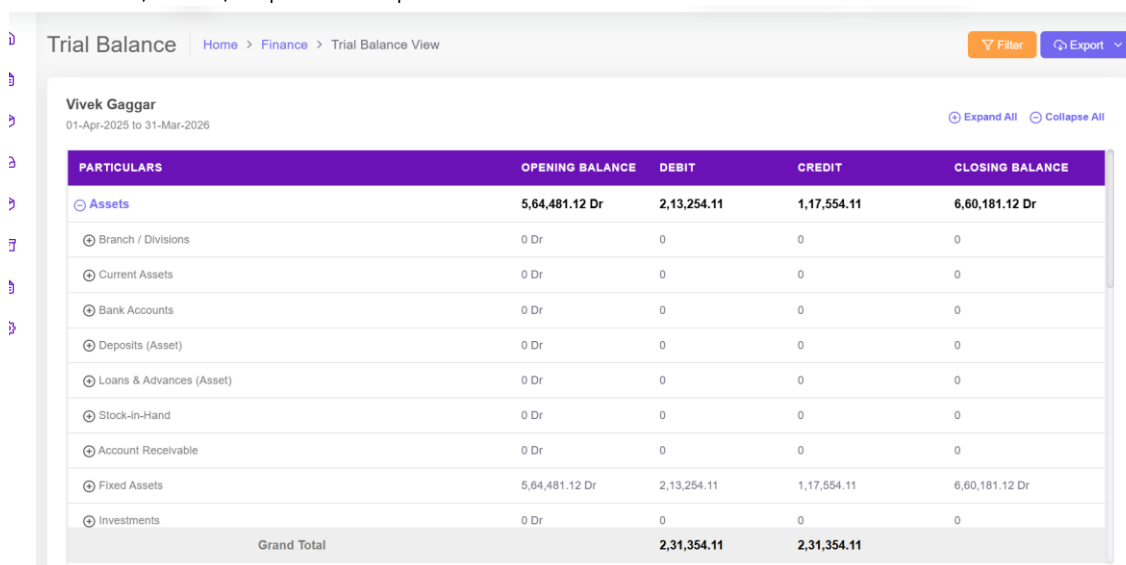
Go to: Finance > Reports > Trial Balance

Choose the date (e.g., 31-Mar-2025)

Select parameters, such as:

- Company/Branch
- Department (if needed)
- Ledger Groups (optional)
- Level 1(asset,liability,income,expense) or level 2(ledger group), level 3(ledgers)

Click Generate / View / Export the report in PDF Excel



PARTICULARS	OPENING BALANCE	DEBIT	CREDIT	CLOSING BALANCE
Assets	5,64,481.12 Dr	2,13,254.11	1,17,554.11	6,60,181.12 Dr
Branch / Divisions	0 Dr	0	0	0
Current Assets	0 Dr	0	0	0
Bank Accounts	0 Dr	0	0	0
Deposits (Asset)	0 Dr	0	0	0
Loans & Advances (Asset)	0 Dr	0	0	0
Stock-in-Hand	0 Dr	0	0	0
Account Receivable	0 Dr	0	0	0
Fixed Assets	5,64,481.12 Dr	2,13,254.11	1,17,554.11	6,60,181.12 Dr
Investments	0 Dr	0	0	0
Grand Total		2,31,354.11	2,31,354.11	

4.6.3.Profit and Loss

The Profit and Loss (P&L) Report, also known as the Income Statement, summarizes a company's revenues and expenses over a specific period. It shows whether the organization made a profit or a loss.

Use Case: To measure financial performance, assist in budgeting, and support management decisions.

Navigate to: Finance > Reports > Profit & Loss / Income Statement

Choose:

- Date range (e.g., April 1, 2025 – March 31, 2026)
- Branch or Cost Center (optional)
- Currency (if applicable)
- Level 1(ledger group) or level 2(ledger)

Apply filters as needed (e.g., department, project)

Click Generate / View Report

Export the report to PDF, Excel

Profit & Loss Account [Home](#) > Profit & Loss View Filter Filter Zero Export as Excel

Vivek Gaggur
01-Apr-2025 to 31-Mar-2026 Expand All Collapse All

PARTICULARS	AMOUNT	PARTICULARS	AMOUNT
Opening Stock	0	Sales Accounts	0
Purchase Accounts	0	Direct Income	0
Direct Expenses	0	Closing Stock	0
	0		0
Indirect Expenses	10,000	Indirect Income	0
		Net Loss	10,000
Total	10,000	Total	10,000

4.6.4. Balance Sheet

The Balance Sheet is a financial statement that shows the financial position of an organization at a specific point in time. It presents a snapshot of Assets, Liabilities, and Equity.

Formula: Assets = Liabilities + Equity

Process:

Go to: Finance > Reports > Balance Sheet

Select the as-on date (e.g., 31-Mar-2025)

Choose filters if needed:

- Company / Branch / Cost Center
- Currency (for multi-currency setups)

Click Generate/View

Export the report as:

- PDF for printing or sharing
- Excel for analysis
- Level 1(ledger group) or level 2(ledger)

Home > Finance > Balance Sheet View

Filter Export

Vivek Gaggar

As on 10-07-2025

Expand All Collapse All

LIABILITIES	AMOUNT	ASSETS	AMOUNT
Capital Account	0	Branch / Divisions	0
Reserves & Surplus	(14,25,518.88)	Current Assets	0
Current Liabilities	0	Bank Accounts	0
Duties & Taxes	(3,58,200)	Deposits (Asset)	0
Provisions	0	Loans & Advances (Asset)	0
Account Payable	24,18,900	Stock-in-Hand	0
Loans (Liability)	0	Account Receivable	0
Bank OD A/c	0	Fixed Assets	6,60,181.12
Bank OCC A/c	0	Investments	0
Total	6,35,181.12	Total	6,60,181.12

4.6.5.Cash flow statement

The Cash Flow Statement shows the inflow and outflow of cash in an organization during a specific period. It helps users understand how cash is generated and used in operating, investing, and financing activities.

Use Case: Evaluating liquidity, solvency, and financial flexibility of the organization.

Go to:

Finance > Reports > Cash Flow Statement

Select:

- Date range (e.g., Apr 1, 2025 to Mar 31, 2026)
- Branch or cost center (if applicable)
- Organization
- Location
- Cost group and cost center

Apply Filter

Select Date Range

01-04-2025 to 31-03-2026

Organization

Staqa Noida

Location

NOIDA SECTOR 135

Cost Group

Test Group

Cost Center

Benglaru Cost Center

Apply

Cancel

Click Generate/View

Save in excel

Schedule an email

Cashflow Statement

1st April 2025 to 31st March 2026

Print

Filter

Schedule Mail

Show8entries

Excel

Search...

#	PARTICULARS	TOTAL AMOUNT				
	Opening Balance	0.00				
⊖	Payment Made	(1,111.00)				
#	VOUCH. NO.	DATE	LEDGER NAME	PAYMENT MODE	BANK NAME	AMT.
1	PAPYNG-1	16-05-2025	GLOBAL SUPPLIES CO	Bank	HDFC BANK	1,111.00
⊕	Payment Received	184,000.00				
#	VOUCH. NO.	DATE	LEDGER NAME	PAYMENT MODE	BANK NAME	AMT.
1	REC-N-1	07-05-2025	MNQ Pvt Ltd	Bank	HDFC BANK	11,000.00
2	9	19-06-2025	INVENTORIES ACCOUNT	Bank	HDFC BANK	173,000.00
	Closing Balance	182,889.00				

Showing 1 to 5 of 5 entries

<

1

>

4.6.6.TDS

TDS (Tax Deducted at Source) is a tax deducted from payments like salary, contractor fees, rent, professional fees, and interest. TDS Reports help organizations

It includes:

Vendor name, PAN, Section, type of deductee, voucher no., amount paid/credited, Paid / credited date, cash with exceed limit, deduction date, deduction amount, deduction rate

TDS Report

1st April 2025 to 30th June 2025

Filter

Show 8 entries

Export

Search...

