



DINETA.**web**: manual guide

Phone: +370 37 234437

Mobile: +370 659 09039

Address: Kursiai street 7, Kaunas or
Olimpiečiai street 1, Vilnius

Email: support@dineta.eu

Web: www.dineta.eu

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1 GENERAL PRINCIPLES

1.1 LOGIN

Open your web browser: IE, Chrome, Firefox Mozilla or other. Enter your data base (DB) link and login to with your username and password. Click „Prisijungti“ (Figure 1) button and you will be logged into your DB (Figure 2).



The login form for DINETA.web has a blue background. At the top, the text 'DINETA.web' is displayed in white. Below it is a horizontal line. The form contains two white input fields: the first is labeled 'Vartotojas' (Username) and the second is labeled 'Slaptažodis' (Password). Below the password field is a checkbox labeled 'Išbandyti naują DINETA.web versiją' (Test new DINETA.web version). At the bottom of the form is a large, rounded blue button with the white text 'PRISIJUNGTI' (Login).

Figure 1



The screenshot shows the main menu of DINETA.web with tabs for SYSTEM, REPORTS, REGISTERS, ASSETS, STOCK, PURCHASES, SALES, PAYMENTS, G/L, HELP, and VMI. Below the menu is a table with the following structure:

INQUIRIES SUBMITTED	DESCRIPTION	PRIORITY	STATUS	RESPONSIBLE PERSON	CREATES	PLANNED RESOLUTION DATE
Show details »						

Figure 2

DINETA.web modules: **SYSTEM, REPORTS, REGISTERES, ASSETS, STOCK, PURCHASES, SALES, PAYMENTS, G/L and others.**

If you want to leave one module and go to another one, you must close previous window with clicking on a „Close“ button (Figure 3).





The screenshot shows the 'Assets' module window. At the top is a menu bar with tabs for SYSTEM, REPORTS, REGISTERS, ASSETS, STOCK, PURCHASES, SALES, PAYMENTS, G/L, HELP, and VMI. Below the menu bar is a toolbar with buttons for New, Edit, Delete, Copy, Action, Print, and Close. The 'Close' button is highlighted with a red rectangle. Below the toolbar is a table with the following structure:

Inv. No	Stock	Description	Group	Exp. Begin	Depreciation Tim...
Close (Alt + X)					

Figure 3

1.2 BUTTONS

1.  Sorting buttons - sorts table data according to that column in increasing or decreasing order.
2.  Sorting button after click (indicates in red) – shows which column is sorted. Press this button again to delete sorting.
3. **ALT + P** – opening a search window. Enter the search value or its snippet in the open search window (Figure 4).

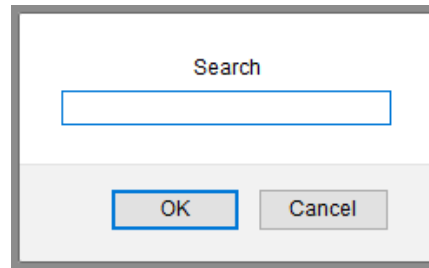





Figure 4

Note: The value is searched in the column by which the table is sorted. If the table is not sorted at all, it searches the first column.

4.  Column order change button
5.  Columns add buttons. On the right side are the columns currently in the table, and on the left are the columns that can be added.
6.  Column queuing buttons on the right side (Figure 5)

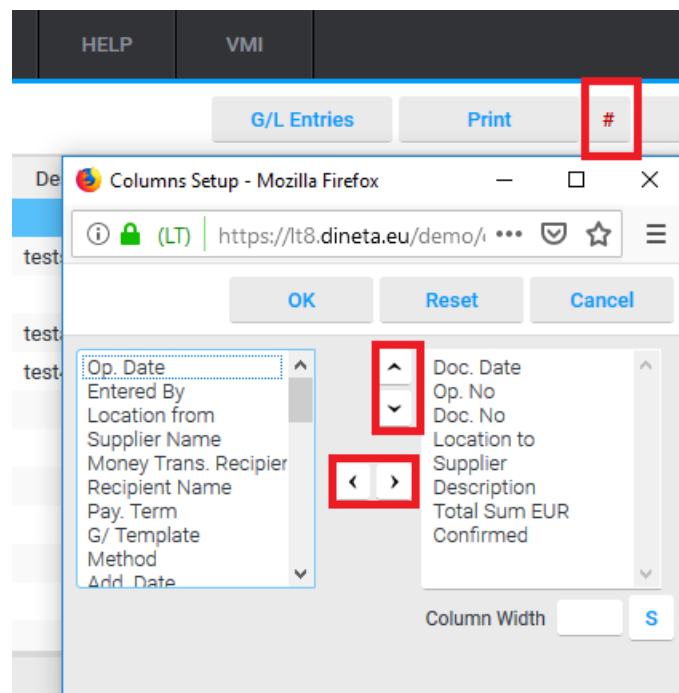


Figure 5

7. At the program you also have the ability to filter records, and search for the required data (Figure 6). When you select the correct search options, press the Enter on the keyboard.

Doc. No	Location to	Supplier	Description
2019.10.07	VILNIUS	304057432	
222-22	VILNIUS	EBB	tests 02
	VILNIUS	EBB	
HHHH	VILNIUS	EBB	testas 222
TEST456	VILNIUS	110193723	test456 zz
TEST445	CENTRINIS	123	
	VILNIUS	304057432	
	VILNIUS	EBB	
	VILNIUS	110063950	
	VILNIUS	110063950	
	VILNIUS	304057432	
	VILNIUS	111593841	

Figure 6

8. **F** Filter button that is in some windows when there is no filter block at the bottom of the window. The first filter column selects the field to filter, the second filter selects the condition (equals, depending on, like, from, to, more, less), and the third filter selects the value to meet that condition. Several filter lines can be filled in. In this case, the fourth column shall indicate how to apply these conditions (and/or) (Figure 7).

