24ETAX ERP · PROCESS GUIDE 00

Getting started and order of work

Covers: Sign-in, roles, the maker–checker rule, setup order, daily / monthly / year-end routine, guide index

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Purpose

Read this guide first. It explains how to sign in, what each role may do, the one rule that runs through every module (one person prepares, another approves), the order in which a new organisation is set up, and the routine to follow through the day, the month and the year. Each module has its own guide; the index is on the last page.

Signing in

1. Open **https://24etax-erp.com** and enter your **Email** and **Password**, then **Sign in**.
2. If you have no password to hand, choose **Email me a one-time code instead**, click **Send code** and enter the code from your mail. If you have forgotten the password, click **Forgot password?**; a link to choose a new one is e-mailed to you, and all your other sessions are signed out.
3. If two-factor is on for you, enter the 6-digit code from your authenticator app. Tick **Trust this device for 30 days** only on your own computer. If you lose the phone, use **Use a backup code**.
4. If you work for more than one organisation, pick the right one with **Switch organisation** at the top before you enter anything.
5. Finish with **Sign out** on a shared computer.

Your own security settings

Open **Profile & security** from the top bar. Turn on **Two-factor authentication** with **Enable authenticator app**: scan the QR code, confirm with the code, and store the backup codes safely (each works once). You can also **Add a passkey** to sign in with fingerprint or device PIN.

Creating a new company

A business that is not yet on the system creates its own company from the sign-in page:

1. Click **Create your company**, enter your e-mail and click **E-mail me the code**.
2. Enter the 6-digit code from the e-mail (valid for 10 minutes) and click **Verify**.
3. Enter **Your name**, **Choose a password**, the **Company name** and the GSTIN if the business has one; the state and PAN are taken from the GSTIN. Without a GSTIN, choose the **State**. Accept the terms and click **Create company**.
4. You are signed in as the company's first Admin. The dashboard shows the first steps: company details, bank account, customers and vendors, opening balances, inviting your team.

The company starts with a 14-day trial of every module and then continues on the Free plan unless a paid plan is chosen. An e-mail that already has an account gets the new company added to it; the password does not change, and the company appears in **Switch organisation**.

New staff

An administrator invites you from **Administration** › **Users & access**. You receive an e-mail with a link valid for 7 days; open it, enter **Your name**, **Choose a password** and click **Accept invitation**.

Roles

Role	May do	May not do
Admin	Everything, including settings, users, period locks and filing returns.	—
Accountant (maker)	Masters, creating vouchers, invoices and bills, uploading and reviewing documents, banking, payroll preparation, CRM, tenders, litigation, reports.	Approve, post or reverse (except own small vouchers within the self-approval limit). File returns.
Approver (checker)	Approve, post and reverse vouchers; approve and file GST, TDS, PF and ESI returns; approve tenders; reports.	Create masters or vouchers.
Auditor (read-only)	Read reports, vouchers, payroll, litigation, CRM, tenders and the audit trail.	Change anything.
Sales	CRM, quotations, sales orders and tenders – only records they own.	Post, invoice, or see the books and reports.
Portal user	A customer or vendor: sees only their own invoices, ageing and statement.	Reach any other page.

A member can also be limited to certain branches. Then vouchers, approvals and reports show only those branches. The menu shows only what your role and your organisation's plan allow, so your screen may have fewer items than a guide describes.

The rule in every module: maker → checker

HOW ANY ENTRY REACHES THE BOOKS



- The person who prepares an entry does not approve it. This applies to vouchers, pay runs, GST and TDS returns, PF and ESI files, tender prices and payment runs.
- Exception: a maker may approve their own voucher up to the organisation's self-approval limit (set by the administrator; 0 means never).
- A posted entry is never edited or deleted. It is reversed, with a reason, and entered again correctly.
- Entries the system prepares by itself (from GSTR-2B, uploaded bills, bank statements) wait in **Accounting** › **Review inbox** until a person decides.

