

Vehicle Inventory and Management System

Step by Step Guide

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STEP 1: VEHICLE REGISTRATION

1. Go to **Vehicle Inventory** menu and click **Vehicles** for vehicle registration

2. Click **New Record** to create vehicle

Search Vehicle is linked with Motoka and URA Guideline

Instructions

1. Search Vehicle (Linked with from Motoka)
2. Enter Chassis #
3. Select Make, Model, Year, Damerage Rate
4. Status is On the Way or Japan is allowed for new vehicles
5. Click Save

The screenshot displays the 'Vehicle Creation (ALT+1)' interface. The top navigation bar includes 'Home', 'General Ledger', 'Master Data', 'Purchase & Payments', 'Sales & Receipts', 'Sysadmin', 'Vehicle Inventory', 'Bond Entry', 'Ura Entry', 'Vehicle Make', 'Vehicle Model', 'Vehicle Types', 'Reports', 'Change Password', and 'Logout'. The 'Vehicles' menu item is highlighted. The main form contains the following fields:

- Search Vehicle: Subaru Forester SH5, 2008
- Engine #: EJ20D536402
- Chassis #: SH5-021117
- Make: Subaru
- Model: Forester
- Body Color: White
- Damerage Rate: 9900
- Arrival Date: [Calendar icon]
- Profit & Loss: 0.00
- Status: On the Way
- Registration #: [Empty]
- Year: 2008
- Type: St. Wagon/Estate/H...
- Interior Color: Grey
- Milage: 0
- Engine CC: 2.00
- Options: Paper Received, Commerical, Transferred

Below the form is a 'Costing' section with a table of financial data:

Costing	Purchase & Payments	Sales	Repair				
Witholding Tax	0.00	URA Tax	0.00	Damerage Cost	0.00	Repair Cost	0.00
Cost Price	0.00	No. Plate Cost	0.00	Sold Price	0.00	Commission	0.00
Re-Routing Expense	0.00	Clearing Charges	0.00	Total Cost	0.00	Exp. Sale Price	0.00

At the bottom, there is a 'Select Thumbnail' section with a file upload area. A yellow callout box points to this section with the text: 'Supplier invoices, payments, sale invoice and all expenses related to vehicle will appear in this section'.

STEP 2: SUPPLIER INVOICE

1. Go to **Purchase & Payments** menu and click **Supplier Invoices**

2. Click **New Record** to create invoice

Instructions

1. Select Supplier Invoice Date and Supplier
2. Select Invoice Date and Chassis #
3. Enter Description about invoice
4. Invoice lines - select 12103 for vehicle purchase and enter amount
5. Click Save or Save & Post

Supplier Invoice (ALT+7) Logged in: SYSADMIN (Hateem Tech) Search Chassis:

Supplier Details

Invoice # TM-AP-SI-000001 Sup. Inv. Date 7/13/2022 Supplier Name **Supplier USD**

Invoice Details

Invoice Date 7/13/2022 Due Date 7/13/2022 Payment Method Credit Status NEW
Inv./Stock # **123** Currency USD Exchange Rate **3,500.00**
Chassis # **SH5-021117** Exchange Amount 17,500,000.00 InvoiceTotal 5,000.00
Description **Purchase Vehicle**

Lines

Account Code	Description	Remarks	Amount
12103	Inventory Clearing Account	Purchase Vehicle	5000
			5,000.00

10 items per page 1 - 1 of 1 items

STEP 3: SUPPLIER PAYMENT

1. Go to Purchase & Payments menu and click Supplier Payment

2. Click New Record to create invoice

Instructions

1. Select Payment Date
2. Select Payment Type (cash, cheque or Online, Cash & cheque/Online both)
3. Select Supplier, Chassis# and Supplier/Broker Inv.#
4. In case of Cheque or Online, click add Record in cheque info tab and enter cheque details and amount
5. Click Save
6. Match invoice in the invoice match tab and click Save & Post

