

FERDSILINKS ACADEMY

**A Beginner User Guide to
Solafide OHADA Accounting Software**



Ferdsilinks Team

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This manual is designed to provide a guide for students and users of Solafide OHADA Accounting on how to use the software. The objective is to simplify the process of learning and this manual is accompanied by YouTube videos which you can find on our YouTube channel @Ferdsilinks or on the website. However, no assurance is given that the information is comprehensive in its coverage or that it is suitable in dealing with a client's particular situation.

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Ferdsilinks is an innovative IT, Data Science, and AI company. We are dedicated to delivering tailored solutions to our clients, encompassing a wide range of services from software development to data analytics, all aimed at helping them achieve their objectives in a faster and more efficient manner. Our team consists of seasoned professionals who are passionate about making a meaningful impact in the world of technology. This tutorial is meant to enable you to better manage your business finances by guiding you through the basics of keeping adequate records for your business operation using Solafide OHADA Accounting System (SOAS). It will guide you through the process of creating an entity, setting up a chart of accounts, recording of transactions and producing financial reports. As you regularly and accurately enter all your records, the Solafide OHADA Accounting System (SOAS) can generate and make available for you better financial Analysis which will help you manage and analyze your business performance.

THE OHADA SYSTEM

OHADA (Organization for the Harmonization of Business Law in Africa) is a system of corporate law and implementing institutions adopted by seventeen West and Central African nations in 1993 in Port Louis, Mauritius before it was revised in 2008 in Quebec, Canada. OHADA is the acronym for the French “Organisation pour l'harmonisation en Afrique du droit des affaires”, which translates into English as “Organisation for the Harmonisation of Corporate Law in Africa”. The OHADA Treaty is made up today of 17 African states. Initially fourteen African countries signed the treaty, with two countries (Comoros and Guinea) subsequently adhering to the treaty and a third (the Democratic Republic of Congo) joined on 12 September 2012. The Treaty is open to all states, whether or not they are members of the Organisation of African Unity. OHADA was created with the objective of fostering economic development in West and Central Africa by creating a better investment climate so as to attract investment in a 225 million-consumer market.

As a West and Central African initiative to harmonize business laws and implementing institutions, OHADA aims to find alternative solutions to the lack of economic growth in sub-Saharan Africa - a region which has challenged and puzzled development economists for several decades. The stated purpose of the initiative is to facilitate and encourage both domestic and foreign investment in the member states, and as most of the participating countries are former French colonies, they draw chiefly on a modernised French legal model to achieve their goals. The laws promulgated by OHADA are exclusively business-related. The OHADA treaty has created a supranational court (Common Court of Justice and Arbitration of the Organization for the Harmonization in Africa of Business Law) to ensure uniformity and consistent legal interpretations across the member countries, and the French influence in court proceedings is apparent.

The most critical tool for legal integration is the Uniform Act. A uniform act is the recollection of all relevant legal norms needed to ease business in the Member States. OHADA includes nine validated Uniform Acts: General Commercial Law, Commercial Companies and Economic Interest Groups, Secured Transactions Law, Debt Resolution Law, Insolvency Law, Arbitration Law, Harmonization of Corporate Accounting, Contracts for the Carriage of Goods, Cooperatives Companies Law. Two Uniform Acts (Arbitration and Accounting) are currently being revised. The businesses across these member states have continuously struggled with their accounting due to lack of a comprehensive and flexible software.

SolaFide OHADA Accounting System (SOAS) aims to solve this specific problem of streamlining accounting processes, ensuring compliance, and accurate financial reporting for businesses in the 17 member states of OHADA. Currently, businesses in these member states face significant challenges when it comes to managing their accounting and bookkeeping tasks. Manual processes, outdated systems, and a lack of standardized practices make it difficult for businesses to maintain accurate financial records and comply with OHADA standards.

The impact of this problem is substantial. Inefficient accounting processes can lead to errors, discrepancies, and delays in financial reporting. This not only hampers decision-making but also puts businesses at risk of non-compliance with OHADA regulations. Inaccurate financial reporting can result in penalties, legal issues, and damage to a company's reputation. Moreover, without streamlined accounting processes, businesses struggle to gain insights into their financial performance and make informed strategic decisions.

In the current market scenario, there are limited solutions available that specifically cater for the unique requirements of businesses operating in the 17 member states of OHADA. Existing software or apps often lack comprehensive features that align with OHADA standards or fail to address the specific challenges faced by businesses in this region. This creates a significant gap in the market for an efficient solution like SolaFide OHADA Accounting & Bookkeeping.

By offering a comprehensive accounting system that follows OHADA standards, SolaFide addresses these challenges head-on. It provides businesses with a user-friendly platform that automates various accounting processes while ensuring compliance with OHADA regulations. With SolaFide's software, businesses can streamline their accounting tasks, maintain accurate financial records, generate timely reports, and gain valuable insights into their financial performance.

Nature of Accounts under the OHADA System

Article 18 of the Uniform Act stipulates that:

- Accounts in the OHADA system are grouped in similar categories called ***Classes***,
- For financial or general accounting, the classes comprise of two main categories of accounts:
 - Classes for financial situation accounts (balance sheet accounts),
 - Classes for management accounts (profit and loss accounts),
- Each class is subdivided into accounts to be identified by their codes of 2 or more digits,
- If the official OHADA accounting chart of accounts does not provide the necessary sub-accounts suited for the operations of an enterprise, that enterprise can create or open other suitable sub-accounts based on the general accounting plan.

- If the accounts in the official chart are too detailed out as compared to the operations of an enterprise, that enterprise can regroup the accounts.

In addition to this self-study guide, Ferdsilinks also organized occasional Solafide accounting courses and business consulting. More information regarding these courses will be made available on the Webpage: www.Ferdsilinks.org .

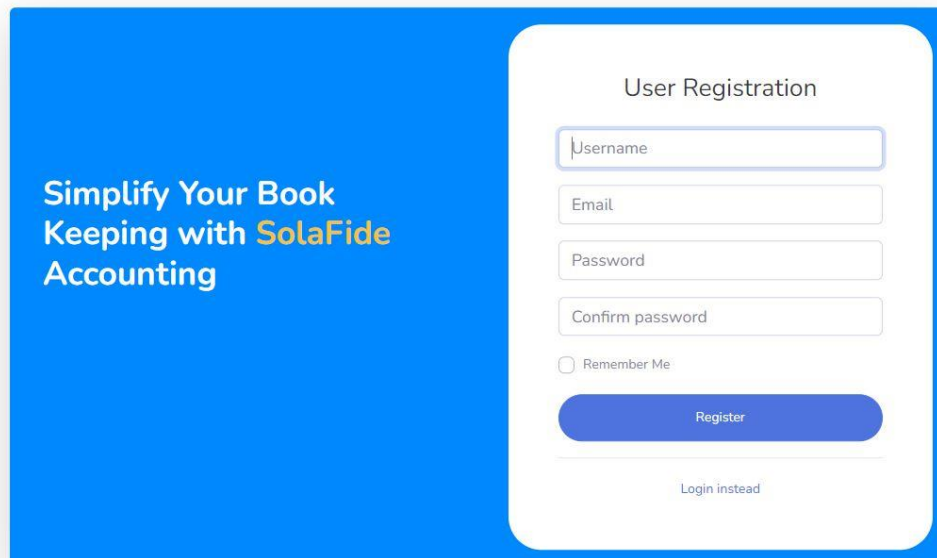
SOLAFIDE ACCOUNTING: GETTING STARTED

When you purchase and download Solafide OHADA Accounting System, you need to start by creating a login in account.

Step 1: Setting up your Account/ Logging in

- **Initial Account Setup:** As a First time user without any account;
- Open the Solafide accounting system, you will see a dialogue box requesting “*your name and password*”. **(Fig 1)**
- Enter your name and choose a *secure password*.
- At the bottom of the box, click on the ‘*Create Account*’ option.
- The dialogue box will then switch to *registration information*.
- Fill in your name, email address, and create a password.
- Once you’ve completed the registration information, select the “*Register*” option.

