24ETAX ERP · PROCESS GUIDE 20

Quick start for beginners

Covers: From creating the company to the first month's books, one step at a time

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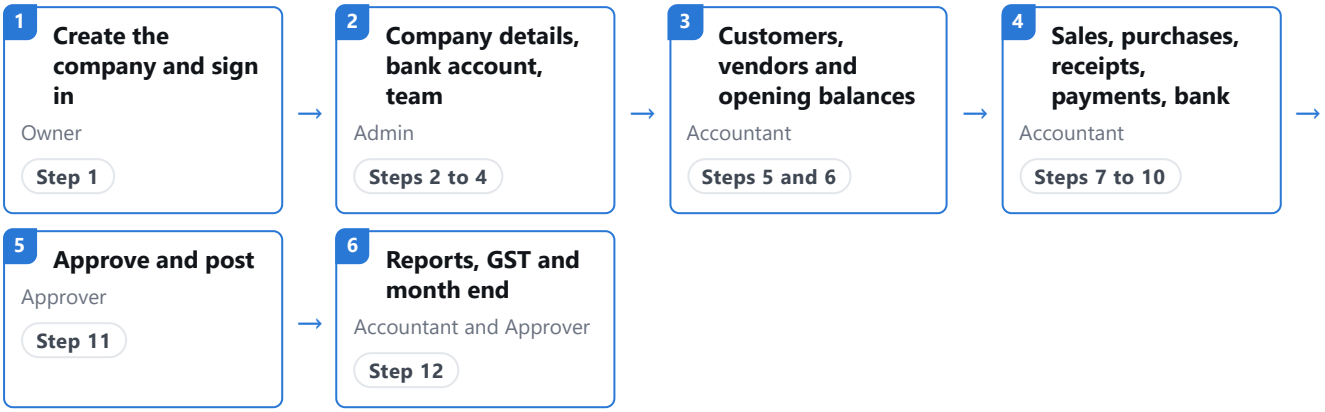
Purpose

This guide is for a person opening 24eTax ERP for the first time. Follow the steps in the order given. Steps 1 to 6 are done once, when you start. Steps 7 to 11 are the work of every day. Step 12 is the work of every month. Each step names the detailed guide to open when you want to know more.

Keep these ready before you start

- [ ] The GSTIN of the business (if registered), its PAN and address.
- [ ] Bank name, account number and IFSC of each bank account.
- [ ] The closing trial balance of your previous books on the date you start, with the list of unpaid customer and vendor bills. From Tally: the masters and vouchers exported as XML.
- [ ] The GSTIN of your regular customers and vendors.
- [ ] The names and e-mail addresses of the people who will work with you, and who will check whose work.

THE ROAD FROM THE FIRST DAY TO THE FIRST MONTH END



↳ Nothing reaches the books until it is posted. One person prepares an entry and another approves it.

↳ A posted entry is never edited or deleted. A mistake is reversed with a reason and entered again.

Do once: set up

Step 1. Create your company and sign in

1. Open **https://24etax-erp.com** and 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 and click **Verify**.
3. Enter **Your name**, **Choose a password**, the **Company name** and the GSTIN if you have one. The state and PAN are taken from the GSTIN. Accept the terms and click **Create company**.
4. You are now signed in as the Admin. Next time, open the same address, enter your **Email** and **Password** and click **Sign in**.

GOOD TO KNOW

The company starts with a 14-day trial of every module and then continues on the Free plan unless you choose a paid plan. There is no limit on the number of users on any plan.

Step 2. Fill the company details

1. Open **Administration** › **Settings** and click **Edit details**.
2. Check the **GSTIN** and click **Fetch details**. The legal name, address, city and PIN code come from the GST registry. Add the e-mail and phone yourself.
3. Click **Save details**. These details are printed on your invoices.
4. On the same page, under invoice settings, enter your bank details, terms and the **Footer line** for invoices, then click **Save invoice settings**.

LIMITS

The GSTIN and home state can be corrected only until the first voucher is posted. Check them now.

Step 3. Add your bank and cash accounts

1. Open **Masters** › **Ledgers** and click **+ New ledger**.
2. Enter the **Ledger name *** (for example "HDFC Bank current a/c") and choose the **Group *** Bank Accounts.
3. Tick **Bank** and enter **Bank name ***, **Account number *** and **IFSC**. Click **Create**.
4. Repeat for each bank account. For cash in hand, tick **Cash** instead.

Step 4. Decide who prepares and who approves

The system keeps two jobs apart: the maker prepares an entry, the checker approves and posts it. Choose one of the two ways below before you enter anything.

Your office	What to do
Two or more people	Open **Administration** › **Users & access**. Under **Invite a user** enter the **Email address**, choose the **Role** (Accountant for the person who enters, Approver for the person who checks) and click **Send invitation**. The person opens the link in the e-mail and clicks **Accept invitation**.
You work alone	Open **Administration** › **Settings** and set the **Maker self-approval limit** to the largest amount you want to post without a second person, then **Save invoice settings**. While the limit is 0, nobody can post their own entry, not even the Admin.

Step 5. Add customers and vendors

1. Open **Masters** › **Parties** and click **+ New party**.
2. Enter the **GSTIN** first and click **Fetch details**. The name, PAN, State and address are filled in from the GST registry.
3. Choose the **Type ***: **Customer**, **Vendor** or **Both**. For a party without a GSTIN, type the name and choose the **State**.
4. Add the e-mail (invoices and reminders go there) and phone, then click **Create party**.

GOOD TO KNOW

You need not add every party today. A vendor on an uploaded bill who is not yet in the list is created from the registry when you approve the bill.

Step 6. Bring in your opening balances

Coming from Tally: open **Accounting** › **Tally import / export**, choose the XML file under **1. Upload Tally XML** and click **Analyse**. Read what it found, run the import, then click **Open the trial balance →** and compare it with Tally.

