



Training Manual

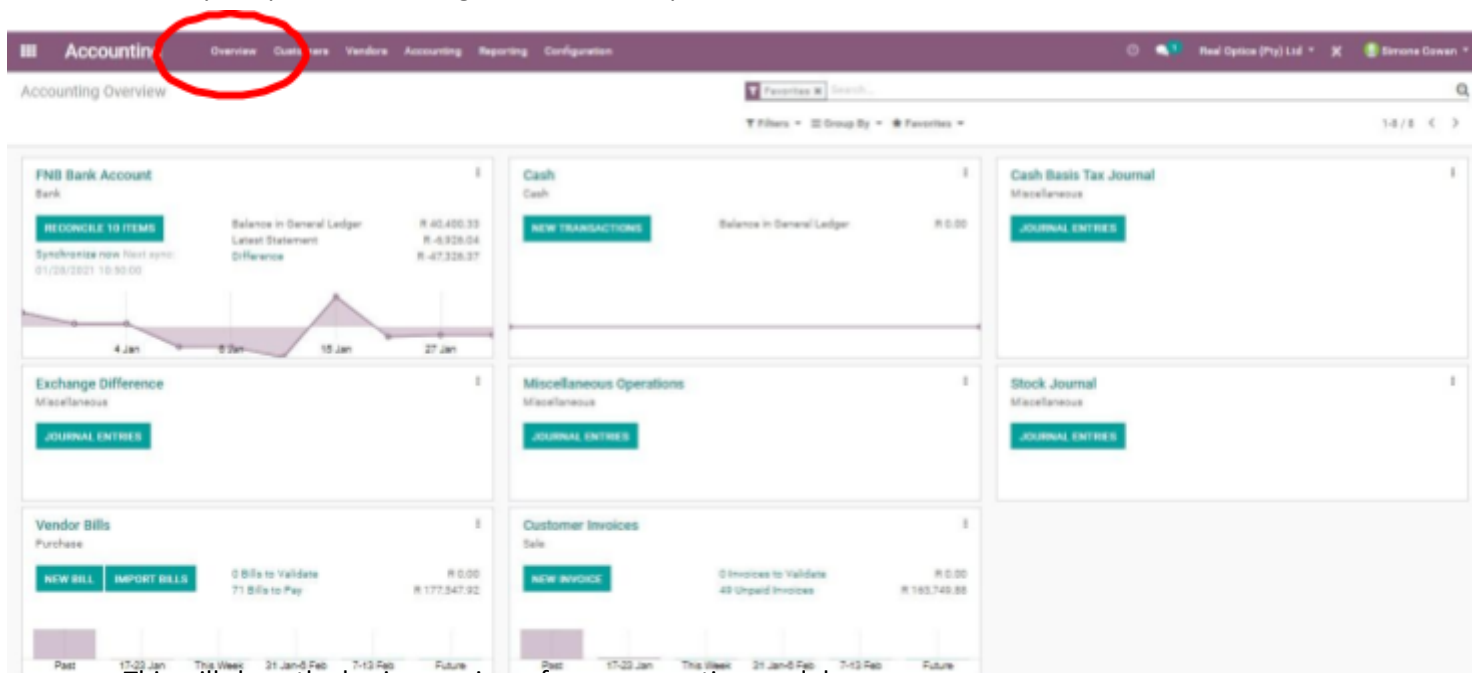
Humint O Lite
Version 16

Invoicing



Invoicing

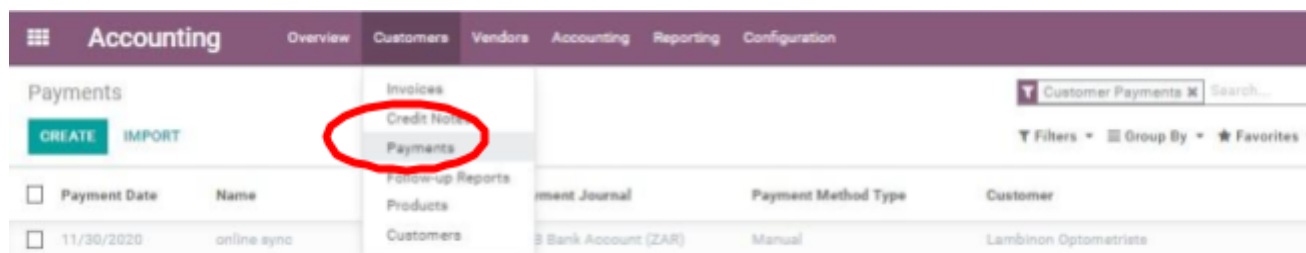
When you open the invoicing module, it will open on this screen:



This will show the basic overview of your accounting module.

