# tHL Accounting User Manual

With tHL Accounting you are going to learn how to manage your business easily by creating receipts, invoices, receiving payments, recording your expenses, purchase orders, pay bills and many more. You will also be able to run various reports so that you know the financial standing of your business. Use this Manual to guide you through those functions so that you can easily go as fast as possible.

Begin by signing up in the system, choose the package you want i.e Startup, Small, Medium and Enterprise as they are seen below. Each package has **14 Days Free** for trial. Then register your information which will be used to login to the tHL Accounting System and do your operations.

| Startup | Small | Medium | Enterprise |
|---|---|---|---|
| Tzs 10,000 / Month (More) | Tzs 20,000 / Month (More) | Tzs 40,000 / Month (More) | Tzs 60,000 / Month (More) |
| 2 Users | 3 Users | 4 - 5 Users | 6 - 10 Users |
| 14 Days Free Trial | 14 Days Free Trial | 14 Days Free Trial | 14 Days Free Trial |
| 2 Store/Branch | 3 Store/Branch | 4 - 5 Store/Branch | 6 - 10 Store/Branch |
| Free Online support | Free Online support | Free Online support | Free Online support |
| Works on PC, Mac and mobile | Works on PC, Mac and mobile | Works on PC, Mac and mobile | Works on PC, Mac and mobile |
| Sign Up | Sign Up | Sign Up | Sign Up |

Activate Windows

**Click here to Register**

Add your personal details as shown in the interface below i.e full name, email, phone number (eg: 0712xxxxxx), city, password then confirm your password and then click **GET STARTED**.

## Sign Up

Name *

Enter Full Name

Email address

Enter Email Address

Phone *

Enter Phone Number ( Ex: 0712212314 )

City *

Your City

Password *

Password

Password *

Retype Password

GET STARTED

After adding your personal information you will find the login interface where you will have to login and add your Business Information including your Business name, Street address and your Home Currency. See the below.



## Sign In

Username

Username (Email address or Phone Number)

Password

Password

Sign in

Forget Password? Reset Here

After signed in, you will receive the code number to your mobile phone number you entered during registering your personal information. Use the code received in the verification form as shown in the below image.
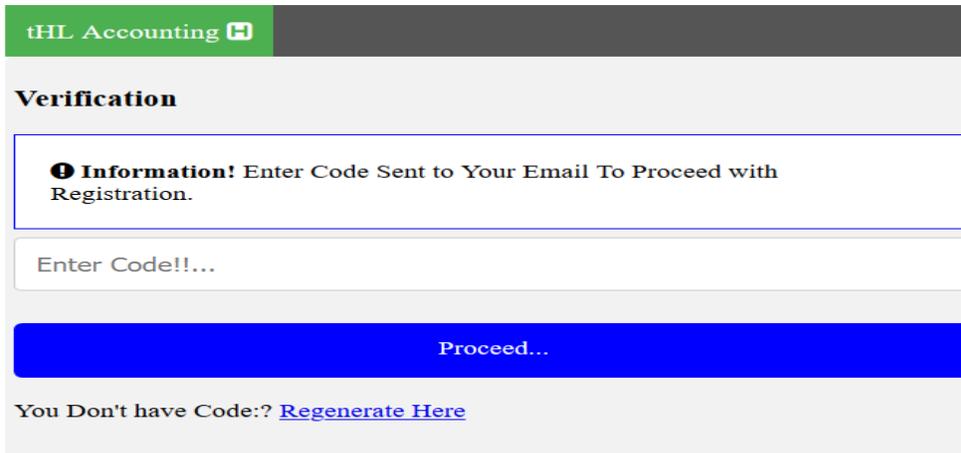


The new opened form used to enter your business details, and then click start business; you will be directed to dashboard of your system.
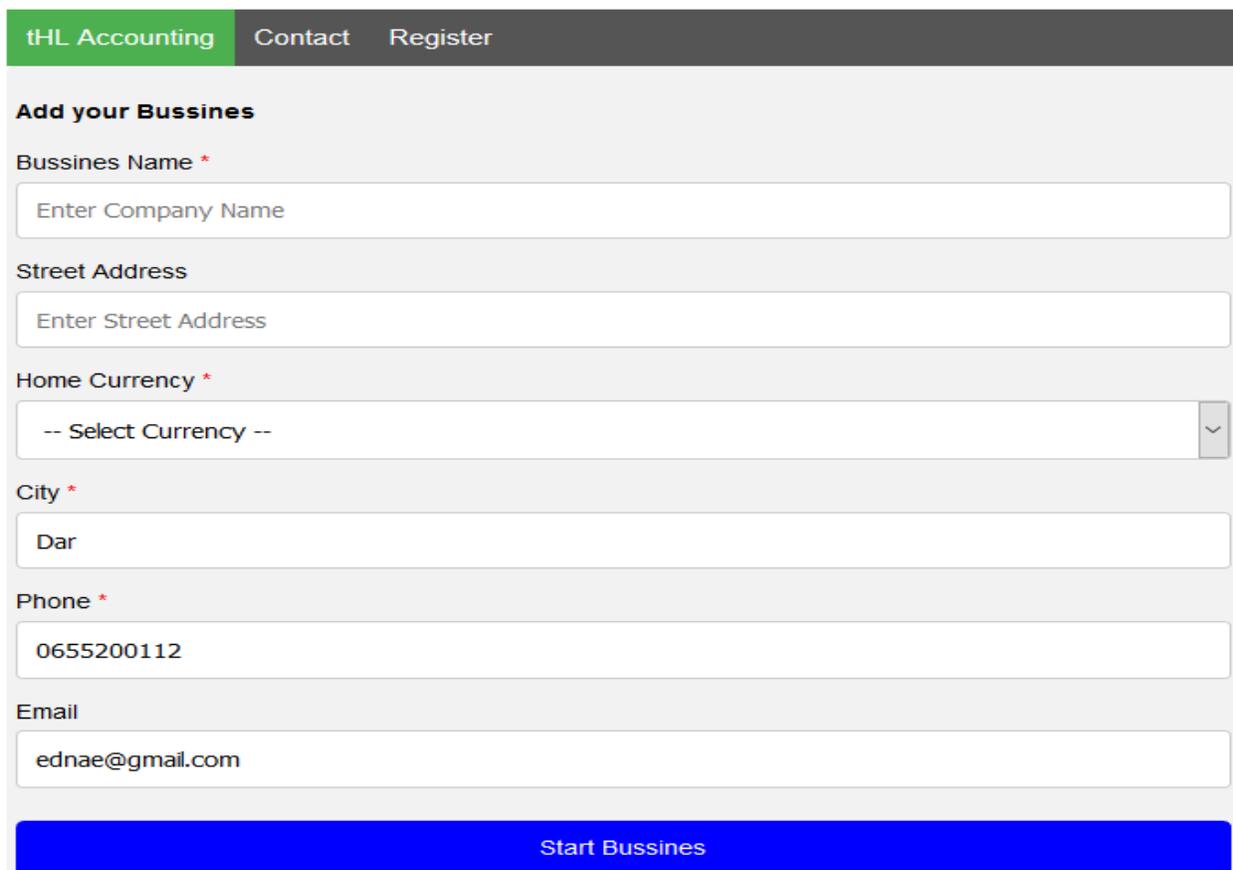
You can use dashboard to move around all of functions on the tHL Accounting. The dashboard gives you a big picture on how your business tasks flow together. Whenever you login to your business, dashboard opens automatically.
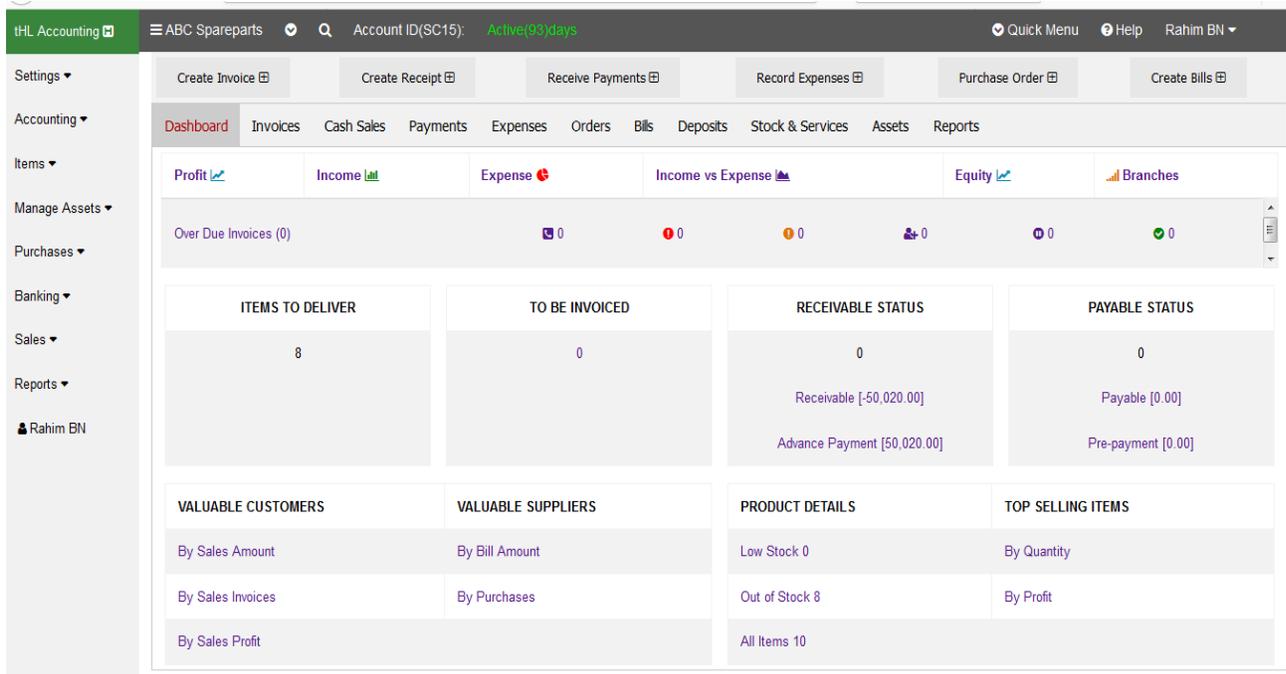


You can perform all of your activities through the shortcut **action buttons** on dashboard as seen on the below image.



1. **Settings**

   Under settings module you will find sub-modules like Company info, Branches, All users, Tax configuration and other configuration, all these will guide you to do some configurations according to the nature of your business.
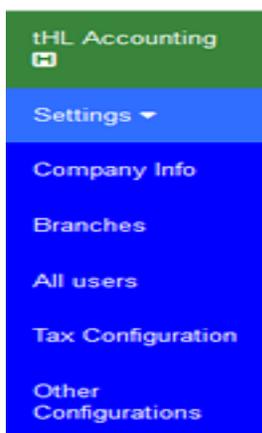
### 1.1 Company Info

You can view information of your business/company also you can add another business by using Company Info link under Settings module as shown below image.

**Go to settings** > click **Company Info** then click on **New Company**



On the Add Company window fill the details of new company, you can also change city, phone number and email if you want or you can leave the previous one, then select Home Currency then click Save to add another company or Save and Close to leave the page or Cancel to end the whole process.