Hateem Tech

- Home
- GeneralLedger
- MasterData
- Purchase & Payments
 - Debit/Credit Memo
 - Supplier Creation
 - Supplier Invoice
 - Supplier Payment**
 - Sales & Receipts
 - Sysadmin
 - Vehicle Inventory
 - Reports
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- Logout

Payment (ALT+8) Logged in: SYSADMIN (Hateem Tech) Search Chassis:

+ New Record UnPosted Record Posted Record Cancel Record Export to Excel

Payment # : Payment Date : Chasis # : Supplier Name : Payment Type : Currency : Amount : Amount

+ New Save Save & Post Cancel Print GL Entry Close

Payment Information

Payment # TM-AP-PT-00001 Source MANUAL Total Amount 5,000.00 Amount (UGX) 17,500,000.00

Payment Date 7/14/2022 Payment Type Online in Bank Bank Charges 0.00 Discount 0.00

Payment Method Standard Currency USD

Supplier Name Supplier USD Supplier/Broker Inv.# 1234

Chasis # SH5-021117 Payment Amount 0.00 Exchange Rate 3,500.00

Cheque Information Invoice Match

+ Add Record Export to Excel

Action	Bank	Cheque/TT #	Cheque City	Deposit Date	Cheque Amount	Total Amount
	Online -Online in Bank	online	Kampala	14.07.2022	5,000.00	5,000.00

STEP 4: BOND ENTRY

1. Go to Vehicle Inventory menu and click Bond Entry

2. Click New Record to create bond entry

Instructions

1. Select Chasis#
2. Select Date of Bond Entry
3. Select Inspection details
4. Click Save or Save & Post

Note: On Posting Bond Entry this vehicle will be available for sale

The screenshot displays the 'Bond Entry' application interface. The top navigation bar shows 'Hateem Tech' and 'Logged in: SYSADMIN (Hateem Tech)'. The left sidebar contains a menu with 'Vehicle Inventory' expanded to show 'Bond Entry'. The main content area features a 'Bond Entry' header with a search bar and a toolbar with buttons: '+ New Record', 'UnPosted Record', 'Posted Record', 'Exit Bond Record', 'Cancelled Record', and 'Export to Excel'. Below this is a detailed form for creating a new record, with a toolbar containing '+ New', 'Save', 'Save & Post', 'Cancel', 'Print', 'GL Entry', 'Exit Bond', and 'Close'. The form includes a 'Select Chasis' section with 'Code' (TM-PO-BE-000001) and 'Chasis #' (SH5-021117). The 'Vehicle Details' section contains fields for 'Date of Bond Entry' (7/13/2022), 'Date of Bond Exit', 'Status' (POSTED), 'Vehicle Name' (Forester), 'Year' (2008), 'Body Color' (White), 'Vehicle Type' (St.Wagon/Estate/Hatch...), 'Damage Rate' (9900), 'VehicleStatus', 'Bond Type' (Jumbo), 'Days in Bond' (0), and 'Total Damerage' (0.00). The 'Inspections' section at the bottom has a grid of 'Yes' radio buttons for: Battery, Jack Seat, Side Mirror, Boot Cover, Wheel Cups, Antenna, Spare Tyre, Alloy Rim, Radio, Back Camera, and Side Mirrors Light. A small image of a white car is visible on the right side of the form.

STEP 5: JOURNAL VOUCHER

1. Go to General Ledger menu and click Journal Voucher

2. Click New Record to create Journal Voucher

Instructions

1. For Vehicle related expense, select "Vehicles" for category
2. Select Date
3. Select Chassis #
4. Enter Description and Physical voucher #
5. Click Add Record button to select expense account
6. Enter Narration and Amount
7. Click Save or Save & Post

Hateem Tech | Journal Voucher (ALT+2) | Logged in: SYSADMIN (Hateem Tech) | Search Chassis:

Buttons: + New Record, UnPosted Record, Posted Record, Cancel Record, Export to Excel

Form Fields:

- + New, Save, Cancel, Print, Save & Post, GL Entry, Close
- Id: 1 | Status: UNPOSTED | Type: Cash Payment | Currency: UGX | Amount: 17,300,000.00
- Date: 7/13/2022 | Source: MANUAL | Category: Vehicles | Rate: 1.00 | Amount (UGX): 17,300,000.00
- Description: Ura Payment | Chassis #: SH5-021117 | Pay. Voucher #: 123
- Bank: | Remarks:
- + Add Record

Action	Account Code	Account Description	Paid To	Narration	Amount
<input type="text"/>	12307	Advance URA Tax		Ura Payment	17,300,000.00

Note: You can also record expenses other than vehicles like salary, entertainment, office rent etc.