Taking a payment in case of only balance brought over

- Go to accounting:
 - Customers
 - Payments



- Create payment
- Payment type: Receive Money
- Partner Type: Customer:
- Partner: ***The Customer***
- Payment Amount: ** Zar
- Payment Journal: CFA - ** Bank – EFT
- Payment Date: The Day of remittance
- Memo: Payment from Medical aid On Balance Brought over
- Confirm

Payments / New

SAVE **DISCARD**

CONFIRM **DRAFT** **POSTED** **RECONCILED** **CANCELLED**

Payment Type: ☐ Send Money ☒ Receive Money ☐ Internal Transfer

Payment Date: 01/28/2021

Memo: payment on balance brought over

Payment Transaction:

Partner Type: Customer

Partner: Pieter Naude

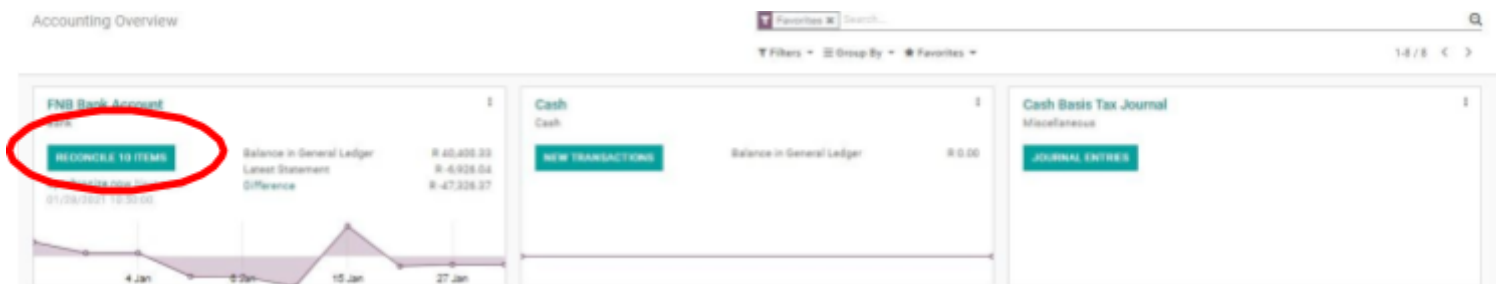
Payment Amount: R300.00

Payment Journal: FNB Bank Account (ZAR)

Reconcile in Bank after payment journals have been made.

Reconciling in Bank

- Accounting Overview



- Choose bank account
- Click on RECONCILE ITEMS

Select a partner or choose a counterpart

350000	01/15/2021	INTERNET TRF FROM ATT TO REAL OPTICS	R 8,004.00	
Create Journal Entry or Create Write-off				R 8,004.00
Spectacle warehouse Atterbury				
342000	01/21/2021	Spectacle Warehouse Atterbury: INV/2021/0011 : INV/2021/0011/11		R 2,488.08
342000	01/15/2021	Spectacle Warehouse Atterbury: INV/2021/0004 : INV/2021/0004/04		R 2,488.08
342000	01/05/2021	Spectacle Warehouse Atterbury: INV/2021/0001 : INV/2021/0001/01		R 5,713.20
342000	12/15/2020	Spectacle Warehouse Atterbury: INV/2020/0048 : INV/2020/0048/48		R 8,004.00

- Find the Remittance
- Click on filter
- Type in the name of the patient
- Click Magnifying Glass
- Click on Journal that fits

Spectacle Warehouse Att

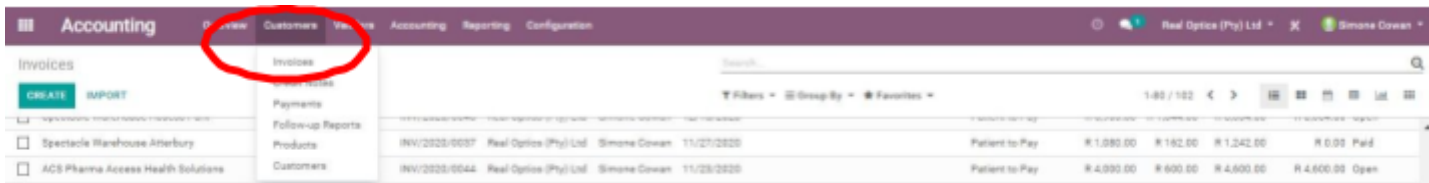
350000	01/15/2021	INTERNET TRF FROM ATT TO REAL OPTICS	R 8,004.00	
342000	12/15/2020	INV/2020/0048 : INV/2020/0048/48		R 8,004.00

RECONCILE

- And then repeat until remittance is complete and balances
- Reconcile

Customers

Invoices



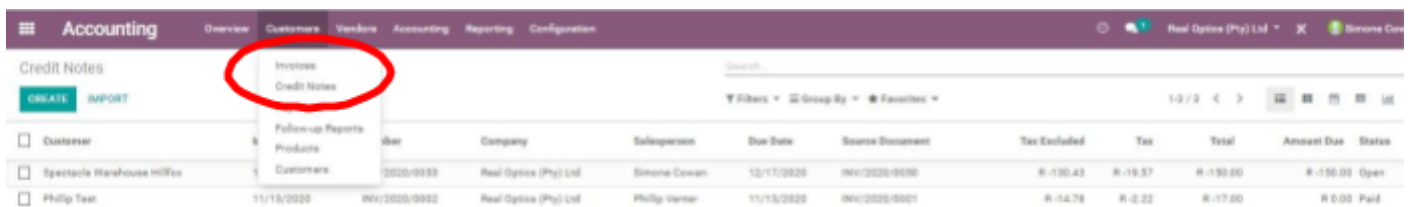
This Tab will open all the invoices that are in Draft or has been validated.