Item	Item Description	Type	Qty	Purch. Price
301901	BARINAKA N10	1	1000.0000	3.0000

Figure 7

9. **...** if there is a multipoint button next to the input field, only values selected from the list can be entered in this field. Pressing a multipoint button or an Alt + L will open a new window with a list of possible values from which to select the desired string. The value can also be

entered manually in the input field without opening the list window, but if a value is entered that is not in the list, the program will not allow you to exit this field and will open the list itself.

1.3 USERS' RIGHTS/PERMISSIONS

If you are an administrator of the system (you have administrator privileges), you can assign different permissions and functions to each user based on their responsibilities (which modules or fields to display, which fields to edit, or only to portray).

Permissions are restricted not to a single user, but to a general group of users: The system → User Groups. To limit access to the menu: System → Forms → Menu or Reports: System → Forms → Reports; Print Forms: System → Forms → Print Forms; Action lists: System → Forms → Action; Select the action you want to restrict and press "Save" button (Figure 8).

Figure 8

Object means a field or button to which access is restricted.

Group is a group of users that are granted permissions.

Permit - rights granted (0 - unlimited, 1 - unchanged, 2 - not displayed).

When you select the permissions you want, click "Save" button. Permissions will be saved, but permission assignment window will not close. Then click on another object whose permission's need to be restricted. The window will show the selected object and its existing permissions.

1.4 TRANSACTIONS APPROVAL

Any transaction (purchase, sale, write-off, etc.) must be approved. Until the transaction is approved, it will not appear in any reports (except for certain reports where you can specifically select to display unapproved entries), the balance of items in the warehouse does not change, debts to customers/vendors do not appear, G/L records do not create. In other words, in terms of the company's accounting, the unapproved operation does not lead to any consequences.

C The transaction confirmation button. If multiple entries are marked in the table, they will all be approved. No more than 100 entries can be approved at a time. If more is selected, the rest will be ignored. To confirm more than 100 records, you will need to mark them separately and confirm them additionally.

When you press the approval button for the operation, the confirmation window opens (figure 9):

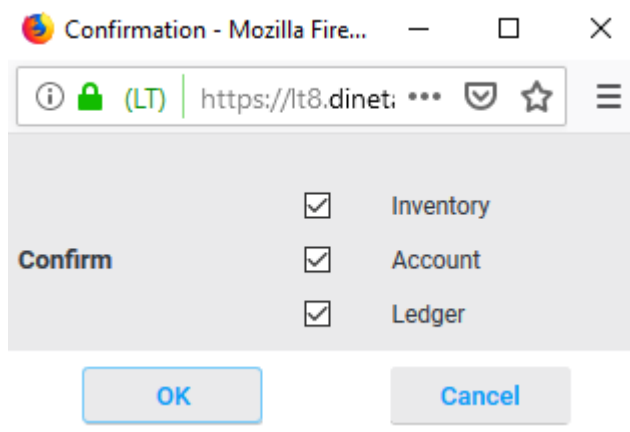


Figure 9

When the operation is approved, the following data changes occur:

1. Confirm inventory: the item balance in the warehouse increases/decreases. Item balances in the warehouse can be viewed by selecting the menu item: Inventory → Balances.
2. Approve settlements: Increases/decreases debts to buyers/vendors. The balance of debts can be viewed by selecting the menu item: Payments → Balance of Payments.
3. Confirm General Ledger: G/L entries are created with transaction account correspondence. The G/L entries that appear can be viewed by clicking the G/L entries button in the original program window.

The transaction confirmation window allows you to select each of these items separately, but the transaction will only be partially approved. In addition, settlement and ledgers can only be approved if stocks have already been approved.

Depending on the operation, it may not contain all the approval points. For example, inventory receipts, write-downs, transfers only approve inventory and ledger, while monetization and cash payments validate settlements and ledgers.

R The cancellation button for the approved transaction. Once the transaction has been approved, it can no longer be edited. You must cancel the approval to edit the record.

1.5 RESERVATION OF GOODS

Reservation of items is a means to write off items from the balance of the warehouse before the transaction is approved. When an item is reserved, its quantity in the warehouse decreases and the reserved quantity is displayed in a separate column. In the window of transactions that reduce the balance of items (write-off, transfer, sales), above the detailed row table, there is an item reservation – **R** and reservation cancellation – **A** buttons. When you press the reservation button, the reservation confirmation window opens (figure 10).

