SWIPFE ERP USER MANUAL

Complete Business Management Solution

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Introduction

Welcome to Swipfe ERP. Swipfe ERP is a flagship product of Swipfe Infotech Private Limited, developed to simplify and modernize enterprise resource planning for businesses of all sizes.

Swipfe ERP streamlines Sales, Inventory, Purchase, Production, Accounts, and HR in one platform.

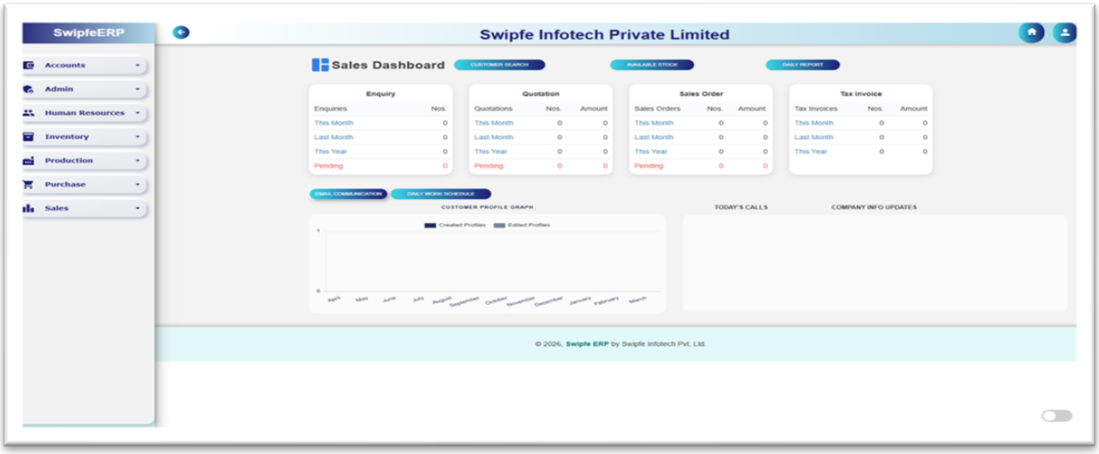
Swipfe ERP is an all-in-one solution for managing core business operations efficiently.

Manage your entire business with Swipfe ERP—Sales, Inventory, Accounts, HR, and more.

Swipfe ERP simplifies business operations with integrated management tools.

Dashboard Overview

The Dashboard serves as the central control panel of Swipfe ERP and provides quick access to Accounts, Admin, Human Resources, Inventory, Production, Purchase, and Sales.



Key Features

- Navigation Menu
- Sales Dashboard Summary
- Customer Search
- Available Stock Overview
- Daily Reports
- Enquiry Statistics
- Quotation Statistics
- Sales Order Statistics
- Tax Invoice Statistics
- Customer Profile Graph
- Today's Calls Section
- Company Updates Section

Modules Overview

The left navigation panel contains:

Accounts

Admin

Human Resources

Inventory

Production

Purchase

Sales

1. Accounts Dashboard

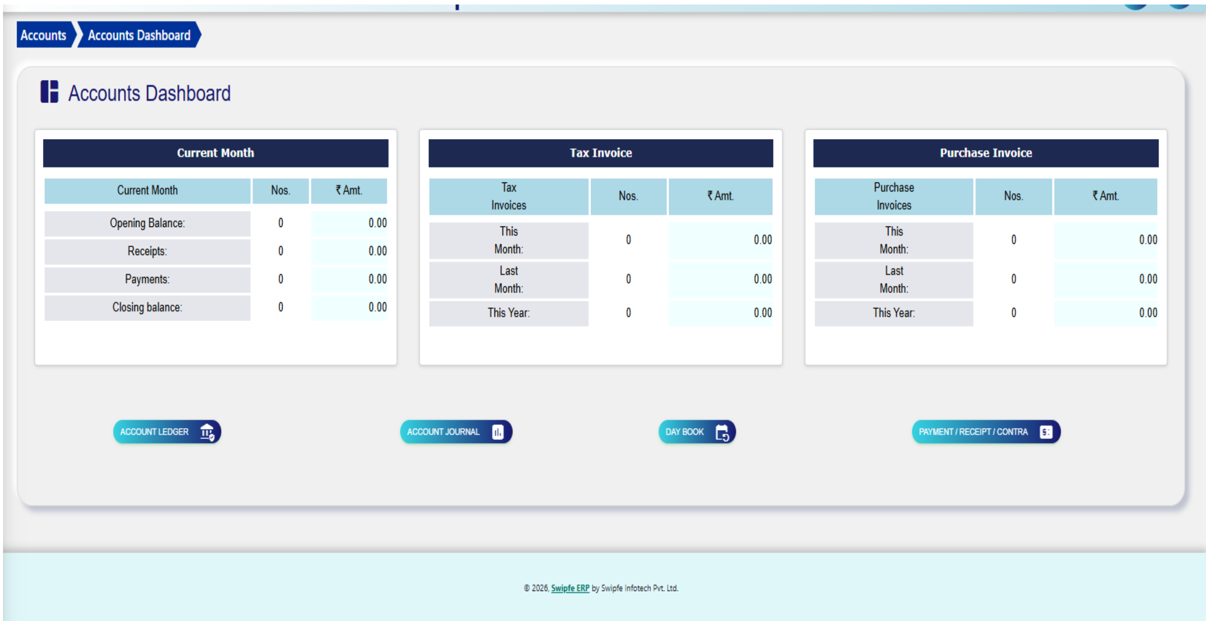
Navigation Path

Accounts → Account Dashboard

Purpose

The Accounts Dashboard provides a centralized overview of the organization's financial activities. It displays key accounting metrics such as opening balance, receipts, payments, closing balance, tax invoices, and purchase invoices. The dashboard serves as a quick reference point for monitoring financial transactions and accessing frequently used accounting functions.

1.Accounts Dashboard



The Accounts Dashboard screen enables users to view financial summaries and navigate directly to important accounting operations.

Available Features

• View current month financial summary

• Monitor opening and closing balances

• Track receipts and payments

• View Tax Invoice statistics

• View Purchase Invoice statistics

• Quick access to Account Ledger

• Quick access to Account Journal

• Quick access to Day Book

• Quick access to Payment/Receipt/Contra entries

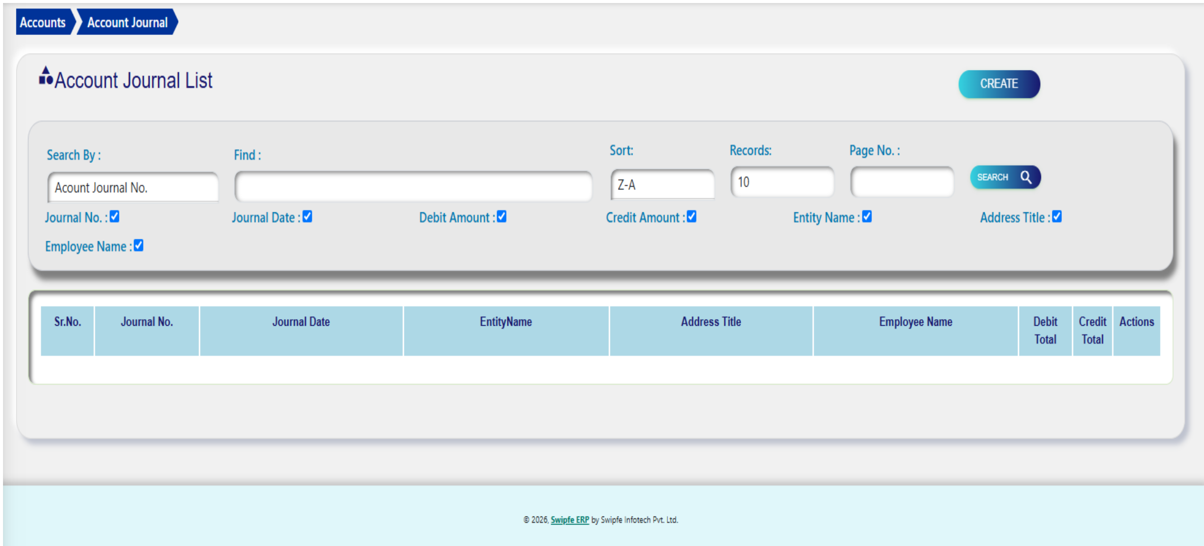
• Centralized financial monitoring

Information Displayed

Field	**Description**
Opening Balance	Opening balance for the current month
Receipts	Total receipts recorded during the month
Payments	Total payments recorded during the month