You can also CREATE a new invoice by clicking on the CREATE button

Credit Notes

This Tab will open all the credit notes that are in Draft or has been validated.

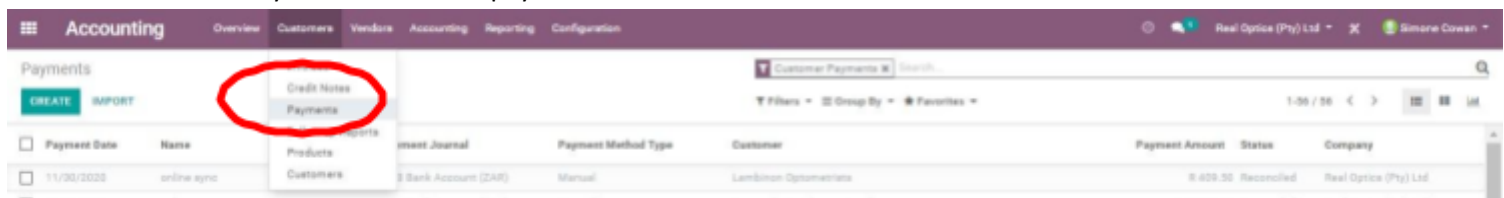
You can also CREATE a new credit note by clicking on the CREATE button



Payments

This tab will feature all the payments that have been reconciled through the Bank.

From here you can allocate a payment on an account –



You can also take an unassigned payment like so:

- Click on CREATE
- The tick box next to **RECEIVE MONEY** should be ticked
- Select the Partner (Customer name)
- Amount
- In the MEMO line, Put the comment that it is an Unassigned payment or a deposit
- This will then not be linked to a specific invoice.

Payments / New

SAVE **DISCARD**

CONFIRM **DRAFT** **POSTED** **RECONCILED** **CANCELLED**

Payment Type: ☒ Send Money ☒ **Receive Money** ☐ Internal Transfer

Payment Date: 01/28/2021

Memo: DEPOSIT PAYMENT - STILL TO INVOICE

Payment Transaction:

Partner Type: Customer

Partner: Pieter Naude

Payment Amount: R500.00

Payment Journal: FNB Bank Account (ZAR)

Processing Refunds:

- Click on CREATE
- The tick box next to SEND MONEY should be ticked
- Partner Type – Should be set to customer
- Select the Partner (Customer name)
- Amount
- In the MEMO line, Put the comment that it is refund – You can put the reason or the invoice number here to link the refund to a specific invoice

Payments / New

SAVE **DISCARD**

CONFIRM **DRAFT** **POSTED** **RECONCILED** **CANCELLED**

Payment Type: ☒ Send Money ☐ Receive Money ☐ Internal Transfer

Payment Date: 01/28/2021

Memo: REFUND ON INV2020/0002/02

Payment Transaction:

Partner Type: Customer

Partner: Pieter Naude

Payment Amount: R500.00

Payment Journal: FNB Bank Account (ZAR)

Products

This tab will take you to the products page in inventory with an automated filter on CAN BE SOLD.

Accounting Overview Customers Vendors Accounting Reporting Configuration

Products **CREATE** **IMPORT**

Invoices Credit Notes Payments **Products** **Customers**

Can be Sold Search...

Filters Group By Favorites

		Sale Price	Customer Taxes
<input type="checkbox"/> Internal Reference			
<input type="checkbox"/> 00 49-18 BLACK		1,990.00	
<input type="checkbox"/> 0027E C2 52-17	CUBE CB0027E C2 52-17 GLITTER GOLD	1,250.00	
<input type="checkbox"/> 02	b Realvision SV clear hardcoated	20.00	

Customers

This tab will take you to the contacts page with an automated filter on CUSTOMERS.

Accounting Overview Customers Vendors Accounting Reporting Configuration

Customers **CREATE** **IMPORT**

Invoices Credit Notes Payments Follow-up Reports **Customers**

Customers Search...