## 1.2 Branches

You can add branches if your business has more than one branch. To add branch go to **Setting -→Branches**, click New Branch, enter branch name then click save and close.

| New Branch ⊞ | Print 🖶 | Excel 🗗 | Pdf 🗗 | Search 🔍 | 5 ⌄ |
|---|---|---|---|---|---|

| ☐ | Branch Name ▾ | Actions |
|---|---|---|
| ☐ | Temboni | ✏️ |
| ☐ | Dar es Salaam - Main | ✏️ |

Branch Name *

Enter Branch Name:

Save · Save and Close · Cancel

## 1.3 All Users

Those who use system to perform different activities in the system are known as Users. To create user go to All Users > click **New User** then add all the details required then click **Save** to add another User or **Save and Close** to leave the page or **Cancel** to end the whole process.

| tHL Accounting 🔲 | ✖ ≡ | Users | | | |
|---|---|---|---|---|---|
| Settings ▾ | | | | | |
| Company Info | New User | User Roles | Print 🖶 | Excel 🗗 | Pdf 🗗 |
| All users | | | | | |
| Tax Configuration | ☐ User Name ▲ | Email ⇕ | Phone Number | | |
| | Delete ⏮ ‹ › ⏭ Showing 0 to 0 of 0 Records | | | | |

Click here to add user

The User form to add details will be shown as above image, On the Branch part here you can assign branch to your user if not assigned by default will be assigned to main branch. Another part is the level, here involving three options. (I) View personal, this implies your user has the ability to view everything she/he has done within the branch, though depends on the roles assigned to perform a particular task see below about user roles. (II) View branch , this implies that your user has the ability to see everything done within the branch by other user/s and him/herself also will depend what roles assigned to him/her. (III) View all, this implies that your user has the ability to see everything done within the Company(All branches) as previous stated this depends also on the roles assigned to perform in the system.

**User Roles**

These are activities users are assigned to perform in the system such as create invoice, receive payment, post expenses etc. To assign roles to User go to All Users, click on User Roles tab as see below.



The new page will open for you to select your system user, see below image
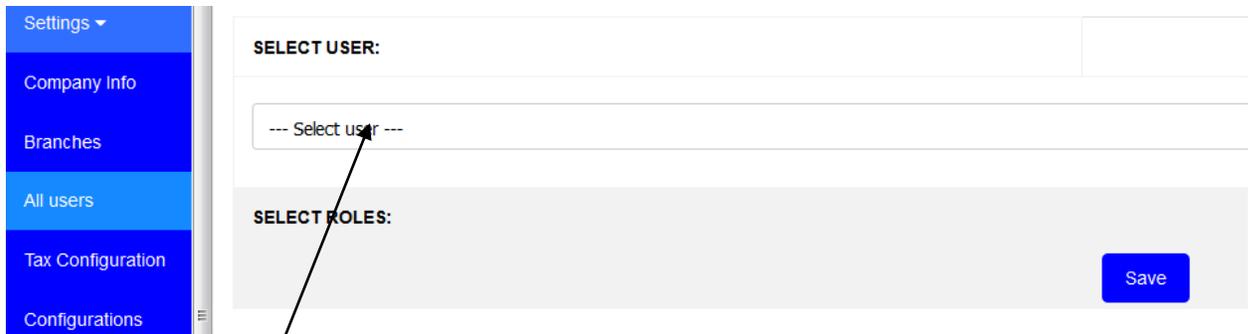
Select user from the drop down list at first user given all the roles automatically see below image.
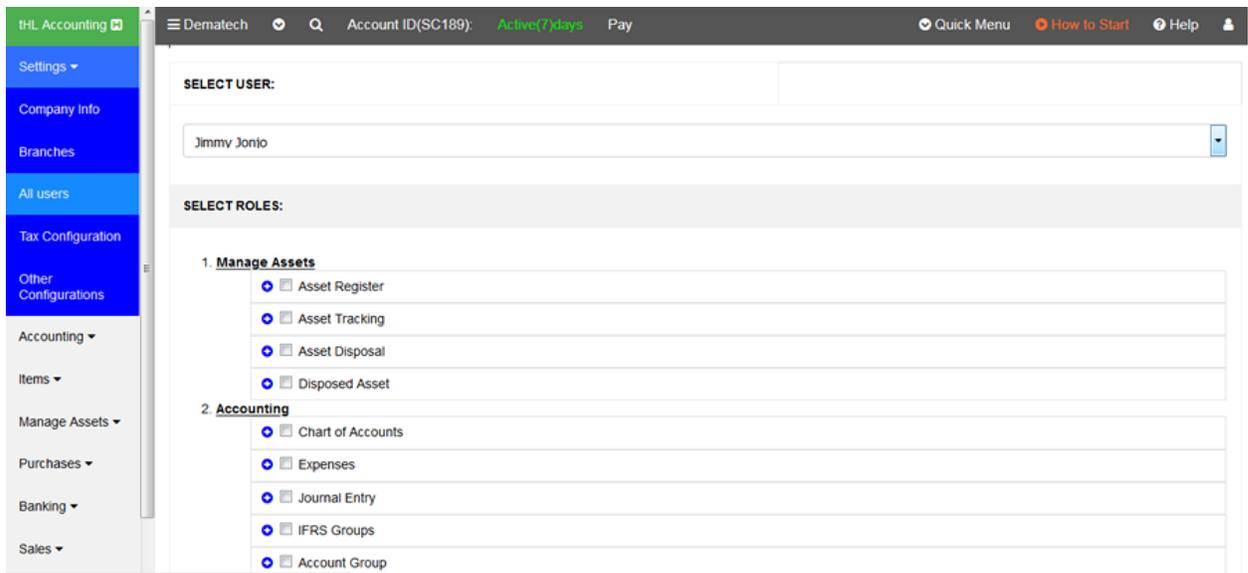


Therefore you need to add the tick by clicking check box  to enable what task you do want your user to perform in the system. Also you can allow your user to perform actions

like delete, edit, add or view by clicking this symbol  and the new small window will open so you can click the checkbox and your user will be able to perform the checked actions see below image.
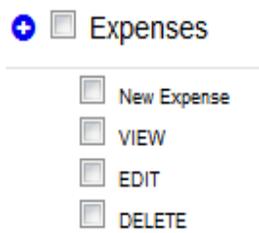
By default any new created user will have the permission of making sales either for invoice or cash, only cannot delete and pay invoices.

Finally scroll the page down to save it. And you have completed to give the roles to your users.

## 1.4 Tax configuration

System already configured with Taxes which are VAT (Value Added Tax) and WHT (Withholding Tax). When you click Tax configuration link under setting module you will see page with VAT and its percentage, see below image



On the opened page you can click Tax Type button  to see WHT and VAT as well, see below image.



WHT was not listed on the first page because its percentage value depends with type of transaction performed but you can set it by clicking New Tax button  on the

page opened as shown on above image and another page will be opened so you can select Tax type as shown on below image

**Add Sales Tax**

| Tax Type * | Percentage (%) * |
|---|---|
| -- Select Tax Type -- | Enter Percentage |
| Sales tax name * | Active |
| Enter Tax Name | No |

Save    Save and Close    Cancel

Select Tax Type

Enter sales tax name ( i.e WHT Service or WHT Product depend the type of your business transactions) then enter the percentage for that sales tax name (i.e 5% ,10%, etc) , also set it Active yes or no. You can Save to add other ones or Save and Close once you completed to enter all your sales taxes.

If you have other Taxes rather than VAT and WHT you can add them by clicking new tax type as shown on below image.

New Tax Type ⊞    New Tax ⊞    Search Q    5

| ☐ | Tax Type ▲ | Status ⇕ | Actions |
|---|---|---|---|
| ☐ | VAT | Active | ✏️    🗑️ |

Delete    ⏮ ◀ ▶ ⏭    Showing 1 to 1 of 1 Records

And fill your Tax type as shown on below image then select Active yes or no, after that you can save or save and close to complete your activity.

| Tax Type * | Active |
|---|---|
| Enter Tax Name | No |

Save    Save and Close    Cancel

## 1.5 Other Configurations

You can configure other configurations those enable you to run your business smoothly, to configure stuff like invoices or billing payment terms, recurring invoices or bills. Also you can hide or show some actions to appear in different pages during your business transactions by using General configurations as shown on below image.



To add **New Payment Term for invoices or bills**, go to other configurations, click new payment term then fill the required field, select **Yes** on default to set the term default then click save and close. See the below;

To set **New Recurring Frequency for invoices or bills** go to other configurations, then click Recurring Frequency, then new Recurring Frequency then fill the field required and then click save and close.



In the **General Configurations** button you can enable or disable what to be hidden or shown in various pages of your system according to the nature of a business. To enable or disable

such settings go to other configuration, click on General Configuration tab, then check the one you want and then click save and close.



Table below summarise if on checked above items where will it be shown on different pages of your system

| If Checked | Item name | On the page to be shown |
|---|---|---|
| ☑ | POS Item Location | Sales order, Cash sales, Invoices, Recurring Invoices, Purchase Order and Bills |
| ☑ | With-Holding Tax | Sales order, Cash sales, Invoices, Recurring Invoices, Purchase Order and Bills |
| ☑ | Percentage Margin | Items with Cost |
| ☑ | Discount | Sales order, Cash sales, Invoices, Recurring Invoices, Purchase Order and Bills |
| ☑ | Wholesale Price | Sales order, Cash sales, Invoices, Recurring Invoices, Purchase Order Bills , Items with cost and Items without cost |
| ☑ | Selling Unit on POS | Sales order, Cash sales, Invoices, Recurring Invoices, Purchase Order and Bills |
| ☑ | Customer Group | Customers |

## 2. Accounting

In accounting module you can add your Expenses, Journals, create your Business Chart of Accounts, and add IFRS groups, Account groups and Account categories.



## 2.1 Chart of Accounts

Chart of accounts is a listing of the names of the accounts that a company has identified and made available for recording transactions in its general ledger. On Chart of Accounts you can create all of you Business Accounts i.e Income, Expense, Assets, Equity and Liability. To create an account go to Chart of Accounts click **New Account** fill the required fields as shown on the form below then click **Save** to add another account or **Save and Close** to leave the page or **Cancel** to quit the whole process.

**Add Account**

Account Code:
Enter Account Code

IFRS Category:
Select IFRS Category

Account Name: *
Enter Account Name

Account Category:
General

Type of Account: *
Select Type of Account

Opening Balance:
Enter Opening Balance

Type Detail
Select Type Detail

As of Date:
dd / mm / yyyy

Account Group : *
General

Active
Yes

Save     Save and Close     Cancel

You can also add account in the system by uploading them, see the below instructions

Accounting ▾

Chart of Accounts

Expenses

Journal Entry

IFRS Groups

Account Group

Account Category

Budget

Imported file must be a CSV FORMAT(.csv) with ONLY **EIGHT(8)** Columns in an order as follows:

1. Account Code
2. Account Name
3. Type of Account
   This type of account must exist in the system
4. Sub-Account of
5. IFRS Category
   This lfrs category must exist in the system
6. Account Category
7. Opening Balance
8. As of Date

NOTE :
*If no account code just put serial numbers for account code.
*Fill Correctly all Informations required

Click here to Download a sample file format

Select a .CSV File

Browse...   No file selected.