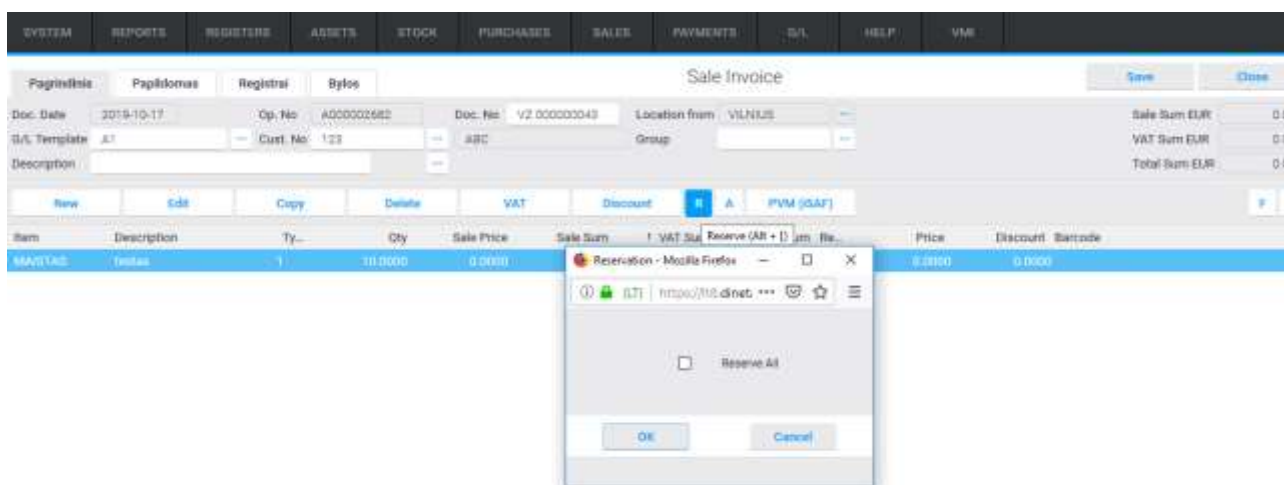


Figure 10

When you select “Reserve All” item, the document will be reserved, except for the item selected. System → User settings can be selected to automatically reserve items, saving only certain lines and not automatically reserved by deleting them (figure 11).

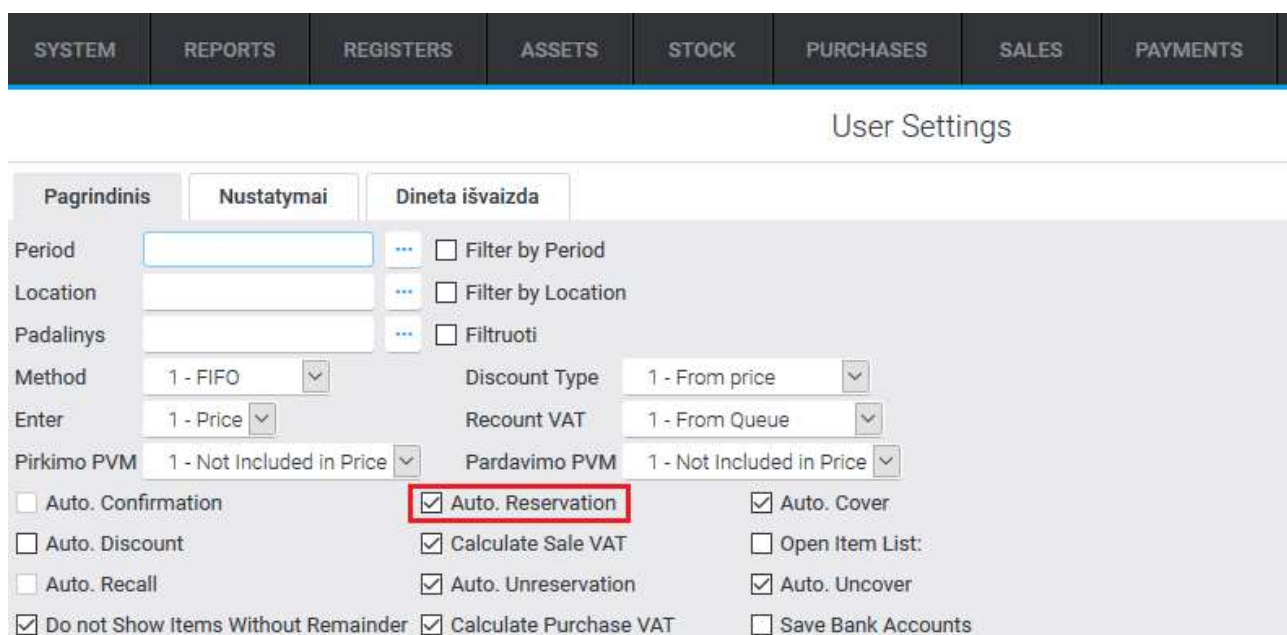



Figure 11


When you reserve an item, the entry cannot be edited anymore, and you must cancel the reservation to reedit.

1.6 CREATING NEW ENTRY

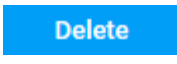
Click on a “New” button at the program’s left corner . Fill out the form in the open window by entering the data you need and confirm a new entry – “Save” or “Close” buttons



1.7 EDITING ENTRY

To edit an existing record, select it and press the button . After changing the required fields, confirm correction or close the window.

1.8 DELETING ENTRY

To delete an existing record, select it and press the button . Confirm or cancel action in a pop-up window (figure 13).

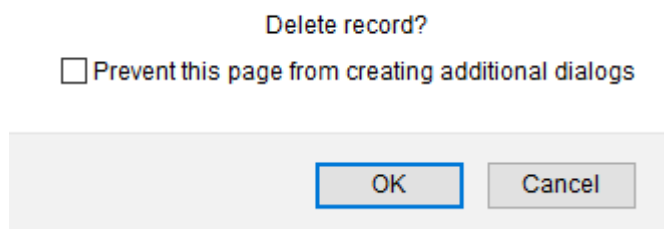




Figure 13

1.9 RECORD DUPLICATION

Click action button to duplicate an already existing entry . In the open form choose Copy action and click OK. Change the data if you want in your copied entry and click Save or Cancel.