Filters Group By

<p>ACS Pharma Access Health Solutions Johannesburg, South Africa julia@acspharma.com</p>	<p>ATTERBURY SPECTACLE WAREHOUSE PRIVATE FAIRIE GLEN, South Africa creditors.att@spectaclewarehouse.co.za</p>	<p>Anas Nagdee</p>
<p>Arrie Nel Olivewood Pharmacy Pretoria, South Africa olivewood@arriemel.co.za</p>	<p>Barend Mizra bmizra28@gmail.com</p>	<p>Bellville Spectacle Warehouse Bellville PRIVATE COMPANY TIGER VALLEY, South Africa lelani@humint.co.za</p>

Vendor's Bills

The screenshot shows the 'Accounting' module interface. The 'Vendors' menu item is highlighted with a red circle. Below it, a dropdown menu is visible with options: 'Bills', 'Payments', 'Products', and 'Vendors'. The 'Bills' option is selected, leading to the 'Vendor Bills' page. The page displays a table of vendor bills with columns: Vendor, Number, Payment Ref., Company, Due Date, Source Document, Tax Excluded, Tax, Total, To Pay, and Status. Two bills are listed:

Vendor	Number	Payment Ref.	Company	Due Date	Source Document	Tax Excluded	Tax	Total	To Pay	Status
Vision Machinery and Equipment (Pty) Ltd	01/26/2021	BILL/2021/0003	SUPPLIER INVOICE NUMBER	Real Optics (Pty) Ltd	01/26/2021	P004138	R 86.96	R 13.04	R 100.00	R 100.00 Open
Axx Pharma Access Health solutions	01/21/2021	BILL/2021/0002	INVOICE	Real Optics (Pty) Ltd	01/21/2021	P003677	R 2,029.77	R 304.47	R 2,334.24	R 2,334.24 Open

This tab will open the Vendor bill that is either in Draft or has been validated. You can filter according to the search criteria you are looking for.

Refunds

Here the Vendor Bills that have been credited, will be listed.

Refund

CREATEIMPORTUPLOAD

Search...

▼ FiltersGroup By★ Favorites1-7 / 7<>📄📅📁📧📧📧

<input type="checkbox"/>	Vendor	Bill Date	Number	Payment Ref.	Company	Due Date	Source Document	Tax Excluded	Tax	Total	To Pay	Status
<input type="checkbox"/>	Vision Machinery and Equipment (Pty) Ltd	01/27/2021	BILL/2021/0004	CREDIT NOTE NUMBER	Real Optics (Pty) Ltd	01/27/2021	BILL/2021/0003	R-86.96	R-19.04	R-100.00	R-100.00	Open
<input type="checkbox"/>	Marieke Carstens	12/11/2020		test	Real Optics (Pty) Ltd	12/11/2020	BILL/2020/0029	R-8,170.59	R 0.00	R-8,170.59	R 0.00	Cancelled

Payments

Here the payments made to Vendors will be listed.

Accounting

Overview Customers **Vendors** Accounting Reporting Configuration

Payments

CREATE IMPORT

Bills

Payments

Vendor Payments

Filters Group By Favorites

	Payment Date	Name	Pay Vendors	Payment Method Type	Vendor
	12/05/2020	online sync	FNB Bank Account (ZAR)	Manual	
	12/03/2020	online sync	FNB Bank Account (ZAR)	Manual	
	11/20/2020	online sync	FNB Bank Account (ZAR)	Manual	Marieke Carstens
	11/13/2020	online sync	FNB Bank Account (ZAR)	Manual	The Courier Guy Pty Ltd - 4550195904

Products

Here the products will be listed that are set to – CAN BE PURCHASED – in inventory. This filter will Automatically be applied when you check the products from here.

Accounting

Overview

Customers

Vendors

Accounting

Reporting

Configuration

Products

CREATE IMPORT

Can be Purchased Search...