#	VENDOR NAME	PAN	SECTION	TYPE OF DEDUCTEE	VOCH. NO.	AMOUNT PAID/CREDITED	PAID/CREDITED DATE	CASH WITH. EXCEED. LIMIT	DEDUCTION DATE	DEDUCTED AMT
1	VIVEK GAGGAR	AJKPY1087U	194J - Fees for Technical Services / Royalty (cinematographic films)	Non-Company	5	13,000.00	05/06/2025	No	05/06/2025	1,300.00
2	VIVEK GAGGAR	AJKPY1087U	194H - Commission / Brokerage	Non-Company	5	8,000.00	05/06/2025	No	05/06/2025	400.00
3	VIVEK GAGGAR	AJKPY1087U	194DA - Life Insurance policy sum	Non-Company	5	14,000.00	05/06/2025	No	05/06/2025	2,800.00
4	VIVEK GAGGAR	AJKPY1087U	194G - Lottery commission	Non-Company	5	15,400.00	05/06/2025	No	05/06/2025	1,232.00
Total						50,400.00				5,732.00

Showing 1 to 4 of 4 entries

1

Go to:

Finance > Tax > TDS Reports

Select/filter: period, organization, location, cost group, cost center, TDS section, vendor name

Apply Filter x

Select Period

01-04-2025 to 30-06-2025

Organization

Stago Noida x

Location

NOIDA SECTOR 135

Cost Group

Test Group

Cost Center

Benglaru Cost Center

TDS Section

193 - Interest on Securities

Vendor Name

VIVEK GAGGAR

Apply

Cancel

TDS Report
1st April 2025 to 30th June 2025

Show 8 entries

#	VENDOR NAME	PAN	SECTION	TYPE OF DEDUCTEE	VOCH. NO.	AMOUNT PAID/CREDITED	PAID/CREDITED DATE
1	VIVEK GAGGAR	AJKPY1087U	194J - Fees for Technical Services / Royalty (cinematographic films)	Non-Company	5	13,000.00	05/06/2025
2	VIVEK GAGGAR	AJKPY1087U	194H - Commission / Brokerage	Non-Company	5	8,000.00	05/06/2025
3	VIVEK GAGGAR	AJKPY1087U	194DA - Life Insurance policy sum	Non-Company	5	14,000.00	05/06/2025
4	VIVEK GAGGAR	AJKPY1087U	194G - Lottery commission	Non-Company	5	15,400.00	05/06/2025
Total						50,400.00	

Showing 1 to 4 of 4 entries

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Apply Filter

Select Period: 01-04-2025 to 30-06-2025

Organization: Staago Noida

Location: NOIDA SECTOR 135

Cost Group: Test Group

Cost Center: Bengaluru Cost Center

TDS Section: 193 - Interest on Securities

Vendor Name: VIVEK GAGGAR

Apply **Cancel**

Then click on apply and view

Export as:

Excel

TDS Report
1st April 2025 to 30th June 2025

Show 8 entries

Export: Excel

#	VENDOR NAME	PAN	SECTION	TYPE OF DEDUCTEE	VOCH. NO.	AMOUNT PAID/CREDITED	PAID/CREDITED DATE	CASH WITH EXCEED. LIMIT	DEDUCTION DATE	DEDUCTED AMT
1	VIVEK GAGGAR	AJKPY1087U	194J - Fees for Technical Services / Royalty (cinematographic films)	Non-Company	5	13,000.00	05/06/2025	No	05/06/2025	1,300.00
2	VIVEK GAGGAR	AJKPY1087U	194H - Commission / Brokerage	Non-Company	5	8,000.00	05/06/2025	No	05/06/2025	400.00
3	VIVEK GAGGAR	AJKPY1087U	194DA - Life Insurance policy sum	Non-Company	5	14,000.00	05/06/2025	No	05/06/2025	2,800.00
4	VIVEK GAGGAR	AJKPY1087U	194G - Lottery commission	Non-Company	5	15,400.00	05/06/2025	No	05/06/2025	1,232.00
Total						50,400.00				5,732.00

Showing 1 to 4 of 4 entries

1

4.6.7. GST Reports

GST (Goods and Services Tax) Reports help businesses comply with tax regulations by summarizing tax collected and paid across purchases, sales, and returns.

Essential for:

- Filing GST returns (GSTR-1)
- Reconciling input/output GST
- Preventing tax penalties
- Preparing audit-ready records

Navigate to:

Finance > GST Reports> GSTR-1

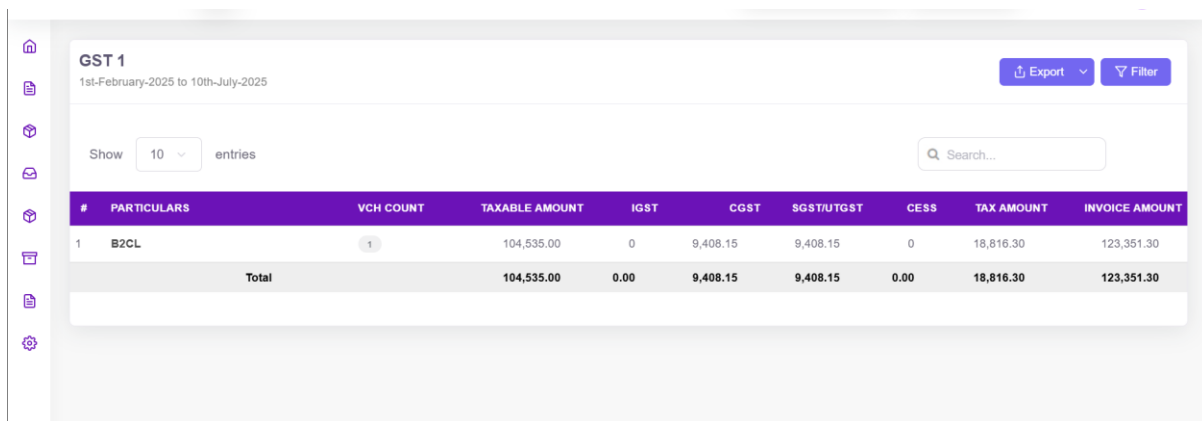
GSTR-1: (Sales)

GSTR-1 is a monthly/quarterly return that contains **details of all outward supplies** (i.e., sales) made by a registered taxpayer under GST. It is used by the government to auto-populate the recipient's **GSTR-2A/2B** and track taxes collected on sales.

It includes: Particulars, VCH count, taxable amount, IGST, CGST, SGST/UTGST,CESS, tax amount, invoice amount

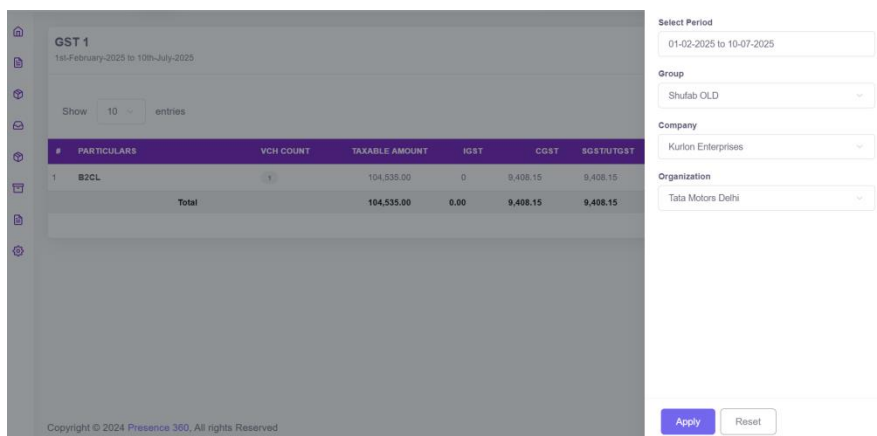
Navigate to :

Finance > GST > GSTR-1



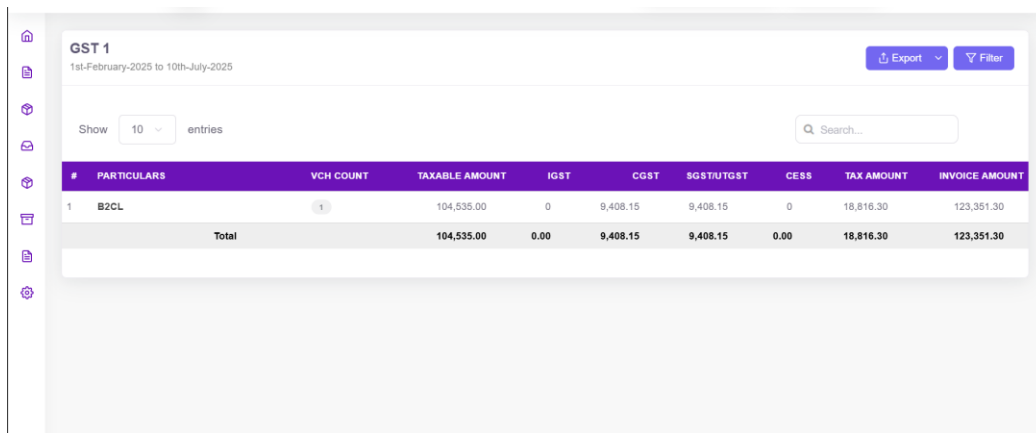
#	PARTICULARS	VCH COUNT	TAXABLE AMOUNT	IGST	CGST	SGST/UTGST	CESS	TAX AMOUNT	INVOICE AMOUNT
1	B2CL	1	104,535.00	0	9,408.15	9,408.15	0	18,816.30	123,351.30
Total			104,535.00	0.00	9,408.15	9,408.15	0.00	18,816.30	123,351.30