1.10 ACTION CHANGE

Click the button to change the entry change . In the open window, you can choose the needed action. Make the desired changes and click OK.

2 MODULES OF DINETA.WEB

2.1 SYSTEM

2.1.1 Users

By clicking System → Users, opens a list of users. You can create your own user or other users if you are an administrator of the system. When you select a user, click the mouse twice, and you can change the data in the opened window (figure 14).

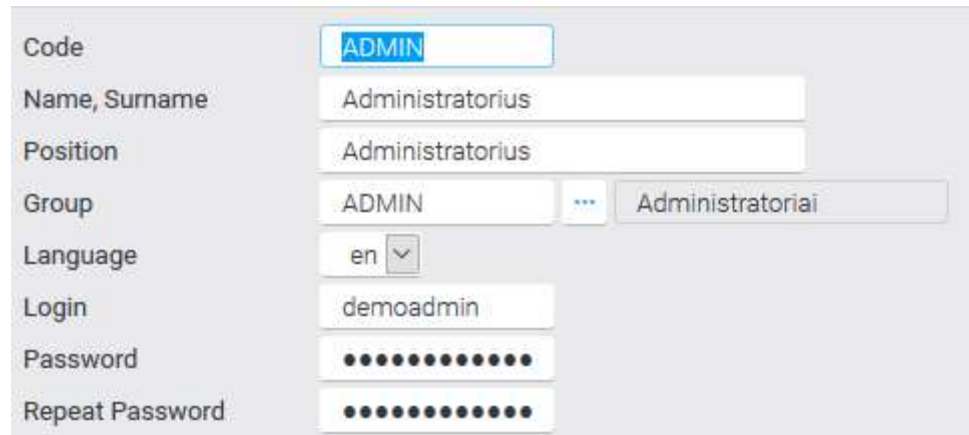


Figure 14

2.1.2 User groups

By clicking System → User Groups you can add a group of users with their functions.

To assign a user to the appropriate user group, you must click System → Users → select the corresponding user by clicking twice with the mouse → select the group you want to assign to (Figure 15).

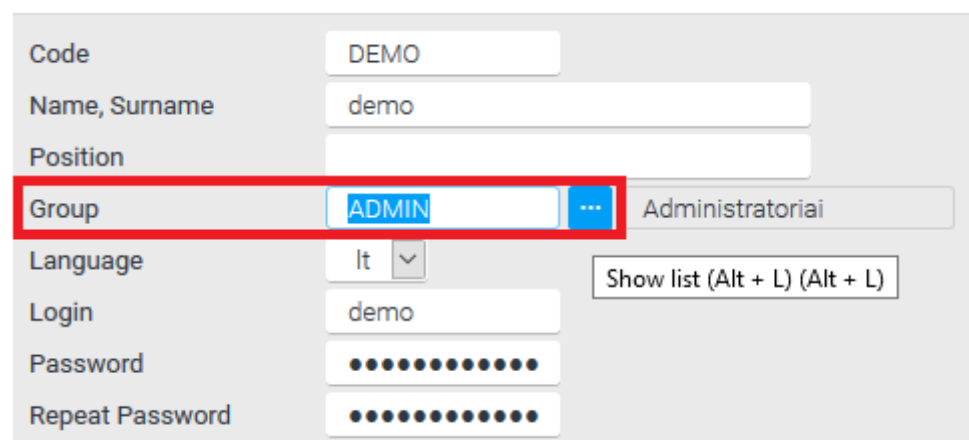


Figure 15

2.1.3 User settings

Select System → User Settings. Menu item opens the user parameter editing form. User Settings is a configuration data that is unique to each user.

Here you can individually configure the data you want (automatic discount assignments, automatic reservation/reservation assignments, VAT assignments, and many more) (Figure 16).

The screenshot shows a configuration window with the following sections:

- Filters:**
 - Period: [Text Field] ... ☐ Filter by Period
 - Location: [Text Field] ... ☐ Filter by Location
 - Padalinys: [Text Field] ... ☐ Filtruoti
- Methods and Types:**
 - Method: 1 - FIFO [Dropdown]
 - Discount Type: 1 - From price [Dropdown]
 - Enter: 1 - Price [Dropdown]
 - Recount VAT: 1 - From Queue [Dropdown]
 - Pirkimo PVM: 1 - Not Included in Price [Dropdown]
 - Pardavimo PVM: 1 - Not Included in Price [Dropdown]
- Automatic Actions (Checkboxes):**
 - ☐ Auto. Confirmation
 - ☒ Auto. Reservation
 - ☒ Auto. Cover
 - ☐ Auto. Discount
 - ☒ Calculate Sale VAT
 - ☐ Open Item List:
 - ☐ Auto. Recall
 - ☒ Auto. Unreservation
 - ☒ Auto. Uncover
 - ☒ Do not Show Items Without Remainder
 - ☒ Calculate Purchase VAT
 - ☐ Save Bank Accounts

Figure 16

2.1.4 System parameters

To see what system settings are used in, click System → System Settings. When you open the window, you'll see a variety of parameters that are automatically generated. You can change some system settings yourself, some not. Only those that are automatically used in various reports, such as address, email mail, phone, etc.