Filters Group By Favorites

Internal Reference

Name

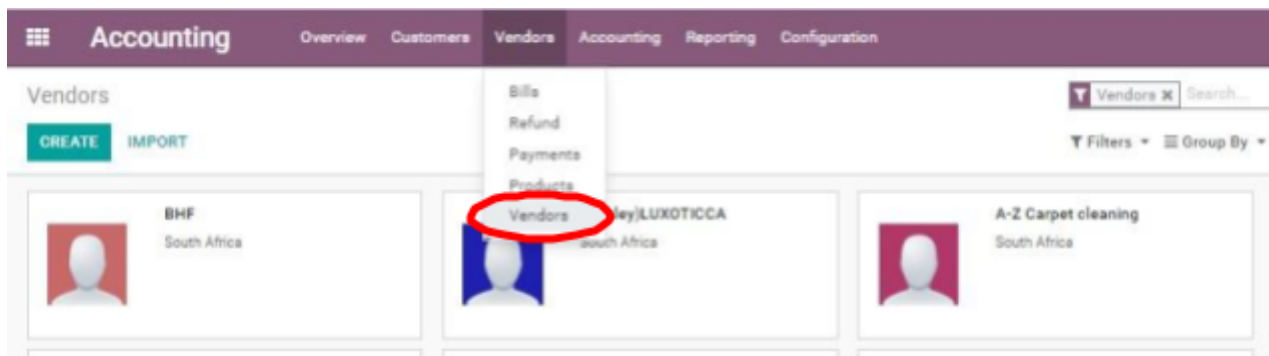
Products

Price

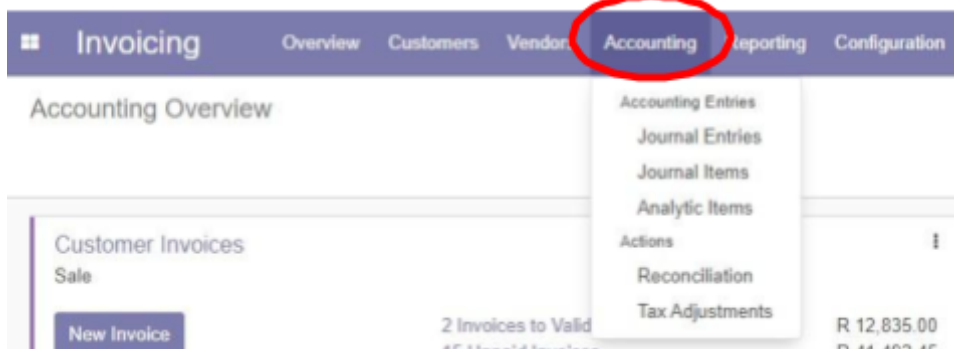
<input type="checkbox"/>	D0 49-18 BLACK	Moleskine M03103	1,990.00
<input type="checkbox"/>	D027E C2 52-17	CUBE CB0027E C2 52-17 GLITTER GOLD	1,250.00

Vendor
\$

This tab will take you to the contacts page with an automated filter on VENDORS.



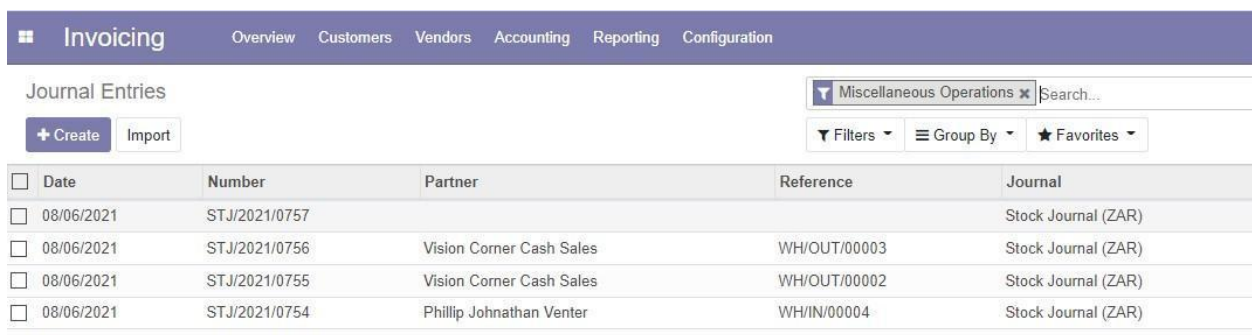
Accounting



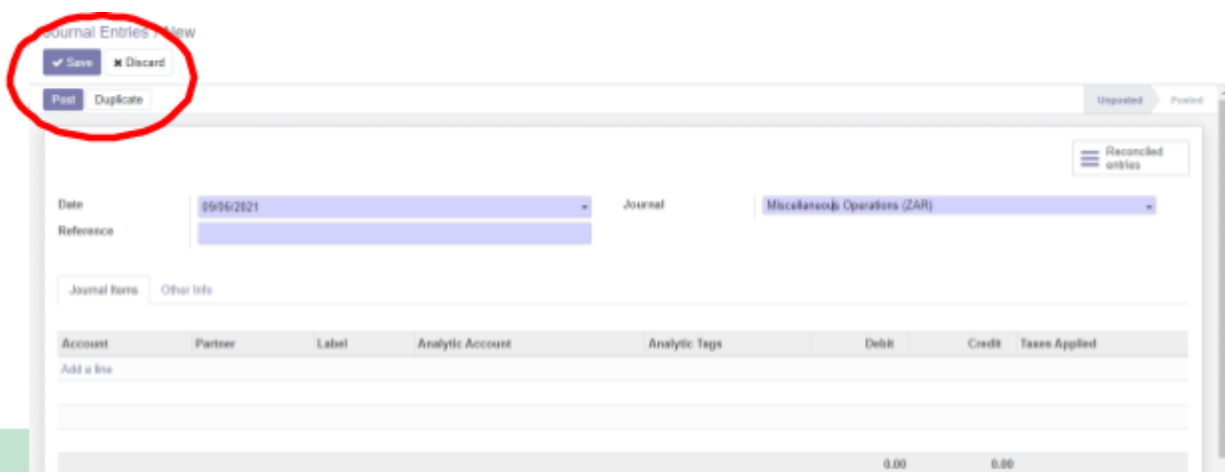
Accounting Entries

Journal Entries:

[View journal entries here –](#)



Create a Journal here –



Creating a journal:

Date - Choose journal date

Reference – Type in your reference for the transaction

Journal – Choose journal type

Add a Line for the Journal you want to create. Choose the debit and credit accounts.