Select filters: Period, group, company, organization



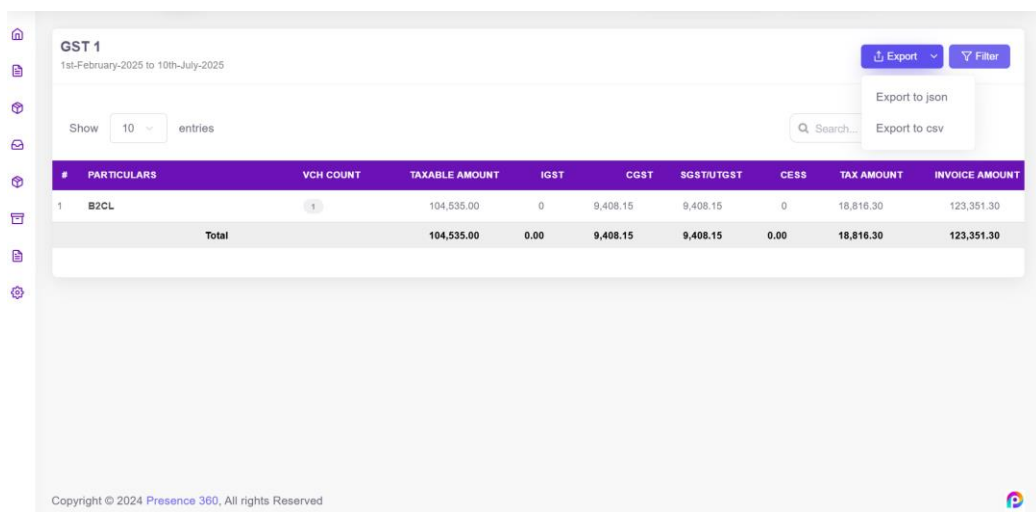
#	PARTICULARS	VCH COUNT	TAXABLE AMOUNT	IGST	CGST	SGST/UTGST
1	B2CL	1	104,535.00	0	9,408.15	9,408.15
Total			104,535.00	0.00	9,408.15	9,408.15

Review all the details



#	PARTICULARS	VCH COUNT	TAXABLE AMOUNT	IGST	CGST	SGST/UTGST	CESS	TAX AMOUNT	INVOICE AMOUNT
1	B2CL	1	104,535.00	0	9,408.15	9,408.15	0	18,816.30	123,351.30
Total			104,535.00	0.00	9,408.15	9,408.15	0.00	18,816.30	123,351.30

Export to : JSON, CSV



#	PARTICULARS	VCH COUNT	TAXABLE AMOUNT	IGST	CGST	SGST/UTGST	CESS	TAX AMOUNT	INVOICE AMOUNT
1	B2CL	1	104,535.00	0	9,408.15	9,408.15	0	18,816.30	123,351.30
Total			104,535.00	0.00	9,408.15	9,408.15	0.00	18,816.30	123,351.30

4.7. Account Setup

It is required to Set up accounts is the **first step in implementing financial operations**. It ensures that **all transactions are recorded correctly**, and financial reports (like Trial Balance, P&L, Balance Sheet) are accurate.

4.7.1. Stock accounts Setup

Stock (Inventory) Accounts are used to:

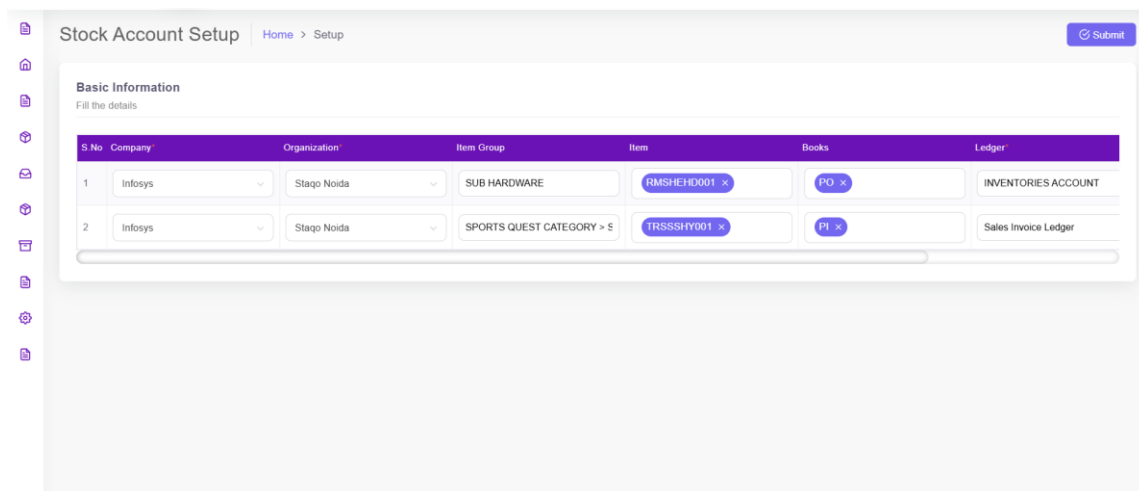
- Track the value and quantity of goods held in inventory
- Monitor movement of goods (inward and outward)
- Maintain correct stock valuation for accounting and audit
- Enable **cost of goods sold (COGS)** and **gross profit** reporting

Navigate to : Finance module >Account set up>Stock accounts

First set up:

Fill the basic information like:

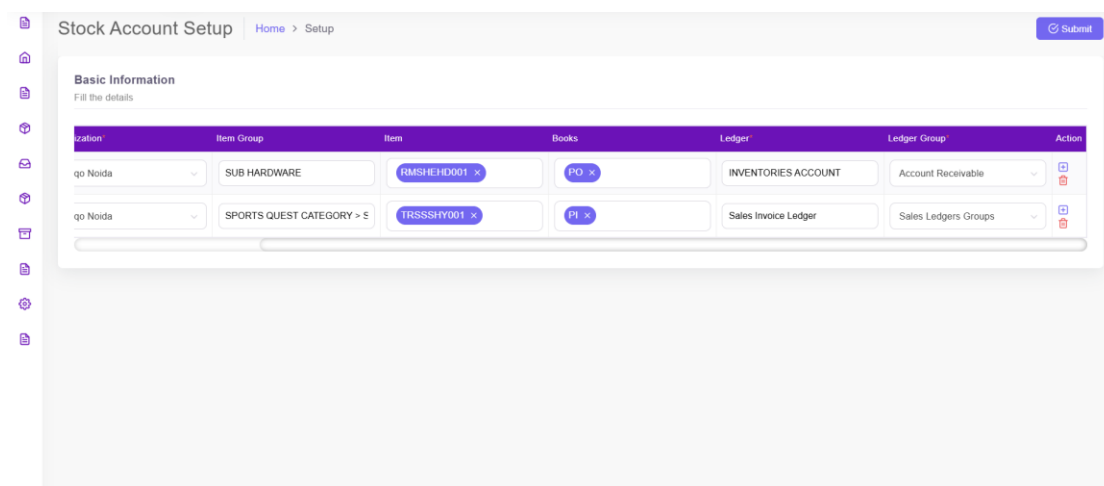
- S no.
- Company Name
- organization
- Item group
- Item
- Books
- Ledger
- Ledger group
- Action



Stock Account Setup | Home > Setup | Submit

Basic Information
Fill the details

S No	Company	Organization	Item Group	Item	Books	Ledger
1	Infosys	Stago Noida	SUB HARDWARE	RMSHEHD001	PO	INVENTORIES ACCOUNT
2	Infosys	Stago Noida	SPORTS QUEST CATEGORY > E	TRSSSHY001	PI	Sales Invoice Ledger