2.1.5 Forms

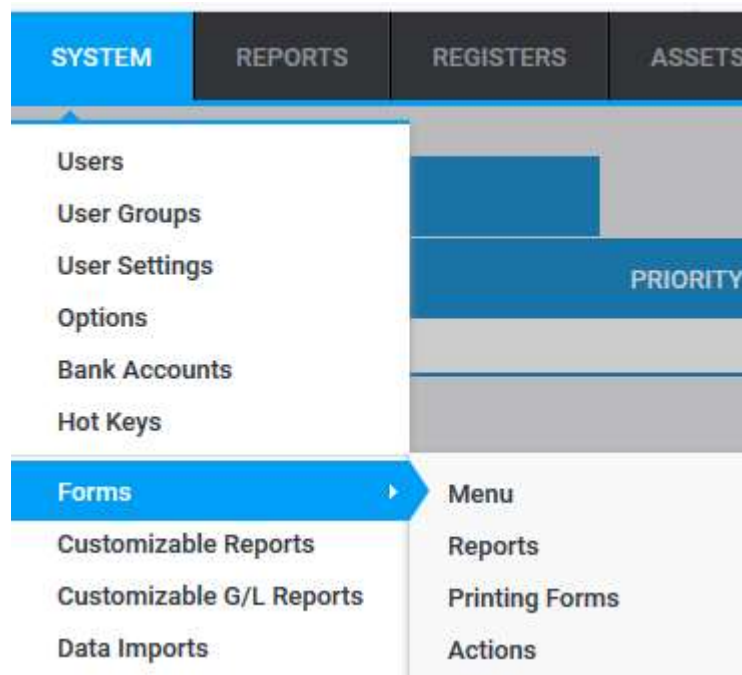


Figure 17

To find forms generated by the program, click System → Forms. When the following choices are dropped, the window gives you the choice (Figure 17). For better use of the forms, it is recommended to contact DINETA Customer Support for help in creating ones you need.

2.1.6 Generated reports

System → Customizable Reports menu opens a list of generated reports. Here users can create a necessary reports by themselves (for example, customer list, item list, etc.).

The Copy button in the report list window copies only the report nozzle. To copy the entire report, you must export it (Action → Export Report) and then import it under another name (Action → Import Report).

2.1.7 Customizable G/L Reports

System → Customizable G/L reports menu opens a list of customized G/L reports. Here you can create accounting reports that use ledger data (balance sheet, profit loss report, etc.). You can create templates for General ledger reports that you will then print.

2.1.8 Numbers

When you select the menu item System → Number window opens. It allows you to create numbers that will be used to numbered document forms. For the forms to be automatically numbered, the number described must be assigned to a specific operation.

2.1.9 Numbering of forms

For document forms to be automatically numbered in transactions, the counter must be described and assigned to a particular operation. The numbers are assigned to the operation via the menu item System → Blank Numbering (figure 18).

Figure 18

2.1.10 Periods

When you select the menu item System → Periods, opens a list of periods. Periods are periods in which program data is filtered. Selecting Period in user settings and selecting the Filtering field will show only records for that period in all module windows. Periods are also used for data adjustment insurance. Once the period is selected as closed, data from that period can no longer be confirmed or deleted (Figure 19).

User Settings

Figure 19

2.1.11 Notification and groups of notifications

To create template messages, select System → Messages. Create them in the open window and assign them to the appropriate message groups. You can create message groups by selecting System → Notification Groups.

2.2 REPORTS

Selecting the Reports menu opens a submenu with reports groups.

Report groups: Long-term assets, Inventory reports, Purchases/Sales reports, Accounts reports, Ledger reports, General reports, and General ledger reports and etc. To print certain reports, select the group of report you want. When the window in that dashboard opens, select the desired report, enter the relevant data, and click Run. In the report window, you can print, forward, or form a PDF file.

Note: If your web browser has an ad blocker, you must disconnect it before you can see reports.

2.3 REGISTERS

2.3.1 Charts of accounts

When you click Registers → G/L accounts, list of accounts opens. By default, the program has already compiled a model chart of accounts according to business accounting standards.

2.3.2 Products / Services

By clicking on Registers → Products/ Services, a list of products/services opens. At the bottom of the editing window is a table where you can enter item barcodes. If there are several barcodes, one of them must be marked as the main one (Figure 20).

Products / Services

Figure 20

2.3.3 Barcodes

By clicking System → Barcodes, you will see barcodes and a list of items assigned to them in the open window. To adjust or create a new one, click the line you want and click twice. In the new window, you will see fields that can be filled in. Here you can choose whether to mark the barcode as the main one (figure 21).

Barcode

Figure 21

2.3.4 Customers / Suppliers

By clicking Customers/Suppliers opens customer/vendor cards. In the Settlement Balance window (Figure 39), the balance account for buyers' debts or debts to suppliers is indicated. At the bottom of the edit window is a table where you can enter customer/vendor bank accounts. If there are multiple bank accounts, one of them must be marked as primary (figure 22).

The screenshot displays the 'Customer / Supplier' management interface. At the top, there are two tabs: 'Atsiek. balansas' (highlighted with a red box) and 'Pardavinimai'. The main form area is divided into several sections. The top section includes tabs for 'Default', 'In Addition', 'Sales Period', 'Nuolaidų kortelė', and 'Kontaktai'. Below these are input fields for 'No' (304057432), 'Description' (5 piprai UAB), 'Note', 'Group', 'Reg. No' (304057432), 'VAT Reg. No' (LT100009509613), 'Currency ID', 'Credit Limit' (0.00), 'Pay. Terms' (0), 'Juridinis statusas' (0 - nenurodyta), 'Customer' (unchecked), 'Locked' (unchecked), 'Supplier' (checked), and three 'Register No.' fields. A 'Rekvizitai' button is located next to the 'Reg. No' field. Below the form is a 'Payments' section with a 'Review' dropdown menu showing 'Uncovered', 'Covered', and 'All' options. The 'Uncovered' option is currently selected.

Figure 22

2.3.5 Groups

By clicking Registers → Groups, you can select subgroups: Account groups, Product/Service groups, Customer/Supplier groups. Here you can create appropriate groups of accounts, services, or vendors for which you can then assign appropriate records.

2.3.6 Additional registers

By clicking Registers → Additional Registers, you can select subgroups and create additional registers.

2.3.7 Location

Locations in the program don't have to match the actual locations of the company. You can describe the entire company as a single location, and you can describe each department or department as a location. At least one location must be created to maintain inventory transactions.

Note: Additional registers may be required to describe location, which you can create for the Registers → Additional Registers (Figure 23).

Location

Code	<input type="text"/>	
Description	<input type="text"/>	
Note	<input type="text"/>	
Address	<input type="text"/>	
Ledger Account	<input type="text"/>	...
Field No. 1	<input type="text"/>	
Field No. 2	<input type="text"/>	
Field No. 3	<input type="text"/>	
Field No. 4	<input type="text"/>	
Field No. 5	<input type="text"/>	
Susiejimo sandėlis	<input type="text"/>	...
Register No. 1	<input type="text"/>	...
Register No. 2	<input type="text"/>	...
Register No. 3	<input type="text"/>	...
Register No. 4	<input type="text"/>	...
Register No. 5	<input type="text"/>	...

Subdivision ...
 Person ...
 Project ...

Figure 23

2.3.8 Units

By clicking Registers → Units, you can describe the measurement units in the program that you will use.

2.3.9 Discounts

By clicking Registers → Discounts, you can create or edit existing discounts.

2.3.10 VAT

By clicking Registers → VAT, you can describe the sales tax you use (assign the corresponding code, value, etc.).

2.3.11 Banks

By clicking Registers → Banks, opens a list of banks. All banks whose accounts are used in the program must be entered here.

2.3.12 Currencies

By clicking Registers → Currencies you must enter all currencies in which transactions will be executed.

2.3.13 G/L templates

When the transaction is approved, ledger entries with transaction account correspondence are automatically created. If necessary, you can edit current ones or create additional templates (Figure 24).

G/L templates

Pagrindinis

Priežastys

Code

Operation

P - Stock Receipts

Description

Konsignacija

☐

	Description	Debit		Credit	
Sale Price		
Item Sale Sum:		
Service Sale Sum:		
Extra Service Sale Sum:		
VAT:		
Discount (-):		
Item Purch. Sum:		
Service Purch. Sum:		
Extra Item Purch. Sum:		
Wholesale Service Purch. Sum:		
Retail Service Purch. Sum (-):		
Cost/Sale Price Margin:		

Figure 24

2.4 ASSETS

Assets module provides information on all assets or each position separately. It provides user with information on the dates of acquisition, entry into service, initial and residual value, depreciation amount, amortization rate.

By clicking Assets → Assets list opens a list of fixed asset cards. Click on a “New” button in order to create a new entry and fill in the required data in the opened window. To edit the record, select the entry in the Asset List and click “Edit” button to change the data you want.

You also can create a new fixed asset group or edit existing data in the Assets → Assets group.

By clicking Assets → Assets Transactions opens operations list. Here you can combine all transactions with fixed assets such as income, write-off, depreciation, etc., or edit the record.

Note: Asset transactions, unlike inventory transactions, do not have an inventory fixture. When a new transaction is entered, the quantity, depreciation amount, and other requisites of the fixed

asset with which the transaction was performed change immediately, and only ledger entries are created when the transaction is approved. Therefore, transactions can only be conducted in chronological order, i.e. the program will not allow the transaction to be entered on a previous date than the most recent transaction with this asset.

Depreciation transactions for assets can be generated automatically. This requires clicking the “Action” button and selecting the Calculate Depreciation step (Figure 25).