Post and Save

Journal Items:

View your journal items here –

Invoicing													
Journal Items													
<div> <div>Search...</div> <div> <div>Filters</div> <div>Group By</div> <div>Favorites</div> </div> <div>1-80 / 1809</div> <div> <div></div> <div></div> <div></div> <div></div> </div> </div>													
<input type="checkbox"/>	Date	Journal Entry	Journal	Label	Reference	Partner	Account	Analytic Account	Analytic Tags	Matching Number	Debit	Credit	Due date
<input type="checkbox"/>	08/06/2021	CRD1/2021/0001	Card Payment (ZAR)	CUST.IN/2021/0016	INV/2021/0035/35	Vision Corner Cash Sales	120001 Bank				R 50.00	R 0.00	08/06/2021
<input type="checkbox"/>	08/06/2021	CRD1/2021/0001	Card Payment (ZAR)	Customer Payment: INV/2021/0035	INV/2021/0035/35	Vision Corner Cash Sales	110010 Debtors Control Account		A16		R 0.00	R 50.00	08/06/2021
<input type="checkbox"/>	08/06/2021	INV/2021/0035	Customer Invoices (ZAR)		INV/2021/0035/35	Vision Corner Cash Sales	110010 Debtors Control Account		A16		R 50.00	R 0.00	15/06/2021

Actions:

Reconciliations –

All your journals that have not been reconciled will appear here.

Journal Items to Reconcile																																									
<div> <div>Journal Items to Reconcile</div> <div>0 / 14</div> </div>																																									
<div> <div>Phillip Johnathan Venter</div> <div>Reconcile</div> </div>																																									
<div> <div> <div>Phillip Johnathan Venter</div> <div>110010</div> </div> </div>																																									
<table> <tr> <td>110010</td><td>07/19/2021</td><td>INV/2021/0013: EX-0036</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>110010</td><td>07/19/2021</td><td>INV/2021/0012: EX-0036 : INV/2021/0012/12</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>R 3,827.20</td><td>R 3,827.20</td><td></td></tr> </table>														110010	07/19/2021	INV/2021/0013: EX-0036												110010	07/19/2021	INV/2021/0012: EX-0036 : INV/2021/0012/12									R 3,827.20	R 3,827.20	
110010	07/19/2021	INV/2021/0013: EX-0036																																							
110010	07/19/2021	INV/2021/0012: EX-0036 : INV/2021/0012/12									R 3,827.20	R 3,827.20																													
<div> <div>Filter...</div> <div> <div>110010</div> <div>09/07/2022</div> <div>INV/2022/0075: EX-0184 : INV/2022/0075/75</div> <div>R 6,310.05</div> </div> <div> <div>110010</div> <div>08/31/2022</div> <div>INV/2022/0071: EX-0182 : INV/2022/0071/71</div> <div>R 3,346.65</div> </div> <div> <div>110010</div> <div>08/30/2022</div> <div>INV/2022/0070: EX-0181 : INV/2022/0070/70</div> <div>R 430.10</div> </div> <div> <div>110010</div> <div>08/25/2022</div> <div>INV/2022/0072 : INV/2022/0072/72</div> <div>R 3,346.65</div> </div> <div> <div>110010</div> <div>08/25/2022</div> <div>INV/2022/0067: EX-0171 : INV/2022/0067/67</div> <div>R 1,635.30</div> </div> <div> <div>110010</div> <div>08/24/2022</div> <div>INV/2022/0065: EX-0169 : INV/2022/0065/65</div> <div>R 2,956.65</div> </div> <div> <div>110010</div> <div>08/23/2022</div> <div>INV/2022/0064: EX-0167 : INV/2022/0064/64</div> <div>R 3,438.50</div> </div> <div> <div>110010</div> <div>08/18/2022</div> <div>INV/2022/0062: EX-0166 : INV/2022/0062/62</div> <div>R 5,981.15</div> </div> <div> <div>110010</div> <div>07/21/2022</div> <div>INV/2022/0060: EX-0162 : INV/2022/0060/60</div> <div>R 7,477.30</div> </div> <div> <div>110010</div> <div>06/29/2022</div> <div>CSH1/2022/0011: Customer Payment</div> <div></div> </div> <div> <div>110010</div> <div>06/13/2022</div> <div>INV/2022/0054: EX-0152 : INV/2022/0054/54</div> <div>R 7,555.50</div> </div> <div> <div>110010</div> <div>06/06/2022</div> <div>BNK1/2022/0033: Customer Payment</div> <div></div> </div> <div> <div>110010</div> <div>03/30/2022</div> <div>INV/2022/0042 : INV/2022/0042/42</div> <div>R 1,725.00</div> </div> <div> <div>110010</div> <div>03/29/2022</div> <div>INV/2022/0040: EX-0134 : INV/2022/0040/40</div> <div>R 5,796.10</div> </div> <div> <div>110010</div> <div>03/23/2022</div> <div>BNK1/2022/0024: Customer Payment : INV/2022/0042/42</div> <div></div> </div> </div>																																									
<div> <div>Load more... (2 remaining)</div> </div>																																									

Tax Adjustments –

Tax Adjustments

Reason...