Upload File     Cancel

## 2.2 To record expenses

Go to expense on the list then click New Expense, select name of Customer or Supplier you want to pay, choose bank account, choose an expense account so that it can be easy to track your expenses, add amount, add cheque number and memo if any then put transaction date then click **Save** to add another expense or **Save and Close** to leave the page or **Cancel** to quit the whole process.



Click here to record expense

## 2.3 Journal Entry

A journal entry is used to record a business transaction in the accounting records of a business.

To record it go to Journal Entry, Click New Journal Entry fill all the required fields then click Save to add another entry or **Save and Close** to leave the page or **Cancel** to quit the whole process.



## 2.4 IFRS Groups

These are groups created in the system to enable user of the system to prepare their financial reports through IFRS standards.

## 2.5 Account Group

Click on New Account Group add an account group then click **Save** to add another account group or **Save and Close** to leave the page or **Cancel** to quit the whole process.

## 2.6 Account Category

Click on New Account Category add an account category then click **Save** to add another account category or **Save and Close** to leave the page or **Cancel** to quit the whole process.

## 2.7 Budget

Budget is an estimate of income and expenditure for a set period of time. To set budget in the system go to Accounting, click Budget, and then click New Budget select the budgeted year ,budget type and approve if yes or no then click save and close, budget list will be displayed see below image.



To fill your budget details click this icon (*budget definition*)  on the right side of your displayed budget form as seen above.

The new window will open with the accounts names on the left columns and months on the top row. You will enter your budget amount on each months based on your specific accounts which you can add more accounts in the charts of accounts under the accounting module.

**Budget Definition**

Budget Year : 2019
Budget Type : Profit And Loss

| Account | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep |
|---|---|---|---|---|---|---|---|---|---|
| Discount Allowed | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Salary Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Other Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| PAYE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Customer Refund | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Depreciation | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Loss on Disposal of Fixed Asset | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

After filling your budget form then save and close. To see how your budget trending you can view in the details reports, under report module; see below image

Settings ▾

Accounting ▾

Items ▾

Manage Assets ▾

Purchases ▾

Banking ▾

Sales ▾

Reports ▾

Summary Reports

Detailed Reports

**DETAILED REPORTS**

**Business Overview**

Detailed Balance Sheet

Detailed Income Statement

Detailed Banks Statement

General Ledger

Bank Reconciliation

Budget ←

Monthly Budget ←

### 3. Items

Item is anything that your company buys, sells or resells in the course of business. Under Items module you can add all products and services that your business dealing with, you can also add your Fixed Assets.

### 3.1 Item with Cost

Item with Cost are those items you purchase in order to sell them that you incur cost to get them then you sell. Click **Item with Cost** then click New Item, fill all the required fields then click **save** to add another item or **Save and Close** to leave the page or **Cancel** to quit the whole process.

## 3.2 Item without Cost

Item without Cost is that item which has no direct buying price and you cannot purchase it but you can sell it in your business. To create Item without cost go to Item, Click **Item without Cost** then click New Item, fill all the required fields then click **save** to add another Item or **Save and Close** to leave the page or **Cancel** to quit the whole process.



## 3.3 Inventory Assembly

Inventory Assembly used for the production of products which are produced from the composition of other materials, for example the production of blocks depend on materials such as cement, sands and water, in this system the materials used for the production must be registered in the items with cost so can be used in the assembling to produce the desired product such as block.

To perform this process click the Inventory Assembly link under the Items module then click New Assembly Item, on the opened form enter the name of your item or product you want to produce, fill the remains fields accordingly then click **Save** and **Edit** to add material/s those can be used to manufacture that product, then click save and close.

**INVENTORY ASSEMBLY**

| Items ▾ | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Item With Cost | | | | | | | | | |
| Item Without Cost | | | | | | | | | |
| Inventory Assembly | | | | | | | | | |
| Manufacturing | | | | | | | | | |

New Assembly Item ⊞    Print 🖶    Excel 🅧    Pdf 📄    Email ✉    Search 🔍    5 ▾

| ☐ | Item Name ⇕ | Cost ⇕ | Selling Price ⇕ | Item Type ⇕ | category ⇕ | income Account ⇕ |
|---|---|---|---|---|---|---|

Delete  ⏮ ❮ ❯ ⏭  Showing 0 to 0 of 0 Records

**Click here to add New Assembly Item**

**Register Assembling Item**

| Item Name * | Item Description | Other Units: |
|---|---|---|
| Item Name.. | ..Description.. | |
| **Other Cost** | **Item Category *** | **Income Account *** |
| ..Cost.. | General | Revenue |
| **Barcode** | **Item Group *** | **Account: Expenses, Cogs *** |
| Scan Code . | General | Cost of Goods Sold |
| **Sale Price ( Per Smallest Item Unit)** | **Smallest Item Unit** | **Reorder Point** |
| Price | | ..Reorder Point.. |

☐ Inclusive of Tax

Save and Edit    Cancel

**Note:** On Other Cost field you can use it to enter some cost which you think can be associated in the production though you did not register them in the items with cost.

See below is the image of the form used to enter your materials for the production of your desired products.

New Item:

| -- select Item -- | ▾ |
|---|---|

| Item Name | Qnty | Cost | Total | |
|---|---|---|---|---|
| Cement | 0.050000000 | 1500.00 | 75.00 | ✂ |
| Mchanga | 0.075000000 | 1000.00 | 75.00 | ✂ |
| TOTAL | | | 150.00 | |

Save  Save and Close  Cancel

After save and close the new will open with the list of your products which have been assembled. See image below, the cost seen is the total cost of your material plus other costs. At first on hand will be zero (0), after you click on the manufacturing link under the item module there you can enter the number of items or products you want to manufacture so as to add in your inventory.

| ☐ | Item Name ⇕ | Cost ⇕ | Selling Price ⇕ | Item Type ⇕ | Category ⇕ | On Hand ⇕ | Actions |
|---|---|---|---|---|---|---|---|
| ☐ | Tofali | 150.00 | 1,000.00 | Stock | General | 10.00 | ✏ 🗑 |

Delete  ⏮ ‹ › ⏭  Showing 1 to 1 of 1 Records

## 3.4 Manufacturing

According to tHL Accounting to do manufacturing go to Item Module click **Manufacturing**, you will find a list of items to be manufactured, choose the item you want to manufacture and click edit, on Quantity to Build enter number of items you want to produce date and description then click save and close. You can view the stock valuation report to see the amount of products you have manufactured.



## 3.5 Fixed Asset

In tHL Accounting you can register fixed asset like Furniture, Computer, Motor Vehicle so that will be easy for you to track and know your asset value. To register Fixed Asset Click on Fixed Asset then New Asset, then fill all the required fields then click **Save** to add another Asset or **Save and Close** to leave the page or **Cancel** to quit the whole process.

Click here to add New Asset

**Register Fixed Asset**



### 3.6 Stock Adjustment

Stock Adjustment is to add or to reduce stock item in a business. You may do adjustment for the purpose of expense in your business or you may want to lend your business neighbour who is doing the same business then he/she returns it later. To do adjustments Click Stock Adjustment then New Adjustment then fill all the required fields then click **Save** to add another Adjustment or **Save and Close** to leave the page or **Cancel** to quit the whole process.



Click here to add New Adjustment

## 3.7 Stock Movement

If you want to move stock from one location/store to another you do Stock Movement. Click Stock Movement then fill all the fields required then click save and close.



## 3.8 Item Categories

You can use this window to add or to upload item categories. To add category click New Category, enter category name then click save or save and close.

| Item Categories | Category Name * |
|---|---|
| Item Group | Name.. |
| Item Units | |
| Location/Store | Save    Save and Close    Cancel |

## 3.9 Item Group

To create Item Group go to item module click Item Group then click New Item Group, enter Group Name and then click save and close.

| Item Group | New Item Group ⊞ | Upload Item Groups | Print 🖨 | Excel 🗎 | Pdf 🗎 | Email ✉ |
|---|---|---|---|---|---|---|
| Item Units | Search 🔍    5 | | | | | |
| Location/Store | | | | | | |
| Activate Item | ☐ | Item Group ⇕ | | Actions | | |
| Unit Conversion | ☐ | Wine | | ✏ | | 🗑 |
| Manage Assets ▾ | ☐ | General | | ✏ | | 🗑 |

| Item Group | Group Name * |
|---|---|
| Item Units | Group Name.. |
| Location/Store | Save    Save and Close    Cancel |

## 3.10 Item Units

The Item Unit of measure used for an item when purchasing, selling and even tracking it in or out through stock adjustment of stock movement, examples of such item unit is kg, mls, pcs etc. To create Item Unit, go to Item, click Item Unit then New Unit and then click save and close.



## 3.11 Location/Store

With tHL Accounting you can run your business even if you have more than one Location or Store. To create Location/Store go to Item Module click Location/Store click New Store, enter store name then select then click save and close.

## 3.12 Activate Item

Those items which are no longer in use in the business/company are usually stored here. It might be needed for some reasons so when you want to re-use it go to Item click Activate Item, you will see the list of all deactivated items. Choose the one you want then click **Activate.**

| Item Name | Item Type | Category | Cost | Selling Price | Actions |
|---|---|---|---|---|---|
| Robertson | Stock | Wine | 9000.00 | 11,000.00 | Activate |
| Imagi | Stock | Wine | 2000.00 | 2,500.00 | Activate |
| Dompo | Stock | General | 9000.00 | 10,000.00 | Activate |

## 3.13 Unit Conversion

To convert unit go to Item, click **Unit Conversion**, you will find a list of all items then select the one you want to convert its unit the click edit, change the units then click save and close.

| Item Name | Item Type | Category | Actions |
|---|---|---|---|
| St Anna | Stock | Wine | ✏ |

**Smallest Item Unit**

**Other Units:**

| Qnty | Other Unit | Qnty | Basic Unit | Cost | Sale Price |
|---|---|---|---|---|---|

Save and Close    Cancel

4. **Manage Asset**

In Manage Asset you can register, track and also dispose your company Fixed Assets.

**4.1 Asset Register**

To register asset go to Manage Asset, click Asset Register then Register new, fill the information required on the form then click save and close.



**4.2 Asset Tracking**

This helps a company to trace and monitors its assets, like who is using it or which department is keeping it and for how long etc. To track asset go to Manage Asset, click asset tracking, then you will find a list of assets, choose the one you want to track and click **edit** then click New Tracking, fill the form provided then click save and close.

## 4.3 Asset Disposal

The removal of a long-term asset from the company's accounting records. To dispose asset from the books go to Asset Register, click Asset Disposal, you will find an Asset register list with all assets. Then select the asset that you want to dispose and click edit, then fill the required information then click save and close.

## 4.4 Disposed Asset

All assets which have disposed are stored in this module, to see disposed Asset go to Manage Assets then click **Disposed Asset.**

## 5. PURCHASE

This part explains how to enter information about your purchases. You record a purchase by specifying supplier details, status of the purchase (order or bill) and details of the purchased items or services.