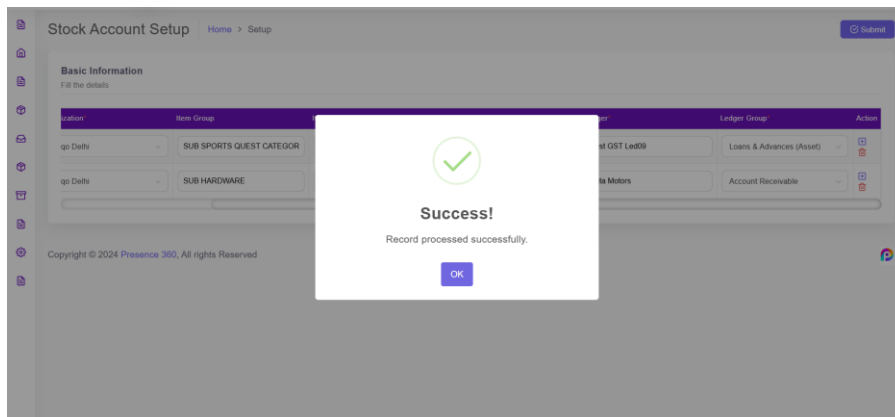


Stock Account Setup | Home > Setup | Submit

Basic Information
Fill the details

Organization	Item Group	Item	Books	Ledger	Ledger Group	Action
qo Noida	SUB HARDWARE	RMSHEHD001	PO	INVENTORIES ACCOUNT	Account Receivable	
qo Noida	SPORTS QUEST CATEGORY > E	TRSSSHY001	PI	Sales Invoice Ledger	Sales Ledgers Groups	

Then submit the stock account set up



Stock account submitted successfully

4.7.2.Sales accounts Setup

Sales Accounts are used to:

- Record revenue from goods and services sold
- Track tax (GST/VAT) on sales
- Enable reporting by product, customer, region, or sales channel
- Help generate financial reports like **Profit & Loss**, **GSTR-1**, and **Tax Returns**

Navigate to : Finance module >Account set up>Sales accounts

First set up:

Fill the basic information like:

- S no.
- Company Name
- organization
- customer group
- customers
- Item group
- Items
- Books
- Ledger
- Ledger group
- Action







Sales Account Setup [Home](#) > [Setup](#) [Submit](#)

Basic Information
Fill the details

S No	Company	Organization	Customer Group	Customers	Item Group	Items
1	Infosys	Stago Delhi	Enter Customer Group	CU1001	Enter Item Group	RMSHEHD001
2	Infosys	Stago Delhi	Enter Customer Group	CU1001 RSFL001	SUB HARDWARE	RMSHRM0001

Sales Account Setup [Home](#) > [Setup](#) [Submit](#)







Basic Information
Fill the details


Items	Item Group	Items	Books	Ledger	Ledger Group	Action
J1001	Enter Item Group	RMSHEHD001	PV001	Test GST Led09	Loans & Advances (Asset)	  
J1001 RSFL001	SUB HARDWARE	RMSHRM0001	MRN	Tata Motors 0976	Bank Accounts	  

Then submit the sales account set up

Sales Account Setup [Home](#) > [Setup](#) [Submit](#)

Basic Information
Fill the details

Items	Item Group	Items	Books	Ledger	Ledger Group	Action
J1001	Enter Item Group	RMSHEHD001	PV001	Test GST Led09	Loans & Advances (Asset)	  
J1001 RSFL001	SUB HARDWARE	RMSHRM0001	MRN	Tata Motors 0976	Bank Accounts	  



Success!

Record processed successfully.

[OK](#)

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Sales account submitted successfully

4.7.3.Cogs accounts Setup

Cost of Goods Sold (COGS) represents the direct cost of producing or purchasing goods that were sold during a period. Setting up COGS accounts allows your finance system to:

- Calculate **gross profit** (Sales – COGS)
- Record inventory outflow correctly
- Comply with accounting standards (e.g., AS, GAAP, IFRS)
- Enable accurate **P&L reporting**

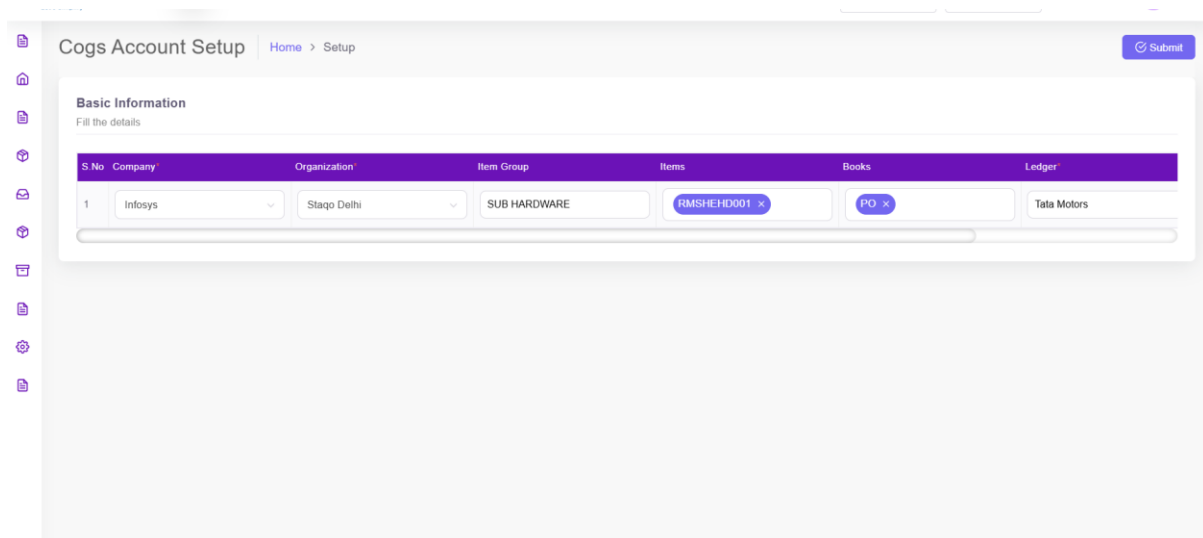
Without COGS setup, your profit may be overstated or undervalued.

Navigate to : Finance module >Account set up>Cogs accounts

First set up:

Fill the basic information like:

- S no.
- Company Name
- organization
- Item group
- Items
- Books
- Ledger
- Ledger group
- Action



S No	Company	Organization	Item Group	Items	Books	Ledger
1	Infosys	Staquo Delhi	SUB HARDWARE	RMSHEHD001	PO	Tata Motors

Cogs Account Setup Home > Setup Submit

Basic Information
Fill the details

Location	Item Group	Items	Books	Ledger	Ledger Group	Action
qo Delhi	SUB HARDWARE	RMSHEHD001 x	PO x	Tata Motors	Account Receivable	

Then submit the cogs account set up

Cogs Account Setup Home > Setup Submit

Basic Information
Fill the details

Location	Item Group	Items	Books	Ledger	Ledger Group	Action
qo Delhi	SUB HARDWARE	RMSHEHD001	PO	Tata Motors	Account Receivable	

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Success!
Record processed successfully.
OK

Cogs account submitted successfully

4.7.4. GR accounts Setup

GR Accounts (Goods Receipt Accounts) are used to record the **receipt of goods** before the vendor's invoice is received. This is a key part of the **3-way match** (Purchase Order → Goods Receipt → Invoice) process in finance and inventory.

It ensures that inventory and payable are **accurately tracked**, even before billing.

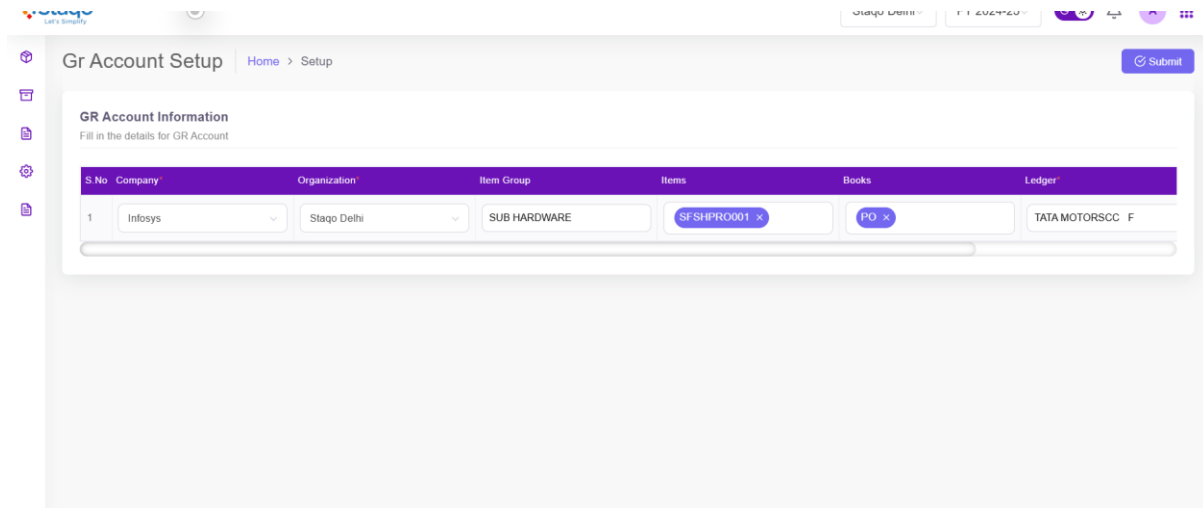
Navigate to : Finance module >Account set up>GR accounts