Closing Balance	Current closing balance
Tax Invoices	Number and value of tax invoices
Purchase Invoices	Number and value of purchase invoices
Account Ledger	Shortcut to ledger reports
Account Journal	Shortcut to journal entries
Day Book	Shortcut to day-wise accounting records
Payment/Receipt/Contra	Shortcut to transaction entries

2.Account Journal



Navigation Path

Accounts → Account Journals

Purpose

The Account Journal module enables users to record and manage accounting journal entries. It serves as the foundation for maintaining accurate financial records by capturing debit and credit transactions. The module ensures that all accounting entries comply with double-entry bookkeeping principles and supports financial reporting, auditing, and reconciliation activities.

Account Journal List

The Account Journal List screen allows users to view, search, filter, and manage all journal entries recorded in the system.

Available Features

- View all journal entries
- Search journal records
- Filter entries using multiple criteria
- Sort journal records
- Create new journal entries

• View debit and credit totals

• Manage accounting transactions

• Maintain audit trail of entries

Information Displayed

Field	Description
Journal No.	Unique journal entry number
Journal Date	Date of the journal transaction
Entity Name	Company, vendor, customer, or employee associated with the entry
Address Title	Associated address reference
Employee Name	Employee who created or handled the entry
Debit Total	Total debit amount
Credit Total	Total credit amount
Actions	View, edit, or manage journal entries

Creating a Journal Entry

Navigation Path

Accounts → Account Journals → Create

Purpose

The Create Journal Entry screen allows users to record debit and credit transactions while ensuring balanced accounting records.

Available Features

• Auto-generated journal number

• Transaction date selection

• Add multiple debit entries

• Add multiple credit entries

• Record narrations for transactions

• Automatic debit and credit total calculation

• Save journal entries

Information Captured

Field	Description
Account Journal No.	System-generated journal number
Transaction Date	Date of the journal transaction
Company / Employee	Ledger account or entity involved

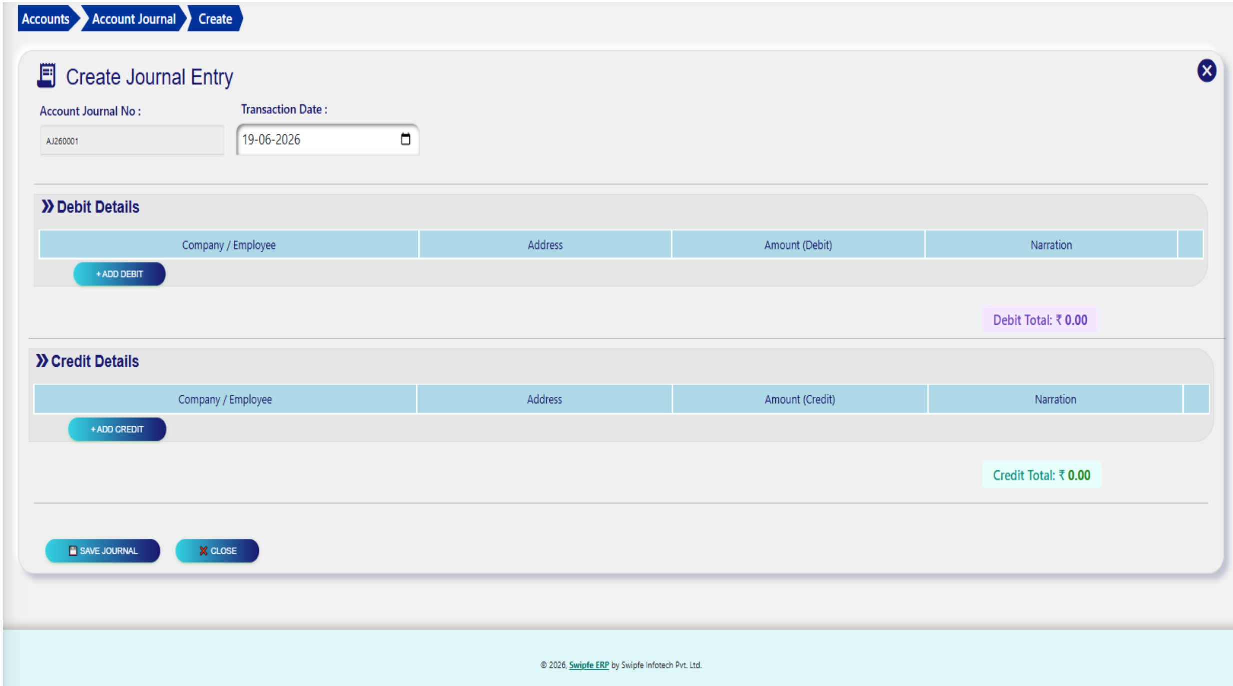
Address	Address reference linked to the transaction
Amount (Debit)	Debit amount entered
Amount (Credit)	Credit amount entered
Narration	Description of the transaction
Debit Total	Total debit amount
Credit Total	Total credit amount
Save Journal	Saves the journal entry

Creating a New Journal Entry

Step 1

Navigate to:

Accounts → Account Journals



Step 2

Click CREATE.

Step 3

Verify the automatically generated Account Journal Number.

Step 4

Select the Transaction Date.

Step 5

Under Debit Details, click + ADD DEBIT.

Step 6

Select the Company/Employee account.

Step 7

Enter the Debit Amount.

Step 8

Enter a Narration describing the transaction.

Step 9

Add additional debit entries if required.

Step 10

Under Credit Details, click + ADD CREDIT.

Step 11

Select the corresponding Company/Employee account.

Step 12

Enter the Credit Amount.

Step 13

Enter the Narration.

Step 14

Add additional credit entries if required.

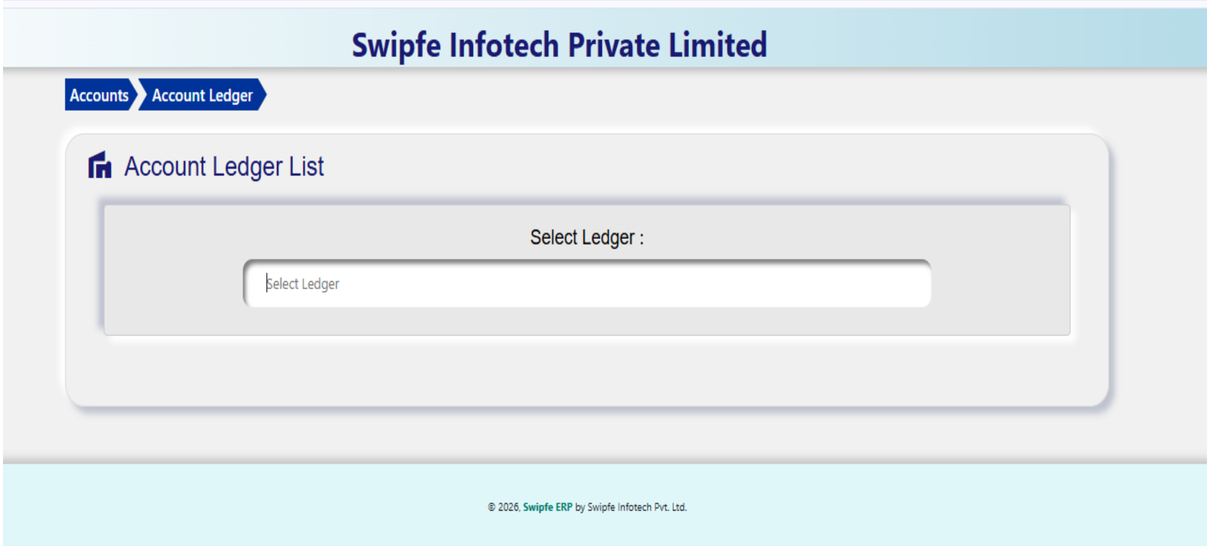
Step 15

Verify that Debit Total and Credit Total are equal.