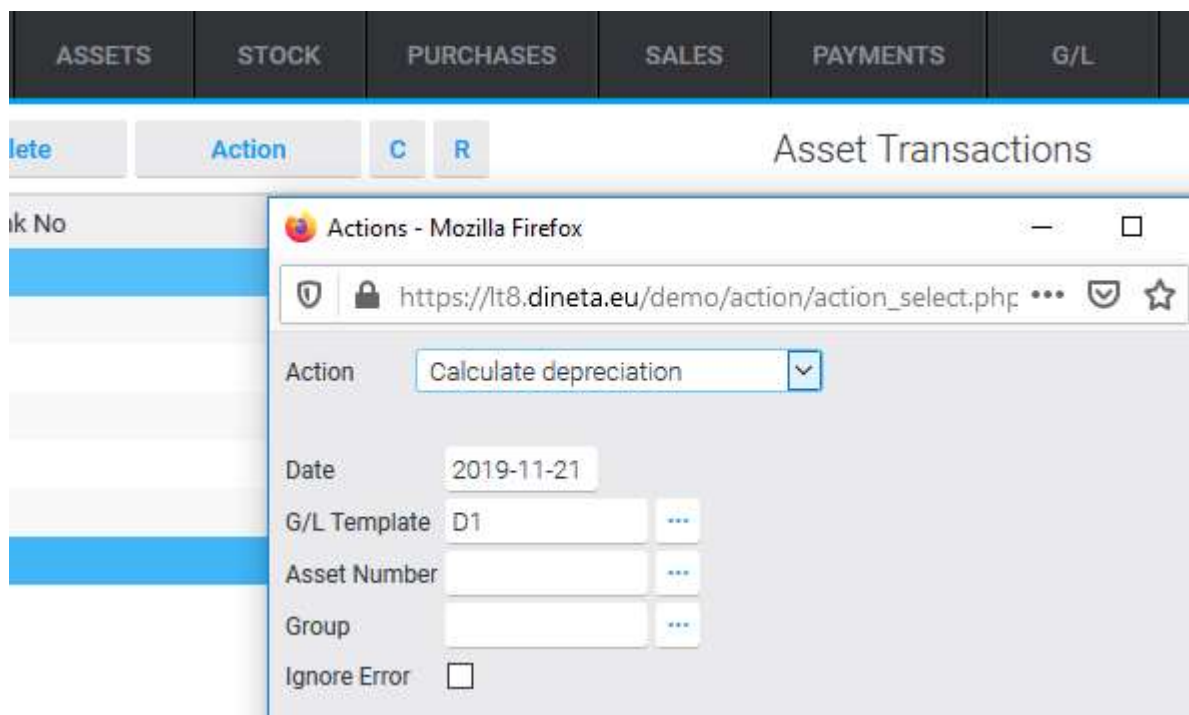


Figure 25

2.5 STOCK

Stock module is intended for transactions with items: revenue, write-off, transfer, input of stocks at the start of entering, view of balances in warehouses, etc.

2.5.1 Stock transaction groups

Assets transaction groups are used to group transactions in reports. Different numbers for the form number can also be used depending on the transaction group.

2.5.2 Stock receipts

The stock receipts is used to monetize items to the warehouse. This may include the formation of primary balances, the receipt of an item from a branch, the production of an item, i.e. all transactions on the basis of which an item appears in the warehouse, with the exception of purchase. For purchases of goods, you must use a purchase transaction (Purchases → Purchase) rather than a stock transaction.

2.5.3 Stock depreciations

The stock depreciations operation is used to write off items from the warehouse.

2.5.4 Stock transfer

Stock transfer is an operation that moves items from one location to another. This operation is also used when items remain in the same location but are transferred to another person, assigned to another project, or other attributes describing the balance of the item are changed.

2.5.5 Production and production groups

Production operation is used for the manufacture of raw materials, other compounds into materials or other products suitable for consumption or sale.

By clicking Stock → Production opens a list of production transactions. When creating a new operation, fields are filled in:

1. Doc Date - Document Date.
2. Doc. no. – Document number (if field is not filled in, system automatically generates number depending on transaction type).
3. No. of the form — number of the form (inserts the document number of the production operation)
4. Location to – the location to which the goods are returned.
5. Description - a description of a free-form operation.
6. Par. Ledger template and G/L template - the templates by which records in the ledger will be formed.
7. Group - The transaction group

When a production transaction is approved, a write-off and revenue transaction is automatically formed.

2.5.6 Inventory

The inventory operation is used to verify the assets of an enterprise and compare the amounts actually found to the accounting data. Click the Inventory in the menu item to create a new inventory entry. You'll see a list of notes in the open window, and click the “New” button to create a new one, or if you edit the entry, click “Edit” button when you select one in the list.

1. Doc. Date - Document Date.
2. Doc. no. – Document number (if field is not filled in, system automatically generates number depending on transaction type).
3. The number of the form (the number of the document in which the inventory is executed shall be entered).
4. Location - a location whose items are being inventoried.
5. Par. Ledger template and No. G/L template - template by which records in the ledger will be formed.
6. Sub. group and no. group are transaction groups.
7. Date from/to - recalculates the quantity of items purchased/sold in the specified period.

2.5.7 Item remainders

This shows the balance of items in warehouses, as well as reserved quantities. Click on Edit button when selecting the item/entry you want. When you open the window, you will see information showing the detailed movement of the selected item. It displays all documents that used the item and the quantity in which the item balance has increased or decreased.

Balances in warehouses increase/decrease when inventory transactions are approved into inventory. You cannot change the balance directly, you must enter an appropriate inventory transaction.

2.6 PURCHASES

Procurement transactions carried out in euro and other currencies, acquisition of stocks or fixed assets of goods, services rendered to the enterprise and work performed, other credit obligations of the enterprise, etc. may be registered in the purchase module.

2.6.1 Purchase invoices

By clicking Purchase → Purchase invoices, you can create a new purchase by clicking “New” button. When you enter a purchase transaction instead of a standard transaction, you can enter only the amount.

You can also choose a recipient other than the supplier of goods or services, such as the accountable person, which can be selected in the additional column.

1. Money Trans. recipient - cash receiver. To be completed when the seller and the payee are different persons.
2. Enter - what will be entered in the detailed line (item price or amount).
3. Discount type - how to calculate discount (from price, from amount).
4. VAT - VAT calculation method (not in price, in price).

2.6.2 Purchase refunds

To return the purchase, you must enter a purchase return document Purchases → Purchase refund.

The purchase refund is used to return the goods purchased from the supplier. The return of the purchased goods is a kind of sale back to the supplier, so the purchase price of the goods must be entered in “Sale price” field.

2.7 SALES

The sales module is intended to record sales transactions in euro or other currencies, sales of stocks or fixed assets, services provided by the company to its customers, preparation and printing of forward invoices, VAT invoices, cargo consignment notes, Invoice, Invoice VAT and other.

