24ETAX ERP · PROCESS GUIDE 08

Documents and auto-accounting

Covers: Documents › Document Manager · Intelligence › Intelligence inbox, Anomalies, Report builder, Learned facts · Administration › Settings (mapping rules)

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Purpose

The Document Manager is the filing cabinet for every paper behind the books: bills, invoices, bank statements, GST and TDS files, contracts. The system reads uploaded bills and registers and prepares entries from them. A person always checks and approves before anything reaches the ledgers; the document stays linked to its voucher for audit.

Who does what

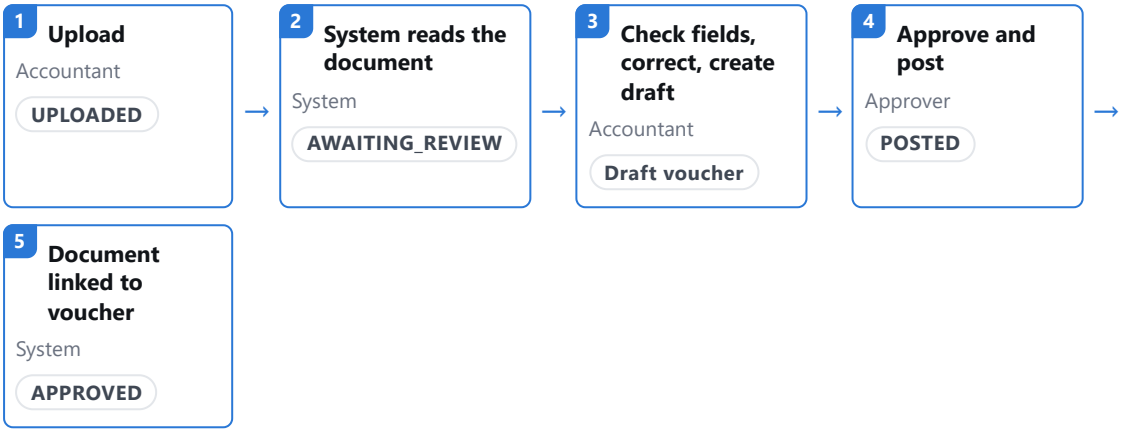
Role	What they do here
Accountant	Uploads, files, reviews what the system read, creates draft vouchers, imports registers.
Approver	Approves the drafts in Accounting › Approvals.
Admin	Approves mapping rules, configures the AI provider and automation switches (guide 17).

Before you start

- Files are PDF, image, CSV or Excel, up to 20 MB each.
- Digital PDFs are read without AI. Scanned bills and photos need an AI provider configured by the administrator.
- Vendors and expense ledgers exist, or you are ready to create them when the system says "new party".

Process flow

DOCUMENT TO BOOKS



↳ The same file cannot be uploaded twice; the second upload is refused as a duplicate.

↳ A bill already booked (for example from GSTR-2B) is offered as "attach" instead of a second entry.

↳ Reject a document that should not be booked; Archive one that is finished with. Nothing is ever deleted.

Steps

1. Upload

1. Open **Documents** › **Document Manager**.
2. Choose one or many files. Set the **Category** (purchase bill, sales invoice, bank statement, register, tax file…), the party if known, the period (for example 072026) and any tags (for example "q2, audit").
3. Click **Upload**. Duplicates are skipped one by one; a bad file does not stop the others.
4. Bills can also arrive by the bills inbox e-mail, by WhatsApp or from the mobile app's camera (guide 19); they land in the same place.

2. Find a document

1. Use the tabs: **All documents**, **Inbox (to review)**, **Bank statements**, **Purchases**, **Expenses**, **Sales**, **Tax & compliance**, **Other**, **Archived**.
2. Filter by search text (vendor, invoice number, GSTIN, amount, file name), **Party**, **Status**, whether it is **Linked** or **Not linked** to a voucher, and upload dates. Click **Filter**.
3. Each row shows how well the document was read and the voucher it produced.

3. From an uploaded bill to a booked entry (Entry preview)

Every purchase bill, expense invoice or receipt goes through one pipeline, whichever way it arrived: it is stored, read (the model first – digital PDFs, scans and photos alike – with the built-in text reader as the fallback), checked, and turned into an entry that waits in the Review inbox. Nothing posts by itself.

1. Open **Accounting** › **Review inbox**, tab **Purchases** (bills) or **Expenses** (receipts), and click the item. The **Entry preview** opens: the original on the left, the entry on the right.
2. Check the entry: vendor (a bill from a GSTIN that is not a party yet shows **New vendor** – it is created from the GST registry on approval), **Branch / GSTIN**, **Expense / purchase ledger**, invoice number and date, the lines with their GST slabs, **TDS section**, **Input tax credit** and **Reverse charge** (ticked when the invoice says tax is payable under reverse charge).
3. Read **Why this entry** below: every field with its confidence and the text it was read from, the validation checks (GSTIN, arithmetic, CGST = SGST, slabs, supplier PAN, IRN, duplicate) and the checks made on the document. The **Compliance decisions** card above the buttons shows TDS, reverse charge and input tax credit with the reason for each; a block marked **decide** must be answered, with a reason, before **Approve proposal & record bill** is enabled (guide 05).
4. A yellow **Check the lines before approving** banner means the GST rates read are not slabs (several slabs on one bill, or a misread): split the lines so the tax adds up; the entry cannot be approved until you do.
5. The line under the totals compares the entry with the document. When they differ by more than ₹1 or 0.1 %, correct the lines, or tick **book with this difference (audited)** when the document itself is wrong.
6. Click **Approve proposal & record bill** (**Post if allowed** posts within your limit, otherwise the bill waits for a checker). The document is attached to the voucher as its evidence. For a receipt, **Approve → draft voucher** makes a draft with the GST split into input tax when a GSTIN is printed and credit is eligible.
7. If the bill was already booked (typically from GSTR-2B before the PDF arrived), the inbox offers **Attach** instead: the document is filed against that voucher.