Amount

0.00

Adjustment Tax

Adjustment Type

Accounts

Debit account

Credit account

Options

Journal

Miscellaneous Operations (ZAR)

Date

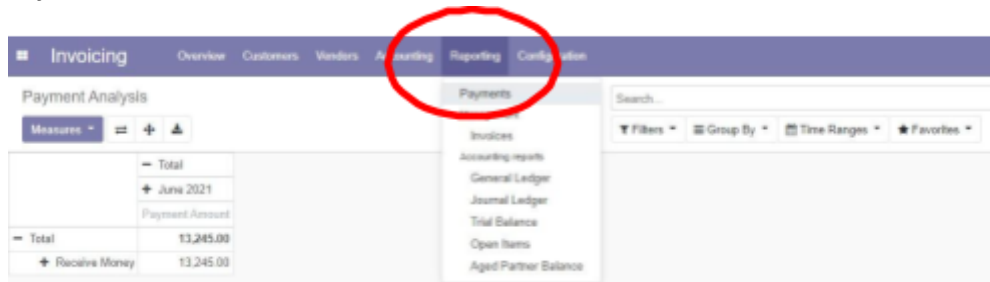
09/06/2021

Create and post move

Cancel

Reporting

Payments

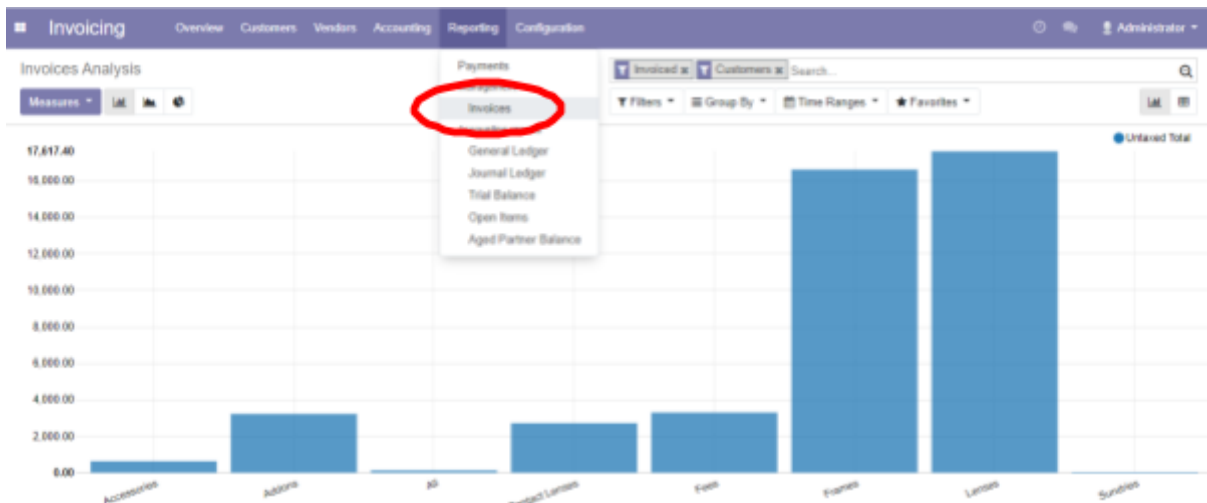


Here you will be able to view the total Money received and sent. You will be able to custom the view according to date/month/year etc.

Management

Invoices

Sales shown per category. View can also be customized.



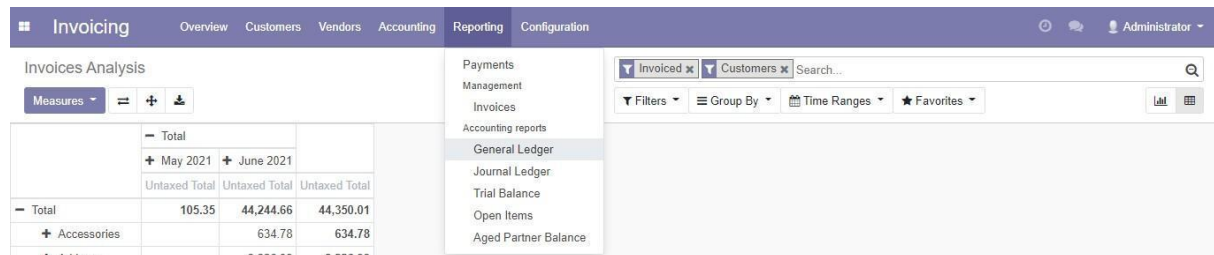
You can view the Graph or the pivot table by changing your view at the right hand corner of the screen.

The screenshot shows the 'Invoices Analysis' report in the HUMINT O Life software, displaying a pivot table. The 'Invoices' option in the menu is circled in red. The table shows sales data for May 2021 and June 2021.