First set up:

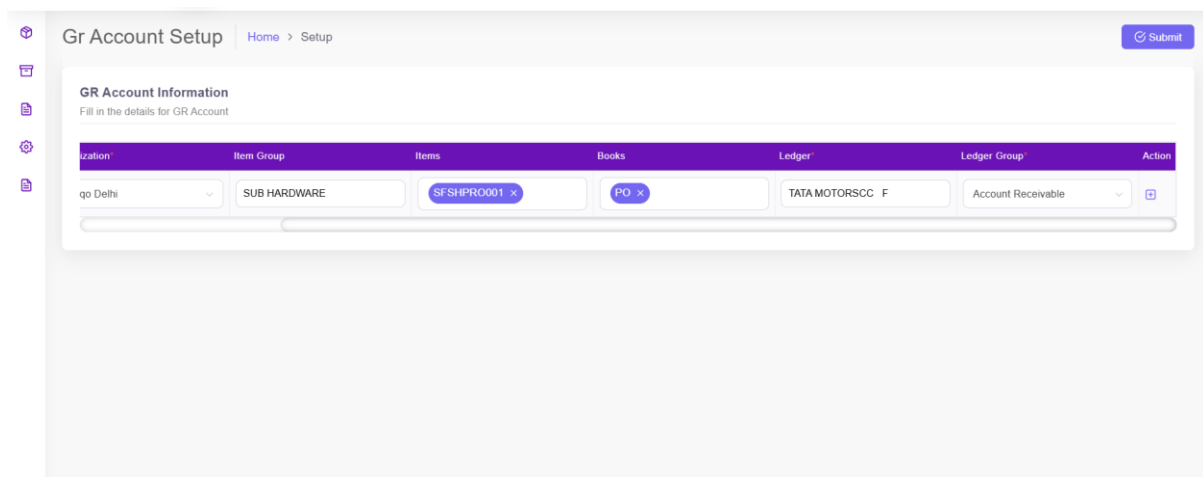
Fill the basic information like:

- S no.

- Company Name
- organization
- Item group
- Items
- Books
- Ledger
- Ledger group
- Action

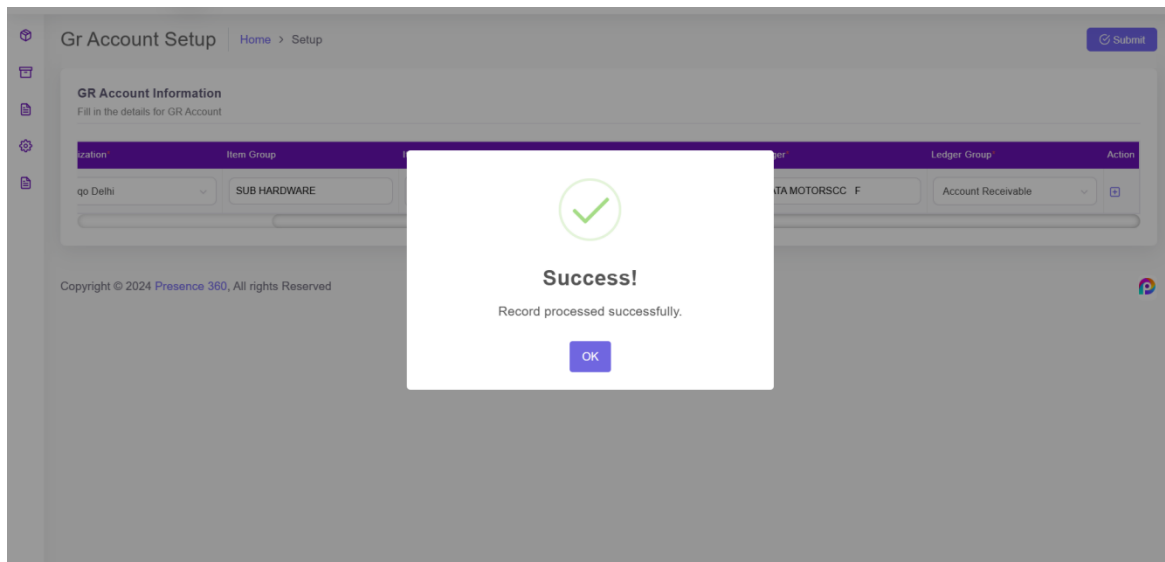


S.No	Company	Organization	Item Group	Items	Books	Ledger
1	Infosys	Stago Delhi	SUB HARDWARE	SFSHIPRO001	PO	TATA MOTORSCC F



Organization	Item Group	Items	Books	Ledger	Ledger Group	Action
Stago Delhi	SUB HARDWARE	SFSHIPRO001	PO	TATA MOTORSCC F	Account Receivable	

Then submit the GR account set up



GR account submitted successfully

4.7.5. WIP accounts Setup

WIP accounts track the value of partially completed goods or services that are still in the production process at the end of an accounting period. This is crucial for:

- Correctly matching costs with revenues
- Accurate inventory valuation
- Calculating cost of goods manufactured (COGM)
- Ensuring financial statements reflect true production status

WIP helps in understanding how much value is tied up in unfinished goods.

Navigate to : Finance module >Account set up>WIP accounts

First set up:

Fill the basic information like:

- S no.
- Company Name
- organization
- Books
- Ledger
- Ledger group
- Action

WIP Account Setup [Home](#) > [Setup](#) Submit

Basic Information
Fill the details

S.No	Company	Organization	Books	Ledger	Ledger Group	Action
1	Infosys	Staquo Delhi	MIRN x ITEMS x	Enter Ledger	No Ledger Available	+ -
2	Infosys	Staquo Delhi	MIRN x	Enter Ledger	No Ledger Available	+ -
3	Infosys	Staquo Delhi	PI x	Tata Motors 0976	Bank Accounts	+ -

WIP Account Setup [Home](#) > [Setup](#) Submit

Basic Information
Fill the details


S.No	Company	Organization	Books	Ledger	Ledger Group	Action
1	Infosys	Staquo Delhi	MIRN x ITEMS x	Test GST Led09	Loans & Advances (Asset)	+ -
2	Infosys	Staquo Delhi	MIRN x	Tata Motors 0976	Bank Accounts	+ -
3	Infosys	Staquo Delhi	PI x	Tata Motors 0976	Bank Accounts	+ -

Then submit the WIP account set up

WIP Account Setup [Home](#) > [Setup](#) Submit

Basic Information
Fill the details

S.No	Company	Organization	Books	Ledger	Ledger Group	Action
1	Infosys	Staquo Delhi	MIRN x ITEMS x	Test GST Led09	Loans & Advances (Asset)	+ -
2	Infosys	Staquo Delhi	MIRN x	Tata Motors 0976	Bank Accounts	+ -
3	Infosys	Staquo Delhi	PI x	Tata Motors 0976	Bank Accounts	+ -



Success!

Record processed successfully.

OK

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WIP account set up submitted successfully

4.7.6. Purchase return accounts Setup

Purchase Return Accounts track the value of goods returned to suppliers after purchase. Proper setup allows your system to:

- Record reduction in inventory and liabilities
- Reflect accurate purchase expenses
- Adjust vendor payable accordingly
- Help in financial reporting and audit trail

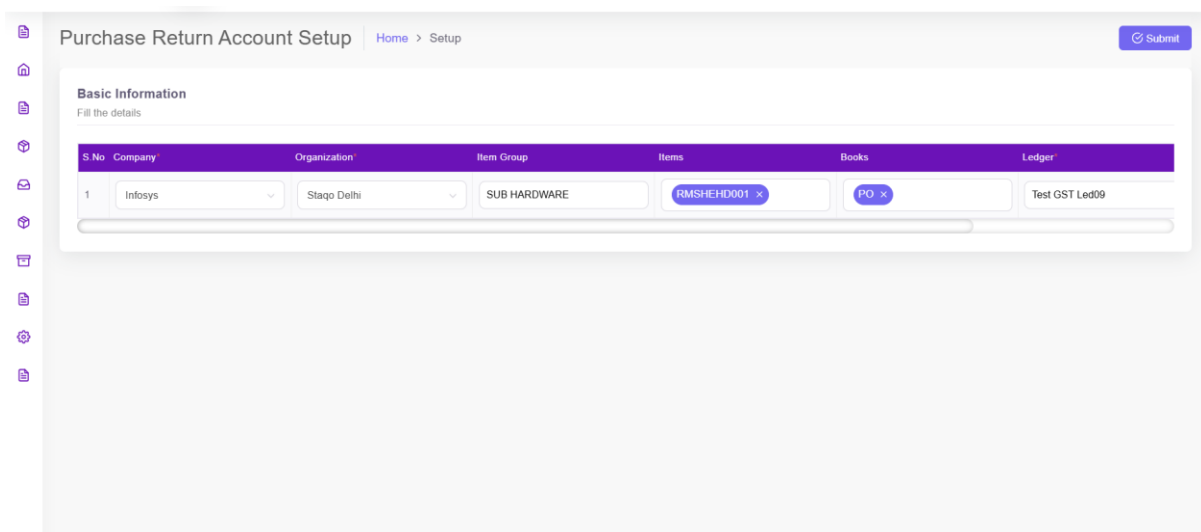
Purchase returns reduce overall purchase cost and correct inventory records.

Navigate to : Finance module >Account set up>Purchase Return Accounts

First set up:

Fill the basic information like:

- S no.
- Company Name
- Organization
- Item group
- Items
- Books
- Ledger
- Ledger group
- Action



The screenshot shows the 'Purchase Return Account Setup' form. The breadcrumb navigation is 'Home > Setup'. A 'Submit' button is in the top right corner. The form is titled 'Basic Information' with the instruction 'Fill the details'. It contains a table with the following columns: S.No, Company, Organization, Item Group, Items, Books, and Ledger. The first row contains the following data: S.No: 1, Company: Infosys (dropdown), Organization: Staquo Delhi (dropdown), Item Group: SUB HARDWARE, Items: RMSHEHD001 (with a close button), Books: PO (with a close button), and Ledger: Test GST Led09.

S.No	Company	Organization	Item Group	Items	Books	Ledger
1	Infosys	Staquo Delhi	SUB HARDWARE	RMSHEHD001	PO	Test GST Led09

Purchase Return Account Setup [Home](#) > [Setup](#) Submit

Basic Information
Fill the details


Organization	Item Group	Items	Books	Ledger	Ledger Group	Action
qo Delhi	SUB HARDWARE	RMSHEHD001 x	PO x	Test GST Led09	Loans & Advances (Asset)	

Then submit the Purchase Return account set up

Purchase Return Account Setup [Home](#) > [Setup](#) Submit

Basic Information
Fill the details

Organization	Item Group	Items	Books	Ledger	Ledger Group	Action
qo Delhi	SUB HARDWARE	RMSHEHD001 x	PO x	Test GST Led09	Loans & Advances (Asset)	



Success!

Record processed successfully.

OK

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Purchase Return account set up submitted successfully

4.7.7. Price variance accounts Setup

Price Variance Accounts are used to track the difference between standard cost and actual cost of purchased goods or materials. This helps organizations:

- Monitor cost efficiency in procurement
- Identify supplier pricing issues
- Support budgeting and standard costing
- Improve profitability analysis

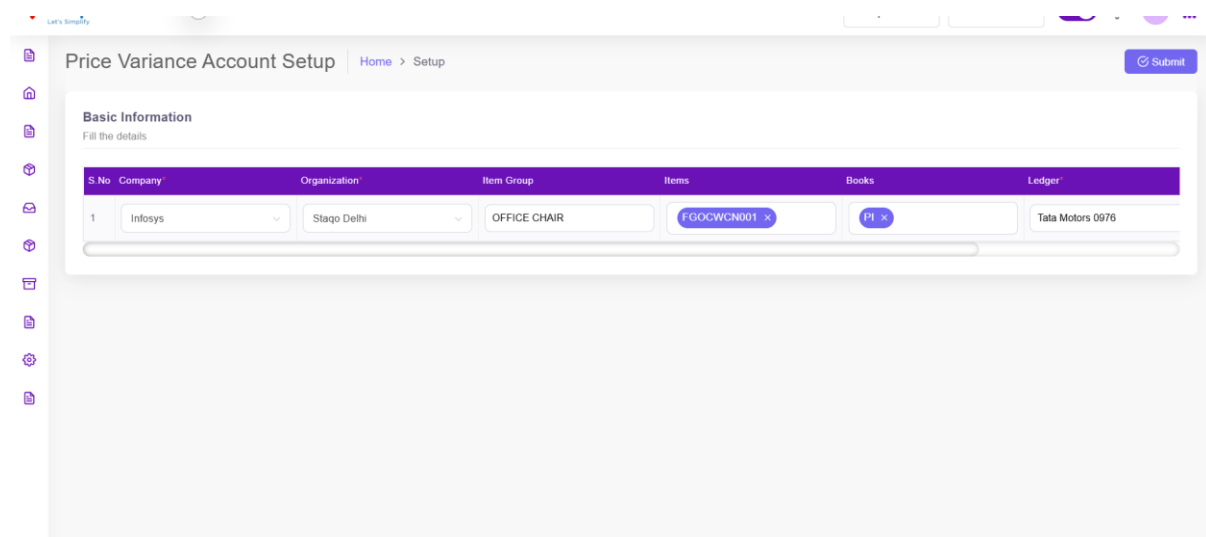
Price variance accounts help finance teams understand whether they're **overpaying or saving** compared to planned costs.

Navigate to : Finance module >Account set up>Price Variance Accounts

First set up:

Fill the basic information like:

- S no.
- Company Name
- Organization
- Item group
- Items
- Books
- Ledger
- Ledger group
- Action

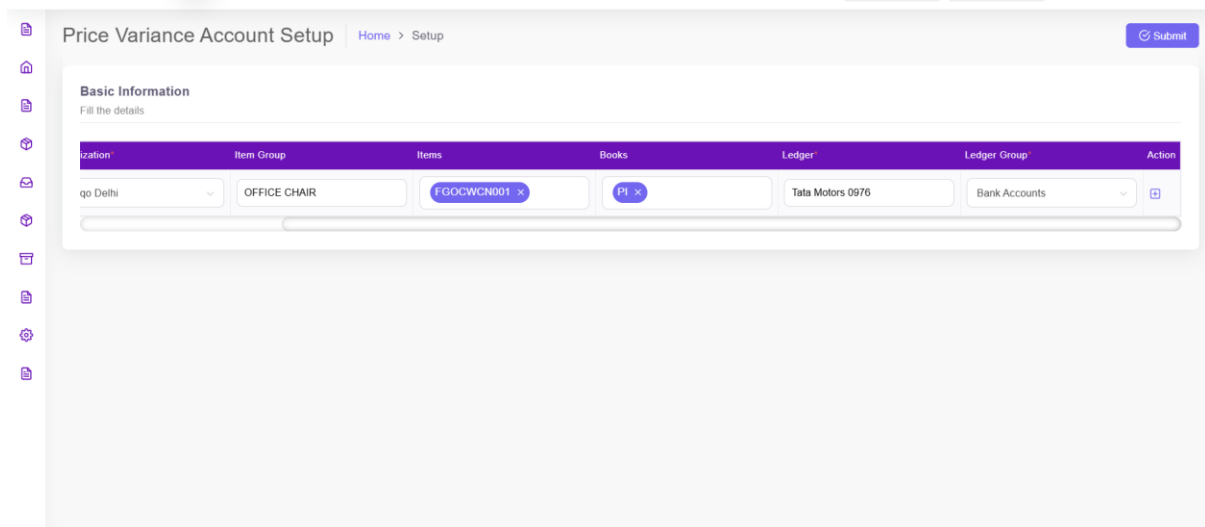


Let's simplify

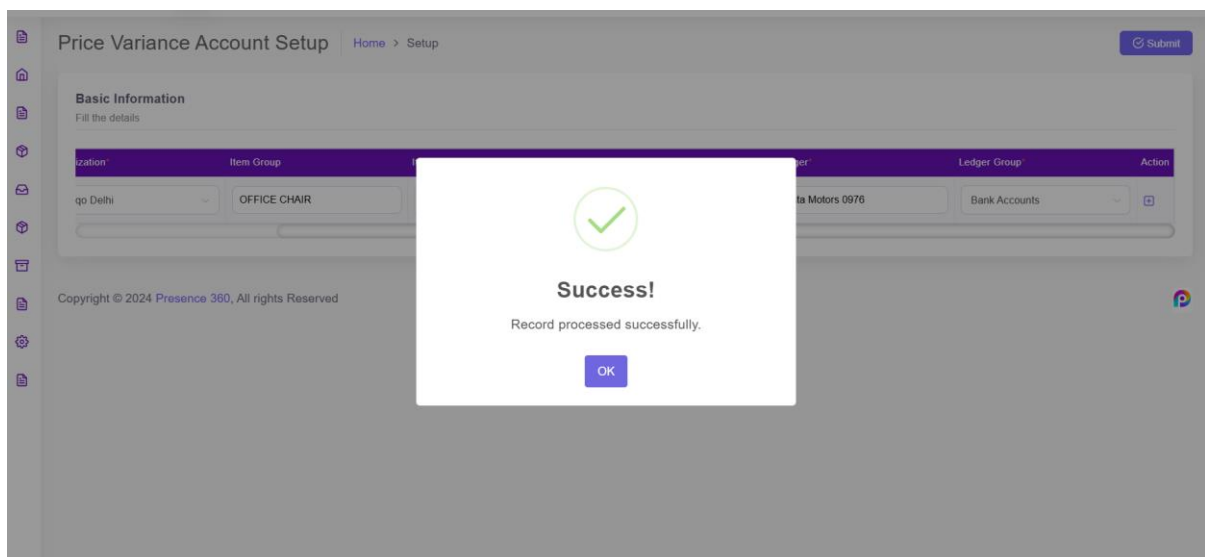
Price Variance Account Setup Home > Setup [Submit](#)