> **WHERE DOCUMENTS CAN WAIT**
>
> **Deferred** means the model could not be used (the month's AI allowance or the daily cap under **Administration** › **Automation** is used up); the document is read again by itself once it can be. **Failed** documents stay in **Inbox (to review)** on the document page, where **Run extraction** and **Create draft voucher** still work by hand.

WHEN YOU CORRECT A SUGGESTION

If you change the suggested ledger or the TDS section before approving, the system proposes a rule for that vendor (vendor → ledger, vendor → TDS section or "no TDS"). It has no effect until an administrator approves it in **Administration** › **Settings** under **Learning & mapping rules** (**Approve** / **Reject**); an approved TDS rule also becomes the vendor's default section. A receipt's merchant → ledger pairing is likewise remembered only when a person approves the entry.

4. Import a purchase or sales register (many invoices in one sheet)

1. Upload the spreadsheet with category purchase register or sales register and open it.
2. Under **Import this register into the books** click **Read register** . Columns are detected automatically.
3. If the layout is unusual, use **Adjust columns** and point out **Invoice date *** , **Party name** , **Party GSTIN** , **Invoice no.** , **Taxable value** , **CGST** , **SGST** , **IGST** and **Invoice value *** , then **Apply mapping** . **Ask AI to map columns** can suggest the mapping.
4. Read the row-by-row result before importing:

Status	Meaning
ready	Party found; the voucher will be created.
new party	Party does not exist and will be created with its GSTIN.
duplicate	Invoice number already in the books – skipped.
period locked	Date is in a locked or closed year – skipped.
invalid	Taxable + tax does not equal invoice value (within ₹1), or the GSTIN is wrong.

5. Check the **Books to** column. By default each GST rate books to its own ledger (Purchase @ 5 %, @ 12 %, @ 18 %…). Choose **Single ledger** to send everything to one ledger, or add an **Expense Head** column to the sheet to direct rows to named ledgers.
6. Decide whether missing parties are created and whether vouchers are posted or left as drafts, then import.
7. Use **Open vouchers** or **Approvals queue** to continue. Drafts can be approved in bulk (guide 02).

Download standard template gives a sheet the importer reads with no mapping. One invoice split over several rate rows is merged into one voucher. Importing the same file again is safe: every row shows as duplicate.

5. Intelligence inbox

1. Open **Intelligence** › **Intelligence inbox** . It lists what the system proposes from documents and from messages received on the bills e-mail and WhatsApp.
2. **Upload a bill / receipt** here to have it read at once.
3. For each proposal: **Open** the document, then **Approve** (a draft voucher is made) or **Reject** .
4. A message that was misread can be run again with **reprocess** .

6. Anomalies

1. Open **Intelligence** › **Anomalies** . The list shows unusual entries (duplicates, odd amounts, weekend postings, round sums) by severity. **Scan now** refreshes it.
2. Open the voucher and look. Then **Acknowledge** (seen, being looked at), **Resolve** (corrected) or **Dismiss** with the reason it is fine.

7. Learned facts and the report builder

- **Intelligence** › **Learned facts** lists what the system has learned from your corrections (vendor → ledger, text → HSN). Use **forget** on anything wrong.

- **Intelligence** › **Report builder**: type what you want under **Describe the report** (for example "expenses by ledger and month this year as a bar chart") and click **Build**. Save useful ones; they appear under **Saved reports**.
- The **Assistant** in the top bar answers questions about the books. If it proposes an action it shows **Action needs your approval**; nothing changes unless you approve.

Checks and controls

CHECKS AND CONTROLS

- Every file is stored unchanged with a checksum and verified each time it is opened.
- The AI only reads; arithmetic and validation are done by fixed rules, and its output always goes to a person for review.
- Nothing prepared by the system is posted without a person, unless an administrator has enabled an auto-post policy.
- Documents are kept for 8 years after the end of their financial year. Archive hides; nothing deletes.
- Mapping rules influence suggestions only after an administrator approves them.

Limits

LIMITS

- Without an AI provider, only digital PDFs and spreadsheets are read (text reader, no line items); scanned bills and photos must be keyed in.
- With an OpenAI-compatible provider, scanned PDFs cannot be read directly; upload page images (with vision enabled) or use the platform model, which reads PDFs.
- Model reading on the platform plan counts against the month's AI allowance; an administrator can also cap extractions per day.
- WhatsApp and e-mail intake depend on the messaging integration being connected (guide 17).

Routine checklist

Daily

- [ ] All bills received today are uploaded.
- [ ] **Inbox (to review)** and the Intelligence inbox are empty or noted.

Monthly

- [ ] Filter "Not linked": every purchase and expense document of the month is linked to a voucher or rejected with a note.
- [ ] Anomalies reviewed and closed. Bank statements for every account are in the Bank statements tab.
- [ ] GST returns, challans and acknowledgements filed under Tax & compliance.