STEP 6: CASH SALE

1. Go to Sales & Receipts menu and click Cash Sale

2. Click New Record to create Sale Invoice

Instructions

1. Select Date
2. Select Customer
3. Select Broker and enter commission if required
4. Click Add Record button to select vehicle
5. Enter Vehicle Sale Price
6. Enter Received Amount to make remaining amount zero
7. Click Save or Save & Post

Hateem Tech

- Home
- GeneralLedger
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Cash Sales

Logged in: SYSADMIN (Hateem Tech) Search Chassis:

+ New Record UnPosted Record Posted Record Cancel Record Export to Excel

+ New Save Print Delivery Challan Contract Cancel Save & Post GL Entry Attachments Close

Invoice# Status NEW Invoice Type Cash Customer Ref. Prev. Balance 0.00
Invoice Date 7/13/2022 Due Date 7/23/2022 Currency UGX Commission 1,000,000.00 Curr. Balance 0.00
Customer BILAL AHMAD Ex. Rate 1.00 Broker Name Supplier UGX

+ Add Record

Action	Code	Chasis #	Year	Make	Model	Type	Qty	Unit Price	Sub.Total	Total Amount
		- 1	SH5-021117	2008	Subaru	Forester	1	25,000,000.00	25,000,000.00	25,000,000.00

25,000,000... 25,000,000.00

Sales Person Discount Amount 0.00
Adv. Adjustment 0.00 Total Discount 0.00
Gross Amount 25,000,000.00 Net Amount 25,000,000.00
Received Amount 25,000,000.00 Remaining Amount 0.00

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Note: If you receive advance amount from customer in parts then you have to enter advance receipts. Total advance will auto appear in Adj. Advance Field.

STEP 7: CASH RECEIPT

1. Go to Sales & Receipts menu and click Cash Receipt

2. Click New Record to create Receipt

Instructions

1. Select Receipt Date
2. Advance is default selected for Receipt Type
3. Select Customer
4. Select Chassis#
5. Enter physical receipt #
6. Enter Advance amount and vehicle price
7. Click Save or Save & Post

Cash Receipt (ALT+6) Logged in: SYSADMIN (Hateem Tech) Search Chassis:

+ New Record | UnPosted Record | Posted Record | Cancel Record | Export to Excel

Receipt #	Receipt Date	Chassis #	Customer Name	Currency	Source	Total Amount	Status
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+ New | Save | Cancel | Print | Save & Post | GL Entry | Close

Balance Receipt

Status: UNPOSTED | Source: MANUAL

ReceiptId: TM-AR-RT-000002 | Receipt Method: Cash

Receipt Date: 7/13/2022 | Currency: UGX | Rate: 1.00

Receipt Type: Advance

Receipt Amount: 0.00

Total Amount: 20,000,000.00 | Amount (UGX): 20,000,000.00

Sale Receipts

Customer Name: Muhammad Khizar

Receipt #: 1234 | Chassis #: GP6-009529

Advance Amount: 20,000,000.00 | Total Advance: 20,000,000.00

Vehicle Price: 40,000,000.00 | Vehicle Balance: 40,000,000.00

Previous Balance: 0.00 | Current Balance: 0.00

Reference: Advance payment

Cheque Information

+ Add Record

Action	Bank	Cheque #	Cheque City	Cheque Date	Cheque Amount	Advance Amount	Total Amount
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50 items per page | No items to display

Note: If you receive advance amount via online banking or in form of cheque then select Online in Bank then enter bank and cheque details by adding click Add Record in Cheque Information tab

STEP 8: CREDIT SALE

1. Go to Sales & Receipts menu and click Cash Sale

2. Click New Record to create Sale Invoice

Instructions

1. Select Date
2. Select Customer
3. Select Broker and enter commission if required
4. Click Add Record button to select vehicle
5. Enter Vehicle Sale Price and no. of installments
6. Click Save or Save & Post

Hateem Tech

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Credit Sales

Logged in: SYSADMIN (Hateem Tech) Search Chassis:

+ New Record

+ New Save Print Delivery Challan Contract Cancel Save & Post GL Entry Attachments Close

Invoice# TM-AR-SI-000002 GPS Installed Invoice Type Credit Customer Ref. First Payment -20,000,000....

Invoice Date 7/14/2022 Due Date 7/14/2022 Currency UGX Commission 0.00 Curr. Balance 0.00

Customer Muhammad Khizar Ex. Rate 1.00 Broker Name

+ Add Record

Action	Chasis #	Year	Make	Model	Unit Price	(0) Install. (Opt)	(0) Install. Date	Advance	Total Amount	Install#	Install. Amt
	GP6-009529	2013	Subaru	Impreza	40,000,000.00	0.00	7/14/2022	20,000,000.00	40,000,000.00	5	4,000,000.00

20,000,000.00 40,000,000.00

Remarks: First Payment 20,000,000 and 5 installment of amount 4,000,000

Sales Person		Discount Amount	0.00
Adv. Adjustment	20,000,000.00	Total Discount	0.00
Gross Amount	40,000,000.00	Net Amount	20,000,000.00
Received Amount	0.00	Remaining Amount	20,000,000.00

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STEP 10: CREDIT CALLS

1. Go to **Sales & Receipt** menu and click **Credit Calls**

2. Select Chassis# to view details

Instructions

1. Click New Record
2. Enter customer feedback and next follow up date if any
3. Click Save

Hateem Tech | **Credit Calls (ALT+4)** | Logged in: SYSADMIN (Hateem Tech) | Search Chassis:

Chasis #

Customer Name	Muhammad Khizar	Customer Mobile	+923234320815	Broker Name	<input type="text"/>	Broker Mobile	<input type="text"/>
Make	Subaru	Vehicle Name	Impreza	Year	2013	Commission	0.00
Color	White	Date of Sale	14-07-2022	Sale Price	40,000,000.00	First Payment	20,000,000.00
Last Payment Date	14-07-2022	Last Payment Amount	4,000,000.00	Outstanding Bal.	16,000,000.00	Balance Paid	4,000,000.00

Action	Follow Up Date	Feedback	Next Date
<input type="button" value="edit"/>	<input type="text" value="13.07.2022"/> <input type="button" value="calendar"/>	<input type="text" value="He is not attending call"/>	<input type="text" value=""/> <input type="button" value="calendar"/>
<input type="button" value="edit"/>	<input type="text" value="14.07.2022"/>	<input type="text" value="He will make payment in next week"/>	<input type="text" value="21.07.2022"/>

Navigation Menu: Home, GeneralLedger, MasterData, Purchase & Payments, Sales & Receipts (selected), Cash Receipts, Cash Sales, Credit Calls (selected), Credit Receipt, Credit Sales, Customer Creation, Debit/Credit Memo, Performa Invoice, Sales Person, Sales Return, Send SMS, Sysadmin, Vehicle Inventory, Reports, Change Password, Logout

STEP 11: SMS MODULE

1. Go to **Sales & Receipts** menu and click **Send SMS**

2. Click **New Record** to send SMS to customers

Instructions

1. Select SMS type to send SMS to customers (SMS Type : Installment, Contract Expiry, Transfer, Contract Expiry + Late Payment and Standard)
2. Fetch Customers based on selection of SMS type with auto generated messages and further you can select all customers or specific customers to send SMS.
3. Standard SMS type you can send custom messages to customers

Hateem Tech | Send SMS (ALT+5) | Logged in: SYSADMIN (Hateem Tech) | Search Chassis:

+ New Record | UnPosted Record | Posted Record | Cancelled Record | Export to Excel