This part also explains how to pay your suppliers for these purchases, how to deal with supplier who owe you money (settling a supplier debit) and to review your purchasing activity with a variety or reports and analytical tools.
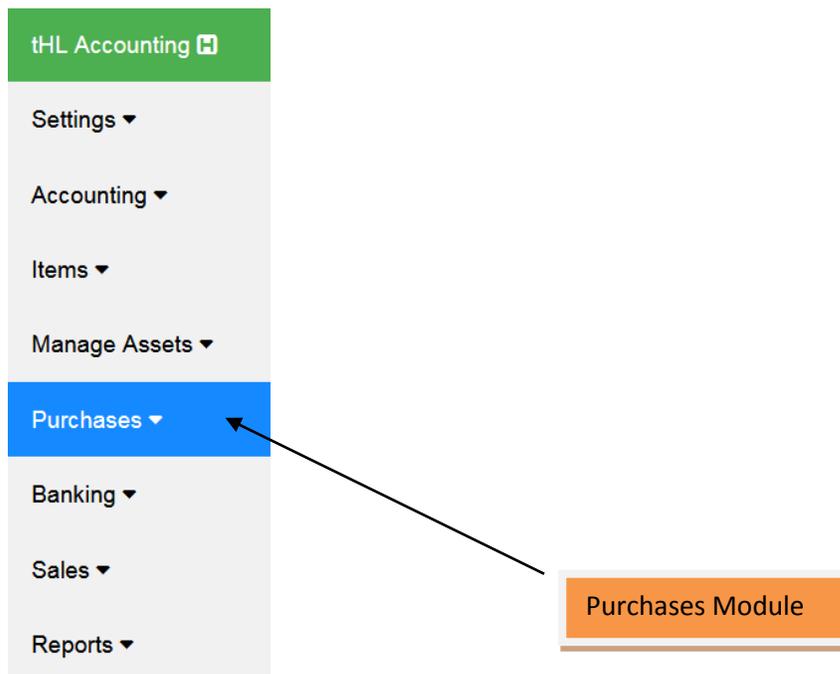
### 5.1 Supplier

Before you can create a purchase order or bill, you need to create your supplier first.

**To create a supplier**

Go to the **Purchases** module and click on supplier's sub-module.

Purchases ▾

Suppliers

Purchase Order

Bills

Payments

Supplier Credits

Recurring Bills

Paid Bills

Suppliers Sub-module
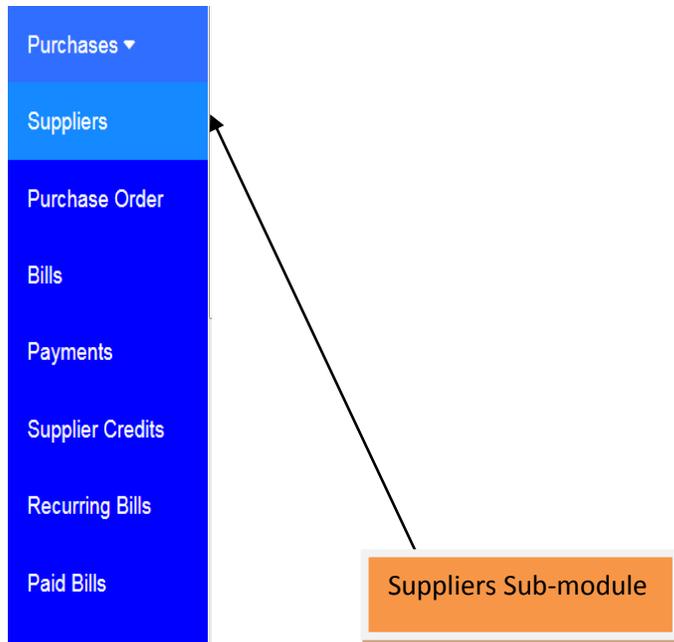
Click on **New Supplier**. The supplier window will appear



Type the full name of the supplier on Full Name field because it is mandatory, fill other suppliers information like Phone, Email, Gender, TIN, Opening Balance, As of Date, Residence, VRN if are available but they are not mandatory; they are optional.

If you are done filling all required information click **Save** if you want to add new supplier or click **Save and Close** if you are done creating your suppliers.

You can also add supplier in the system by uploading them, see the below instructions
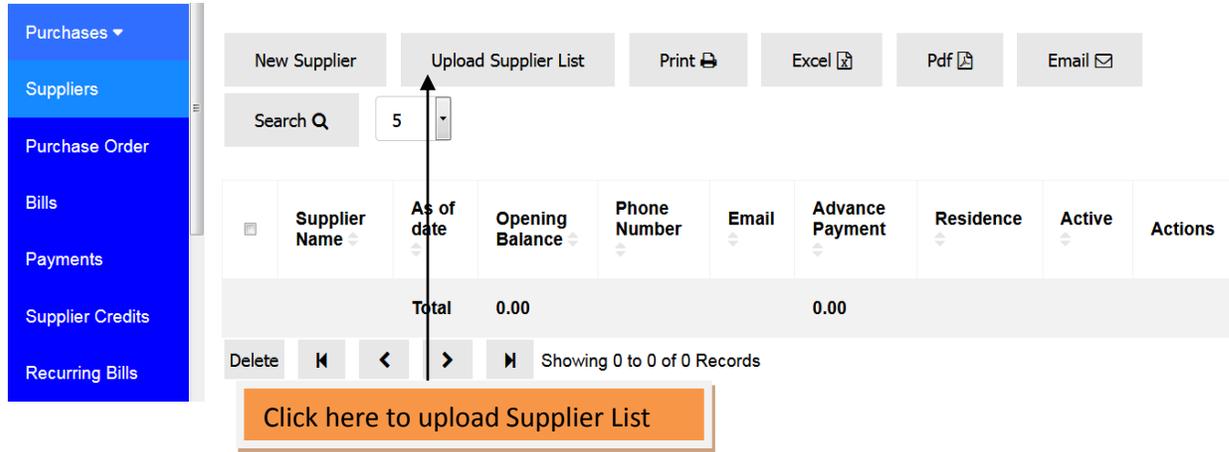


The window for uploading new suppliers will appear with instructions and sample file format to be used as reference.

You have to click **Browse…**to navigate your .CSV file and select it. Then click upload file to upload your supplier list. The uploaded file format should be in .CSV file format.
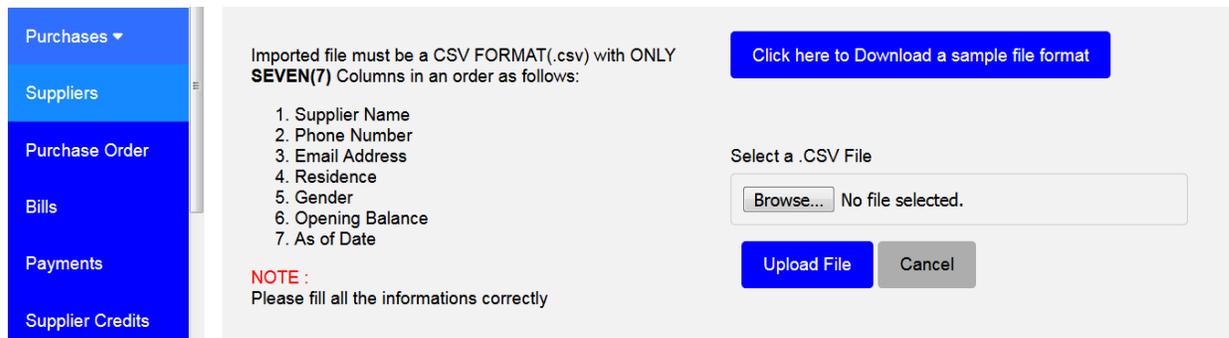


## 5.2 Purchase Order

An order is a purchase where no service or item has been received. Orders do not affect your financial figures or reports.

**To create Purchase Order**

Go to the **Purchases** module and click on Purchase Order sub-module. The window for Purchase Order will appear.

Click on **New Order** to start add your order.



Click here to add your order

New purchase order form will open and you are required to fill your information including supplier, Order Date, Item Name to be ordered and Quantity to order.



After filling all required information click **Save** if you want to create another Purchase Order or click **Save and Close** if you are done creating your Purchase Order.

You can convert your Purchase Order to Bill when you are satisfied that your order is correct and the price is reasonable. To do those click the Convert to Bill button. Your order will be converted to Bill.

Click here to convert purchase order to Bill

After converting into Bill your **Purchase Order** will move from Purchase Order Module to **Bills** Module.



Converted Bill from Purchase Order

### 5.3 Bills

A bill is a purchase you make to your supplier indicating the products, quantities, and agreed prices for products or services that you buy.

**To create Bill**

Go to the **Purchases** module and click on **Bills** sub-module. The window for Bills will appear.

Click **Add Bill** to create a new Bill of purchase.



Fill all required information including supplier, Item Name, Quantity. Then click **Save** if you want to add another Bill or click **Save and Close** if you are done creating your Bills.



On the top right corner of your bill page there are two icons , the first one from left used if you want to pay your bill on cash bases, once you click the icon the new two text boxes which named paying account where you select the account using to pay and ref no; where you enter the reference payment number.

The last icon used if you want to enter the bill number manually.

## 5.4 Bill Payments

After creating bill(s) the following step is to **pay.** There are two ways to pay bill(s).

## 1<sup>st</sup> method to pay Bill(s)

Go to Purchases then **Bills** and look at the specific bill that you want to pay for. Click on the button **Pay** to pay that specific bill.



Click here to pay bill

After clicking Pay the Bill Payment to Supplier window will appear and it will show **Amount to Pay**. You will have to choose **Paying Account** from which you are paying from and select **Pay Date.** Then click **Save and Close.**



Now you have already paid your bill. To look at your paid Bill(s), go to **Paid Bills** sub-module.

**2nd method to pay Bill(s)**

Go to Purchases then **Payments**. Payments Receipts window will open.

Click **Add Payment** button.



Add Bill Payment window will appear and you will be required to fill information about Supplier, Paying Account, Amount to Pay and Pay Date. Click **Save** if you want to pay another bill to another supplier or **Save and Close** if you are done paying your supplier(s).

**Note:** In this sub-module you can pay a single bill or many bills to supplier.



### 5.5 Supplier Credits

On supplier credits you can add **credits** to your supplier. You can use these credits later to pay for the product(s) or service(s) you purchase from that supplier.

**To add Supplier Credits**

Go to Purchases then Supplier Credits. Supplier Credits window will appear.

Click Add Credit button to add credit to your supplier.

Add Credits window will appear where you will be required to fill information about Supplier, Amount to Pay, Paying Account, Ref No, Description and Pay Date.



Then click **Save** if you want to continue adding Credit to another supplier(s) or click **Save and Close** if you are done adding credit to supplier(s).

### 5.6 Recurring bills

In the case that there are bills to be paid on regular basis, the only option to set these bills to be automatically created is by setting **Recurring Bills.**

**To create Recurring Bills**

Go to purchases module and click on Recurring Bills.

Recurring Bills window will appear.

Click on **New Recurring Bill** and window to add new recurring bill will appear.

On **Add a New Recurring Bill** window you have to fill information on supplier, profile name of your recurring bill, that bill repeats at what time interval (Repeat Every), Start Date of your recurring bill and end date of your recurring bill. Then you have to add Item Name and Quantity of your product or service to set recurring bill.

