TESSERACT ERP · USER MANUAL

Accounting

Double-entry books that keep themselves. Every invoice, bill, payment, POS sale, stock adjustment and payroll run posts its own journal entry, so your reports are always up to date.

Before you start

- Accounting is part of the core licence and is always switched on.
- Your organization gets a ready-made chart of accounts (cash, bank, receivables, payables, sales, cost of sales, expenses, tax and equity accounts).
- To edit accounts, tax rates or post manual entries you need a role with accounting permissions (the Owner and Accountant roles have them).

Chart of accounts

1. Open **Accounting** → **Chart of accounts**.
2. Accounts are grouped by type: assets, liabilities, equity, income and expenses.
3. Click **New account** to add one (for example a second bank account). Give it a code, a name and a type.
4. System accounts (such as Sales or Accounts receivable) are used by the app automatically; you can rename them but not delete them.

> Tip: add one bank account per real bank account. Customer and supplier payments let you choose which one the money went to.

Tax rates

1. Open **Accounting** → **Tax rates**.
2. Add each rate you charge or pay (for example VAT 15%). Give it a name and a percentage.
3. Choose the rate on product lines in invoices and bills. The tax is collected into the tax accounts automatically.

Manual journal entries

Use these for things no other screen records: opening balances, depreciation, owner investments, corrections.

1. Open **Accounting** → **Journal entries** and click **New entry**.

2. Pick the date and add at least two lines. Each line has an account and either a debit or a credit.
3. Total debits must equal total credits; the form shows the difference until they balance.
4. **Save as draft** to finish later, or **Post** to put it in the books. A posted entry cannot be edited; reverse it instead.

Financial reports

Open **Accounting** → **Financial reports**. Choose the period at the top.

- **Profit and loss**: income minus expenses for the period.
- **Balance sheet**: what the company owns and owes on a date.
- **Trial balance**: every account's debits and credits; it always balances.
- **General ledger**: every posting, account by account, with running balances.

Every report downloads as **Excel, PDF or CSV** from the **Export** button, in any of the five languages.

Good habits

- Post opening balances once, on the day you start using Tesseract.
- Review the trial balance at the end of each month.
- Never delete a mistake: post a correcting entry so the history stays complete.