Step 16

Click SAVE JOURNAL.

3.Account Ledger



Navigation Path

Accounts → Account Ledger

Purpose

The Account Ledger module provides a detailed record of all financial transactions associated with a specific ledger account. It enables users to review account activity, monitor balances, verify transactions, and generate ledger-based financial reports. The module helps maintain transparency and accuracy in accounting operations.

Account Ledger

The Account Ledger screen allows users to select a ledger account and view its complete transaction history.

Available Features

- Select and view ledger accounts
- Access detailed transaction records
- Monitor account balances
- Review debit and credit activities
- Verify ledger-wise transactions
- Support financial reconciliation
- Centralized ledger reporting

Information Captured

Field	**Description**
Select Ledger	Choose the ledger account to view
Ledger Transactions	Displays all transactions related to the selected ledger
Debit Entries	Records debit transactions
Credit Entries	Records credit transactions
Running Balance	Shows the updated balance after each transaction

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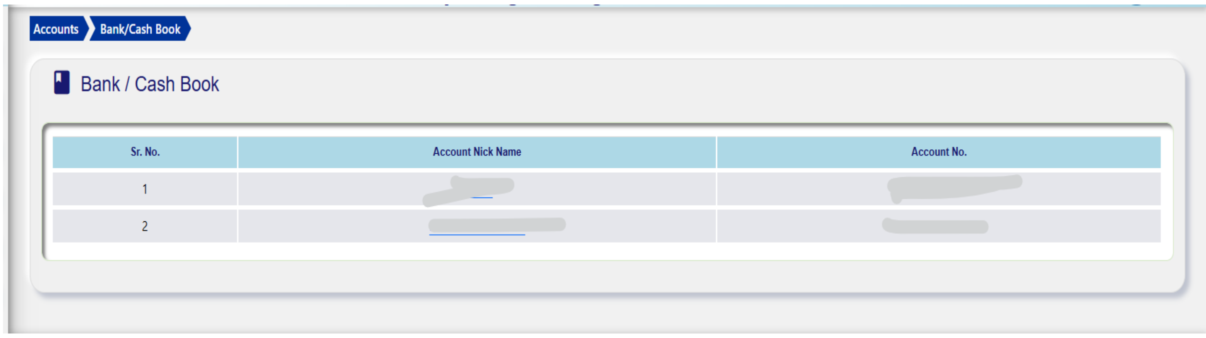
Note

Ledger balances are automatically updated based on journal entries, receipts, payments, invoices, and other accounting transactions recorded within the system.

4.Bank / Cash Book

Navigation Path

Accounts → Bank / Cash Books



Purpose

The Bank / Cash Book module provides a consolidated view of all bank and cash accounts maintained within the organization. It helps users monitor account balances, review banking information, track cash transactions, and support financial reconciliation processes. The module serves as a central repository for managing bank and cash-related accounting records.

Bank / Cash Book

The Bank / Cash Book screen displays all configured bank and cash accounts along with their account details.

Available Features

- View bank account records
- View cash account records
- Access account nicknames
- View account numbers
- Monitor available banking accounts
- Support bank reconciliation activities
- Centralized bank and cash account management

Information Displayed

Field	**Description**
Sr. No.	Serial number of the record
Account Nick Name	Short name assigned to the bank or cash account
Account No.	Account number associated with the bank account
Bank/Cash Records	List of all available bank and cash accounts

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Viewing Bank / Cash Book Records

Step 1

Navigate to:

Accounts → Bank / Cash Books

Step 2

The system displays all available bank and cash accounts.

Step 3

Review the Account Nick Name column to identify the required account.

Step 4

Verify the corresponding Account Number.

Step 5

Use the displayed account information for transaction processing and reconciliation activities.

Step 6

Cross-check account details before recording receipts, payments, or contra transactions.

Note

Bank and Cash Book records are linked to payment, receipt, contra, and other accounting transactions. Ensure account details are updated and verified to maintain accurate financial records.

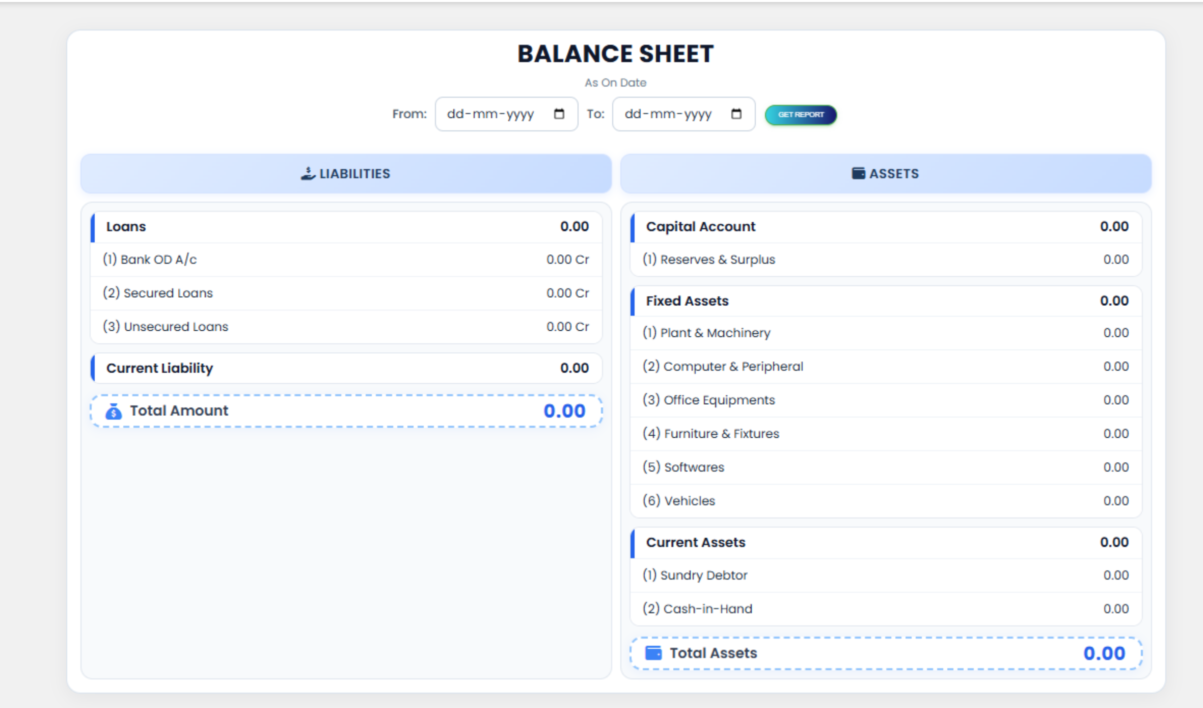
5.Balance Sheet

Navigation Path

Accounts → Balance Sheet

Purpose

The Balance Sheet module provides a comprehensive view of the organization's financial position by displaying assets, liabilities, and capital accounts for a selected period. It enables users to evaluate financial health, monitor business performance, support audit activities, and generate statutory financial reports.



Information Displayed

Field	Description
From Date	Start date of the reporting period
To Date	End date of the reporting period
Get Report	Generates the balance sheet report
Liabilities	Displays all liability accounts
Capital Account	Displays owner's capital and reserves
Fixed Assets	Displays fixed asset balances
Current Assets	Displays current asset balances
Total Amount	Total liabilities amount
Total Assets	Total assets amount

Step 1

Navigate to:

Accounts → Balance Sheet

Step 2

Select the From Date.