	Total	May 2021	June 2021
Total	165.35	44,244.66	44,356.81
Accessories		634.78	634.78
Addons		3,226.99	3,226.99
All		130.44	130.44
Contact Lenses		2,721.74	2,721.74
Fees	44.48	3,259.39	3,363.87
Frames	60.87	16,558.26	16,619.13
Lenses		17,617.40	17,617.40
Sundries		95.66	95.66

Accounting Reports

General Ledger



Here you can pull your General Ledger. – Summary of accounts

General Ledger

Date range:

Date From:

Date To:

Target Moves: ☒ All Posted Entries, ☐ All Entries

Activate centralization: ☒

Hide account ending balance at 0: ☐

Show foreign currency: ☐

Show analytic tags: ☐

Filter accounts: Filter partners: Filter cost centers: Filter analytic tags:

Receivable Accounts Only: ☐ Payable Accounts Only: ☐

or or or

Date range: To create – Pulling a specific date range e.g., Financial Year

Date from: From

Date to: To

Target moves:

All posted entries – All that was posted

All Entries – Including not posted

Activate centralisation – Keep box ticked

Hide account ending balance at 0 – Hide all Zero balance accounts

Show foreign currencies – Only applicable when working with multiple currencies

Show analytic tags – To view analytical tags that have been posted on journals

Filter Accounts

- Receivable accounts only
- Payable accounts only

- OR Choose a specific account in the dropdown list

Filter partners

- You can choose a specific contact to view.

Filter analytic tags

- To search for specific allocated tags From

here, you can VIEW, EXPORT TO XLSX or PDF

Journal Ledger



The screenshot shows the 'Journal Ledger' window with the following sections:

- Periods:** Includes 'Date range' (a date range selector), 'Start date' (a date input field), and 'End date' (a date input field). A 'Create and Edit...' button is located between the start and end date fields.
- Options:** Includes 'Move Target' with radio buttons for 'All' (selected), 'Posted', and 'Not Posted'. Below this are three dropdown menus: 'Sort entries by' (set to 'Entry number'), 'Group entries by' (set to 'Journal'), and 'Foreign Currency' (empty). There are also checkboxes for 'With Account Name' and 'With Account Name'.
- Journals:** A section at the bottom with buttons for 'View', 'Export PDF', 'Export XLSX', and 'Cancel'.

Date range: To create – Pulling a specific date range e.g., Financial Year

Date from: From

Date to: To

Options

Move Target: All, Posted, Not posted

Sort entries by: Entry number, date

Group entries by: Type of Journal

Foreign currencies: Only when working with multiple currencies

Account name: including the account name

Journal – To choose a specific Journal

From here, you can VIEW, EXPORT TO XLSX or PDF

Trial Balance

Trial Balance

Date range:

Date From:

Date To:

Target Moves: ☐ All Posted Entries ☒ All Entries

Hide accounts at 0: ☒

Show Partner Details: ☐

Hierarchy On: ☐ Computed Accounts ☐ Child Accounts ☐ No hierarchy

Limit hierarchy levels: ☐

Show foreign currency: ☐

Journal:

Filter accounts: ☐

Receivable Accounts Only: ☐

Payable Accounts Only: ☐

or or or

Date range: To create – Pulling a specific date range E.g. Financial Year

Date from: From

Date to: To

Journal – Choose journal type

Target moves:

All posted entries – All that was posted

All Entries – Including not posted

Hide account ending balance at 0 – Hide all Zero balance accounts

Show partner details

Hierarchy On - Computed accounts, Child accounts, No Hierarchy

Limit Hierarchy levels

Show foreign currencies – Only applicable when working with multiple currencies

Filter Accounts

- Receivable accounts only
- Payable accounts only
- OR Choose a specific account in the dropdown list

From here, you can VIEW, EXPORT TO XLSX or PDF

Open Accounts

Open Items

Date At: 09/06/2021

Target Moves: ☐ All Posted Entries ☒ All Entries

Hide account ending balance at 0: ☒

Show foreign currency: ☐

Filter partners:

Receivable Accounts Only: ☐

Payable Accounts Only: ☐

or or or

Date at: Choose date

Target moves:

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Hide account ending balance at 0 – Hide all Zero balance accounts

Show foreign currencies – Only applicable when working with multiple currencies

Filter Partner – Choose partner account

- Receivable accounts only
- Payable accounts only
- OR

Choose a specific

account in the

dropdown list From

here, you can

VIEW, EXPORT TO

XLSX or PDF

Aged partner Balance

Aged Partner Balance

Date At

09/06/2021

Target

Show / Details

Filter partners

Filter accounts

Receivable Accounts Only

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Payabl Only

View

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Export XLSX

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Filter Partner – Choose partner account

- Receivable accounts only
- Payable accounts only
- OR

Choose a specific

account in the

dropdown list From

here, you can

VIEW, EXPORT TO

XLSX or PDF

Date at: