**Accounting Module**

1. **Create Account Groups:**

Here you can make accounting groups for your school’s different transaction activities.

Example: *“****Salary”, “Teaching Material”****, “****Fee”***

1. **Create Account Ledgers:**

Make different ledgers for transaction activities under each group. (It’s like opening a bank account.)

Example: **“*Primary Teacher Salary”***, “***Secondary Teacher Salary”*** under group ***“Salary”***

Or ***“Physics Lab Material”, “Chemistry Lab Material”*** under group ***“Teaching Material”***

1. **Manage Voucher:**

Here you’ll find some precreated voucher types which will help you in transaction entries as on submitting fees, purchasing items for schools, teachers salaries etc. (You can update voucher names as per your convinence)

1. **Voucher Entry:**

You can save data of your each transaction here. (Credit and Debit with item names and amount under each group)

1. **Voucher List:**

You can see transaction history (Voucher) here.

1. **Balance Sheet:**

Find total income and expence of your financial year on a click.