

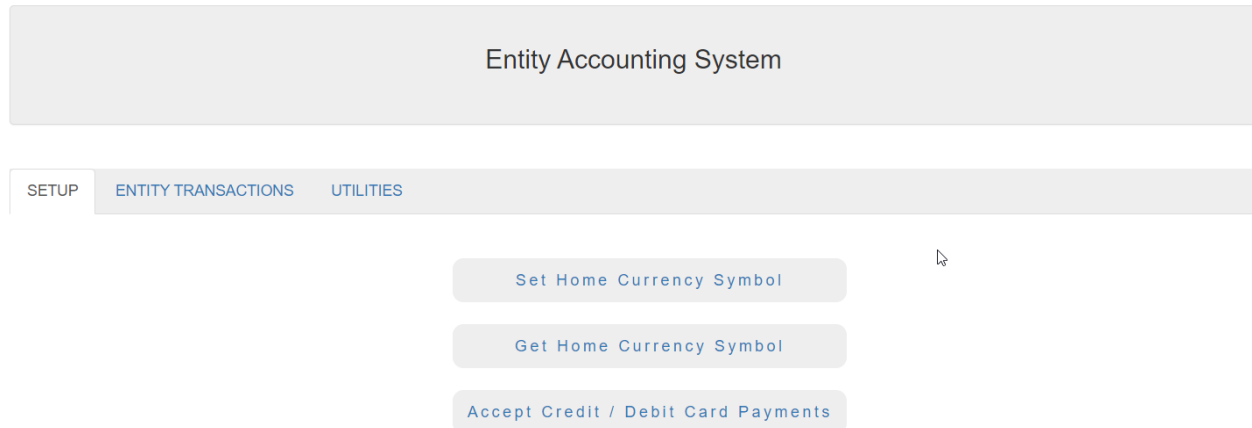
# Processes Online User Guide

## Entity Accounting System

### 1 INTRODUCTION

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The *Entity Accounting System* menu is shown below:-

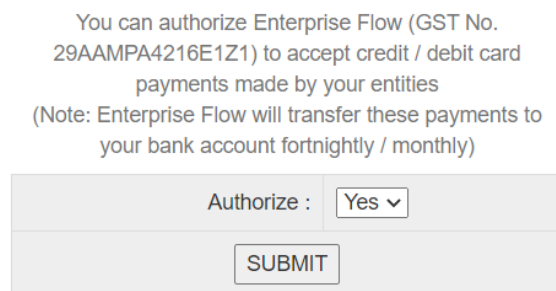


**Figure 1**

Shown in Figure 1 is the **SETUP** tab.

Clicking **Set Home Currency Symbol** enables setting the currency of the organization to any one of several international currencies, such as U.S. Dollar (USD), Australian Dollar (AUD), Pound Sterling (GBP), Indian Rupee (INR), Euro (EUR), etc.

Clicking **Accept Credit / Debit Card Payments** shows the following screen:-



**Figure 2**

Note that this service is available *only in case of INR*. When such authorization is set to “Yes”, an entity can make payment using his / her credit / debit card, whereupon *his / her account automatically gets credited*.

## 2 ENTITY TRANSACTIONS TAB

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The ENTITY TRANSACTIONS tab is shown below:-