+ New | Save | Send SMS | Cancel | Close

Id: 0 | Status: NEW | SMS Type: Standard

Custom Message: We Wish You Happy Easter Holidays may this season bring you love , joy and happiness: Love and Peace

Export to Excel

<input checked="" type="checkbox"/>	Chasis	Make	Model	Customer Name	Mobile	Due Date	Last Installment Date
<input checked="" type="checkbox"/>	SH5-021117	Subaru	Forester	BILAL AHMAD		01.01.0001	01.01.0001
<input checked="" type="checkbox"/>	GP6-009529	Subaru	Impreza	Muhammad Khizar	+923234320815	01.01.0001	01.01.0001

10 items per page | No items to display

STEP 12: PERFORMA INVOICE

1. Go to **Sales & Receipts** menu and click **Performa Invoice**

2. Click **New Record** to create Performa Invoice



Instructions

1. Type Customer Name, Customer Mobile
2. Type Broker Name, Mobile and Commission
3. Click Add Record button and select Vehicle
4. Enter Unit Price, First Payment and Installments
5. You can select status (Inquiry, Sold and In-Process, Cancelled and Sold and Delivered)
6. Click Save.

The screenshot displays the 'Performa Invoice' application interface. The top navigation bar includes 'Home', 'GeneralLedger', 'MasterData', 'Purchase & Payments', 'Sales & Receipts', 'Sales Person', 'Sales Return', 'Send SMS', 'Sysadmin', 'Vehicle Inventory', and 'Reports'. The 'Sales & Receipts' menu is expanded, and 'Performa Invoice' is selected. The main form area shows the following details:

- Invoice#: TM-AR-SQ-000001
- Invoice Date: 7/15/2022
- Invoice Type: Credit
- Currency: UGX
- Customer: Kamran Khan
- Customer Mobile: +923331234567
- Commission: 1,000,000.00
- Ex. Rate: 1.00
- Broker Name: Ali
- Broker Mobile: +923211234567

The '+ Add Record' button is highlighted. Below it is a table with the following data:

Action	Code	Chasis #	Year	Make	Model	Type	Qty	Unit Price	First Payment	Total Amount	Install#	Install. Amt
 	5	NCP110-0014426	2008	Toyota	Ist	St. Wagon/Estate/Hatc...	1	30,000,000.00	20,000,000.00	30,000,000.00	2	5,000,000.00

Summary information at the bottom right:

- Status: Inquiry
- Gross Amount: 30,000,000.00
- Remaining Amount: 10,000,000.00

STEP 13: URA ENTRY (URA GUIDELINE)

1. Go to Vehicle Inventory menu and click URA Entry

3 Tabs: File Upload, Motoka and URA form

Instructions

1. File Upload – You can upload URA guideline tax file in excel format
2. You can search URA from MOTOKA as per screenshot
3. You can save URA and WHT tax in URA form

The screenshot displays the 'Ura Calculation : Create/Edit' interface. The left sidebar shows the 'Vehicle Inventory' menu with 'Ura Entry' selected. The main content area has three tabs: 'URA Guideline', 'Motoka', and 'Ura Form'. The 'URA Guideline' tab is active, showing an 'Upload URA Guideline File in Excel Format' section with a 'Select files...' button and a 'Drop files here to upload' area. Below this is a 'Search URA Tax as per URA Guideline' section with the following fields: 'Search Vehicle' (Toyota Harrier (Petrol), Model ACU30 2WD, 2010), 'Dollar Rate' (3,800.00), 'Commerical' (checkbox), 'Select Tax %' (103.5), and a 'Find' button. A large red text overlay at the bottom center reads '[UGX29,522,580]'. The top navigation bar shows 'Logged in: SYSADMIN (Hateem Tech)' and a 'Search Chassis:' field.