Step 3

Select the To Date.

Step 4

Click GET REPORT.

Step 5

Review the Liabilities section, including:

• Loans

• Current Liabilities

• Other liability accounts

Step 6

Review the Assets section, including:

• Capital Accounts

• Fixed Assets

• Current Assets

Step 7

Verify that total assets and total liabilities are balanced.

Step 8

Use the report for financial analysis, auditing, and management review.

Note The Balance Sheet report is generated from all accounting transactions recorded in the system. Ensure journals, invoices, receipts, payments, and ledger balances are updated before generating reports for accurate financial results.

6.Dispatch Details

Navigation Path

Accounts → Dispatch Details

Purpose

The Dispatch Details module enables organizations to maintain and track dispatch information related to invoices and customer deliveries. It helps record transportation details, vehicle information, courier references, delivery destinations, and dispatch dates, ensuring proper documentation and traceability of goods movement.

Dispatch Details List

The Dispatch Details List screen allows users to view, search, and manage all dispatch records associated with invoices.

Available Features

- View all dispatch records
- Search dispatch details
- Track invoice-wise dispatch information
- Monitor delivery status
- Maintain transportation records
- Create new dispatch entries
- Centralized dispatch management

Information Displayed

Field	**Description**
Invoice No.	Invoice associated with the dispatch
Company Name	Customer or company receiving the goods
Vehicle No.	Vehicle used for transportation
LR No.	Lorry Receipt or transport reference number
Destination	Delivery destination
Dispatch Date	Date of dispatch
Actions	View or manage dispatch records

Create Dispatch Details

Navigation Path

Accounts → Dispatch Details → Create

Purpose

The Create Dispatch Details screen allows users to record transportation and delivery information for dispatched goods.

Available Features

• Select invoice reference

• Record vehicle information

• Enter transport details

• Capture destination information

• Maintain dispatch dates

• Save dispatch records

Information Captured

Field	**Description**
Invoice No.	Select the invoice for dispatch
Company Name	Customer or company receiving goods
Vehicle No.	Vehicle registration number
LR No.	Transport receipt number
Destination	Delivery location
Dispatch Date	Date of dispatch
Transport Name	Name of transporter
Remarks	Additional dispatch notes
Save	Saves dispatch details

Creating Dispatch Details

Step 1

Navigate to:

Accounts → Dispatch Details

Step 2

Click CREATE.

Step 3

Select the Invoice Number.

Step 4

Verify the Company Name associated with the invoice.

Step 5

Enter the Vehicle Number.

Step 6

Enter the LR Number provided by the transporter.

Step 7

Specify the Destination.

Step 8

Select the Dispatch Date.

Step 9

Enter Transporter details if applicable.

Step 10

Add Remarks or additional notes.

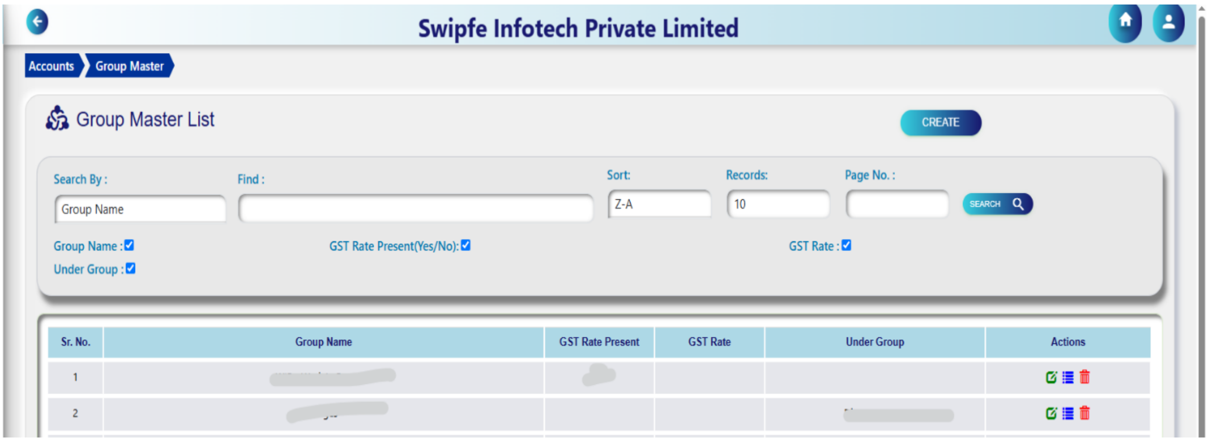
Step 11

Review all dispatch information.

Step 12

Click SAVE to record the dispatch details.

7.Group Master



Navigation Path

Accounts → Group Master

Purpose

The Group Master module enables organizations to create and manage accounting groups used for ledger classification. It serves as the foundation for organizing financial accounts into categories such as Assets, Liabilities, Income, and Expenses. Proper group management ensures accurate financial reporting, balance sheet preparation, and accounting control.

Group Master List

The Group Master List screen allows users to view and manage all account groups configured within the system.

Available Features

- View account groups
- Search group records
- Manage accounting classifications
- Create new groups
- Edit existing groups
- Maintain account hierarchy
- Centralized group management

Information Displayed

Field	Description
Group Name	Name of the accounting group
Parent Group	Parent category under which the group is created
Nature of Group	Classification such as Asset, Liability, Income, or Expense
Status	Active or inactive status of the group
Actions	View, edit, or manage group records

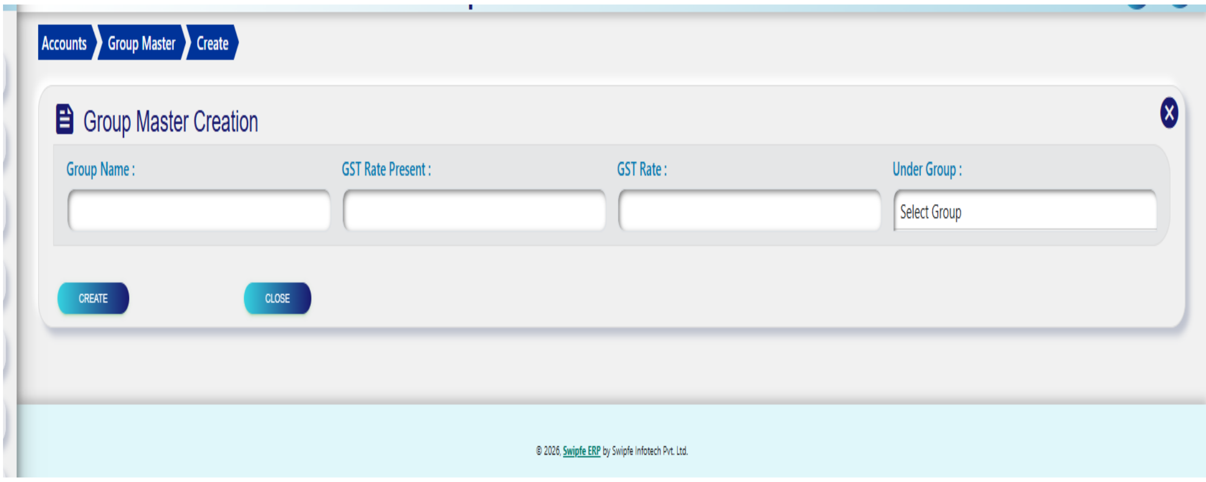
Create Group Master

Navigation Path

Accounts → Group Master → Create

Purpose

The Create Group Master screen allows users to define new accounting groups and establish the hierarchy required for ledger classification.



Information Captured

Field	Description
Group Name	Name of the accounting group
Parent Group	Select the parent accounting group

Field	Description
Nature of Group	Select Asset, Liability, Income, or Expense
Description	Additional details about the group
Status	Active or inactive status
Save	Saves the group record

Creating a New Group

Step 1

Navigate to:

Accounts → Group Master

Step 2

Click CREATE.

Step 3

Enter the Group Name.