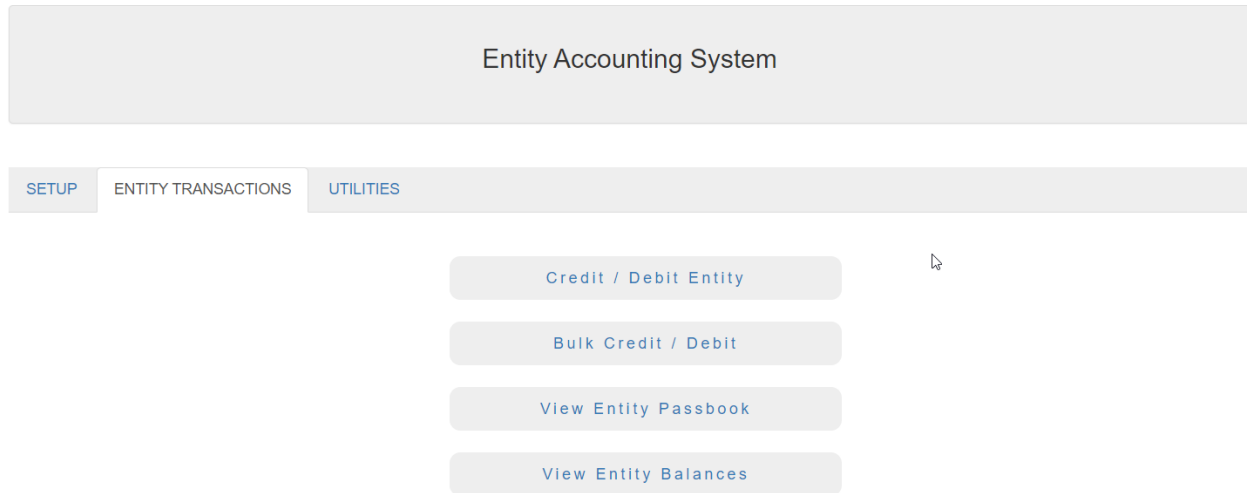


Figure 3

**Bulk Credit / Debit** is invaluable in case of certain types of organizations, such as clubs, in which every month all members have to be debited their respective service charges, or credit limits restored.

## 3 UTILITIES TAB

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The UTILITIES tab is shown below:-

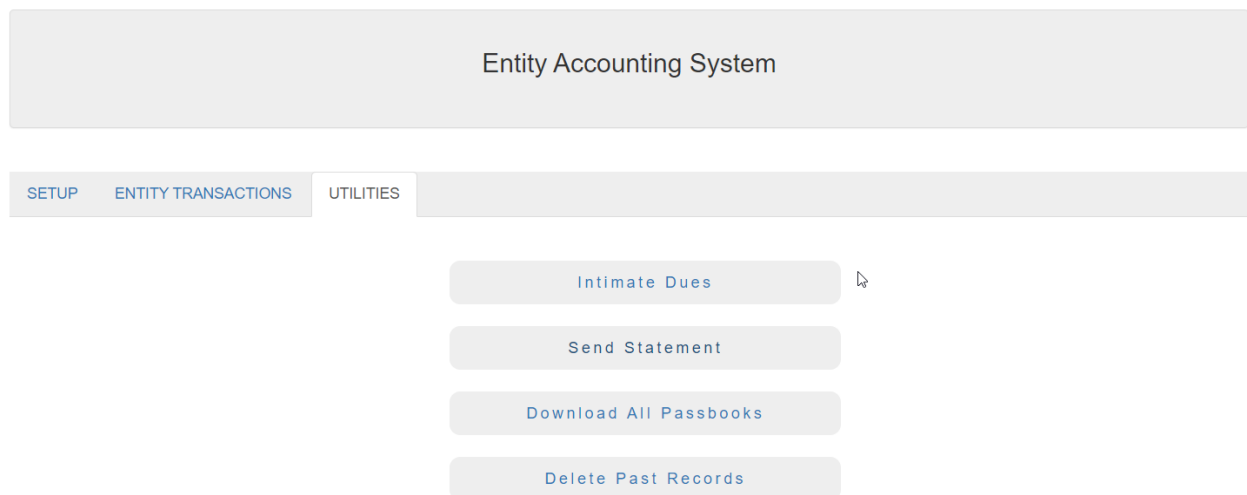


Figure 4

**Intimate Dues** and **Send Statement** are, again, invaluable in case of certain types of organizations, such as clubs, in which every month all members have to be intimated their dues by email, or their account statements sent to them by email.