STEP 13: URA ENTRY (MOTOKA)

1. Go to Vehicle Inventory menu and click URA Entry

3 Tabs: File Upload, Motoka and URA form

Instructions

1. File Upload – You can upload URA guideline tax file in excel format
2. You can search URA from MOTOKA as per screenshot
3. You can save URA and WHT tax in URA form

Hateem Tech | Ura Calculation : Create/Edit | Logged in: SYSADMIN (Hateem Tech) | Search Chassis:

File Upload | **Motoka** | Ura Form

Search Vehicle: Dollar Rate:

Make	Model	Year	Trim
SUBARU	FORESTER	2007	2.0L

URA Valuation (\$)	URA Valuation	Total Taxes
\$3,410.32	12,959,216	14,577,006

Tax	Tax Value (UGX)
Import Duty	3,239,804
VAT	2,332,668
WHT Tax	777,556
Env Levy	6,479,608
Infra Levy	194,370
Form Fee	18,000
Stamp Duty	35,000
Registration Fee	1,500,000

STEP 14: CHEQUE MANAGEMENT

1. Go to **General Ledger** menu and click **Cheque Management**

2. Click **Edit** to post the cheque or online payment

Instructions

1. Select Posting Date and Deposit Date
2. Select Bank where cheque or online receipt or payment is made
3. Click Save or Cleared & Post

Note: Cheque Management form is used to track all cheques or online amount received from customer or paid to Suppliers or broker.

The screenshot displays the 'Cheque Management' form within a software application. The form is overlaid on a 'Cheque List' table. The form fields are as follows:

Status	New	Module	Payables
Chequeld	1	Payment #	1
Cheque Date	14.07.2022	Cheque Number	online
Cheque Bank	Online	Cheque City	Kampala
Currency	USD	Exchange Rate	3,500.00
ChequeAmount	5,000.00	TT Charges	0.00
TotalAmount	5,000.00	Exchange Amount	17,500,000.00
Bank Charges	0.00		
Posting Date	7/14/2022	Deposit Date	7/14/2022
Part Name	Supplier USD		
Bank Name	12502 : My Bank		
Note			

The background 'Cheque List' table shows the following data:

amount (UGX)	module	Status
17,500,000.00	Payables	NEW

STEP 15: VEHICLE MAKE, MODEL, TYPES

1. Go to Vehicle Inventory menu and click Vehicle Make, Vehicle Model and Vehicle Type

Instructions

1. **Vehicle Make** : Click New Record to create Vehicle Make or click Pencil Icon to edit existing record
2. **Vehicle Model** : Click New Record to create Vehicle Model or click Pencil Icon to edit existing record
3. **Vehicle Type** : Click New Record to create Vehicle Type or click Pencil Icon to edit existing record

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 - Vehicle Model
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Vehicle Make : Create/Edit

+ New Record | Export to Excel

Action	Code	Make
	M001	Toyota
	M002	Mitsubishi
	M003	Subaru
	M004	Volkswagen
	M005	ISUZU
	M006	TOYOTA
	M007	TOYOTA
	M008	TOYOTA

Vehicle Model : Create/Edit

+ New Record | Export to Excel

Action	Code	Vehicle Name
	V001	Harrier
	V002	Rav4
	V003	Harrier II
	V004	Harrier Lexus
	V005	Alphard
	V006	Noah
	V007	Outlander
	V008	Mark X
	V009	Hiace

Vehicle Types : Create/Edit

+ New Record | Export to Excel

Action	Code	Vehicle Type
	T001	Saloon
	T002	St.Wagon/Estate/HatchBack
	T003	Pickup/Van
	T004	Truck/Dump1-3,4 Ton

50 items per page

STEP 16: CHART OF ACCOUNTS

1. Go to **General Ledger** menu and click **Chart of Accounts**

4 Level Chart Of Accounts :

Level 1: Account Nature, Level 2: Account Category, Level 3: Sub-Category Level 4: Account

Instructions

1. Select Sub-Category account and click New Record above Account Sub-Category, a window will pop up
2. You can see existing records under selected sub-category
3. To create new record, click Add new record button
4. Enter account description and click tick to save record
5. Account code will be auto generated

The screenshot displays the 'Chart of Accounts' application interface. The top navigation bar shows 'Hateem Tech' and 'Logged in: SYSADMIN (Hateem Tech)'. The left sidebar contains a menu with 'General Ledger' expanded, and 'Chart Of Accounts' selected. The main area shows a table of account categories and a 'New GL Account' dialog box.

