



AZURMIND - ACCOUNTING

Our general accounting suite comprises:

- a. General Ledger & Cash Book
- b. Accounts Receivable & Debtors Ledger
- c. Accounts Payable & Creditors Ledger
- d. Payment Processing
- e. Cashiering (Receiving)
- f. Fixed Assets
- g. Import Interface for Payroll (subject to export option of customer payroll package)
- h. Reports

a) General Ledger & Cash Book

- Multi level chart of account (CoA) structure providing both vertical & horizontal reporting
- Analysis & Auxiliary codes for detailed analysis without burdening the CoA
- Multi-department definition
Note: Further information is available under the attachment "CoA Coding Structure"
- Mapping facility of departments and GL codes
- Mapping facility of analysis categories and GL codes
- Mapping facility of analysis codes and departments
Note: The mapping process limits the risk of coding errors and automatically prompts users with any restricted analysis code set during data entry
- Choice of immediate (transaction by transaction) or deferred postings through batch processing depending on the work organisation of the accounts department. Both mechanisms can co-exist to suit different posting needs
- GL journal templates for repeated and recurrent postings with or without amounts
- Reversal journal entries

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- Postings with automatic spreading of amount over several accounts based on predefined splits
- Bank Reconciliation
 - Reconcile all bank accounts based on the account statements issued by your bank
 - Unlimited bank accounts (in base or foreign currency)
 - Multiple search facility and positioning on the related transaction.
 - Save temporarily a bank reconciliation and complete it at a later stage
 - Management of a no match list
 - Flexible bank reconciliation period
 - Manage and track returned cheques from customer

b) Accounts Receivable & Debtors Ledger

- Multiple debtors' ledger management e.g. trade debtor, sundry debtor...
- Facility to manage debtors per department and/or activity
- Accounts receivable
- VAT management
- Detailed analysis of data included in each return sorted by VAT code and transaction type.
- Unlimited VAT codes to manage and analyse output VAT. Changes to the VAT policy can be handled through system parametering.
- Unlimited client classifications
- Automatic or selective allocation of payments to outstanding transactions
- Search engine on unallocated transactions
- Possibility to import client transactions into a debtor ledger via Excel
- Ageing analysis per activity and/or department
- Statement of account

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c) Accounts Payable & Creditors Ledger

- Multiple creditors ledger management e.g. local creditors ledger and foreign creditors ledger
- Accounts Payable input : Choice of immediate (transaction by transaction) or deferred postings through batch processing
- The following invoice details will be required to be input: supplier reference, invoice date, invoice gross total, invoice VAT amount
- VAT management and VAT code analysis
- Management of VAT not claimable
- Assign permission per user on an AP Batch, view, modify and print an AP Batch before posting
- Data validation and integrity ensures that a Journal Entry Supplier or an account payable cannot be saved if some compulsory data has not been inputted.
- Litigious Invoice Supplier functionality

d) Payment Processing

- Payment processing can be done on line (transaction by transaction) or by batch (through a payment list)
- System can issue payments to referenced suppliers and/or payees.
- Direct payments or payments to creditors can be handled within the system
- Payment mode management: cheque, direct debit, standing orders
- Recurring payments such as direct debits or bank standing orders can be managed via retrievable templates.
- In batch mode, payment vouchers are verified and approved prior to posting.
- 2 types of cheque printing : cheque only or cheque with payment voucher
- Remittance advice can be printed from the system
- Automatic cheque matching

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e) Cashiering (Receiving)

- Cash point management
- Payment mode management
- Mapping between cash point and payment modes to setup authorised payment modes allowed at a specific cash point
- Mapping of cash point to debtors ledger
- Mapping of users to cash point
- Unlimited cash point setting up
- Receipt printing
- Cash point transaction listing
- Bank lodgement
- Transfer of money from one cash point to another cash point

f) Fixed Assets

- Define an unlimited number of depreciation rate for each fixed asset:
- Define depreciation period, for example, every month, quarter or year.
- Separate a fixed asset into several fixed assets.
- Join several fixed assets into one.
- Dispose of a fixed asset

g) Import Interface for Payroll (subject to export option of customer payroll package)

- An interface is available to import payroll data from third party payroll systems
- The system uses the imported data to generate payroll related journal entries to the general ledger (via a journal entry batch which can be validated and posted)
- Cost groups and pay deduct codes are managed in the system
- Provisions for end of year bonus can be managed
- Multiple payroll group management e.g. staff payroll, management payroll...

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- In a job related environment, the system allocates payroll costs to jobs

h) Reports

- A very rich and powerful reporting tool is integrated in Azurmind
- All report processing are done in the system (data processing, rendering, delivery and security)
- All reports can also be exported to different output formats (HTML, Excel, PDF, RTF...)
- Report delivery can be done via email and file attachments
- Multiple dimension queries are included so that multi dimensional data analysis can be processed through our reporting tool
- Query formats can be designed on the fly by user (by using selection criteria, defining data grouping, setting column position and width etc...)
- Queries can be saved as report templates by a user. A report template can then be reused to access required information. Report templates can also be shared to other users
- All queries and report templates can also be previewed, printed, exported to office or sent by email via file attachments
- Users are given group or individual access rights on each and every queries or report templates

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