**Hint:** Start Date and End Date Should be greater than Today's Date.



Then click **Save** if you want to continue adding another Recurring Bill or click **Save and Close** if you are done creating Recurring Bill.

## 5.7 Paid Bills

Here you can view all bills which have been paid in full. If bill(s) has/have not been paid in full remains on the Bills sub-module.

**To view Paid Bills**

Go to Purchases then Paid Bills.

### 5.8 Cancelled Bills

Here you can view all bills which have been cancelled.

**To view Cancelled Bills**

Go to Purchases then Cancelled Bills. You will see all bills which have been cancelled.



### How to cancel Bill

Go to Bills sub-module then click on the Cancel button on the respective bill you want to cancel.



Click here to cancel bill

**5.9 Return**

When you have bought goods from the supplier and you want to return some of them for any reason either they are defective or are not the ones you wanted. In here you can return those goods to the supplier.

**How to make purchase return**

Go to Purchases module then click on Return. Bills Return window will appear.

Click the edit icon on a specific bill you want to make a purchase return, then the bill will open and you will choose the product or item you want to return.



| Bill No | Supplier Name | Bill Amount | Amount Paid | Balance | Due Date | Actions |
|---------|---------------|-------------|-------------|---------|----------|---------|
| BL-00001 | Supplier 1 | 25,000.00 | 25,000.00 | 0.00 | 2019-11-20 | ✏ 👁 |
| | Total | 25,000.00 | 25,000.00 | 0.00 | | |

Showing 1 to 1 of 1 Records

Click here to edit bill you want to return

Choose item you want to return and write Return Quantity to be returned. After writing quantities to be returned click Save and Close.



After successful return of items if you open the same bill you will see the number of items purchased on that bill have been reduced and you will be able to see remained items.

| Item Name | Qty | Pending | Price | Actual Amt. | Return Qty | Total |
|-----------|-----|---------|-------|-------------|------------|-------|
| item 1 | 10.00 | 9.00 | 1000.00 | 10000.00 | 0 | 10000 |
| item 2 | 10.00 | 9.00 | 1500.00 | 15000.00 | 0 | 15000 |
| **Total** | | | 22500.00 | | | |

Remained items

Save and Close    Cancel

https://thlaccounting.com/thlaccounting/interface/index.php#

## 5.10 Supplier Accounts

Here you can view all suppliers' accounts. You can view supplier's bills, payments, returns, refunds and advance payments

**Supplier Accounts**

Refresh ⟳

Search 🔍    Print 🖨    Excel 📄    Pdf 📄    5

| Supplier Name | Phone | Total Amount | Total Paid | Total Outstanding | Last Order Date | Advance Payment | Actions |
|---------------|-------|--------------|------------|-------------------|-----------------|-----------------|---------|
| Supplier 2 | | 0.00 | 0.00 | 0.00 | 2019-10-25 | 0.00 | 👁 |
| Supplier 1 | | 22,500.00 | 22,500.00 | 0.00 | 2019-10-21 | 2,500.00 | 👁 |

Showing 1 to 2 of 2 Records

Click here to view supplier's account details

## 5.11 Refund

This is where you can make refund after return of items or products to your supplier. You can request money for the returned items/products or pre-payment made to supplier.

**How to make a refund**

Go to Purchases module then click on Refund. The refunds window will appear. Click on **New Refund** to make a refund. A new window will open where you will fill refund information.



Click here to make a new refund

You are required to choose a supplier whom you are receiving a refund from, fill the amount you want to be refunded, bank account you want to receive a refund, date of refund, and a memo about that refund. Click **Save** if you want to make another refund, click **Save and Close** when you have finished making all refund(s).



The refund will be shown on Refunds page.



You can also see the details of the refunds on supplier by looking at his/her account. Go to Purchases the click Supplier Account, choose supplier you want to view his/her account and you will see the refund made from that supplier.

**Refunded amount**

### 5.12 Receive Items

In here you can receive billed items from your supplier(s).

**To receive items**

Go to **Purchase** module click **Receive Items,** the receive bill items window will appear.

Click on edit button to get the billed items in order to receive them.



**Click here to view billed items to recieve**

A new window with billed items opens and you are required to fill information about **Quantities to Receive**, **Receive Note**, **Receive Date** and **Expire Date**. It is important to

indicate expire date of your items or products you have purchased so that you can be able to know when those items are going to expire. It can help you to sale those items which expires sooner first or sell them on discount



After filling the required information click **Save and Close**

## 5.13 Pay withholding Tax

Here you can pay withholding tax you deducted from bills you purchased to your suppliers.



Total withholding tax

**How to Pay Withholding Tax**

In order to pay withholding tax to appropriate authority you are required to have purchased bills which you have deducted withholding tax on those bills.

To pay that withholding tax from that purchased bill go to Purchases then click **Pay Withholding Tax.** A page will appear showing details of that withholding tax including Bill No. , Supplier Name, Withholding Amount and there is an action to Pay that withholding tax by clicking **Pay** button



Click here to pay withholding tax

When you click **Pay** a window showing withholding tax payment to supplier's bill appear.

You have to fill an Authority to pay, Ref No. , Pay Date, Amount to pay, Description and Pay Account. Then click **Save and Close**.

Now you have already paid your withholding tax to that supplier's bill.



**To view paid Withholding Tax**

Go to **Purchases** then **Pay Withholding Tax**

Click on **Paid Withholding Taxes**

## 6. BANKING

Banking module in tHL Accounting system enables you to transfer fund/money from one account to another or to deposit money received from supplier or customers. This module consists of Transfer Funds and Make Deposits Links.

### 6.1 Transfer Funds

You can transfer funds/money from your one account to another, example from cash account to bank account; this can be done by using Transfer Fund link under banking module. Go to Banking module click transfer funds link then click New Funds Transfer tab, see image below;



The new page will open , select account where you want to take the fund/money then on next field select another account where you want to enter/deposit the fund, enter the amount of the fund on the transfer amount field, select date finally save or save and close if you completed all of your fund transfers , see image below
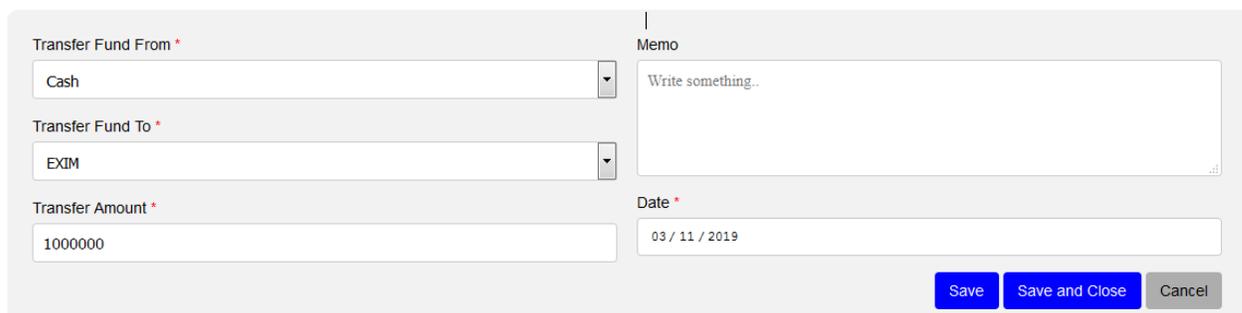


Below is the image look after save and close your fund transfer process;

| | Date ▾ | Amount ⇕ | Funds From ⇕ | Funds To ⇕ | Memo ⇕ | Actions |
|---|---|---|---|---|---|---|
| ☐ | 2019-11-03 | 1,000,000.00 | Cash | EXIM | | ✏️ |
| | **Total** | **1,000,000.00** | | | | |

Delete ⏮ ‹ › ⏭ Showing 1 to 1 of 1 Records

## 6.2 Make Deposits

Once you want to make deposit from your supplier or customer, click make deposits link under banking module, then new deposit tab; see below image

New page will open where you have to select either customer or supplier who makes that deposit then select Bank account where deposit will be made next select account which will be processing/credited the transaction (i.e Liability, Equity, Account Payable or Income), enter the deposit amount, enter check number and date of deposit finally save or save and close to complete all your deposits, see below image;

**Make Deposits**

Make Deposit From *
[ Dully-Customer ▾ ]

Cheque Number
[ 1234 ]

Bank Account *
[ EXIM ▾ ]

Memo
[ Write something.. ]

Account *    Liability, Equity, Account Payable or Income
[ Select Account ▾ ]

Amount *
[ 1000000 ]

Date *
[ 03 / 11 / 2019                    ⊗ ]

[ Save ]  [ Save and Close ]  [ Cancel ]

After save and close the page with list of your deposits will open, see image below;

**Make Deposits**                                                    [ Refresh ⟳ ]

[ ✖ ]  [ ☰ ]

[ New Deposit ⊞ ]  [ Print 🖨 ]  [ Excel 🗎 ]  [ Pdf 🗎 ]  [ Email ✉ ]  [ Search 🔍 ]  [ 5 ▾ ]

| ☐ | Date ⌄ | Name ⇅ | Amount ⇅ | Bank Account ⇅ | Account Name ⇅ | Cheque No ⇅ | Memo / Description ⇅ | Actions |
|---|---|---|---|---|---|---|---|---|
| ☐ | 2019-11-03 | Dully | 1,000,000.00 | EXIM | Customer Deposits | 1234 | | [ ✎ ] [ 🗑 ] |
| | **Total** | | **1,000,000.00** | | | | | |

Delete   [◄◄]  [◄]  [►]  [►►]   Showing 1 to 1 of 1 Records

## 7. SALES

In this Sales module enables you to register your customers, to register sales order from your customers, to sell by cash, to sell by invoice, to receive payment from your customers, to see the list of your paid invoices, to create recurring invoices, to add your customers credits, you can sell assets, you can receive the returned in items from your clients, you can do cash refund to your customers, you can deliver the sold items to your clients, you can see the customer account statement and recording deducted invoices withholding taxes.

The Module and its links as shown below image
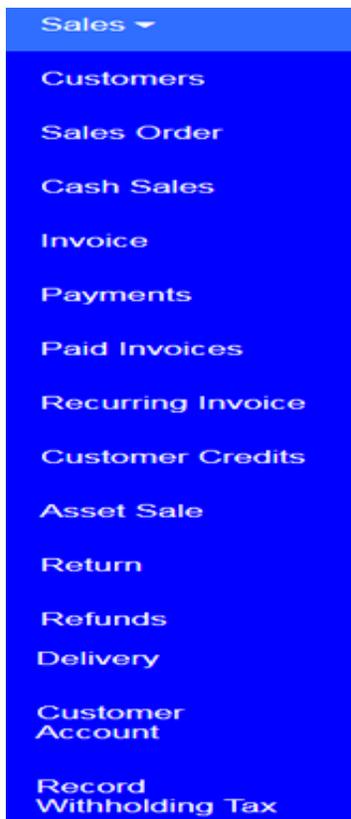
## 7.1 Customers

To add new customer, click customers link in the Sales module then click new customer tab as shown below:
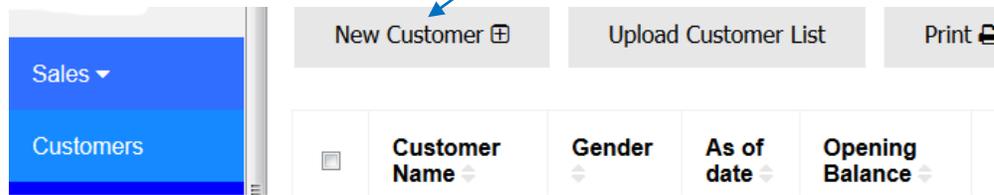


The form will open as shown below, fill it with customer details the field with * is mandatory field. After you complete to fill the form you can click save if you want to fill other customer's information or save and close if you have completed to fill in all the customers.