2.7.1 Sale invoices

When you create a sales invoice, only the amount can be entered instead of a standard transaction - price input. You can also choose a payee other than the purchaser of the goods or services by clicking the Additional section.

1. Partner – money payer. To be completed when the buyer and the payer are different persons. The debt for the goods sold arises to the payer. Indebtedness for the goods purchased arises to the recipient of the money.
2. Enter - What will be entered in the detailed line (item price or amount).
3. Discount - how to calculate a discount (from price, from amount).
4. VAT - VAT calculation method (not in price, in price).

To edit sales, in the Sales → Sales invoices, select the entry you want to edit and click the mouse twice. You will be able to edit selected entry by clicking the “Edit” button.

2.7.2 Sale refunds

When you select Sales in the menu item, Sales Refunds is used to accept items that are returned from the customer. Receiving returned items is a kind of purchase back from the customer, so the price at which the items were sold must be entered in the "Purchase Price" field and the cost of selling the items must be entered in the "Cost price" field.

2.8 PAYMENTS

2.8.1 Transaction groups

When you select the Payments → Transaction groups menu item, you will see list of created transaction groups. If you want to create new one, you need to click "New" button and fill required fields.

2.8.2 Receipts

By clicking Payments → Receipts, you'll see cash receipts or any other transactions that reduce your corporate indebtedness. The detailed document lines is generated automatically. When the document nozzle is wrapped, the "Documents" button must be clicked. It will open a list of documents on the basis of which the debts originate. The documents you want to pay must be marked by pressing Space key and clicking the "Pay" button.

The cash receipt transaction will then create detailed lines with the payment of selected documents. In this way, only documents whose currency matches the currency of the cash receipt transaction can be settled. If you want to pay in a different currency, you need to enter the detailed lines manually.

2.8.3 Payments

By clicking Payments → Payment menu item, you will see payments, i.e. payment transactions and any other transactions that increase your corporate indebtedness.

The detailed document lines is generated automatically in cash receipt. When the document nozzle is assembled, the "Document" button must be clicked. It will open a list of documents on the basis of which the debts originate. The documents you want to pay must be marked by pressing Space key and clicking the "Pay" button. The cash receipt transaction will then create detailed lines with the payment of selected documents. In this way, only documents whose currency matches the currency of the cash payment transaction can be settled. If you want to pay in different currencies, you need to enter the detailed lines manually.

2.8.4 Settlement balance

By clicking Payments → Settlement balances you can view, settle and recalculate debts in the Balance of Payments. Select the entry in the record list and click "Action" button. Select the action you want to perform in opened table.

2.8.5 Import bank transfers

By clicking Payments → Import bank transactions, you can import bank transactions into the program. First, you need to create a bank file in LITAS-ESIS format (file extension *.acc) using the online banking system and save it on your computer. This document will then need to be selected when importing data.

Note: You can always check that everything is entered correctly by clicking “Check” button before importing. In case of error or unentered fields, the program will provide you with a message window about an error or the data you need to enter.

The import query window must fill in the existing fields. In “Settings” section:

1. Income group - Which group of settlement transactions will include imported income transactions.
2. Expense group - Which group of settlement transaction will be assigned to.
3. Bank account - means a balance sheet account of the bank whose statement is imported. If a separate balance sheet account is created for each bank in the chart of accounts, the corresponding account must be selected for each import.
4. Income Account is a corresponsive account in revenue transactions (e.g. customer debt account). If a balance sheet account is filled in on a partner card, then the account will be taken from the latter card when importing records from that partner. The account specified in this field will only be used for records whose partners' balance sheet account has not been filled in.
5. Expense Account is a corresponsive account in expense transactions (for example, a vendor debt account). If a balance account is filled in on the partner card, then the account will be taken from the latter card when importing that partner with the record. The account specified in this field will only be used for records whose partners' balance account has not been filled in.
6. Commissions Account is the correspondent account of the bank commission (expense account). This account will be used for transactions that the program recognizes as bank commission (type 1).
7. “Transitional account means a transfer of money from one bank account of the same enterprise to another. It needs to be done through an intermediate balance sheet account that will be debit when importing the costs of one bank account and credited when importing the other's income. This field shall indicate interim balance sheet account. This account will be used for transactions that the program recognizes as transfers to its account (type 2).
8. Key Account mean the balance sheet account of accountable persons. It will be used in operations recognized by the program as withdrawals/deposits of cash into a bank account (type 3).
9. Account (no partner) is a balance account to be used for transactions that the program will recognize as being imported without a partner (type 4).

10. Advance payment person means a reporting person used as an operation partner in records recognized by the program as cash withdrawals/deposits (type 3).

11. Types of Priorities indicates which type has priority if the same entry matches multiple types of attributes.

2.9 G/L

2.9.1 Transaction groups

Ledger transactions are grouped into journals. Several groups have already been created since the program starts working: General journal, Inventory transactions journal, Purchase-Sales journal, Accounts journal, Fixed assets journal.

2.9.2 Transactions

Ledger entries are automatically created when inventory, settlement, or fixed asset transactions are approved to the ledger. The date of such entry, the document number and the form number correspond to the fields of the document to be approved and the description field indicates the Approval. These records cannot be adjusted or deleted. To delete, you must cancel the transaction that created the record after it was approved.

2.10 END OF WORK

When the job with the system is finished, click “Disconnect” to exit the system safely. If you close the program by clicking the X button in the window, you will exit the program, but you will not disconnect the session on your behalf.