Chart of Accounts Table:

Code	Name	Description
10000	Assets	
20000	Owners Equity	
30000	Liabilities	
40000	Income	
50000	Expenses	

New GL Account Dialog Box:

EntityName: Company Name
Account Nature: Assets
Category: Current Assets
Sub-Category: Banks

Buttons: + Add new record, Export to Excel

Table in dialog:

Account Name	Account Description	Active
12502	My Bank	<input checked="" type="checkbox"/>
12501	Bank Clearing Account	<input checked="" type="checkbox"/>

STEP 17: BANK MASTER

1. Go to General Ledger menu and click Bank Master

2. Click New Record to create bank

Instructions

1. You can create new Bank and edit existing banks
2. New Bank – Please enter information in the fields highlighted in red
3. Click Save

Note: Please create GL Account in Chart of Account before creating new banks

The screenshot displays the 'Bank Master' application interface. The top navigation bar shows 'Hateem Tech' and 'Logged in: SYSADMIN (Hateem Tech)'. A search bar is labeled 'Search Chassis:'. The left sidebar contains a menu with 'Bank Master' highlighted. The main content area features a table of existing banks and a form for creating a new record.

Code	Bank Name	Active
0001	Cash in Hand (TM)	<input checked="" type="checkbox"/>
0002	My Bank	<input checked="" type="checkbox"/>

The form for creating a new bank record includes the following fields:

- Code:** 0002 (with an 'Active' checkbox)
- Bank Name:** My Bank
- Description:** My Bank
- Short Name:** My Bank
- GL Account:** 12502 - My Bank
- Currency:** UGX
- Open Date:** 6/1/2021
- Ex. Rate:** 1.00
- Open Bal.:** 0.00
- Account Details:**
 - Title:** My Bank
 - Type:** Bank
 - Account #:** 12502
 - Contact Person:**
 - Taxpayer ID:**
 - Tax Reg. #:**
- Branch Details:**
 - Branch:** Kampala
 - Address:** Kampala
 - City:** Kampala
 - Zip:**
 - Phone:**
 - Fax:**
 - Email:**
- Operating Unit:** Hateem Tech

STEP 18: REPORTING

1. Go to Reports menu and click

Instructions

1. Following reports are available
2. You can download reports in different format like excel, CSV, PDF, rich text format etc.

Hateem Tech

- Home
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- MasterData
- Purchase & Payments
- Sales & Receipts
- Sysadmin
- Vehicle Inventory
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- Logout

SALES & RECEIPTS

- Cash Sales Contract Report
- Credit Sales Contract Report
- Delivery Challan Report
- Broker Commission Report
- Sales Register Report
- Customer Overall Yearly Balances Report
- Cash Sales Invoice Report
- Credit Sales Invoice Report
- Credit Calls Log Report
- Credit Calls Log Date Range Report
- Customer Credit Status Report
- Customer Receipt Report
- Performa Invoice Report
- Installment Status Report
- Cash & Bank Receipt Report
- Vehicle Advance Receipt Report
- Customer Receivables Report
- Income & Expenditure Report

Total Reports : 18

Vehicle Inventory

- Vehicle Inventory Report
- Vehicle Details Report
- Vehicle Costing Report
- Vehicle Detail Status Wise Report
- Bond Entries Report
- Vehicle QR Code Report
- Vehicle Label Report

Total Reports : 7

Purchase & Payments

- Supplier Invoice Report
- Supplier Payment Report
- Supplier Memo Report
- Purchase Register Report

Total Reports : 4

General Ledger

- Journal Voucher Report
- Day Book Report
- Account Ledger Report
- Daily Payment & Receipt Report
- Chart of Accounts Report
- Trial Balance Report
- Journal Voucher Date Range Report
- Profit & Loss Report (Format 2)
- Cash Book Report
- Balance Sheet Report
- Profit & Loss Report

Total Reports : 11

CONTACT US

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