You can use upload button if you have list of customers in excel by clicking upload customer list button
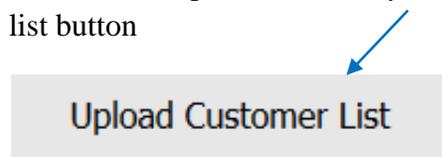
Then download the template format as shown in the image below
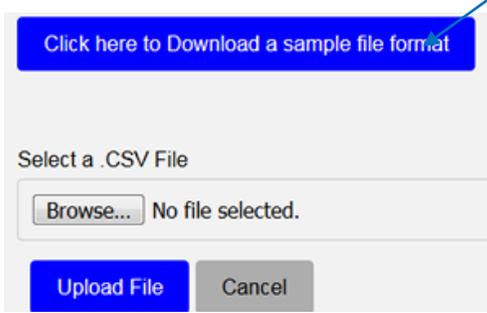


After filled customers details in the downloaded file you can upload by clicking browse button and click upload file button as shown in the image above. Make sure the excel file is in csv format. It is recommended to rename your file before uploading.

**NOTE** if you want to include your customer in a group, first you need to enable customer group in a settings module see the elaborations above on settings parts. After customer group enabled the new tab "Customer Groups" will appear in your customers form, will be seen after clicking customers link under sales module see image below;
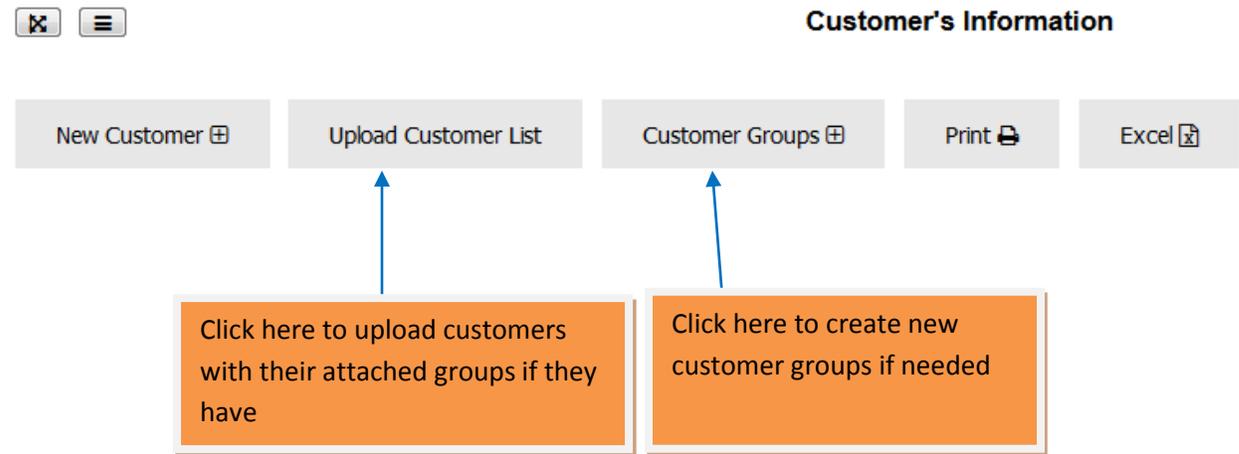


After clicking Customer groups tab, another form will open you required to click new group button; see below image
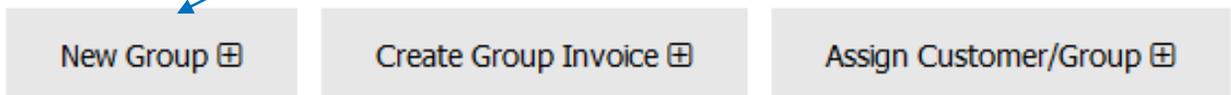
After clicking New Group button another form will open where you need to enter the group name and description for you to remember the meaning of the group you created, see below image;

**Create Customer Group**

Group Name *

2010 Intake

Description

Form V Students

Save | Save and Close | Cancel

Then Save or Save and Close if you complete to create your groups, and your groups will be listed as below image

| New Group ⊞ | Create Group Invoice ⊞ | Assign Customer/Group ⊞ | Print 🖨 | Excel 🗷 | Pdf 🗎 | Search 🔍 | 5 ▾ |

| | Group Name ⇕ | Number of Customers ⇕ | Date Created ⇕ | Branch ⇕ | Actions |
|---|---|---|---|---|---|
| ☐ | 2014 Intake | 0 | 2019-11-03 12:11:13 | Dar es Salaam - Main | ✏ 👁 🗑 |
| ☐ | 2015 Intake | 0 | 2019-11-03 12:11:54 | Dar es Salaam - Main | ✏ 👁 🗑 |
| ☐ | 2019 Intake | 0 | 2019-11-03 12:11:19 | Dar es Salaam - Main | ✏ 👁 🗑 |
| ☐ | 2018 Intake | 0 | 2019-11-03 12:11:23 | Dar es Salaam - Main | ✏ 👁 🗑 |
| ☐ | 2017 Intake | 0 | 2019-11-03 12:11:10 | Dar es Salaam - Main | ✏ 👁 🗑 |

Delete  ⏮ ‹ › ⏭  Showing 1 to 5 of 8 Records

After completing creation of your customer groups next is to assign the customers to your groups, to perform this click assign customer/group Assign Customer/Group ⊞

Another form will open where you select customer name and group name, then save or save and close if you completed to assign your customers to groups. See image below

**Assign Customer to Group**

Customer Name *

Karim Rahim | 0.00

Group Name *

2017 Intake

Save | Save and Close | Cancel

Customer Groups

| | Group Name | Number of Customers | Date Created | Branch | Actions |
|---|---|---|---|---|---|
| ☐ | 2014 Intake | 1 | 2019-11-03 12:11:13 | Dar es Salaam - Main | ✏ 👁 🗑 |
| ☐ | 2015 Intake | 0 | 2019-11-03 12:11:54 | Dar es Salaam - Main | ✏ 👁 🗑 |
| ☐ | 2019 Intake | 1 | 2019-11-03 12:11:19 | Dar es Salaam - Main | ✏ 👁 🗑 |
| ☐ | 2018 Intake | 2 | 2019-11-03 12:11:23 | Dar es Salaam - Main | ✏ 👁 🗑 |
| ☐ | 2017 Intake | 2 | 2019-11-03 12:11:10 | Dar es Salaam - Main | ✏ 👁 🗑 |

Delete  ◄◄  ◄  ►  ►◄  Showing 1 to 5 of 8 Records

You can view customers' names, invoice and payments status by clicking the symbol of an eye icon on the actions list buttons.

**NOTE:** This process will be done if you have your customers in your system and you want to assign them in the groups, but if you create a new customer only you need is to assign to groups which you have created already in the system.

**GROUP INVOICE**

To create group invoice to the many customers who belong in the same assigned group (*as explained above),* you need to click create group invoice button Create Group Invoice ⊞ in the customer groups form as seen on above image.

The new form will open where you have to select the group name, invoice date, payment term and enter the service/product/item required. See below image

| Group Name * | | Invoice Date * | | Term * |
|---|---|---|---|---|
| 2018 Intake | ▼ | 03 / 11 / 2019 | ⊗ | Net 30 |

| Item Name | Qty | Unit | | Price | Whole Sale | Actual Amt. | VAT(18.00%) | | WHT(%) | Disc | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Name | Qty | | | | Rate | Amt. | Rate | | |
| 2019 intake school fee | 1 | ▼ | | 2000000.00 | ◼ | 2000000 | ◼ | | ▼ | 0.00 | 2000000 |
| \| | | ▼ | | | ◼ | | ◼ | | ▼ | | |

⊕ Add New ItemLine

| | |
|---|---|
| Total Discount | 0.00 |
| Total WHT | 0.00 |
| Total VAT | 0.00 |
| Total | 2,000,000.00 |

Save    Save and Close    Cancel

Save or Save and Close after completed to create all your invoices, you will be able to see the list of invoices to each customers of that group in the invoice link under sales module, ready for receiving the payments; see image below

⌧  ☰                                                          **Invoice**

New Invoice ⊕        Print 🖶        Excel 🄍        Pdf 🄰        Search 🔍        5  ▼

| | Customer Name | Invoice Date | Due Date | Total Amount | Paid Amount | Balance ⇕ | Invoice Number |
|---|---|---|---|---|---|---|---|
| ☐ | Boanza Co. Ltd | 2019-11-03 | 2019-12-03 | 2,000,000.00 | 0.00 | 2,000,000.00 | INV00007 |
| ☐ | Demo | 2019-11-03 | 2019-12-03 | 2,000,000.00 | 0.00 | 2,000,000.00 | INV00006 |

## 7.2 Sales Order

The sales order used to prepare the list of items for your customers' requests, from the sales module click the sales order link, then new sales order button as shown below.

Click here to add new order

After clicking the new sales order, below form will open where you can select the customer name, enter order date, select the ordered item and add quantity required by your customers.



Use  button to add various items depend on the request of your customers. Also you can use this icon  to configure order number manually, and then order number text box will be added on your form as image below.



Then enter the order number you want depending on your preferable format. After save and close your order created will look like image below as an example

| | Customer Name | Sales Order Date | Total Amount | Sales order# | Branch | Actions |
|---|---|---|---|---|---|---|
| ☐ | Rhim | 2019-10-24 | 180.00 | SO-00001 | Dar es Salaam - Main | ✏️ 👁️ 🗑️ ⇄ |
| | Total | | 180.00 | | | |

Delete ⏮ ◀ ▶ ⏭ Showing 1 to 1 of 1 Records

There after you need to convert the prepared order to invoice by clicking this button ⇄ and the convert to invoice page will be open like below image

**Convert to Invoice**

Customer Name *     Invoice Date *     Term *

Rhim            24 / 10 / 2019 ⊗     Net 30

| Item Name | Qty | Unit | | Price | Whole Sale | Actual Amt. | VAT(18.00%) | | WHT(%) | Disc | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Name | Qty | | | | Rate | Amt. | Rate | | |
| mahindi | 1.00 | | | 200.00 | ■ | 200.00 | ■ | 0.00 | | 0.00 | 180 |

⊞ Add New ItemLine

You can add another item/s by clicking the add new item line button, finally click convert to invoice button to change it to invoice.

**Convert to Invoice**     **Cancel**

To access your changed to invoice, click invoice link in the sales module as shown below.

Sales ▾
Customers
Sales Order
Cash Sales
Invoice

New Invoice ⊞     Print 🖨     Excel     Pdf     Search Q     5 ▾

| | Customer Name | Invoice Date | Due Date | Total Amount | Paid Amount | Balance | Invoice Number | Branch | Actions |
|---|---|---|---|---|---|---|---|---|---|
| ☐ | Rhim | 2019-10-24 | 2019-11-23 | 180.00 | 0.00 | 180.00 | INV00003 | Dar es Salaam - Main | ✏️ 👁️ 🗑️ Pay |

And your invoice will be ready for payment. If you want to receive the invoice payment just click the button **Pay** . The receive payment form will open as shown below.

**Receive Payment from Rhim**

| Amount to Pay: * | | Description | |
|---|---|---|---|
| 180.00 | | | |
| Pay Date: | | Deposit Account: * | |
| 24 / 10 / 2019 | ⊗ | Select Account | ▾ |
| Ref No: | | ☐ Set Credits | |
| | | Save and Close | Cancel |

Enter amount pay, enter pay date, enter reference number and select the deposit account then save and close. If the payment is buy credit just tick set credits box ☐ **Set Credits** and do not select deposit account since set credits are the advanced payments.

## 7.3 Cash Sales

Cash sales handle all the payments done on the spot does not require preparing the invoice. In other words Cash sales deals with the customers whom you don't need to keep their records such as names or contacts for payment follow up.

You can access this from the sales module by clicking the Cash Sales link as shown in below image.

| | | | Customer Name | Receipt Date | Total Amount | Paid Amount | Receipt Number |
|---|---|---|---|---|---|---|---|
| **Sales ▾** | | New Sales Receipt ⊕ | Print 🖨 | Excel 🗎 | Pdf 🗎 | Search 🔍 | 5 ▾ |
| Customers | ☐ | | | | | | |
| Sales Order | | | | | | | |
| Cash Sales | ☐ | Cash | 2019-10-23 | 1,380.00 | 1,380.00 | REC00001 |
| Invoice | | **Total** | | **1,380.00** | **1,380.00** | |
| Payments | | Delete  K  <  >  H  Showing 1 to 1 of 1 Records | | | | | |

**Click Here for Cash sale Options**

Then click new sales receipt button **New Sales Receipt ⊞** and the sales receipt form will open as shown below

**Add New Sales Receipt**



| Item Name | Qty | Unit | | Price | Whole Sale | Actual Amt. | VAT(18.00%) | | WHT(%) | Disc | Total | S |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Name | Qty | | | | Rate | Amt. | Rate | | | |

⊞ Add New ItemLine

| | | |
|---|---|---|
| Total Discount | 0.00 | |
| Total WHT | 0.00 | |
| Total VAT | 0.00 | |

Select the deposit account, enter the receipt date and enter the item/product you want to sell as well as the quantity. This icon **⚙** used if you want to configure manual receipt number by clicking that icon the receipt number text box will be added on your form so as

**Receipt Number \***

Enter Receipt No.

you can enter your receipt number format you want.

Then enter all details required if it has VAT also you can click rate box and also you can discount the price, and the form will be shown as below.

| Item Name | Qty | Unit | | Price | Whole Sale | Actual Amt. | VAT(18.00%) | | WHT(%) | Disc | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Name | Qty | | | | Rate | Amt. | Rate | | |
| mchicha | 50 | ▾ | | 90.00 | ■ | 4500 | ✓ | 810 | 10.00% ▾ | 500.00 | 4860 |
| | | ▾ | | | ■ | | ■ | | ▾ | | |

⊞ Add New ItemLine

| | |
|---|---|
| Total Discount | 500.00 |
| Total WHT | 450.00 |
| Total VAT | 810.00 |
| Total | 4,860.00 |

**Save**  **Save and Close**  Cancel

Finally save or save and close if you have completed your Cash sales.

After save and close the list of your cash sales will be shown as below image.

| ✕ | ☰ | | | | **Sales Receipt** | | | Refresh ⟳ |
|---|---|---|---|---|---|---|---|---|

New Sales Receipt ⊞    Print 🖶    Excel 🗎    Pdf 🗎    Search 🔍    5 ▾

| ☐ | Customer Name | Receipt Date | Total Amount | Paid Amount | Receipt Number | Branch | Actions |
|---|---|---|---|---|---|---|---|
| ☐ | Cash | 2019-10-24 | 4,860.00 | 4,860.00 | REC00002 | Dar es Salaam - Main | ✎ 👁 🗑 |
| ☐ | Cash | 2019-10-23 | 1,380.00 | 1,380.00 | REC00001 | Dar es Salaam - Main | ✎ 👁 🗑 |
| | Total | | 6,240.00 | 6,240.00 | | | |

Delete  ⏮ ‹ › ⏭  Showing 1 to 2 of 2 Records

From that listing page you can see the action icons on the right side, with the icon of edit, view and delete as shown on below image.

**Actions**

✎  👁  🗑

The first icon is for editing the payment, the second icon is for view the receipt and printing the last is for deleting the payment.

**7.4 Invoice**

To create invoice for the customers who will pay after certaintime, click the invoice link in the sales module and on the opened page click the new invoice button as shown on the image below.



**Click here to add new invoice**

On the opened invoice form Select customer name, enter invoice date, select invoice term also you can click this icon ⚙ to enter invoice number manually. The next process is to select the item you want to sell and fill all the information then save and close. See below image.

**Select Customer Name**



**Add Item Name**

After clicking Save and Close your invoice will be listed as below image

| | Customer Name | Invoice Date | Due Date | Total Amount | Paid Amount | Balance | Invoice Number | Branch | Actions |
|---|---|---|---|---|---|---|---|---|---|
| ☐ | mushi | 2019-10-25 | 2019-11-24 | 200.00 | 0.00 | 200.00 | INV00006 | Dar es Salaam - Main | ✏ 👁 🗑 Pay |
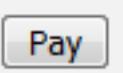
If you want to receive payment, click **Pay** icon on right side of your invoice in the group of actions icons, and below page will open for you to enter the amount of payment from your customers then save and close. If the amount paid is full the invoice will be listed in the paid invoices link in the sales module.
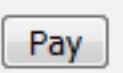
**Receive Payment from mushi**

| Amount to Pay: * | Description |
|---|---|
| 200.00 | |
| Pay Date: | Deposit Account: * |
| 25 / 10 / 2019 | Select Account |
| Ref No: | |
| | ☐ Set Credits |

Save and Close    Cancel

## 7.5 Payment

Customer's payments can be received through this link of payments in the sales module, if the customer has pending invoices these payments used to offset the pending invoices, if customer has no invoices then these payments saved as advance payments or customer credits. Below image illustrate the payments process.

| Sales ▾ | | Add Payment ⊞ | Print 🖨 | Excel 🗷 | Pdf 🗎 | Search 🔍 | 5 ▾ |
|---|---|---|---|---|---|---|---|
| Customers | | | | | | | |
| Sales Order | | ☐ | Customer Name | Paid Amount | Pay date | Account Name | |
| Cash Sales | | ☐ | Case | 3,000,000.00 | 2019-10-25 | EXIM | |
| Invoice | | ☐ | mushi | 200.00 | 2019-10-25 | EXIM | |
| Payments | | | | 1,665,000.00 | 2019-10-25 | Cash | |

**Click here to add payment**

And the opened page will be looked as image below for you to select the Customer name, payment date and deposit account, see image below.



After filled all the details then save and close and the listing payments page will be looked as below image



## 7.6 Paid Invoices

List of all full paid invoices will be loaded here, by clicking the paid invoice link in the sales module, see the image below.

**Click Here for Paid Invoices**
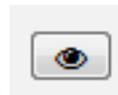
To see the paid invoice in details, click this icon  on the right side of the listed paid invoice under the action icons part, and will be looked as below image

ABC Spareparts
Ilala - Dar es Salaam
fekeroM@gmail.com
0767663982

**INVOICE TO**
mushi

**INVOICE # INV00006**
Date : 2019-10-25

| # | Item & Description | Units | Qty | Price | Total Amount | VAT(18.00) | WHT | Discount | Total With VAT |
|---|---|---|---|---|---|---|---|---|---|
| 1 | mahindi | | 1.00 | 200.00 | 200.00 | 0.00 | 0.00 | 0.00 | 200.00 |

| | | |
|---|---|---|
| | **Total VAT** | 0.00 |
| | **Total WHT** | 0.00 |
| | **Total Discount** | 0.00 |
| | **Grand Total** | 200.00 |

You can print the invoice or send to customer email by selecting these icons

 on the top right corner of the page.

### 7.7 Recurring Invoice

Recurring invoice used to manage the same amount of payments which are repeated in after every range of time such as daily, weekly, monthly or yearly. To access this under the sales module select the recurring invoice as shown in the below image, then click new recurring invoice.



After clicking the new recurring invoice button the page will be opened as below image shown



Fill all the information on the opened page , in the profile name enter the name which will be used to identify the type of your recurring invoice , enter the sarts date of your invoice which

must current or feature dates , means the date should not be previous ones. Enter the frequency on which the recurring invoice will be regenerated, finally enter your item name. See below image the filled page will look like

**Edit Reccuring Invoice**

| Customer Name * | Profile Name * | Starts on |
|---|---|---|
| Happy Frank | Pre Unit fee | 25 / 10 / 2019 |

| Recurring Frequency * | | Ends On |
|---|---|---|
| 3 Month(s) | | 31 / 12 / 2019 |

| Item Name | Qty | Unit | | Price | Actual Amt. | VAT(18.00%) | | WHT(%) | Disc | Total | Store | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Name | Qty | | | Rate | Amt. | Rate | | | | |
| Pre Unit fee | 1.00 | | | 2500000.00 | 2500000.00 | ■ | 0.00 | | | 2500000 | Main S | ✂ |

⊞ Add New ItemLine

| | |
|---|---|
| Total Discount | 0 |
| Total WHT | 0 |
| Total VAT | 0 |
| Total | 2,500,000 |

Then save and close , your reccuring invoice will look like below image

| ☐ | Customer Name | Start Period | End Period | Frequency(Days) | Total Amount | Profile Name | Status | Branch | Actions |
|---|---|---|---|---|---|---|---|---|---|
| ☐ | Happy Frank | 2019-10-25 | 2019-12-31 | 90 | 2,500,000.00 | Pre Unit fee | Active | Dar es Salaam - Main | ✏ 👁 🗑 Cancel |
| | **Total** | | | | **2,500,000.00** | | | | |

Delete ⏮ ‹ › ⏭ Showing 1 to 1 of 1 Records

When the time reach for it to be active it will automatically enter in the invoice list for receiving the payments.

**7.8 Customer Credits.**

Customer Credits handle the advance payments from your customers, you can add credit to your customer account by clicking customer credit link in sales module, click add credit button as shown in the below email.



Below form will be opened and you can enter customer name, amount to be received as credit ,select the paying account and enter the payment date then save and close.
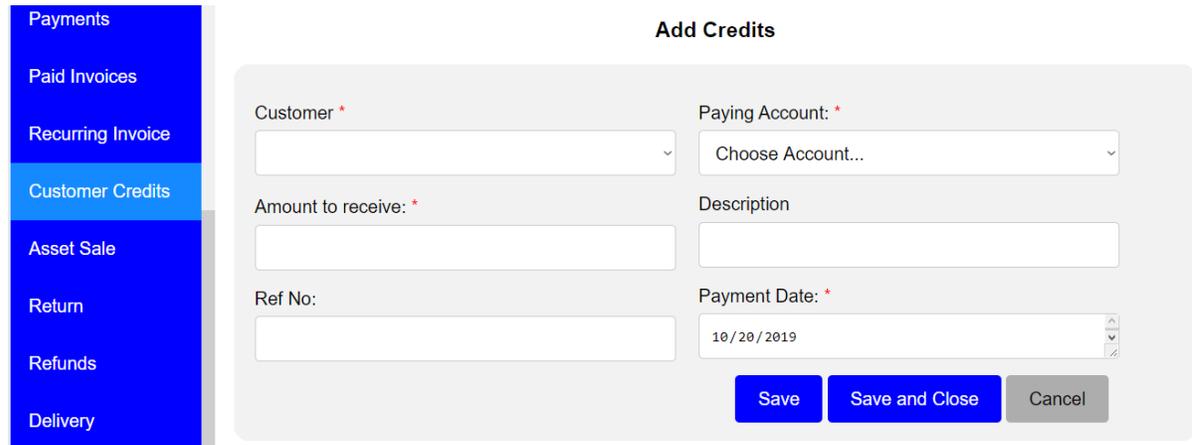
After you add the credits to your customers, save and close the form will look like below image



## 7.9 Asset sale

In the asset sale link within the sales module give you the option of selling your assets at any time you want, by clicking the asset sale link then new receipt button as shown below image.

After clicking new receipt button then below form will be opened for you to enter the asset name you want to sell, see below image

**Add New Asset Receipt**

| Customer Name * | Receipt Date * |
|---|---|
| Cash | 10/20/2019 |

| Item Name | Qty | Price | Actual Amt. | Tax(%) | | Total |
|---|---|---|---|---|---|---|
| | | | | Rate | Amt. | |
| | | | | | | |

⊕ Add New ItemLine

| | Total | |
|---|---|---|

Then save and close, the form will open like below image

| | Customer Name | Receipt Date | Total Amount | Paid Amount | Receipt Number | Branch | Actions |
|---|---|---|---|---|---|---|---|
| ☐ | Cash | 2019-10-26 | 500,000.00 | 500,000.00 | REC00001 | Dar es Salaam - Main | ✏ 👁 🗑 |
| | Total | | 500,000.00 | 500,000.00 | | | |

Delete ⏮ ◄ ► ⏭ Showing 1 to 1 of 1 Records

You can view in detailed by clicking this icon 👁 found in actions icons on the right side of your form. And the form will be opened so you can print or send to customer email. See below image

| # | Item & Description | Units | Qty | Price | Total Amount | VAT(18.00) | WHT | Discount | Total With VAT |
|---|---|---|---|---|---|---|---|---|---|
| 1 | HP Laptop ProBook 4540s | | 1.00 | 500,000.00 | 500,000.00 | 0.00 | 0.00 | 0.00 | 500,000.00 |

### 7.10 Sales Return

Return is used to receive items sold but returned by your customer due to various reasons, when you click return link under sales module the list of your customers with their related transactions will be opened, and this page contains all sales processed through invoice as default. You can click **Cash Returns ⊞** button if you want to access the list of customers whose items sold in cash bases. See below image

Click this icon  in the actions list of icons to enter the quantities of particular returned items. Below form will be opened, enter total quantities of items to be returned in the Qty text box and within those returned which ones are defective enter them in the defective text box (for example you want to receive 3 returned items and in those items 2 are defective then enter all 3 items in Qty text box and enter 2 in the defective text box) then save and close.

**Return**

| Customer Name * | Invoice Date * | Term * | Invoice Number * |
|---|---|---|---|
| Demo | 26 / 10 / 2019 | Net 30 | INV00004 |

| Item Name | Qty | Pending | Price | Actual Amt. | Return Qty | | Total |
|---|---|---|---|---|---|---|---|
| | | | | | Qty | Deffective | |
| mchicha | 5.00 | 5.00 | 100.00 | 500 | | | 500 |

| Total | | | | 500 | | | |

Save and Close   Cancel

Total quantities returned items

Defective items from total quantities

For the returned items from customers who paid cash the formwill look like below image



## 7.11 Refunds

You can refund the amount of money to your customers depending on the certain circumstances such as refunding an advance payment, click the refund link under sales module, and then click new refund as shown on below image

After clicking new refund button the refund form will open as below image shown



Select customer name for refunding, enter refunding amount, enter date and select bank account and click save and close. The customer's refunded form will look like below image



## 7.12 Delivery

You can deliver the invoiced items to your customers by clicking the delivery link under sales module then click the edit icon in the actions list of icons as shown on below image.

The form will be opened for you to enter the amount of items to be delivered in the to deliver text box. Then save and close

**Item Delivery**

| Customer Name * | Invoice Date * | Term * | Invoice Number * |
|---|---|---|---|
| Dully | 23 / 10 / 2019 | Net 30 | INV00002 |

| Item Name | Qty | Pending | To Deliver | Delivery Note | Delivery Date |
|---|---|---|---|---|---|
| Uhai | 1.00 | 1.00 | 1.00 | | 26 / 10 / 2019 |

Save and Close    Cancel

## 7.13 Customer Account

To view customer's transactions status click customer account balance in the sales modules and then click view icon in the actions icons as shown in image below

| | Customer Accounts | | | | | | | Refresh ⟳ |
|---|---|---|---|---|---|---|---|---|
| Asset Sale | | | | | | | | |
| Return | Print 🖨  Excel 📄  Pdf 📄  Search 🔍  5 ▾ | | | | | | | |
| Refunds | | | | | | | | |
| Delivery | Customer Name ▾ | Phone | Total Amount | Total Paid | Total Outstanding | Last Invoice Date | Deposits | Actions |
| Customer Account | urasa | | 236.00 | 0.00 | 236.00 | 2019-10-23 | 0.00 | 👁 |
| Record Withholding Tax | Rhim | | -20.00 | 0.00 | 0.00 | 2019-10-24 | 20.00 | 👁 |

**Click here to View account status**

After clicking the view icon the customer accounts form will be opened, see the image below

urasa

| Total Invoices | Paid | Total Unpaid | Returned 0.00 | Deposit |
|---|---|---|---|---|
| 236.00 | 0.00 | 236.00 | Refunded 0.00 | 0.00 |

New Invoice ⊞   Add Payment ⊞   Print 🖨   Excel 📄   Pdf 📄   Search 🔍   5 ▾

| Total Amount | Amount Paid | Balance | Invoice_date | Due Date | Invoice No | Branch | Actions |
|---|---|---|---|---|---|---|---|
| 236.00 | 0.00 | 236.00 | 2019-10-23 | 2019-11-22 | INV00001 | Dar es Salaam - Main | 👁 |

⏮ ‹ › ⏭  Showing 1 to 1 of 1 Records

❌ ≡                                    Payment Receipts                                    Refresh ↻

Add Payment ⊞   Print 🖨   Excel 📄   Pdf 📄   Search 🔍   5 ▾

| Paid Amount | Pay date | Account Name | Pay Receipt# | Actions |
|---|---|---|---|---|

⏮ ‹ › ⏭  Showing 0 to 0 of 0 Records

## 7.14 Record WithholdingTax (WHT)

You can view and confirm the amount of Withholding Tax your customers have deducted from your invoices, to access this click link Record Withholding Tax from sales module as shown on below image

| Payments | | | | ❌ ≡ | | Confirm Withholding Tax Payment | | Refresh ↻ |
|---|---|---|---|---|---|---|---|---|

Paid Invoices

Recurring Invoice        Confirmed Withholding Taxes ⊞   Search 🔍   Print 🖨   Excel 📄   Pdf 📄   5 ▾

Customer Credits

Asset Sale

| Invoice/Receipt No | Customer Name | Withholding Tax Amount | Actions | |
|---|---|---|---|---|
| INV00003 | Rhim | 20.00 | 👁 | confirm |
| REC00002 | Cash | 450.00 | 👁 | confirm |

Return

Refunds

Delivery                ⏮ ‹ › ⏭  Showing 1 to 2 of 2 Records

Customer Account

Record Withholding Tax

To view the details of the Withholding Tax click this icon  in the actions list icons and the detailed page will be opened as below image, you can print or send to email.
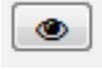


ABC Spareparts
Ilala - Dar es Salaam
fekeroM@gmail.com
0767663982

| INVOICE TO | | | | | | | | INVOICE # INV00005 |
| Boanza Co. Ltd | | | | | | | | Date : 2019-10-26 |

| # | Item & Description | Units | Qty | Price | Total Amount | VAT(18.00) | WHT | Discount | Total With VAT |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Management Fee | | 1.00 | 1,000,000.00 | 1,000,000.00 | 180,000.00 | 100,000.00 | 0.00 | 1,180,000.00 |
| | | | | | | | | Total VAT | 180,000.00 |
| | | | | | | | | Total WHT | 100,000.00 |
| | | | | | | | | Total Discount | 0.00 |
| | | | | | | | | Grand Total | 1,080,000.00 |

To record the Withholding Tax Payment click this icon  in the action list of icon, the form will be opened where you can enter the amount deducted with your customers to pay Withholding Tax to authority on your behalf, see below image.

**Withholding Tax Payment From Boanza Co. Ltd's Invoice**

Amount Paid: *

100000.00

Payment Date: *

28 / 10 / 2019

Ref No:

Description

Save and Close     Cancel

Then click save and close after you confirm the Withholding Tax has been paid and you received the relevant documents from the authority concerning.

## 8. REPORTS

In tHL Accounting System there are various reports to show the performance of a company's financial activities. Those reports are presented in Summary and Detail. Below is the list of those reports in tHL Account System.



**Business Overview**

Balance Sheet

Income Statement

Income Statement by Branch

Bank Statement

Statement of Financial Position

Statement of Profit or Loss

Statement of Cash Flow

Trial Balance

General Ledger

**Sales Reports**

Sales

Sold Items

Best Selling Items by Profit

Customer Balance

Customer Aging Report

**Purchases and Expenses**

Purchase Report

Cancelled Bills

Supplier Balance

General Expense

**Inventory**

Item List

Stock Adjustment

Stock Valuation Report

Stock Valuation Report by Branch

Stock per Store

Stock per Unit

Item Price

Ordered Items

Item Manufacturing / Building

Asset Dep Report

Returned Items

**Business Follow - Up & Review**

Un-Called OverDue Invoices

Called OverDue Invoices (Red Status)

Called OverDue Invoices (Yellow Status)

Called OverDue Invoices (Green Status)

Called OverDue Invoices (Busy Status)

**Invoices Ageing Review**

OverDue Invoices

OverDue Called Invoices

Critical Invoice List

Called Not Reachable (Invoice List)

Called No Answer (Invoice List)

Paid (Invoice List)

Remind Later (Invoice List)

Will Pay (Invoice List)

**Business Evaluation**

Best Selling Items by Volume

Operational Items

Special Customer (Invoice List)

Valuable Customers by Sales Amount

Valuable Customers by Sales Invoices

Valuable Customers by Sales Profit

Valuable Supplier by Amount

Valuable Supplier by Purchases