SOLAFIDE



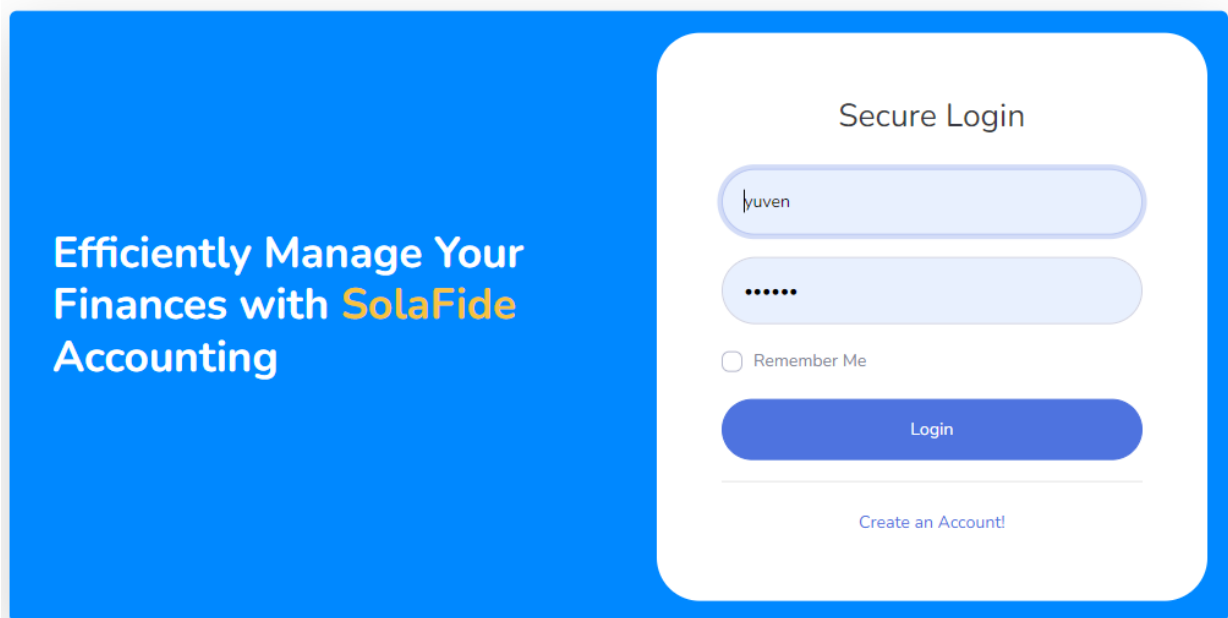
The image shows a user registration interface. On the left, a blue box contains the text: "Simplify Your Book Keeping with **SolaFide** Accounting". On the right, a white rounded rectangle titled "User Registration" contains the following fields: "Username", "Email", "Password", and "Confirm password". Below these fields is a checkbox labeled "Remember Me". A blue "Register" button is positioned below the checkbox. At the bottom of the white box, there is a link that says "Login instead".

Logging In

As a returning user with an existing account;

- Open the Solafide accounting system, you will be presented with a login screen. **(Fig 2)**
- Enter your *username* (the one you provided during registration) and *password*
- Then click on the "*Login*" option.

SOLAFIDE

The image shows a login interface for the Solafide accounting system. On the left, a blue banner contains the text "Efficiently Manage Your Finances with Solafide Accounting". On the right, a white rounded rectangle titled "Secure Login" contains two input fields: the first for the username "juven" and the second for the password, represented by dots. Below the password field is a "Remember Me" checkbox. A blue "Login" button is positioned below the checkbox. At the bottom of the white box, there is a link that says "Create an Account!".

Efficiently Manage Your Finances with **Solafide** Accounting

Secure Login

juven

.....

☐ Remember Me

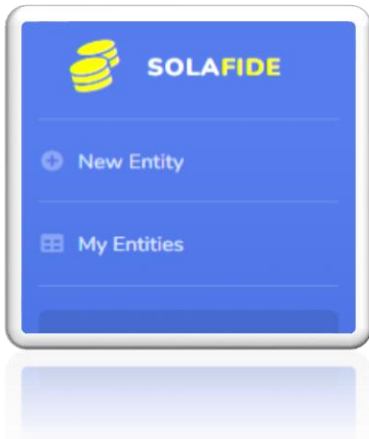
Login

[Create an Account!](#)

Welcome to the Solafide OHADA Accounting System

The Creation of an Entity

- Go to new entity found at the top right of your screen and click on it.



- A new box will appear, fill the needful information.

Take note of the foot boxes; they are very important.

A screenshot of the 'Entity Information' form within the SOLAFIDE application. The form is titled 'Entity Information' with a small icon of a building. It contains several input fields for user information: 'Entity Name' (placeholder: 'Entity name...'), 'Taxation number' (placeholder: 'Taxation number...'), 'Address Line 1' (placeholder: 'Address line 1'), 'Country' (placeholder: 'Country'), 'City' (placeholder: 'City'), 'State/Province' (placeholder: 'State'), 'Zip Code' (placeholder: 'Zip Code'), 'Email' (placeholder: 'Entity email...'), 'Website' (placeholder: 'http://www.mywebsite.com..'), 'Phone Number' (placeholder: 'Phone number...'), and 'Fiscal Year Start' (placeholder: 'January'). At the bottom of the form, there are three checkboxes: 'Populate Default CoA', 'Activate All Accounts', and 'Use Accrual Method'.

Entity information

- Entity Name:** The information needed here is the name of your business.
- Taxation number:** Fill in your company taxpayer number

- c) **Address line 1:** Input the location in detail to which your business is found
- d) **Country:** Put the country of your business location
- e) **City:** Input the city location of the business
- f) **Sate\Provence:** The region in which your business operates
- g) **Zip code:** This could also be referred to as the P.O Box of your business, if any.
- h) **Email:** Fill this box with the business email address, if any
- i) **Website:** if the business has a website, then you fill it in this box.
- j) **Phone Number:** In this box, put the business contact for communication when necessary.
- k) **Fiscal year:** This box already has a default month of January in it. This is due to the fact that the fiscal year in Cameroon runs from January to December but it might be different in some cases as such, '*click in the box*' a pop-up menu will appear, select the desired '*month*'.
- l) **Populate Default Chart of Account:** This box advised to be '*ticked*'; this is to ensure that the Solafide accounting system will load the default chart of account as it is in the OHADA accounting plan. However, unless you don't intend to use it, you can leave it unticked.
- m) **Activate all Account:** Make sure you '*tick*' this box, to allow the Solafide accounting system recognize an account when it's been used. So once unticked there will be no way the accounts will be used in the system.
- n) **Use Accrual Method:** This box is *optional* as some businesses operate in a Cash base system. So once left '*unticked*' the system will understand that your business operates on a cash base. But when *ticked* it can now operate in an accrual base system.
- o) Click on the '*create option*' at the bottom and the information will be saved as you will be sent to your dashboard.

Adding Users to the System

The Solafide OHADA System allows the administrator to add as many users as it please to enable the organizational structure of the entity grant access only to their respective departments. So, to add a user in the system, all we do is

- Go to the side navigation bar and select '*administration*' then click on '*manage users*', on your workspace at the left side top take the '*add user caption*' with the '*plus sign*'. Another menu will open, all that will be left to do is fill the information required like the role, the names, email and a password which will later be given to the user. When done, click on the bottom option that says *Add User*. Congratulations

+ User Information

Role
Administrator

First name
Last name

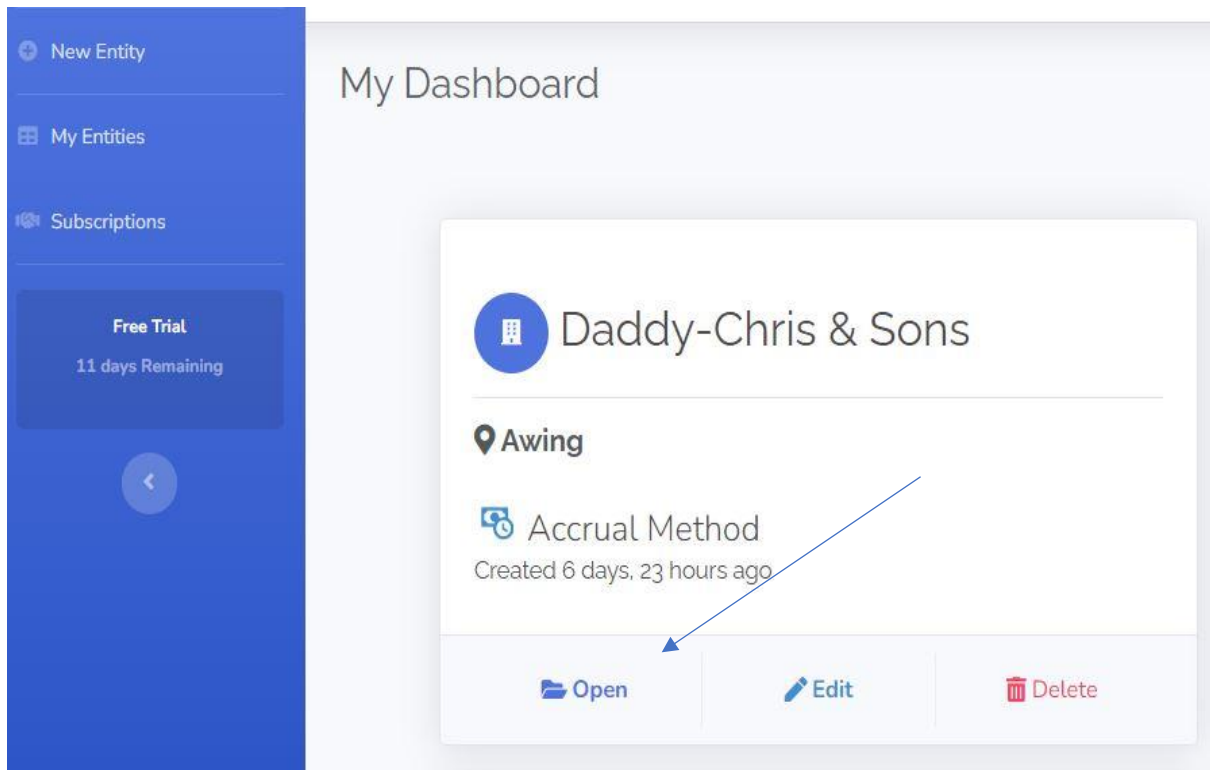
Email
Clinton

Password
.....

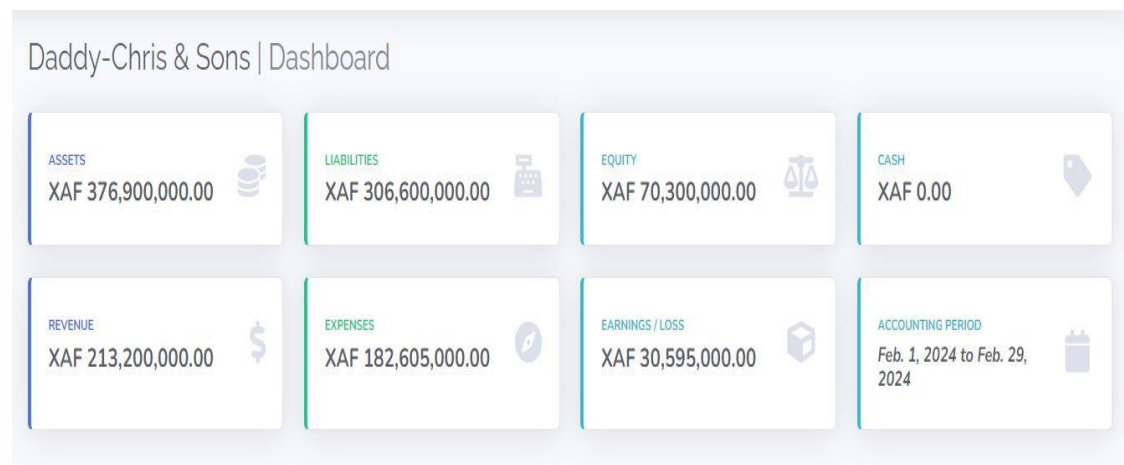
Add User

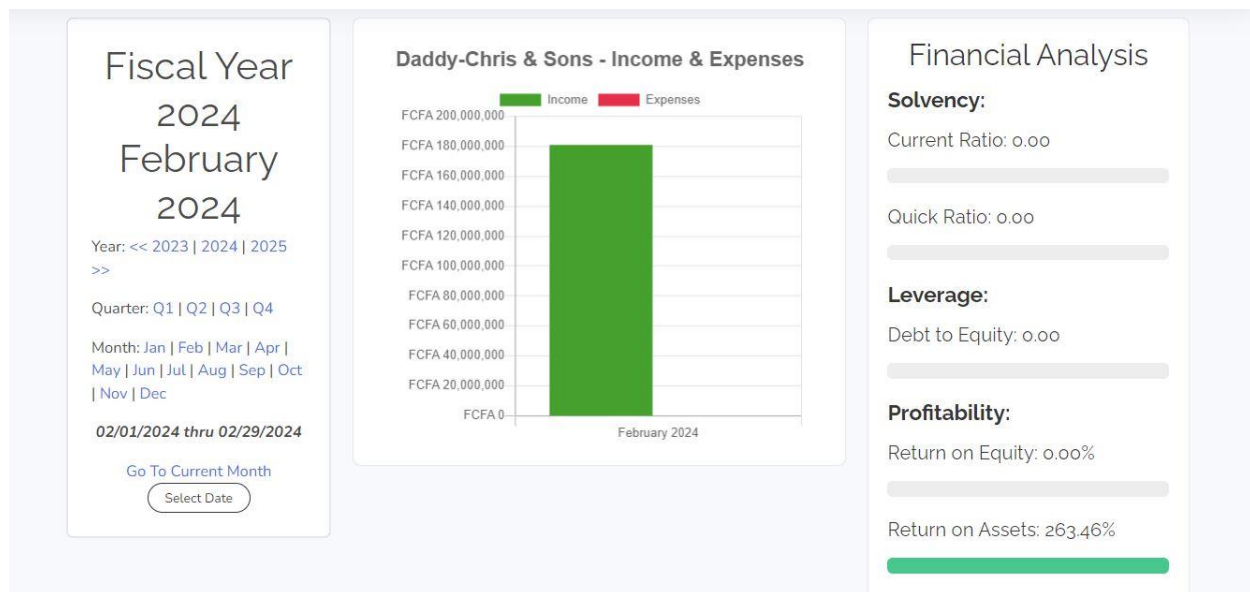
Step 2: Familiarize Yourself with the Solafide Accounting Dashboard

- After creating your Entity, '*the Dashboard*' will appear.
- You can then access the entity by taking the '*open option*' found at the bottom of the entity box where you will be shown the entity Dashboard **(Pic below)**.

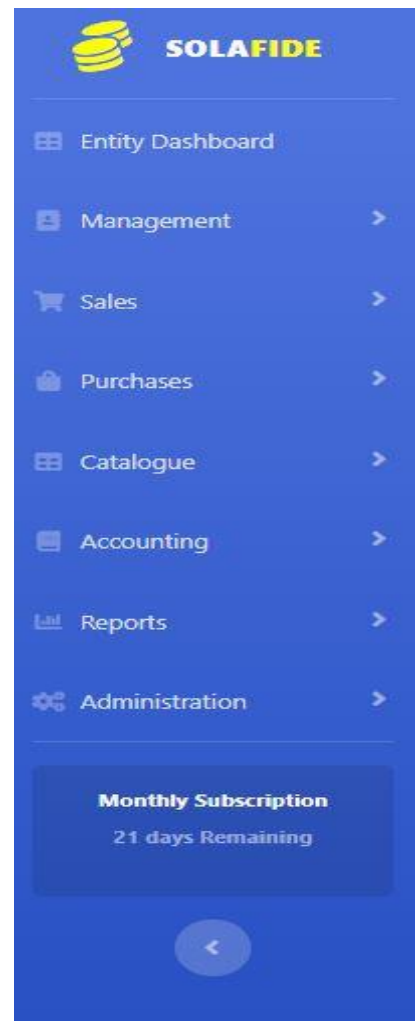


The Solafide OHADA Accounting system entity dashboard has been designed in a web base format so that it can be easy to navigate: at the left side of the screen we have **The Side Navigation Bar** and it contains Entity Dashboard, Management, Sales, Purchases, Catalogue, Accounting, Reports and Administration.





While the work space has information such as **summary of the Assets, Liability, Equity, Cash, Revenue, Expenses, Profit or Loss** and the **Accounting period**. At the left side of the workspace the Fiscal years are displayed and just after there is a bar chard which displays the income and expenses of the period and at the right you have the Financial Analysis results.



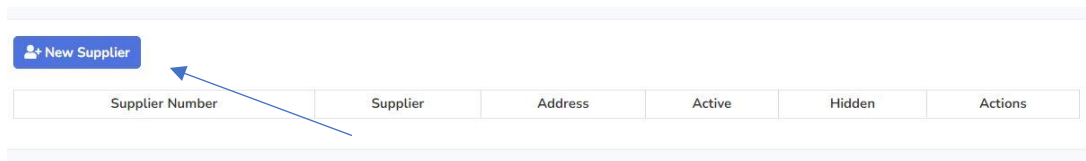
Step 3: Managing Your Solafide Accounting system

Management


This section allows the users to track their third-party accounts and the bank accounts. That is, this section has items such as Customers, Suppliers, Banks/Cash, Entity Unit and Inventory movement.

❖ **Suppliers:** Since Solafide system operates in line with the OHADA system and chart of accounts, *Suppliers* are treated as third party accounts since they affect the business externally. To register a supplier in the system:

- Go to the side navigation bar and click on '*management*' then select '*suppliers*'
- At the top of the work space click on '*add new suppliers*'



- Then fill in the required information and click on the '*create option*'. The supplier will be registered in the chart of accounts under the Class 4 with an account number too.

 **Supplier Information**

Supplier Name Tax Registration Number (Optional)

Address Line 1 Address Line 2 (Optional)

Country

City State/Province Zip Code


Email Website Phone Number





Active ☒ Hidden ☐

Create

❖ **Customers:** According to the OHADA chart of accounts, *Customers* are treated as third-party accounts, as they affect the business not internally. They fall under class four so in creating a customer data in the system. To register a customer in the system:

- Go to the side navigation bar click on *management* and select *customers*
- Then at the top of the box in your work space, click on the option *new customer* click on it.

 **New Customer**

Customer Number	Customer	Address	Active	Hidden	Actions
C-0000000009	FERDSILINKS	Buea			 

- Fill in the required information, then you take the '*create option*' at the bottom of the box. Automatically the customer is added to the chart of accounts alongside its account number.

