A2000ERP ~ GENERAL

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We are an association who receive contributions from members and disburse cash aids to needy members of the association. How do we use A2000ERP to manage the transaction entries?

For the purpose of training, let's use an example where Member 001 Pte Ltd contributes $10,000 and the association disburses an amount of $5,000 to Member 003 Pte Ltd.

1.   CREATE MASTER CODES

In **GL – Maintenance – Chart of Accounts**, create the following (examples only):

- Create Chart of Account **R1234 – Income from Contribution** (Income item)
- Create Chart of Account **E9876 – Aid Disbursement A/c** (Expense item)

In menu **GL – Maintenance – Project Codes**, create Project Codes as follow (to be able to segregate who are the contributors and who are the recipients).

- **M1001** – Member 001 Pte Ltd ,
- **M2002** – Member 002 Pte Ltd and
- **M3003** – Member 003 Pte Ltd … and so on

2.   RECEIVE CONTRIBUTION

When receive a cheque for SGD 10,000 contribution from Member 001 Pte Ltd,

a. Go to Cash Book (GC) transaction.
b. Select BANKCODE = DBS Bank
c. At LINE ITEM 1, enter R1234 (Income from Contribution) = Cr $10,000
d. At LINE ITEM details, enter Project Code = M1001 (from Member 001 Pte Ltd)
e. Save transaction, print Cash Receipt Voucher for Member 001 Pte Ltd

   Double Entries

- **A5678** DBS Bank A/c   Dr $10,000
- **R1234** Income from Contributions Cr $10,000

3.   DISBURSE AID

When making an aid payment with a cheque for SGD 5,000 to Member 003 Pte Ltd,

a. Go to Cash Book (GC) transaction.
b. Select BANKCODE = DBS Bank
c. At LINE ITEM 1, enter E9876 (Aid Disbursement A/c) = Dr $ 5,000
d. At LINE ITEM details, enter Project Code = M3003 (to Member 003 Pte Ltd)
e. Save transaction, print Cash Payment Voucher to Member 003 Pte Ltd

Double Entries

- **E9876** Aid Disbursement A/c Dr $5,000
- **A5678** DBS Bank A/c   Cr $5,000

4. REPORT TO VIEW GL BALANCES

Go to GL – Reports & Queries

– Select **GL Subledger Report** or **GL Listing**

a. Select Date Range
b. Select GL A/c E9876 or R1234 (as required)
c. At the bottom of Report & Queries, select By Project
d. Select whether by Detail or Summary
e. Generate report

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