Step 4

Select the Parent Group.

Step 5

Choose the appropriate Nature of Group.

Step 6

Enter a Description if required.

Step 7

Select the Status.

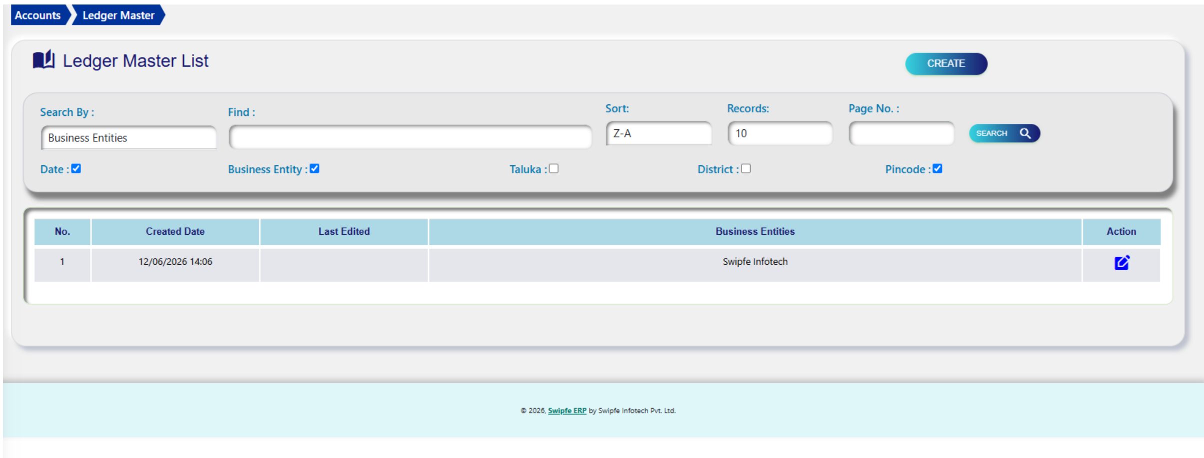
Step 8

Review the group details.

Step 9

Click SAVE to create the accounting group.

8.Ledger Master



Navigation Path

Accounts → Ledger Master

Purpose

The Ledger Master module enables organizations to create and maintain ledger accounts used for recording financial transactions. Each ledger is associated with an accounting group and serves as the primary account for capturing receipts, payments, journals, invoices, and other accounting activities. Proper ledger management ensures accurate bookkeeping and financial reporting.

Ledger Master List

The Ledger Master List screen allows users to view, search, and manage all ledger accounts configured in the system.

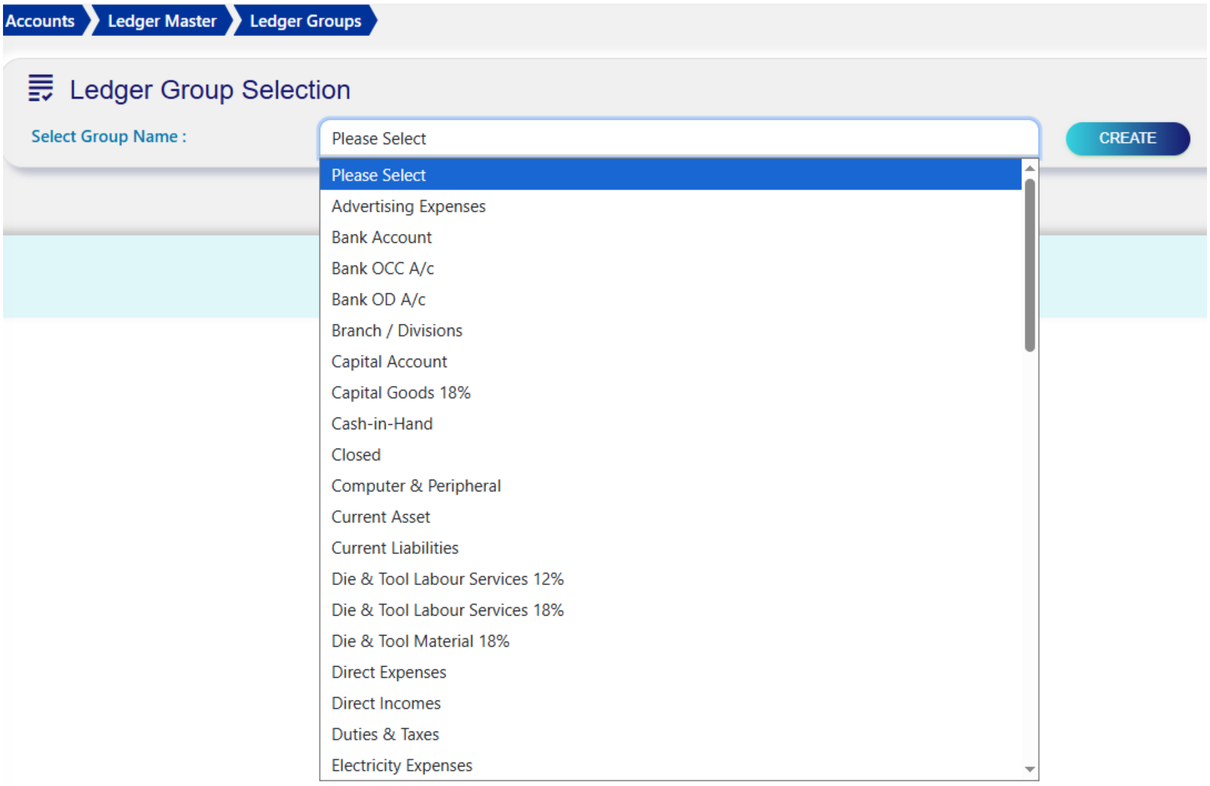
Available Features

- View ledger accounts
- Search ledger records
- Manage account details
- Create new ledger accounts
- Edit existing ledgers
- Classify ledgers under groups
- Centralized ledger management

Information Displayed

Field	**Description**
Ledger Name	Name of the ledger account
Group Name	Accounting group associated with the ledger
Opening Balance	Initial balance of the ledger
Balance Type	Debit or Credit balance type
Status	Active or inactive status
Actions	View, edit, or manage ledger records

Create Ledger Master



Navigation Path

Accounts → Ledger Master → Create

Purpose

The Create Ledger Master screen allows users to define new ledger accounts and assign them to appropriate accounting groups.

Available Features

- Create ledger accounts
- Assign account groups
- Define opening balances
- Set debit or credit balance types
- Maintain ledger hierarchy
- Save ledger information

Information Captured

Field	**Description**
Ledger Name	Name of the ledger account
Group Name	Select the accounting group
Opening Balance	Enter the opening balance amount

Field	Description
Balance Type	Select Debit or Credit
Address	Address details linked to the ledger
Contact Information	Contact details if applicable
Status	Active or inactive status
Save	Saves the ledger record

Creating a New Ledger

Step 1

Navigate to:

Accounts → Ledger Master

Step 2

Click CREATE.

Step 3

Enter the Ledger Name.

Step 4

Select the appropriate Group Name.

Step 5

Enter the Opening Balance if applicable.

Step 6

Select the Balance Type (Debit or Credit).

Step 7

Enter Address and Contact Information if required.

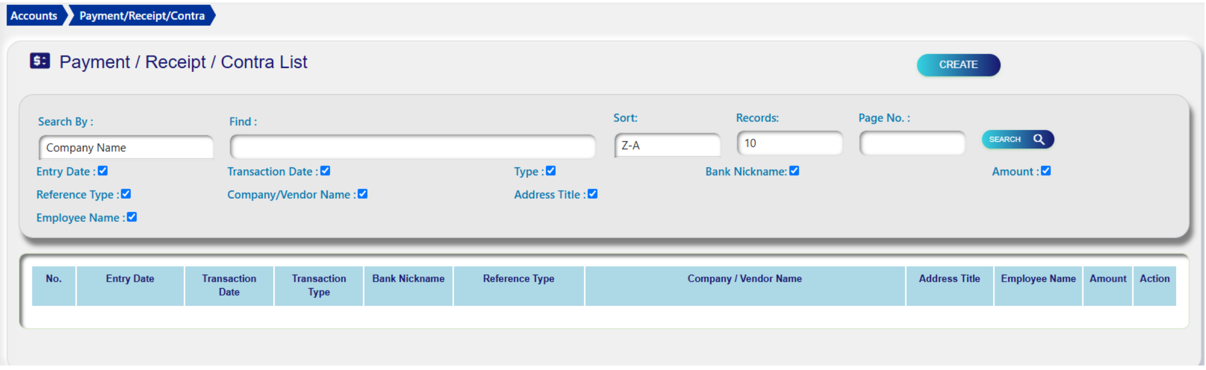
Step 8

Verify all ledger details.

Step 9

Click SAVE to create the ledger account.

9.Payment Voucher



Navigation Path

Accounts → Payment Voucher

Purpose

The Payment Voucher module enables organizations to record and manage all outgoing payments made to vendors, employees, service providers, and other parties. It helps maintain accurate financial records by documenting payment transactions, payment modes, account allocations, and supporting references. The module ensures proper cash and bank management while supporting financial reconciliation and audit requirements.

Payment Voucher List

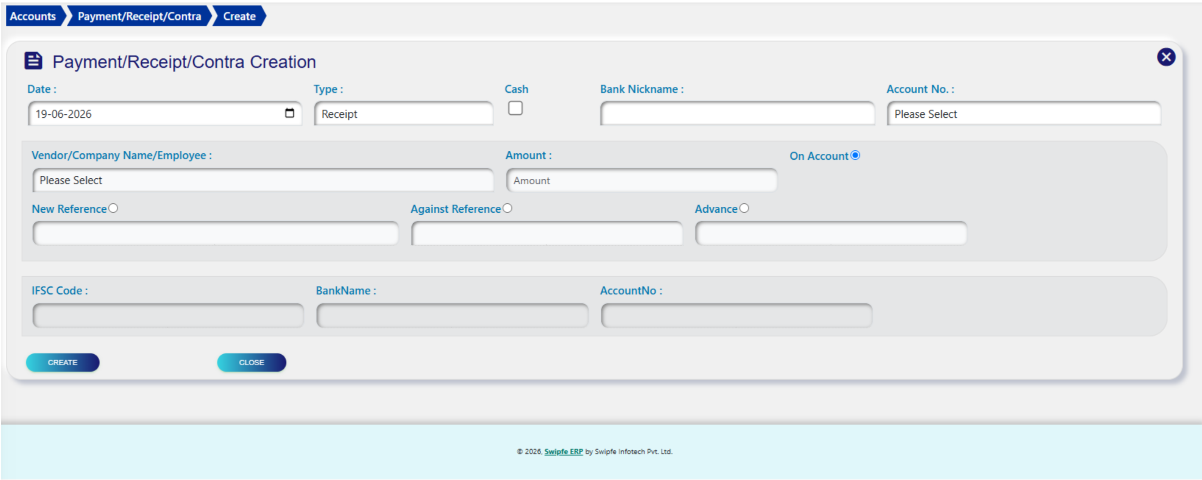
The Payment Voucher List screen allows users to view, search, and manage all recorded payment transactions.

Available Features

- View payment vouchers
- Search payment records
- Filter payment transactions
- Track payment history
- Create new payment vouchers
- Monitor payment amounts
- Centralized payment management

Information Displayed

Field	**Description**
Voucher No.	Unique payment voucher number
Voucher Date	Date of payment transaction
Party Name	Vendor, employee, or recipient of payment
Payment Mode	Cash, Bank Transfer, Cheque, or other payment method
Amount	Payment amount recorded
Narration	Description of the payment transaction
Actions	View, edit, or manage payment vouchers



Create Payment Voucher

Navigation Path

Accounts → Payment Voucher → Create

Field	**Description**
Voucher No.	System-generated payment voucher number
Voucher Date	Date of payment
Paid To	Select vendor, employee, or ledger account
Payment Mode	Cash, Bank, Cheque, or other method
Bank/Cash Account	Account from which payment is made
Amount	Payment amount
Reference No.	Cheque number or transaction reference
Narration	Description of payment
Save Payment	Saves the payment voucher

Creating a Payment Voucher

Step 1

Navigate to:

Accounts → Payment Voucher

Step 2

Click CREATE.

Step 3

Verify the automatically generated Voucher Number.

Step 4

Select the Voucher Date.

Step 5

Choose the recipient from the Paid To field.

Step 6

Select the Payment Mode.

Step 7

Choose the Bank/Cash Account from which payment will be made.

Step 8

Enter the Payment Amount.

Step 9

Enter the Reference Number if applicable.

Step 10

Provide a Narration describing the purpose of the payment.

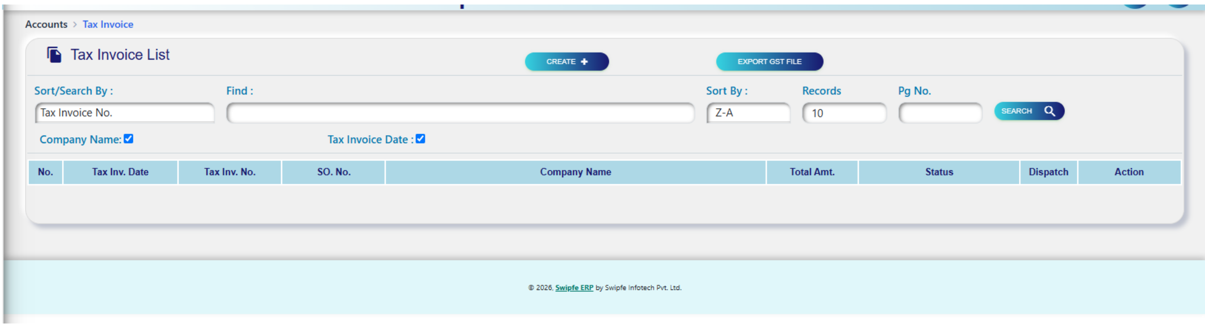
Step 11

Review all entered information.

Step 12

Click SAVE PAYMENT to record the transaction.

10.Tax Invoice



Navigation Path

Accounts → Tax Invoice

Purpose

The Tax Invoice module enables organizations to create, manage, and track GST-compliant sales invoices. It facilitates accurate billing, tax calculation, customer management, and statutory compliance. The module supports invoice generation, GST reporting, and export functionality for regulatory filings and financial record maintenance.

Tax Invoice List

The Tax Invoice List screen allows users to view, search, and manage all tax invoices generated within the system.