Setting up a new organisation – in this order

#	Step	Where	Guide
1	Organisation is created with its chart of accounts, voucher types and current financial year	By sign-up (**Create your company**) or from your CA's practice console	17, 18
2	Branches and GSTINs, numbering series, period locks, approval rules, TAN	**Administration** › **Organisation**	17
3	Invoice settings, self-approval limit, e-mail (SMTP), AI provider	**Administration** › **Settings**	17

#	Step	Where	Guide
4	Users, their roles and branches	**Administration** › **Users & access**	17
5	Ledgers, then parties (a party gets its own ledger automatically)	**Masters** › **Ledgers**, **Masters** › **Parties**	01
6	Items, warehouses and units (if you keep stock)	**Inventory** › **Items**	06
7	Opening balances, or import from Tally	**Accounting** › **Opening balances**, **Accounting** › **Tally import / export**	03
8	GST filing profile and portal connection; payment and messaging providers	**GST & compliance** › **Return filing**, **Administration** › **Integrations**	09, 17
9	Payroll settings, employees and salaries (if you run payroll)	**Payroll & people** › **Payroll**	11

LIMITS

- The organisation's GSTIN and home state can be corrected in **Administration** › **Settings** only until the first voucher is posted; after that they are fixed, because the tax on every posted document was worked out from them.
- A new company starts with the common TDS sections (194C, 194H, 194I, 194J, 194Q). Sections cannot be added or changed on screen; check the rates against the Act.
- Sign-up is open only when the platform owner has switched it on. If the sign-in page shows no **Create your company** link, ask for an invitation instead.

Routine

Every day

- [ ] Raise sales invoices and record receipts (guide 04). Record vendor bills and expenses (guide 05).
- [ ] Upload the day's bills and statements to the **Document Manager** (guide 08).
- [ ] Import the bank statement and clear the review queue (guide 07).
- [ ] Clear **Accounting** › **Review inbox**; checker clears **Accounting** › **Approvals** (guide 02).
- [ ] Look at **Notifications** and the **Dashboard** work queue.

Every month

- [ ] Reconcile every bank account and print the bank reconciliation statement (guide 07).
- [ ] Reconcile GSTR-2B, then prepare, approve and file GSTR-1 and GSTR-3B (guide 09).
- [ ] Deposit TDS and record the challan (guide 10). Run payroll, then PF and ESI (guide 11).
- [ ] Run **GST & compliance** › **Monthly close** and clear its findings; check **Compliance calendar** for anything overdue.
- [ ] Review trial balance, P&L, ageing (guide 16). Administrator sets the lock date for the month.

Every quarter

- [ ] TDS quarterly statements and Form 16A (guide 10). QRMP taxpayers: quarterly GSTR-1 and 3B (guide 09).

Year end

- [ ] Depreciation run (guide 15), stock valuation (guide 06), provisions and litigation review (guide 14).

- [ ] Schedule III statements, tax audit 3CD, GSTR-9 (guides 16, 10, 09).
- [ ] **Accounting** › **Year-end close** after audit sign-off (guide 03).

Things the system will always refuse

CHECKS AND CONTROLS

- Saving or posting an unbalanced voucher.
- Posting into a locked period or a closed financial year.
- Editing or deleting a posted voucher.
- Accepting the same document file twice.
- Showing another organisation's or another branch's data to someone not assigned to it.

Guide index

No.	Guide	Open it when you…
01	Masters	add a ledger, customer, vendor, cost centre or price list
02	Vouchers and approvals	enter, approve, post or reverse any entry; work the review inbox
03	Accounting tools	enter opening balances, recurring entries, inter-branch transfers, close the year, import from Tally
04	Sales	quote, take an order, invoice, collect, remind, e-invoice
05	Purchases and expenses	buy, receive goods, book a bill, pay vendors, claim expenses
06	Inventory, manufacturing and POS	manage items and stock, produce, sell at the counter
07	Banking	import statements and reconcile
08	Documents and auto-accounting	upload bills and let the system read them
09	GST	reconcile 2B, prepare and file returns, close the month
10	Direct tax	handle TDS, TCS, 26AS and the tax audit
11	Payroll and people	run salaries, PF, ESI, attendance and leave
12	CRM	work leads, deals and customer follow-up
13	Tenders	prepare and track a bid
14	Litigation and notices	receive a notice or manage a case
15	Assets, budgets and projects	capitalise assets, depreciate, budget, bill project time
16	Reports and audit trail	need a statement, an export or the audit log
17	Administration	manage users, organisation settings, integrations, privacy
18	Practice console	work in a CA firm serving several client organisations
19	Portals and mobile app	help a customer, vendor or employee use self-service, or use the phone app