

# Accounting: Practical User Scenario

A step-by-step walkthrough for posting invoices, receiving and making payments, and verifying General Ledger balances.

ROLE: ACCOUNTANT

GOAL: END-TO-END AR/AP CYCLE



# Preconditions



## Before You Begin

### → Chart of Accounts

Fully configured and ready.

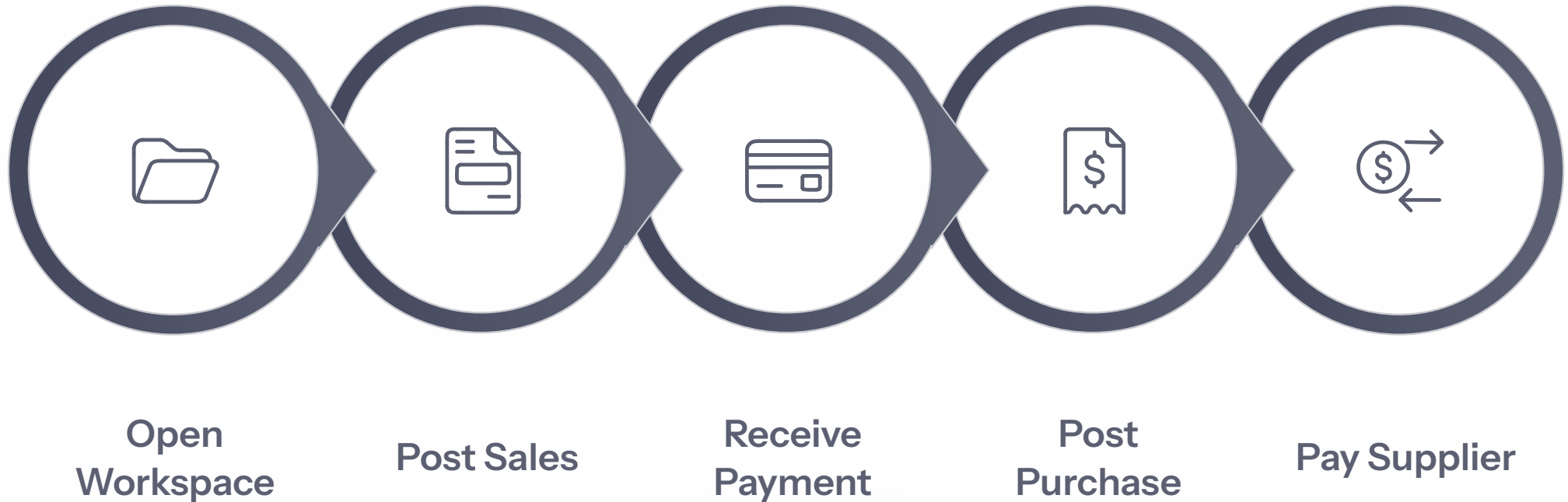
### → Master Records

Customer and Supplier masters exist.

### → Access Rights

Sales Invoice, Purchase Invoice, Payment Entry, Journal Entry, GL Report.

# Workflow Overview



Follow these six steps to complete a full AR/AP cycle and confirm balanced General Ledger entries.





# Step 1 — Open Accounting Workspace

## Action

Navigate to the Accounting workspace.

## Expected Output

Shortcuts, KPIs, and reports are visible and accessible.

## Screenshot

ACC\_01\_WORKSPACE.png

# Step 2 — Post a Sales Invoice (AR)

## How To

01

---

Open Sales Invoice → New

02

---

Select customer, items, and taxes

03

---

Save → Submit

## Expected Output

Receivable balance **increases**

Revenue (and tax if applicable) **posted to GL**

Screenshot: ACC\_02\_SALES\_INVOICE\_SUBMITTED.png



## Step 3 — Receive Customer Payment

### Action

Open Payment Entry →  
Receive. Select customer and  
reference the Sales Invoice →  
Submit.

### Expected Output

Receivable is reduced/cleared;  
bank or cash balance  
**increases.**

### Screenshot

ACC\_03\_RECEIVE\_PAYMENT\_SUBMITTED.png

# Step 4 — Post a Purchase Invoice (AP)

## How To

01

---

Open Purchase Invoice → New

02

---

Select supplier, items/expenses, and taxes

03

---

Save → Submit

## Expected Output

Payable balance **increases**

Expense **posted to GL**

Screenshot:

ACC\_04\_PURCHASE\_INVOICE\_SUBMITTED.png





## Step 5 — Pay Supplier

### Action

Open Payment Entry → Pay.  
Select supplier and reference  
the Purchase Invoice → Submit.

### Expected Output

Payable is reduced/cleared;  
bank or cash balance  
**decreases.**

### Screenshot

ACC\_05\_PAY\_SUPPLIER\_SUBMITTED.png



# Steps 6 & 7 — Validate GL & Month-End Checks

## Step 6 — General Ledger

Open the General Ledger report for the date range. Verify balanced entries for AR/AP and cash/bank with correct references.

✔ Screenshot: ACC\_06\_GENERAL\_LEDGER.png

## Step 7 — Trial Balance (Optional)

Check trial balance and financial statements. Confirm totals align and all accounts reflect the posted transactions.

ℹ Screenshot: ACC\_07\_TRIAL\_BALANCE.png

# Final Result

## AR/AP Cycle Complete



### Invoices Posted

Sales and Purchase Invoices submitted with correct tax and expense entries.



### Payments Processed

Customer payment received; supplier payment made and cleared.



### GL Verified

Balanced entries confirmed in the General Ledger with correct references.