Coming from any other books:

1. Open **Accounting** › **Opening balances** and click **+ New batch**. Choose the **Financial year**.
2. For each ledger of your closing trial balance pick the **Ledger**, choose Dr or Cr and enter the amount. For a customer or vendor add one line per unpaid bill with **Bill ref**, **Bill date** and **Due date**. Use **+ Add line**.
3. The **Difference** at the foot must be nil. Click **Save draft**, check it, then **Post**.
4. Open **Reports** › **Reports**, open the Trial Balance on the opening date and compare it with your old books.

Do every day

Step 7. Raise a sales invoice

1. Open **Sales** › **Invoices** and click **+ New invoice**.
2. Pick the **Customer *** and the **Sales ledger ***. Check the **Place of supply**: the form tells you whether CGST + SGST or IGST applies.
3. Add a line: **Description ***, **HSN/SAC**, **Qty**, **Rate *** and **GST**. Use **+ Add line** for more.
4. Check the **Total** and click **Save & post**, or **Save, post & email** to send it to the customer at once. **Save as draft** keeps it out of the books until later.
5. To print or send it again, open **Sales** › **Invoices** and use **PDF** or **Email** on the row.

Step 8. Book a purchase bill or an expense

The quick way, by uploading the bill:

1. Open **Documents** › **Document Manager**. Choose the PDF or photo of the bill, set the **Category** to purchase bill and click **Upload**.
2. Open **Accounting** › **Review inbox**, tab **Purchases** (bills) or **Expenses** (receipts), and click the item. The bill is on the left and the prepared entry on the right.
3. Check the vendor, the **Expense / purchase ledger**, the invoice number, date and lines. Read **Compliance decisions**: TDS, reverse charge and input tax credit are shown with the reason. A block marked **decide** needs your answer.
4. Click **Approve proposal & record bill**. The bill stays attached to the entry as its evidence.

By typing it: open **Purchases** › **Vendor bills**, click **+ Record bill**, enter **Vendor ***, **Vendor invoice no. ***, **Invoice date**, the **Expense / purchase ledger *** and the lines, then click **Record bill**.

Step 9. Record money received and money paid

1. Open **Accounting** › **Vouchers** and click **+ New voucher**.
2. Choose the **Voucher type**: Receipt for money received, Payment for money paid. Enter the **Date** and **Narration**.
3. Add one line for the bank or cash ledger and one for the customer or vendor, each with **Dr/Cr** and the amount. The form shows the difference; it must be nil.
4. Click **Save draft**, open the voucher and click **Submit for approval**.
5. For a customer's payment, open **Sales** › **Receipts & allocation**, pick the **Customer**, type the amount against each invoice under **Allocate ₹** and click **Allocate**.

Step 10. Import the bank statement

1. Download the statement from your bank's site as CSV or Excel.
2. Open **Banking** › **Banking**, choose the **Bank account**, choose the file and click **Import statement**.
3. Open the **Review queue** tab. For each line, accept the suggested match with an entry already in the books, or choose the **Ledger...** and click **Post as chosen** for bank charges, interest and the like.
4. Carry on until the queue is empty. Importing the same statement twice never duplicates a line.

Step 11. Approve and post (the checker)

1. Open **Accounting** › **Approvals**. The **Approvals queue** lists every entry waiting for you.
2. Open an entry and check the party, amounts, ledgers, tax and the attached document.
3. Click **Approve & post**. If something is wrong, click **Reject** and type the reason; the maker corrects it and submits again.

Do every month

Step 12. Reports, GST and closing the month

1. Open **Reports** › **Reports**. Look at the Trial Balance, the profit and loss and the ageing of receivables and payables. Set the dates and click **Apply**; click any figure to see what is behind it. Download with **CSV** or **XLSX**.
2. From the Banking page open the **Bank reconciliation statement**. Its **Derived balance as per bank statement** must equal the closing balance on the bank's statement.
3. For GST, open **GST & compliance** › **GST workspace**, choose the GSTIN and the period, and work through purchases against GSTR-2B, then GSTR-1 and GSTR-3B (guide 09).
4. Open **GST & compliance** › **Monthly close** and click **Run month close**. Fix every item marked **Blocking**.
5. When the month's return is filed, the Admin opens **Administration** › **Settings** and uses **Set lock date** so that nothing more can be posted into the month.

If you are stuck

What you see	What to do
"You cannot approve your own voucher above the self-approval limit"	Ask the Approver to post it, or see Step 4.
"No financial year covers the voucher date"	The Admin adds the year in **Administration** › **Settings** with **Add financial year**.
A menu item named in this guide is not on your screen	Your role or your plan does not include it. Ask the Admin.
An entry is posted with a mistake	Open it, reverse it with a reason and enter it again (guide 02).
The same bill will not upload twice	It is already in the Document Manager. Search for it there.
An uploaded bill shows "Could not read"	Open the document and run the extraction again, or enter the bill by typing it.

Where to read more

For	Open guide
Ledgers, customers and vendors	01 Masters
Entering, approving and reversing entries	02 Vouchers and approvals
Opening balances and Tally import	03 Accounting tools
Quotations, orders, invoices, reminders	04 Sales
Purchase orders, bills, payments to vendors	05 Purchases and expenses
Items, stock and the counter	06 Inventory, manufacturing and POS
Bank statements and reconciliation	07 Banking
Uploading bills	08 Documents and auto-accounting
GST returns, TDS, payroll	09 GST, 10 Direct tax, 11 Payroll and people
Users, settings and plans	17 Administration

All guides are in the Help centre at **https://24etax-erp.com**. For help: support@24etax.com, phone or WhatsApp +91 73038 80431.