Available Features

• View tax invoices

• Search invoice records

• Filter invoices by date and customer

• Monitor invoice status

• Create new tax invoices

• Track taxable values and GST amounts

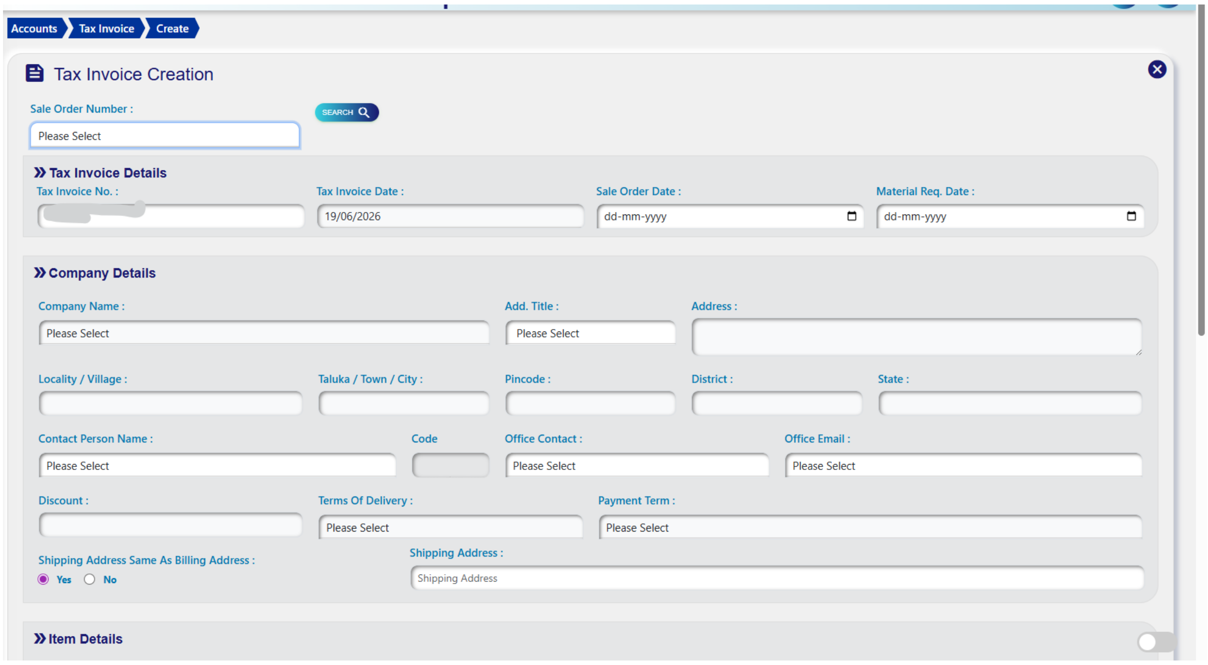
• Export GST data

• Centralized invoice management

Information Displayed

Field	**Description**
Invoice No.	Unique invoice number
Invoice Date	Date of invoice generation
Customer Name	Customer receiving the invoice
GSTIN	GST registration number of the customer
Taxable Amount	Value before tax calculation
GST Amount	Applicable GST amount
Invoice Total	Total invoice value including taxes
Actions	View, edit, print, or manage invoices

Create Tax Invoice



Navigation Path

Accounts → Tax Invoice → Create

Purpose

The Create Tax Invoice screen allows users to generate GST-compliant invoices for customers by recording products, quantities, rates, and tax details.

Available Features

• Auto-generated invoice numbers

• Customer selection

• GST calculation

• Product-wise invoicing

• Multiple line items

• Taxable value computation

• Invoice total calculation

• Invoice saving and printing

Information Captured

Field	**Description**
Invoice No.	System-generated invoice number
Invoice Date	Date of invoice
Customer Name	Customer receiving the invoice
GSTIN	Customer GST registration number
Billing Address	Customer billing address
Product/Service	Product or service being invoiced
Quantity	Quantity supplied
Rate	Unit price
Taxable Amount	Amount before tax
CGST	Central GST amount
SGST	State GST amount
IGST	Integrated GST amount
Total Amount	Final invoice value
Remarks	Additional invoice notes
Save Invoice	Saves the invoice

Creating a Tax Invoice

Step 1

Navigate to:

Accounts → Tax Invoice

Step 2

Click CREATE.

Step 3

Verify the automatically generated Invoice Number.

Step 4

Select the Invoice Date.

Step 5

Choose the Customer Name.

Step 6

Verify GSTIN and Billing Address details.

Step 7

Add the Product or Service.

Step 8

Enter Quantity and Rate.

Step 9

Verify the Taxable Amount generated by the system.

Step 10

Review CGST, SGST, or IGST calculations.

Step 11

Verify the Total Invoice Amount.

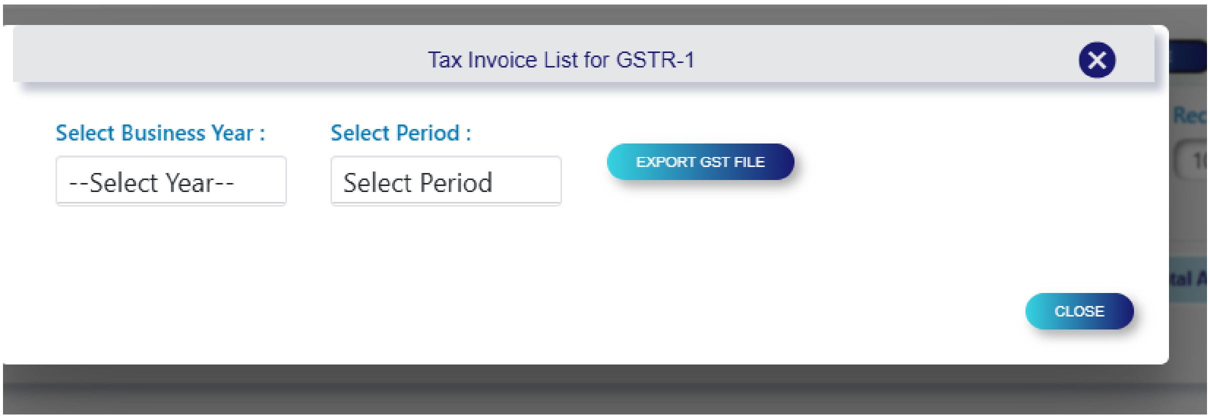
Step 12

Enter Remarks if required.

Step 13

Click SAVE INVOICE.

Export GST File



Navigation Path

Accounts → Tax Invoice → Export GST File

Purpose

The Export GST File feature enables users to generate GST-compatible files for statutory reporting and tax return filing purposes.

Available Features

- GST data export
- Date-wise report generation
- GST return preparation support
- Download GST records
- Compliance reporting

Information Captured

Field	Description
From Date	Start date for GST data export
To Date	End date for GST data export
Export GST File	Generates and downloads GST data

Exporting GST Data

Step 1

Navigate to:

Accounts → Tax Invoice → Export GST File

Step 2

Select the From Date.

Step 3

Select the To Date.

Step 4

Verify the reporting period.

Step 5

Click EXPORT GST FILE.

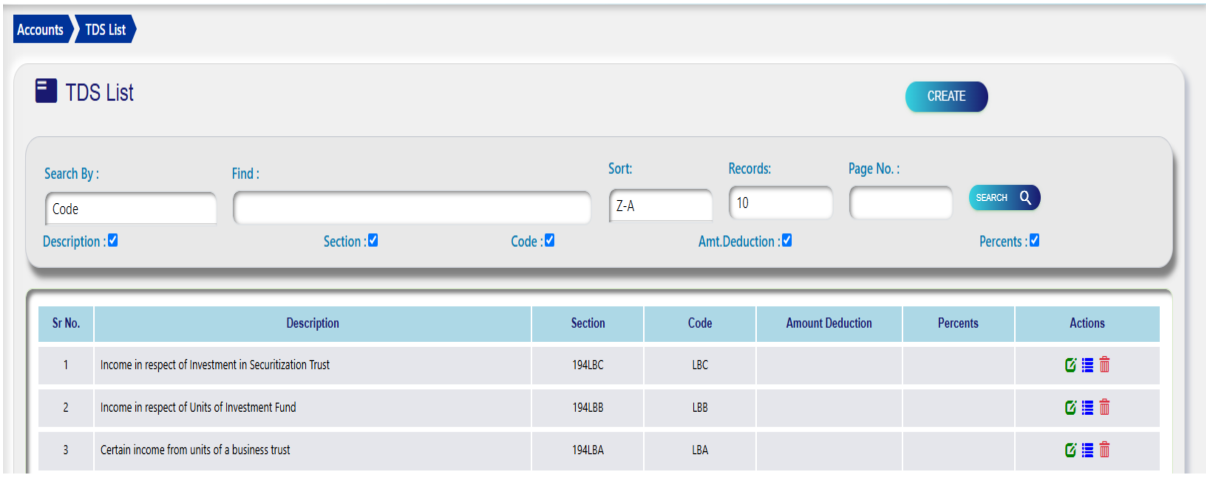
Step 6

Download the generated GST file.

Step 7

Use the exported file for GST return preparation and compliance reporting.

11.TDS Management



Navigation Path

Accounts → TDS Management

Purpose

The TDS (Tax Deducted at Source) Management module enables organizations to record, monitor, and manage TDS deductions applicable to vendors, contractors, professionals, and other payees. The module helps ensure compliance with tax regulations by maintaining deduction records, generating reports, and tracking TDS liabilities.

TDS List

The TDS List screen allows users to view, search, and manage all TDS records maintained in the system.

Available Features

• View TDS records

• Search TDS entries

• Monitor deduction history

• Track deductee information

• Create new TDS records

• Manage TDS compliance data

• Centralized TDS management

Information Displayed

Field	Description
TDS Reference No.	Unique TDS transaction number
Deductee Name	Vendor, contractor, or party subject to TDS
Transaction Date	Date of TDS transaction
TDS Section	Applicable TDS section
Deduction Amount	Amount on which TDS is deducted
TDS Amount	Tax deducted at source
Status	Current status of the TDS record
Actions	View, edit, or manage TDS records

Create TDS Record

Navigation Path

Accounts → TDS Management → Create

Purpose

The Create TDS screen allows users to configure and record TDS deductions against applicable transactions.

Available Features

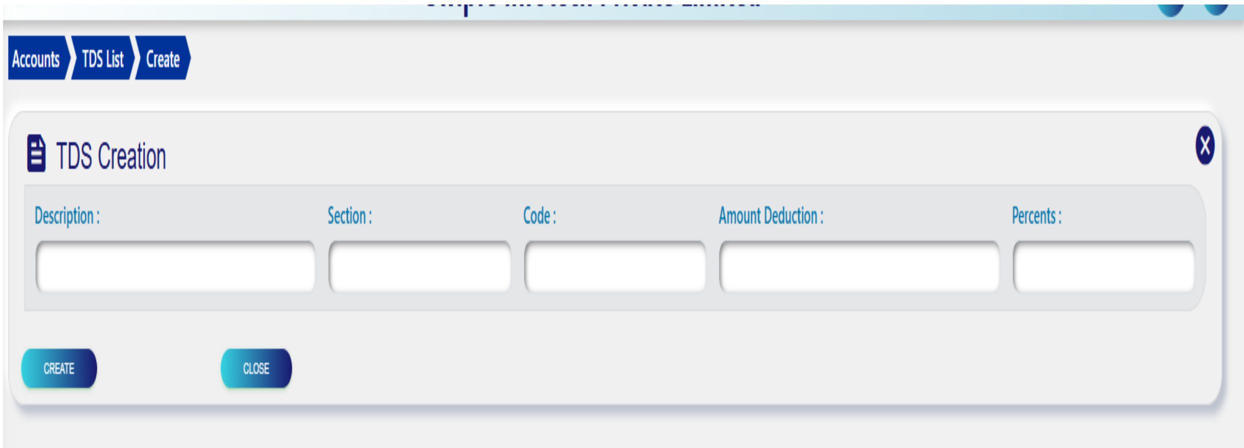
- Create TDS entries
- Select deductee accounts
- Configure TDS sections
- Enter deduction amounts
- Automatic TDS calculation
- Save TDS records

Information Captured

Field	Description
Deductee Name	Vendor, contractor, or party subject to TDS
TDS Section	Applicable TDS section under tax regulations
Transaction Date	Date of transaction
Amount Subject to TDS	Amount on which tax is deducted
TDS Rate	Applicable TDS percentage
TDS Amount	Calculated tax deduction amount
Narration	Description of the transaction

Field	Description
Save	Saves the TDS record

Creating a TDS Record



Step 1

Navigate to:

Accounts → TDS Management

Step 2

Click CREATE.

Step 3

Select the Deductee Name.

Step 4

Choose the applicable TDS Section.

Step 5

Select the Transaction Date.

Step 6

Enter the Amount Subject to TDS.

Step 7

Verify the TDS Rate.

Step 8

Review the automatically calculated TDS Amount.

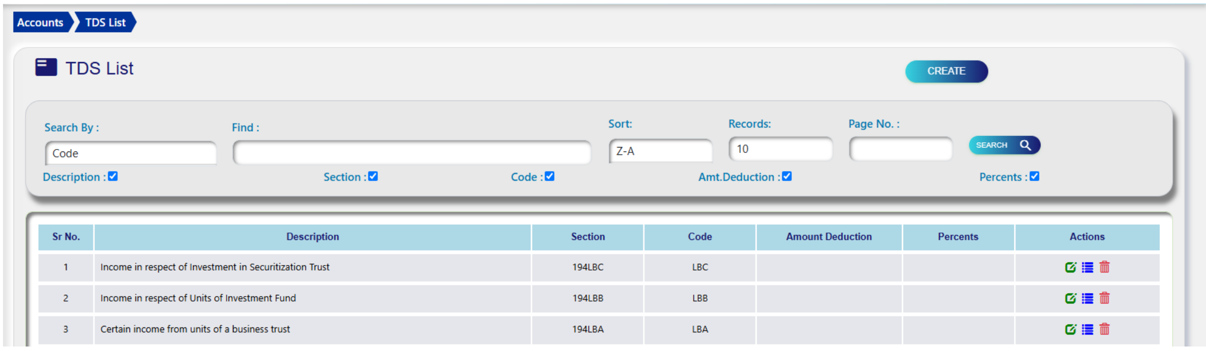
Step 9

Enter a Narration if required.

Step 10

Click SAVE.

12.TDS Deduction



Navigation Path

Accounts → TDS Management → TDS Deduction

Purpose

The TDS Deduction screen enables users to process and track TDS deductions against payments and invoices. It helps maintain accurate tax liability records and supports statutory compliance requirements.

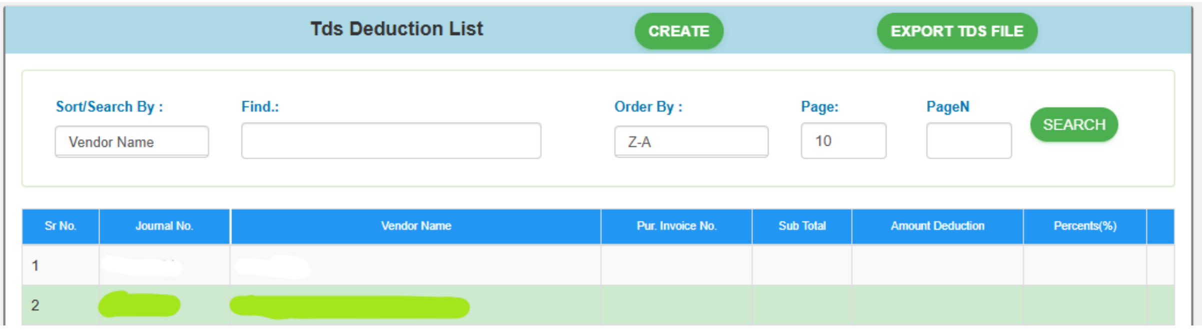
Available Features

- Record TDS deductions
- Link deductions to transactions
- View deduction summaries
- Monitor outstanding liabilities
- Maintain compliance records

Information Captured

Field	**Description**
Reference No.	Unique deduction reference number
Deductee Name	Party against whom TDS is deducted
Invoice/Transaction Reference	Related invoice or transaction
Deduction Amount	Amount considered for deduction
TDS Amount	Tax deducted
Deduction Date	Date of deduction
Save Deduction	Records the deduction

Recording a TDS Deduction



Step 1

Navigate to:

Accounts → TDS Management → TDS Deduction

Step 2

Select the Deductee Name.

Step 3

Choose the related Invoice or Transaction Reference.

Step 4

Verify the Deduction Amount.

Step 5

Review the calculated TDS Amount.

Step 6

Select the Deduction Date.

Step 7

Verify all deduction details.

Step 8

Click SAVE DEDUCTION.

Note

Ensure that TDS rates and applicable sections are configured according to current tax regulations. Incorrect TDS deductions may result in compliance issues and statutory penalties.