Customer Information

Customer name

Address Line 1

Address Line 2 (Optional)

Country

City

State/Province

Zip Code

Email

Website

Phone Number

Active ☒

Hidden ☐

Create

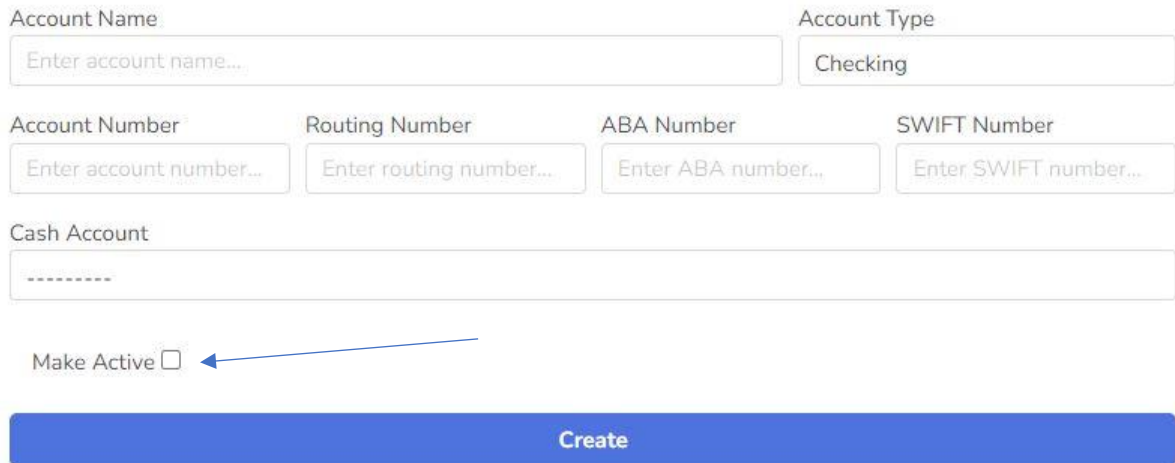
❖ **Bank/Cash:** Bank or Cash in the Solafide OHADA accounting system is made up of three major elements which are cash at hand, cash at local bank and cash at electronic money. To make use of any of these elements in the system:

- Set up the accounts in the chart of account (**Error! Reference source not found.**)
- Go to the side navigation bar and click on *'management'*
- Select *'bank/cash'* and then go to the work space and click on *'new account'* which is found at the top left side of the workspace

+ New Account						
Name	Account Number	Routing Number	Type	Cash Account	Active	Actions
NFC			Checking	521 - Local banks	<input checked="" type="checkbox"/>	

- A box will be presented, fill the information needed and when done take the *'create option'* and you will be done.

Account Information



Account Name

Account Type

Account Number

Routing Number

ABA Number

SWIFT Number

Cash Account

Make Active ☐

Create

Note: When creating the account, the little box before the ‘*create option*’ should always be ticked, if not the account will not be noticed when transactions are to be recorded in it.

- ❖ **Inventory Movement:** This allows you to tract your stocks; that is, to know the quantity that is at suppliers keeping, the one on transit and the quantity that you have received.
- ❖ **Entity Unit:** This is a section under the ‘*catalogue section*’ that allows you to create and keep track of your entities in other locations. In other words, the branches your business may have in different areas. To do so, click on the ‘*catalogue*’ on the side navigation bar and select ‘*entity unit*’, then, fill the *name*, *location* and the *prefix* of the entity. Click on ‘*create*’.
- 1. **Sales:** Every business deals with goods or services; however there is need to convert these goods/services to money through sales. Hence sales could be seen as the act of exchanging products or services for money and in the Solafide OHADA System sales is done as follows:
- ❖ **Invoice:** An invoice is a document that maintains a record of a transaction between a buyer and seller. Or it is a list of goods or services provided by one

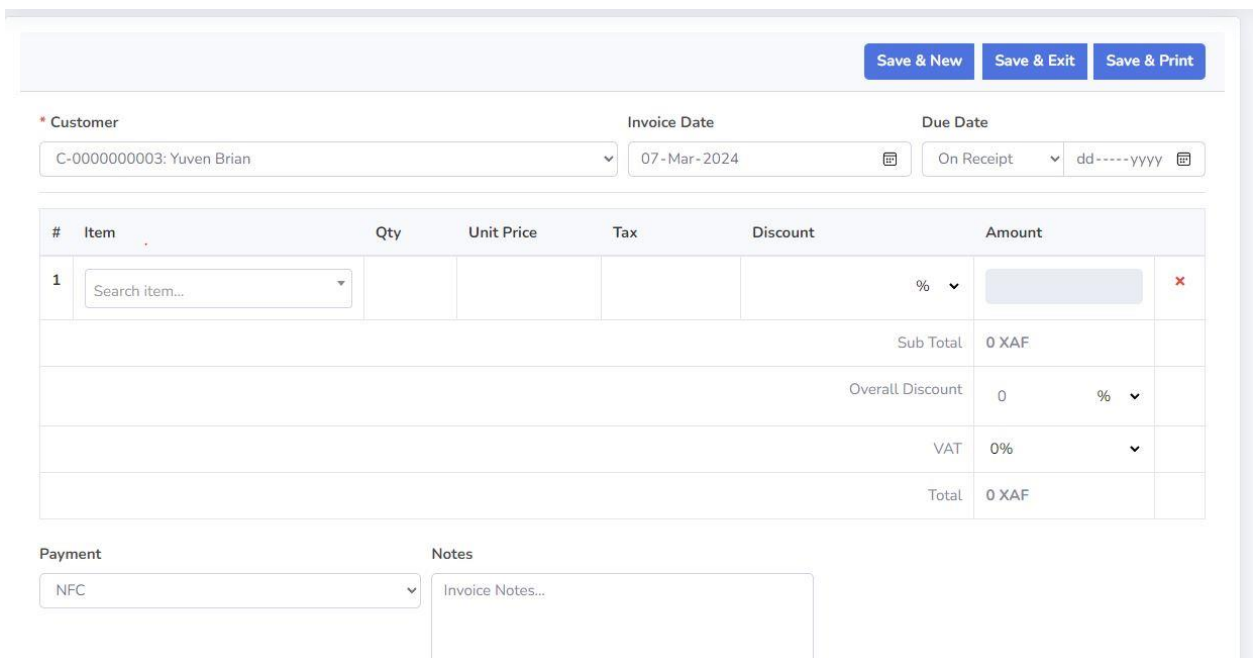
party to another, along with the statement of the sum owed for these. In other words, it's a bill sent along to request payment after work has been successfully rendered in the Solafide OHADA accounting system. There are two types of invoices the **Credit and Cash invoice**. To create an invoice in the Solafide OHADA Accounting system:

- Go to the side bar and click on '*management*' then select '*invoice*' and
- Go to the work space at the top left click on the '*plus sign*' that has a caption Invoices note select the invoice you want.



Invoice Number	Status Date	Status	Invoiced To	Amount	Payments	Past Due?	Actions
I-2024-0000000010	April 16, 2024	Paid	Incoming Customer	XAF 150,000.00	XAF 150,000.00		 

- ❖ On the work space, an interface will appear, fill in the information needed for the invoice then at the top right-hand side of the work space you will see the various save options, chose the one and you will be done with the invoice.



Save & NewSave & ExitSave & Print

* Customer

C-0000000003: Yuven Brian

Invoice Date

07-Mar-2024

Due Date

On Receipt dd-----yyyy

#	Item	Qty	Unit Price	Tax	Discount	Amount
1	Search item...				%	
Sub Total						0 XAF
Overall Discount						0 %
VAT						0%
Total						0 XAF

Payment

NFC

Notes

Invoice Notes...

- ❖ **Credit Note:** Also known as a credit memo, this is issued to indicate a return of funds in the event of an invoice error, incorrect or damaged products.

Purchases

This is the procurement process a business or organization uses to acquire a good or service so as to accomplish the goals of the organization the Solafide OHADA accounting systems treats purchase as follows

- ❖ **Bills:** A bill is a commercial document sent by a seller to a buyer detailing the amount the buyer owes for products or services they received. A bill is issued before payment is sent, it provides a record of a transaction, and serves as a reminder to the buyer to make a payment. Creating a bill in the Solafide OHADA System is not complicated all we have to do is:
 - Go to the side navigation bar and select '*Management*' then '*bills*'
 - Then click the '*plus sign*' at the top of the left side of your work space with the caption *latest bill*.



Number	Status	Status Date	Vendor	Amount Due	Payments	Past Due	Actions
B-2024-0000000008	Paid	April 16, 2024	SP1	XAF 750,000.00	XAF 750,000.00		 

An interface which is similar to that of the invoice will present itself on your work space, all you have to do is fill the required information such as the **supplier, the due dates, products, VAT and discounts, means of payments** and **notes** if any.

Save & New Save & Exit Save & Print

* Supplier

S-0000000001: CONGECAM

Bill Date

12-Mar-2024

Due Date

On Receipt

dd-----yyyy

#	Item	Qty	Unit Price	Tax	Discount	Amount
1	<div>Search item...</div>				%	
Sub Total						0 XAF
Overall Discount						0 %
VAT						0%
Grand Total						0 XAF

Payment

CASH

Notes

Bill Notes...

Once you are done filling the information you can now click on any of the save options found at the top right of your work space and you will be done.

❖ **Purchase Order:** A Purchase Order (PO) is a commercial document issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services required in creating the PO in the Solafide OHADA Accounting system

- go to the side navigation bar and click on Purchase then select purchase order
- Click on the plus sign at the end of the caption Latest Purchase order.

+ New Purchase
Latest Purchase Orders
page 1 of 1

PO Number	Description	Status Date	PO Status	PO Amount	Actions
PO-2024-0000000002	Purchase Request	April 16, 2024	Approved	XAF 200,000.00	

- The interface that comes up at the top right of your work space will require you to fill some information, when done with the inter face select the save options you will want.

Save & New Save & Exit Save & Print

*** Title**

Purchase Order Date

#	Item	Qty	Unit Price	Tax	Discount	Amount
1	<input type="text" value="Search item..."/>				<input type="text" value="0"/> %	<input type="text" value="0"/>
Sub Total						0 XAF
Overall Discount						0 %
VAT						0%
Grand Total						0 XAF

Notes

❖ **Debit Note:** A Debit note is treated as a Bill only; that it, it is used when the business is dealing with a Supplier with whom they deal with credits and as such the entity need to have information about that Supplier. This has a similar interface with that of a bill only that it has details on the Supplier from who the Bill is gotten.

Catalogue

This in an element found at the side navigation bar which helps you keep track of your business activities and as such has the following: Products, Services, Business Expenses, Inventory and Unit of measurement.

❖ **Product:** This section contains the kind of good your business buys and sells hence it helps you keep track of the goods you buy and sell. To get a good registered:

- Go to the '*catalogue option*' on your side navigation bar and select '*product*'.
- Click the '*plus sign*' at the end of the heading product list, then fill in the required information such as the product name, Unit Cost, the SKU code

(stock keeping unit), the UPC code (Universal product cost / the Bar code), the internal ID, Unit of Measurement, Earnings account, the Purchases account and the inventory account. then you select the create option.

Product Information

Product Name	Unit of Measure	Unit Cost
<input type="text" value="Product name..."/>	<input type="text" value="-----"/>	<input type="text" value="0"/>
UPC Code	SKU Code	Internal ID
<input type="text" value="Universal Product Code or Bar code..."/>	<input type="text" value="Stock Keeping Unit..."/>	<input type="text"/>
Default Discount %	Default Tax %	
<input type="text" value="0"/>	<input type="text" value="0"/>	
Earnings Account	Purchase Account	Inventory Account
<input type="text" value="-----"/>	<input type="text" value="-----"/>	<input type="text" value="-----"/>

Create

- ❖ **Service:** This section allows you to track the services you render to your customer if you are an organization that deals with the provision of services. So to register a service you offer
 - Move to the side navigation bar and click on '*Catalogue*' then select the '*service option*'
 - On your work space an interface will be presented and all you have to do is fill in the information needed, then click on the '*create option*' at the bottom of the interview box. Congratulations, you are done.

Service Information

Service Name	Unit of Measure	Unit Cost
<input data-bbox="298 310 808 346" type="text" value="Service name..."/>	<input data-bbox="824 310 1063 346" type="text" value="-----"/>	<input data-bbox="1079 310 1328 346" type="text" value="0"/>
Default Discount %	Default Tax %	
<input data-bbox="298 409 808 445" type="text" value="0"/>	<input data-bbox="824 409 1328 445" type="text" value="0"/>	
Earnings Account		
<input data-bbox="298 493 1328 529" type="text" value="-----"/>		
<input data-bbox="298 556 1328 594" type="button" value="Create"/>		

❖ **Business Expenses:** This is the cost a business incurs while carrying out its ordinary activities. Most if not all businesses subtract these expenses from their revenue so as to have their profits or loss. In the Solafide OHADA Accounting system setting up these expenses can be done as such:

- Move to the side navigation bar and click on '*catalogue*' then select '*business expenses*' and click on '*add expenses*' on your left side of your workspace and fill in the information that is needed. Once done take the '*create option*' at the bottom.

Expense Information

Expense Name	Item type
<input data-bbox="199 1323 1003 1358" type="text" value="The item name..."/>	<input data-bbox="1019 1323 1412 1358" type="text" value="-----"/>
Unit of Measure	Default Unit Cost
<input data-bbox="199 1421 803 1457" type="text" value="-----"/>	<input data-bbox="820 1421 1412 1457" type="text" value="0"/>
Expense Account	
<input data-bbox="199 1520 1412 1556" type="text" value="-----"/>	
<input data-bbox="199 1633 1412 1680" type="button" value="Create"/>	

❖ **Inventory items:** The Solafide accounting system presents this option to its user so that they can be able to keep track of their inventory. That is, the goods that are been bought, stocked and later on sold and to be updated in inventory situation of your business. To ensure this, go to:

- Catalogue which is found on the side navigation bar and click '*inventory item*'.
- Then click on the '*plus sign*' at the end of the caption my inventory item, then fill in the required information. That is, the inventory name, the unit of measurement, the UPC code, the SKU code, internal ID, the item type, default monetary value and the inventory account; then you take the '*create option*'.
Congratulations

❖ **Unit of Measurement:** This section shows the units in which your goods are bought and sold. To enter the units in the OHADA accounting system, go to the '*side navigation bar*' and select '*catalogue*' then '*unit of measurement*' and on your workspace click on the '*plus sign*' at the end of the caption unit of measurement list. Then proceed to fill the name of the unit and its abbreviation. Make sure the little box at the end is ticked so as to show that the unit is active and then you take the create option.

Accounting:

This section deals more with the books of original entries and as such it is mostly been used by the accountants.

Adding an account

- Click on '*Accounting*' found on the side navigation bar and select '*chart of account*'.
- The chart of account will open and at the top of the list you will find '*add account*' caption with a plus sign at the front click on it.

Account Name	CoA	Balance Type	Active	Actions
CASH				
521 LOCAL BANKS				
521: Local banks	Default CoA	Debit		

- A box will open up, demanding you to fill the ‘*account code or number*’, account name, account role and the natural nature of the account that is if its debit or credit balance.

Account Code:
Alpha Numeric (auto generated if not provided)...

Account Name:
Account Name...

Account Role:
10 CAPITAL

Account Balance Type:

Submit

- Then click on ‘*submit*’ to add and save the account to the ‘*account chart*’.

Editing an Account

- Click on ‘*Accounting*’ found at the side navigation bar and select ‘*chart of account*’.
- The chart of account will open, go to the ‘*action*’ Column found at the far right of your work space and click on the ‘*second action*’ key which has a pencil like shape so as to open the edit box of the account you want to edit.

Account Name	CoA	Balance Type	Active	Actions
<u>521 LOCAL BANKS</u>				
521: Local banks	Default CoA	Debit		  

- Once you click on the ‘*edit icon*’ the edit box will come up, there you can do the changes you want.

Note: When editing the account code or number it should be within the registered class of account; that is, you cannot have a class five account having the account code/number of classes one, the system will not make changes to such account.

Account Code:

521

Account Name:

Local banks

Account Balance Type:

Debit

Active: ☒

Position:

Child of

Relative to:

- - 05000: Cash Accounts Root Node (debit)

Submit

Back

- When you finish making the changes you want, take the ‘*submit option*’ at the bottom of the box and the system will save and make effect of the changes which could be seen in the chart of account.

Deactivating an Account

In deactivating an account in the Solafide accounting system, the system needs to recognize the account when recording a business transaction. In other words, the account will not be presented to you when you look for it after deactivating.




Note: Also to activate the account only click on deactivate or just follow the steps bellow

- Go to accounting in the side navigation bar and select '*chart of account*'.
- Then move to the action Colum and click on the third icon which is '*red*'.

CASH

Account Name	CoA	Balance Type	Active	Actions
<u>501 TREASURY SECURITIES AND CASH BONDS</u>				
5011: Short term treasury securities	Default CoA	Debit	✓	  

- Once that is done the color will change to '*green*' and then in the Active Colum, there you will see it changed from green to '**red**' which will mean the account is '*deactivated or inactive*'.

Account Name	CoA	Balance Type	Active	Actions
<u>501 TREASURY SECURITIES AND CASH BONDS</u>				
5011: Short term treasury securities	Default CoA	Debit	✗	  

- The same process on a deactivated account will hold true for the account to be activated.

Viewing of Account Report

Solafide accounting system makes it possible for you to view transactions of a selected account. All you need to do is:

- To go '*accounting*' on the side navigation bar and select '*chart of account*'.
- Then move to the action Colum and click on the first icon then a report of the selected account will be presented to you.

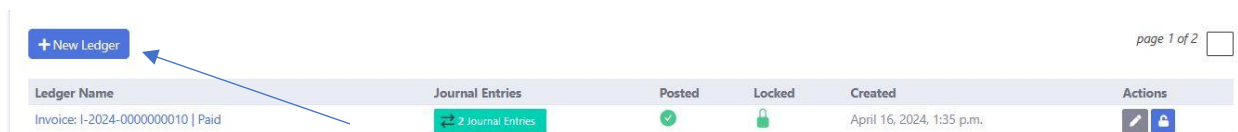
Account Name	CoA	Balance Type	Active	Actions
<u>521 LOCAL BANKS</u>				
521: Local banks	Default CoA	Debit		  

- i. **Ledger:** The Solafide accounting system has the ledger section in which this is where the recordings of transactions are done and in hopes to make the recording simple for the user the ledger contain the journals as well

Creating Leger Models

By default the system presents to you principally the various ledger models such as the opening balance ledger, the sales ledger, the purchase ledger, cash ledger and the general ledger. But if you see the need to add more, follow this procedure.

- Go to ‘*accounting*’ at the side navigation bar and click on ‘*ledger*’
- The above ledgers will be presented to you but to add more you will click on the ‘*plus sign*’ found at the end of the heading **NEW LEDGER**.



All you will have to do is fill in the ledger name you want and then take the ‘*create option*’ the ledger will be created and ready for you.

Ledger Name:

Create

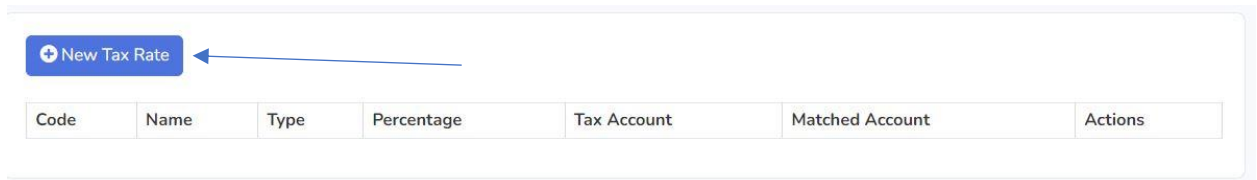
Back

❖ **Editing a Ledger:** In case you see the need to modify a ledger all you will need to do is go to ‘*accounting*’ on the side navigation bar and select ‘*ledger*’ then move to the action Colum and click on the ‘*pencil like icon*’. Click on the ‘*update option*’.

❖ **Deleting a Ledger:** To delete a ledger in the Solafide accounting system, go to ‘*accounting*’ on the side navigation bar and select ‘*ledger*’, then move to the action Colum at the end of the three icons. You will see a ‘*red dustbin shaped icon*’ click on it and an interview question will come up asking if you are sure you want to delete, you can then take the answer that suits you.

ii. **Tax Rates:** Tax percentages may vary in the various countries or areas in which the business are located but the tax that often has a fixed rate is the **VAT (Value Added Tax)**. To set this up in the system we:

- Go to ‘*accounting*’ on the side navigation bar and click on it a drop-down menu will present it self
- Click on *tax rates* and a new box will show up
- At the top left of the box, you will see *new tax rate* click on it



Code	Name	Type	Percentage	Tax Account	Matched Account	Actions
------	------	------	------------	-------------	-----------------	---------

- A new box will come up in which you will have to fill the information; such as the tax code, tax name, tax percentage, tax type, tax account and its matching account.

Note: The matching account in this case is the account in which the tax is been calculated from. For example, VAT on purchase is calculated from the purchase account and VAT on sales is done from the Sales account.

The image shows a web form for configuring a tax rate. It contains the following elements:

- Tax Code:** A text input field with the placeholder text "Enter tax code ...".
- Tax Name:** A text input field with the placeholder text "Enter tax name...".
- Tax Percentage:** A text input field with the placeholder text "Enter rtax percentage...".
- Tax Type:** A text input field containing the value "debit".
- Tax Account:** A text input field with the placeholder text "-----".
- Matching Account:** A text input field with the placeholder text "-----".
- Create:** A light blue button with rounded corners and a teal border.
- Back:** A dark grey button with rounded corners.

- When done with the filling of the required information at the bottom you will see the '*create option*' click on it and the tax rate will be saved and ready for use.

Step 4: Recording of Business Transactions

There are so many ways to carry out transactions in an accounting system; however, in the Solafide OHADA accounting system there are two ways in which recording can be done: **the Bill and Invoice method** or the **Ledger method**. Firstly, note that if you chose to use any of the methods above you must first record the open balances in the system if you are a first-time user.

Recording Opening Balances

- Go to 'accounting' in the side navigation bar and select 'Ledger'.
- A display box will present itself you then click on the 'Opening Ledger'.

Ledger Name	Journal Entries	Posted	Locked	Created	Actions
OPENING BAL. 2024	↔ 1 Journal Entries	⊖	🔒	Feb. 29, 2024, 5:02 a.m.	✎ ⬆ ⬇
GENERAL	↔ 0 Journal Entries	⊖	🔒	Feb. 29, 2024, 5:02 a.m.	✎ ⬆ ⬇
PURCHASES	↔ 0 Journal Entries	⊖	🔒	Feb. 29, 2024, 5:02 a.m.	✎ ⬆ ⬇
SALES	↔ 0 Journal Entries	⊖	🔒	Feb. 29, 2024, 5:02 a.m.	✎ ⬆ ⬇
CASH	↔ 0 Journal Entries	⊖	🔒	Feb. 29, 2024, 5:02 a.m.	✎ ⬆ ⬇

- There at the action center click on 'transactions', this is represented by an icon which has two arrows one pointing to the left and the other to the right.

Document Number	Timestamp	Activity	Description	Posted	Locked	Unit	Txs Count	Actions
JE-2023-000-0000000001	Dec. 31, 2023, midnight		Opening Balances for 2024	⊖	🔒		0	🔒 ⬇ ✎ 👁 ⬆

- Once that is taken you can then select the various accounts to be debited and the ones to be credited.

Journal Entry Transactions						
Timestamp	Account	Account Name	Unit	Description	Debit	Credit
Dec. 31, 2023, midnight	103	Personal capital		OPBAL		XAF 15,000,000.00
Dec. 31, 2023, midnight	162	Loans from financial institutions		OPBAL		XAF 6,000,000.00
Dec. 31, 2023, midnight	23101	Building		OPBAL	XAF 9,000,000.00	
Dec. 31, 2023, midnight	24511	Vehicle		OPBAL	XAF 7,000,000.00	

- At the end of the ‘*recording cells*’, you will see a save option. Once you are done recording click the ‘*save option*’ and then take the done option. All your recordings will be saved and ready to be locked.

CASH - 521: Local banks (debit) ▼	OPBAL	1800000.00		
CASH - 571: Head office cash till (debi... ▼	OPBAL	200000.00		
Select account ▼				

Recording of transactions using Sales and Purchases method.

In this method, all the user has to do is issue an invoice or receive a bill and then the system will automatically record the transaction for you. That means, even with little or no OHADA accounting knowledge the user can still carry out the transactions and the system will record the accounts for you. To issue an invoice in the system follow this procedure.

In Sales:

- Go to the side navigation bar click on ‘*sales and select invoice*’ or you could move to the plus sign found on you top right hand of your workspace and click on it, a drop-down menu and select they kind of invoice you want.

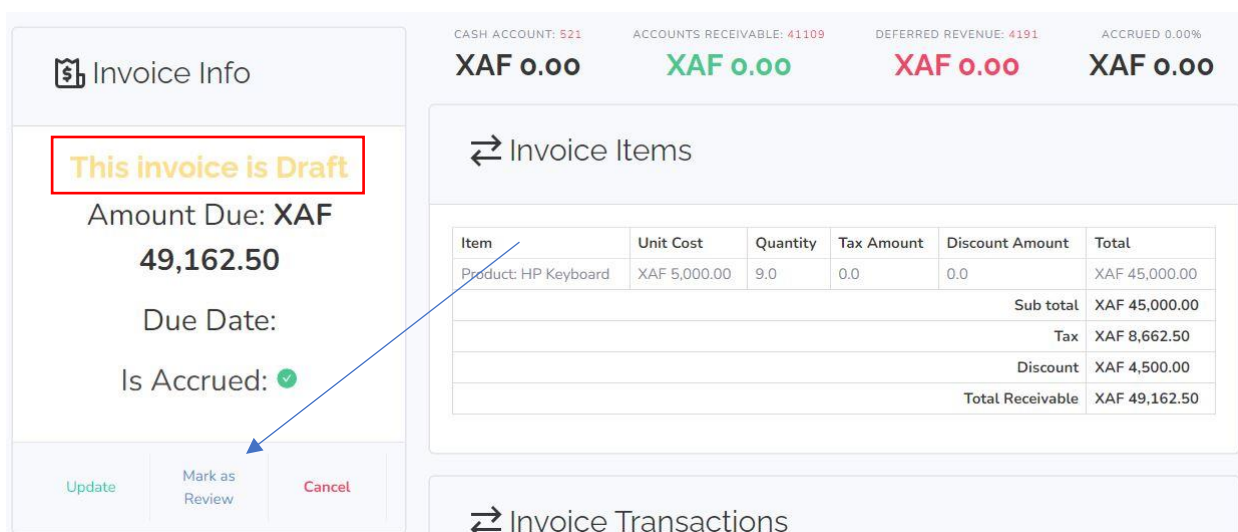
- Then click on the action Colum at your work space, select the first icon which has an ‘eye symbol’ on it.



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Invoice Number	Status Date	Status	Invoiced To	Amount	Payments	Post-Due?	Actions
I-2024-0000000010	April 16, 2024	Paid	Incoming Customer	XAF 150,000.00	XAF 150,000.00		 

- Once clicked upon the work space will present itself as such




Invoice Info

This invoice is Draft

Amount Due: **XAF 49,162.50**

Due Date:

Is Accrued: 

Update
Mark as Review
Cancel

CASH ACCOUNT: 521 **XAF 0.00**
 ACCOUNTS RECEIVABLE: 41109 **XAF 0.00**
 DEFERRED REVENUE: 4191 **XAF 0.00**
 ACCRUED 0.00% **XAF 0.00**

Invoice Items

Item	Unit Cost	Quantity	Tax Amount	Discount Amount	Total
Product: HP Keyboard	XAF 5,000.00	9.0	0.0	0.0	XAF 45,000.00
Sub total					XAF 45,000.00
Tax					XAF 8,662.50
Discount					XAF 4,500.00
Total Receivable					XAF 49,162.50

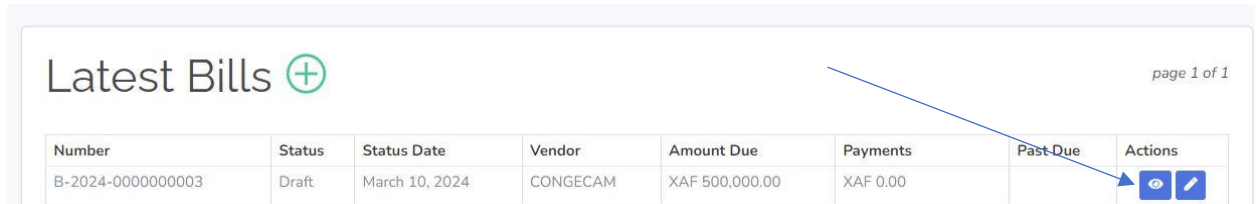
Invoice Transactions


Note: At the left-hand side you will see invoice info and with a caption this invoice is draft. That is to say, it's not yet recorded. To record it you will have to:

- Go to the ‘second option’ at the bottom of the invoice info which is marked as ‘review’ then answer the interview question that follow.
- Still in the work space a new option will come up make sure to take ‘approved’, once that this done a new sheet will be presented informing you that the invoice has been approved. Now the transaction is recorded; so, to see the accounts involved just scroll down.



In Purchases:

- Go to the ‘side navigation bar’ and select ‘Purchase’, click on ‘purchase bill’.
- Then go to the action Column and click on the first icon which has an ‘eye like symbol’

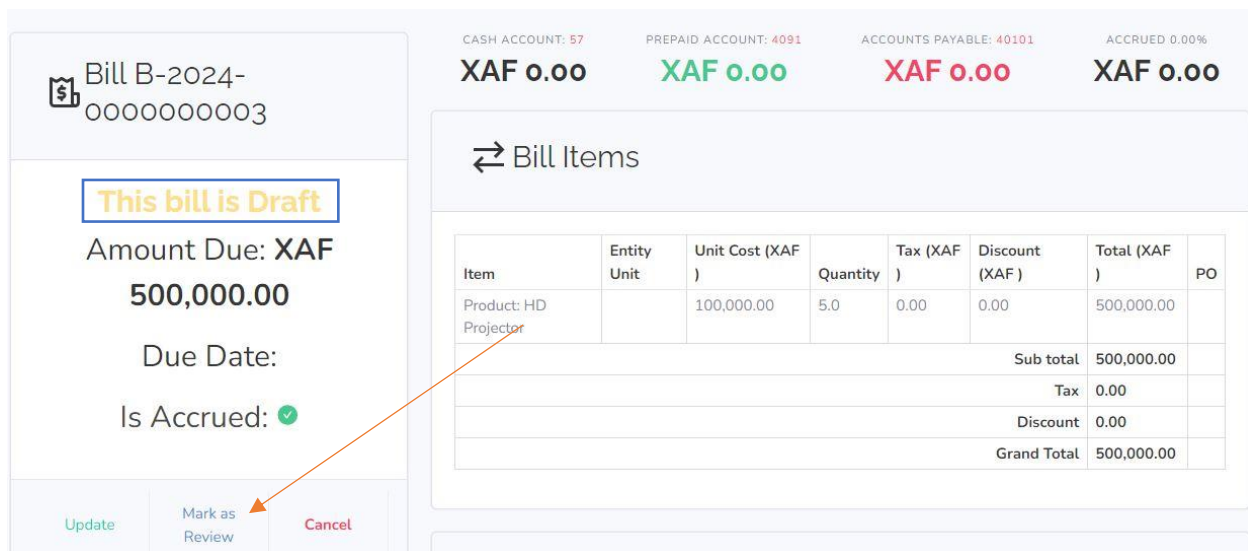


Latest Bills 

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Number	Status	Status Date	Vendor	Amount Due	Payments	Past Due	Actions
B-2024-0000000003	Draft	March 10, 2024	CONGECAM	XAF 500,000.00	XAF 0.00		 

- An inter face which is similar to that of the invoice will present itself.
- Once clicked upon, the work space will present itself as such







Bill B-2024-0000000003

This bill is Draft

Amount Due: **XAF 500,000.00**

Due Date:

Is Accrued: 

CASH ACCOUNT: 57 PREPAID ACCOUNT: 4091 ACCOUNTS PAYABLE: 40101 ACCRUED 0.00%

XAF 0.00 XAF 0.00 XAF 0.00 XAF 0.00

⇌ Bill Items

Item	Entity Unit	Unit Cost (XAF)	Quantity	Tax (XAF)	Discount (XAF)	Total (XAF)	PO
Product: HD Projector		100,000.00	5.0	0.00	0.00	500,000.00	
Sub total						500,000.00	
Tax						0.00	
Discount						0.00	
Grand Total						500,000.00	

Note: On the left-hand side you will see Bill info with a caption, this Bill is a draft. That is to say it's not yet recorded and to record it you will have to

- Go to the second option at the bottom of the invoice info which is marked as ‘review’ then answer the interview question that follows.
- Still in the work space a new option will come up, make sure to take ‘approved’, once that is done a new sheet will be presented informing you that the bill has

been approved. Now the transaction is recorded and to see the accounts involved just scroll down.

- When payment is done in instalments the second box that showing when scrolling down, is where the amount paid to the supplier can be imputed then take the ‘*save bill*’ option.



The screenshot shows a form with three input fields: 'Bill Progress Amount (%)' with the value '1.00', 'Amount Paid:' with the value '0.00', and a 'Notes:' text area. A black arrow points from the 'Notes:' label to the text area. A blue arrow points from the bottom right of the form to a green button labeled 'Save Bill'.

- When payment is done in full you can then go on to ‘*mark as paid*’ in the option below.



The screenshot shows a form with three input fields: 'Bill Progress Amount (%)' with the value '1.00', 'Amount Paid:' with the value '0.00', and a 'Notes:' text area. A blue arrow points from the bottom right of the form to a green button labeled 'Mark as Paid'.

Finished.

The Purchase Order:

With the purchase order created, you can then click on the first icon under the action Column with an ‘*eyelike symbol*’.

[+ New Purchase](#)

Latest Purchase Orders

page 1 of 1

PO Number	Description	Status Date	PO Status	PO Amount	Actions
PO-2024-0000000003	Dell pinters	March 21, 2024	Approved	XAF 20,000.00	 

Once clicked upon a new section will be displayed on your workspace and on the right side of it the *'mark review option'* can be seen, click on it and later take approve. Then scroll downwards till you see *'purchase order'* items, move to the *'status Colum'* and change the status to *'Ordered'* and then take the *'save option'* at the bottom left

Purchase Order Items

Item	Unit Cost	Quantity	Unit	Amount	Status	Create Bill	Bill Paid?
Product: DELL Printers	20000.0	10.0	-----	XAF 200,000.00	<input type="text" value="Not Ordered"/>		
Total				XAF 200,000.00			

[New Item](#)

[Save](#)

It is good to note that changing the status of your purchase order from either ordered to transit or received will be reflected in the inventory section under management.

Once the save option has been taken a small box will present itself, under there the *'create bill Colum'* tick the box and then take the *'save option'*. Once more at this point after the save option has been taken the *'bill interface'* will present itself on your work space, from there you can now treat the bill in the usual way bills are treated in the Solafide OHADA Accounting System.

Purchase Order Items

Item	Unit Cost	Quantity	Unit	Amount	Status	Create Bill	Bill Paid?
Product: DELL Printers	20000.0	10.0		XAF 200,000.00	Ordered	<input type="checkbox"/>	
Total				XAF 200,000.00			

New Item























Save

Recording of transactions using the Ledger method.

- On the side navigation bar click on ‘*accounting and select ledger*’
- Once the ledger list opens, pick the ledger you want to record inside.
- Click on the journal found under the journal entries Colum

All Ledger Models








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Ledger Name	Journal Entries	Posted	Locked	Created	Actions
OPENING BAL. 2024	 1 Journal Entries			Feb. 29, 2024, 5:02 a.m.	  
GENERAL	 0 Journal Entries			Feb. 29, 2024, 5:02 a.m.	  
PURCHASES	 0 Journal Entries			Feb. 29, 2024, 5:02 a.m.	  
SALES	 0 Journal Entries			Feb. 29, 2024, 5:02 a.m.	  
CASH	 0 Journal Entries			Feb. 29, 2024, 5:02 a.m.	  

- At the end of the caption **JOURNAL ENTRIES**, you will see a ‘*plus sign*’ click on it

Journal Entries

page 1 of 1

Document Number	Timestamp	Activity	Description	Posted	Locked	Unit	Txs Count	Actions
JE-2023-000-0000000001	Dec. 31, 2023, midnight		Opening Balances for 2024				0	    

- A box will display with the heading '*create journal entry*', there you will fill the information such as the time stamp, entity unite (if any) and the Description.

Note that for the time stamp you cannot select a date in the future its either the present date or a date in the past.

The screenshot shows a web form titled "Create Journal Entry". The form contains the following elements:

- Timestamp:** A text input field containing "01-Mar-2024 08:06:14 AM" and a small calendar icon to its right.
- Entity Unit:** A text input field containing "-----".
- Description:** A larger text input field with a small icon to its right.
- Create:** A green button with rounded corners.
- Back:** A black button with rounded corners.

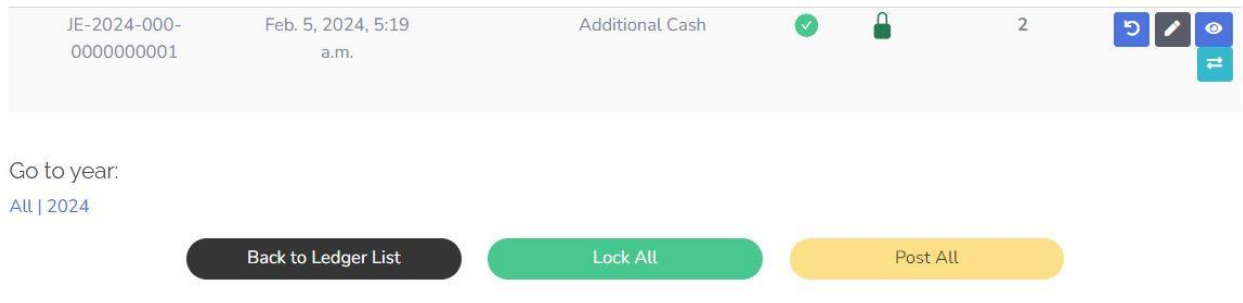
- Once you are done click on the '*create option*' on the bottom of the box.
- To record the transaction in your newly created journal, go to the action Column and click on '*transaction*', then your recording cells will open; in which you can then record the transaction.

However, note that for every account debited there must be a corresponding account credited if not the account will not balance and the journal will not close.

- Once you record the transaction at the end of the recording cell you will see the ‘save option’ click on it and then you later take ‘done’.

Locking and Posting of Transactions

- When done with the recording of the transactions in the journal at the bottom of the list you will see the ‘lock option’ and the *post option* click on them respectively, this is to ensure that the system should produce you the reports.



The screenshot shows a transaction record with the following details:

Document Number	Timestamp	Activity	Description	Posted	Locked	Unit	Txs Count	Actions
JE-2024-000-0000000001	Feb. 5, 2024, 5:19 a.m.		Additional Cash				2	

Below the table, there is a 'Go to year:' section with 'All | 2024'.

At the bottom, there are three buttons: 'Back to Ledger List' (dark grey), 'Lock All' (green), and 'Post All' (yellow).

- Another way to lock and post the transaction is to go under the action Column found at the far right of the display journal menu and select the ‘lock and post actions’ respectively.

Locking a journal



The first screenshot shows a transaction record with the following details:

Document Number	Timestamp	Activity	Description	Posted	Locked	Unit	Txs Count	Actions
JE-2024-000-0000000013	Feb. 8, 2024, 5:54 a.m.		Payment of wages				2	

A blue arrow points from the 'Lock icon' in the Actions column to the 'Lock All' button in the previous screenshot.

The second screenshot shows the same transaction record after the lock action has been performed:

Document Number	Timestamp	Activity	Description	Posted	Locked	Unit	Txs Count	Actions
JE-2024-000-0000000013	Feb. 8, 2024, 5:54 a.m.		Payment of wages				2	

A blue arrow points from the 'Add user icon' in the Actions column to the 'Post All' button in the previous screenshot.

Posting a journal or ledger

Document Number	Timestamp	Activity	Description	Posted	Locked	Unit	Txs Count	Actions
JE-2024-000-0000000013	Feb. 8, 2024, 5:54 a.m.		Payment of wages				2	

Document Number	Timestamp	Activity	Description	Posted	Locked	Unit	IXS Count	Actions
JE-2024-000-0000000013	Feb. 8, 2024, 5:54 a.m.		Payment of wages				2	


- The same procedure above applies to the ledgers

N/B: Once you lock the ledgers there is no more means for editing any transactions, yes posting the ledger will help the system produce you the various reports but once u lock the ledger there will be no more editing of the transactions.

Closing the Financial Year

Every fiscal year comes to an end it may be within the year or at end of the year, That is to say December 31 depending on the country in which your business is located. However in the Solafide accounting system it has been made not only possible but simple as well when it comes to closing the fiscal year or accounting period and this is how it is done.

- Go to the side navigation bar and click on 'accounting' then select 'closing entries'.
- A box will come up to your work space, click on the 'plus sign' which is at the end of the heading **LATEST CLOSING ENTRIES**.


Latest Closing Entries 

Closing Entry Date	Is Posted	Txs Count	Created	Actions
--------------------	-----------	-----------	---------	---------

- Another box will present its self in which you will have to select a closing date and once you do that take the ‘*create closing entry*’ option at the bottom.

Create Closing Entry

Select a Closing Date:

01-Mar-2024 

Create Closing Entry

Back To Closing Entries

- On the work space by the left-hand side, you will see the ‘*post option*’ click on it and confirm the question that follows.

Note that no more journal entries before the selected closing date can be recorded, since the system understands that the financial period as of the closing date has come to an end.

Step 5: Producing Reports and Subscriptions

- ✓ **Reports:** A report is a structured document that presents information, data, or findings on a particular subject or topic. It is typically written or presented in a clear and organized manner to convey information to a specific audience. Reports are used to analyze data, summarize important information, and make informed decisions.

The reports generated in the Solafide accounting system, follow the OHADA system of presentation, which is a standardized accounting format used in its member states.

Here's a more detailed explanation of how to access and view financial reports in the Solafide accounting system:

- On the side navigation bar of the Solafide accounting system, you will find the "*Reports*" option. Click on it.
- A menu will appear at your space with lots of reports grouped under four sections, accounting, ledger, transactions and stocks. select "*the Reports you want* " from the available options.
- The system will generate the report based on the data entered and transactions recorded in the accounting system.
- The report will be displayed on your screen, providing you with the relevant financial information in a structured and organized format.
- You can review the report, analyze the data, and use it for decision-making, financial analysis, or reporting purposes.

For example:

- **The Balance Sheet:** This report provides a snapshot of a company's financial position at a specific point in time, showing its assets, liabilities, and equity. Building upon the overview of the balance sheet.
- **The Income Statement:** Also known as the Profit and Loss Statement, this report summarizes a company's revenues, expenses, gains, and losses over a specific period.
- **The Trial Balance:** This report lists all the accounts and their balances, providing a summary of the company's financial transactions. To tie the financial

reporting together, the trial balance acts as a connecting point between the balance sheet's financial position and the income statement's operational results.

- **The Ledger Reports:** These reports provide detailed information about individual ledger accounts, including transactions, balances, and any associated sub-ledgers. Alongside the balance sheet, examining the detailed transactions in the general ledger reports can offer further context to the high-level information.

This is just to name a few as the list goes on and on. These reports can be exported from the system at any given time and to do so just move to the top right of your work space and select the option you want.

By following these steps, you can easily access and view financial reports in the Solafide accounting system. The system automatically generates these reports based on the OHADA system of presentation, providing you with essential financial insights and information about your company's financial performance.

Subscription:

When using the Solafide accounting system you have a trial period of one month and after you will need to pay a subscription fee and this is how it can be done first you go to the side navigation bar and then click on administration then select My Subscription and, on your work, space take the option found at the top left which says new request from there you can select the package you want and then follow the directives.

CONGRATULATIONS

For Completing the

Beginner User Guide to

Solafide OHADA Accounting Software



Support: Visit (<http://ferdsilinks.org>) for recent and updated resources.