Basic Information
Fill the details

S.No	Company	Organization	Item Group	Items	Books	Ledger
1	Infosys	Stago Delhi	OFFICE CHAIR	FGOCWCN001	PI	Tata Motors 0976



Then submit the Price Variance Accounts setup



Price Variance Accounts setup submitted successfully

4.7.8. Service accounts Setup

Service Accounts are used to record income from services rendered or expenses related to services availed. Setting them up correctly helps:

- Differentiate between goods and services in accounting
- Enable **GST (Service-based) compliance**
- Generate accurate financial reports (like **Profit & Loss, GSTR-1, TDS**)
- Improve cost tracking per service type

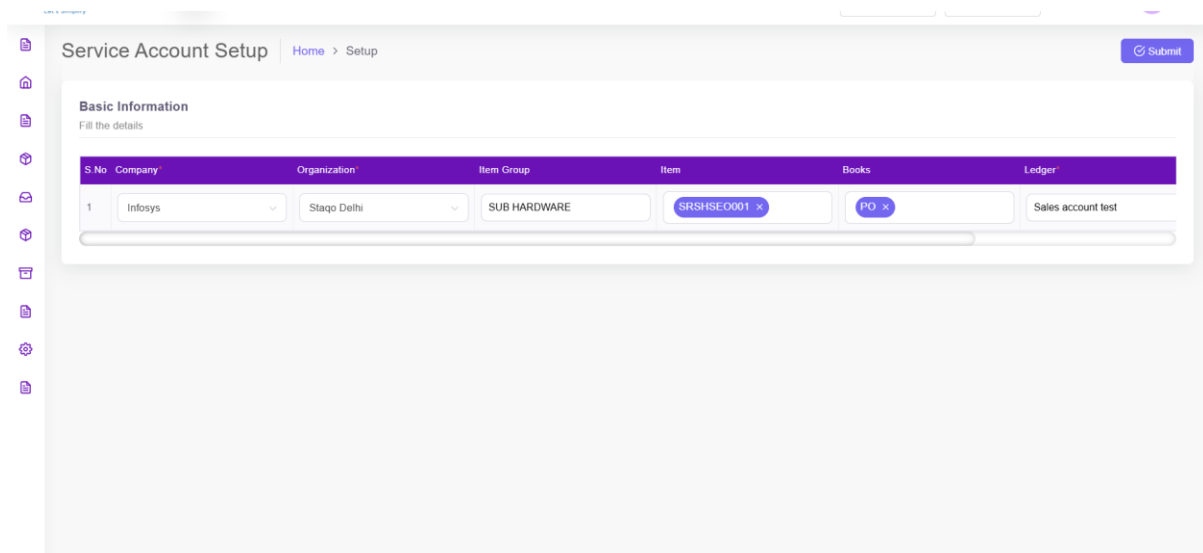
Service accounts ensure revenue and expenses from non-product activities are properly recorded and reported.

Navigate to : Finance module >Account set up>Service Accounts

First set up:

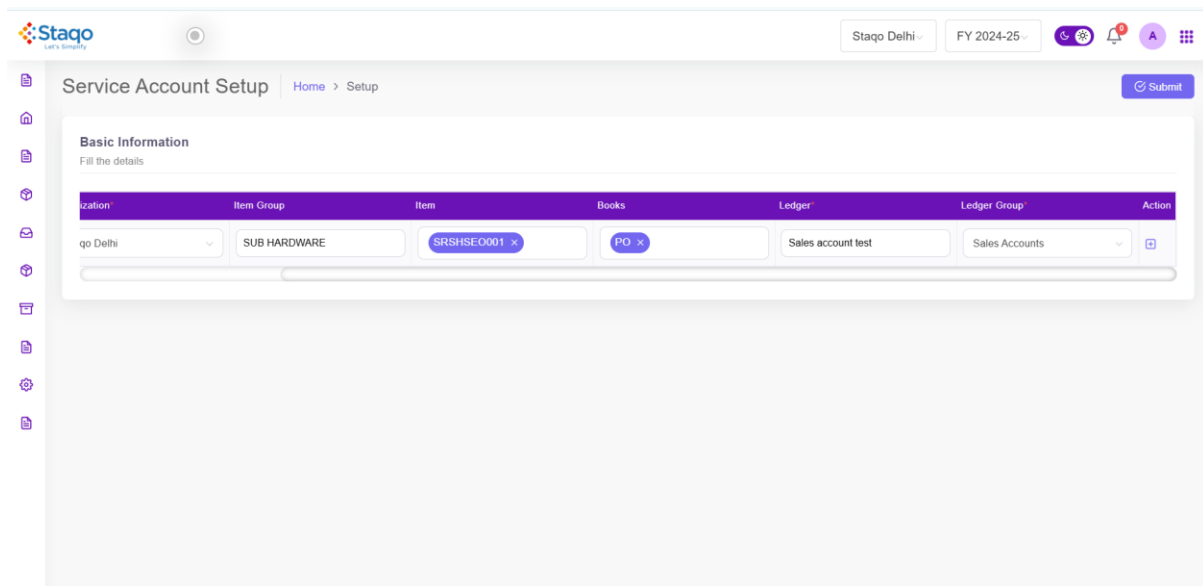
Fill the basic information like:

- S no.
- Company Name
- Organization
- Item group
- Item
- Books
- Ledger
- Ledger group
- Action

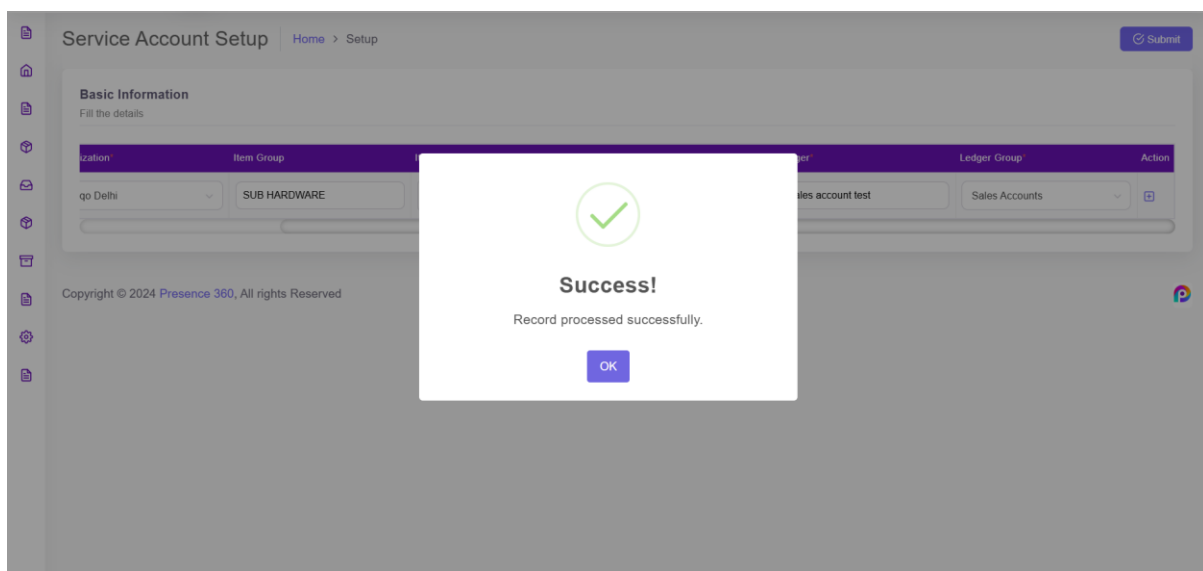


The screenshot shows the 'Service Account Setup' interface. At the top, there's a breadcrumb trail 'Home > Setup' and a 'Submit' button. Below this is a 'Basic Information' section with the instruction 'Fill the details'. The form contains a table with the following columns: S.No, Company, Organization, Item Group, Item, Books, and Ledger. The first row is populated with the following values: S.No: 1, Company: Infosys, Organization: Staqa Delhi, Item Group: SUB HARDWARE, Item: SRSHSE0001, Books: PO, and Ledger: Sales account test. There are also some small icons on the left side of the interface.

S.No	Company	Organization	Item Group	Item	Books	Ledger
1	Infosys	Staqa Delhi	SUB HARDWARE	SRSHSE0001	PO	Sales account test



Then submit the Service Accounts setup



Service accounts set up submitted successfully

4.7.9. Physical stock accounts Setup

Physical stock accounts help track the **actual inventory on hand** based on physical verification, enabling:

- Reconciliation between **book stock and physical stock**
- Adjustment of **inventory discrepancies**
- Accurate financial and audit reporting
- Real-time stock valuation

Physical stock records are crucial for preventing inventory loss, fraud, or errors.

Navigate to : Finance module >Account set up>Physical Stock Accounts

First set up:

Fill the basic information like:

- S no.
- Company Name
- Organization
- Item group
- Item
- Books
- Ledger
- Ledger group
- Action

Physical Stock Account Setup [Home](#) > [Setup](#) [Submit](#)

Physical Stock Account Information
Fill in the details for Physical Stock Account

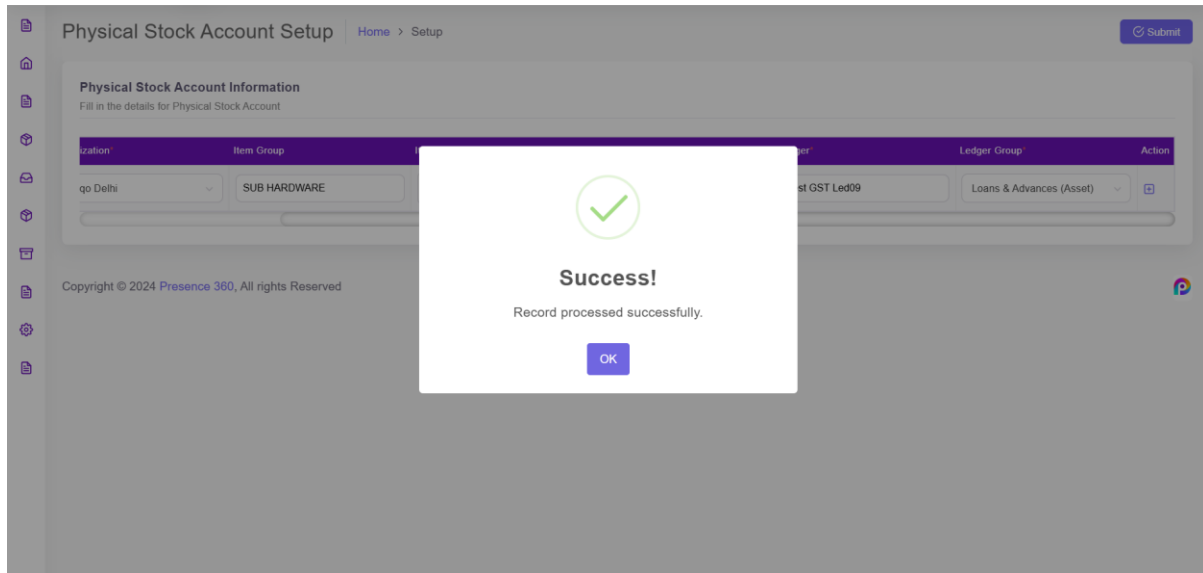
S.No	Company	Organization	Item Group	Items	Books	Ledger
1	Infosys	Stago Delhi	SUB HARDWARE	RMSHEHD001	PV001	Test GST Led09

Physical Stock Account Setup [Home](#) > [Setup](#) [Submit](#)

Physical Stock Account Information
Fill in the details for Physical Stock Account

Organization	Item Group	Items	Books	Ledger	Ledger Group	Action
Stago Delhi	SUB HARDWARE	RMSHEHD001	PV001	Test GST Led09	Loans & Advances (Asset)	+

Then submit the Physical Stock Accounts set up



Physical Stock Accounts set up submitted successfully

4.8. Bank Reconciliation

Navigate to the Bank Reconciliation Section

- Go to: Finance Module > Bank Reconciliation

Select Bank Account and Date Range

- Choose the bank account you want to reconcile
- Select the start and end dates for the reconciliation period

Import the Bank Statement

- Click on "Import Bank Statement"
- Upload the statement file (CSV/Excel format as per template)
- The system will list bank-side entries for reconciliation

Match Transactions

The ERP auto-matches entries based on:

- Amount
- Date
- Cheque No. or Reference
- Matched entries will be highlighted and marked as Reconciled

Handle Unmatched Transactions

For any unmatched items:

- Manually link them to ERP entries
- Create new vouchers if missing in books
- Flag discrepancies for review or correction

Review Summary

View the Bank Reconciliation Report, which shows:

- Opening Balance
- Total Debits/Credits
- Reconciled Amount
- Difference (if any)
- Closing Balance (per books and bank)

Save and Lock Reconciliation

- Click “Save Reconciliation” once review is complete
- Reconciled status is locked for audit tracking
- You may download or print the report for records

[4.9. Close F.Y.](#)

Navigate to Close F.Y.

- Go to: Finance Module > Year-End Process > Close F.Y.

Select the Financial Year

- Choose the current financial year you want to close (e.g., 2024–2025)

System Validation Check

The ERP will automatically run checks on:

- Unposted vouchers
- Open invoices
- Unreconciled bank entries
- Incomplete depreciation runs
- If any issues are found, the system will prompt you to resolve them before proceeding

Review Closing Summary

The system shows a summary report including:

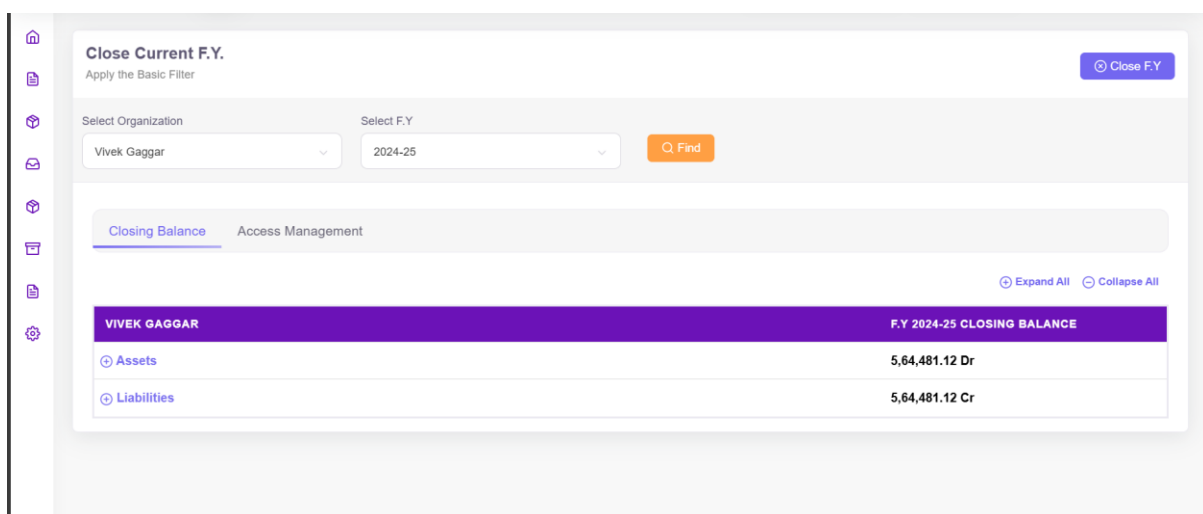
- Final Trial Balance
- Profit or Loss carried forward
- Opening balances for the next year

Confirm & Lock

- Click “Close Financial Year”
- The system locks all editable entries from the closed year
- Opening balances are automatically generated for the next year

Audit Trail & Report Generation

- The system creates a closing log with timestamp, user info, and closing summary
- You can now generate:
 - Closing Trial Balance
 - Opening Balance Sheet
 - Audit Summary



VIVEK GAGGAR		F.Y 2024-25 CLOSING BALANCE
Assets		5,64,481.12 Dr
Liabilities		5,64,481.12 Cr

Close Current F.Y.

Apply the Basic Filter

Close F.Y.

Select Organization

Vivek Gaggarg

Select F.Y

2024-25

Q Find

Closing Balance

Access Management

#	User	Roles	Action
1	Vivek Gaggarg	No Permissions	
2	Tripti Gaggarg	Employee	

*****END OF DOCUMENT*****