



AxisFinancial

User Guide

Vendor registration through to payment, stores and stock, staff and payroll, and a full set of SAP-shaped books underneath all of it — with two-layer approval at every stage.

For everyone who uses the system: site teams raising requisitions, procurement placing orders, storekeepers issuing materials, HR and payroll, finance closing the month, the administrator who sets it all up — and, in the four chapters near the end, whoever installs it and sells it.

Version **4.6.1** · September 2026 · unicornaxis.com/financial

Support: support@unicornaxis.com

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1 Getting started

A workspace is your company's own copy of the system. It holds your projects, vendors and documents, and nobody outside it can see any of them.

Opening a workspace

1 Go to the sign-up page

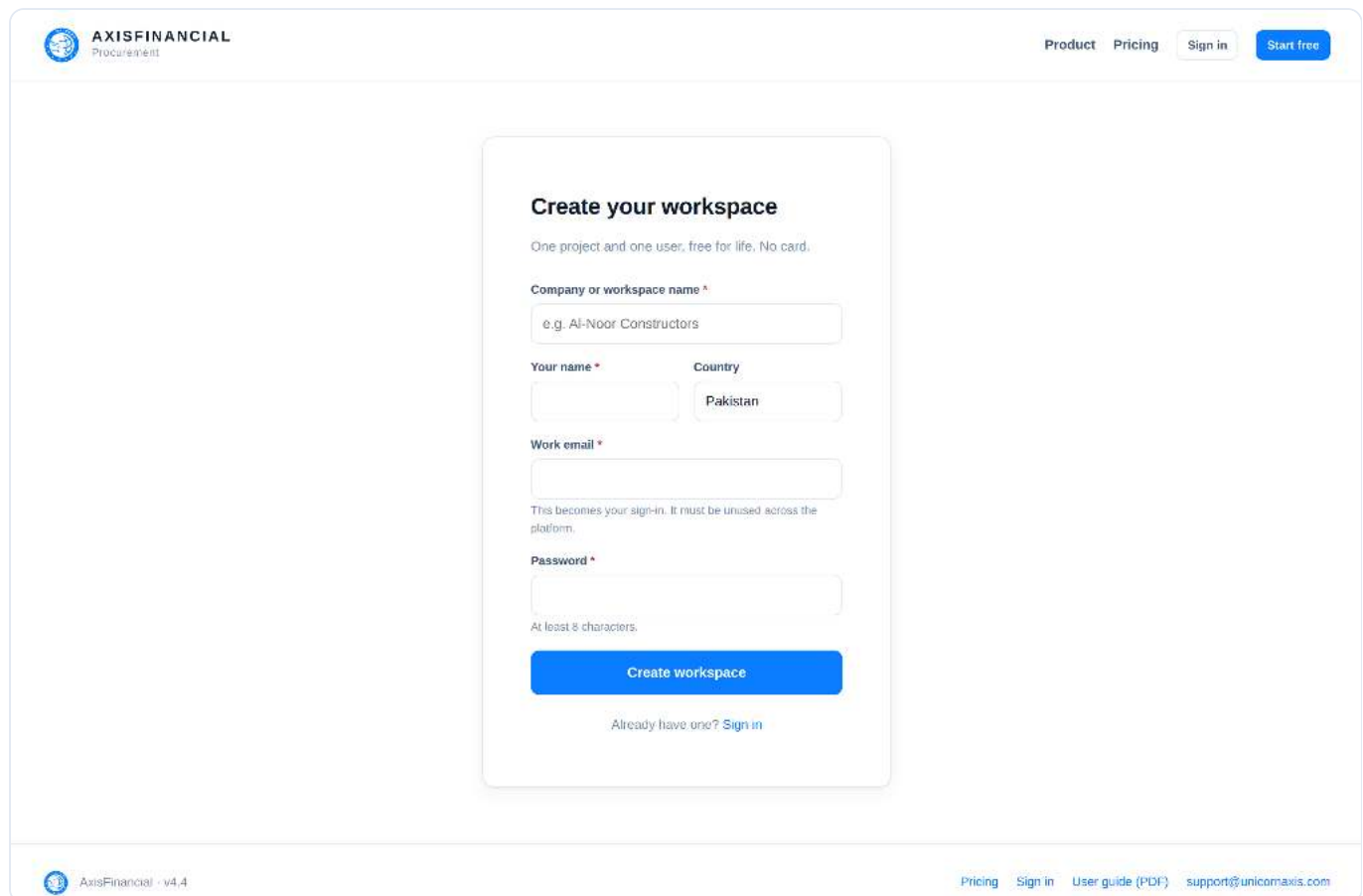
and give your company name, your own name, a work email and a password of at least eight characters.

2 That email becomes your sign-in.

It has to be one nobody else on the platform is already using.

3 You are in.

The workspace opens on the free plan with one project already created, the company's full cost-centre structure, and a material master of 492 items — all of it ready to edit.



The screenshot shows the 'Create your workspace' page on the AxisFinancial Procurement platform. The page has a clean, modern design with a light blue header and footer. The main content area is white and contains a central form titled 'Create your workspace'. Above the form, there is a sub-header 'Create your workspace' and a note: 'One project and one user, free for life. No card.' The form fields include: 'Company or workspace name' (with a placeholder 'e.g. Al-Noor Constructors'), 'Your name' (with a red asterisk), 'Country' (with a dropdown menu showing 'Pakistan'), 'Work email' (with a red asterisk and a note 'This becomes your sign-in. It must be unused across the platform.'), and 'Password' (with a red asterisk and a note 'At least 8 characters.'). A blue 'Create workspace' button is at the bottom of the form. Below the button is a link: 'Already have one? Sign in'. The footer contains the AxisFinancial logo, version 'v4.4', and links for 'Pricing', 'Sign in', 'User guide (PDF)', and 'support@unicomaxis.com'.

Sign-up. No card is needed — the free plan does not expire.

Signing in

Everyone signs in with their **email address**, not a username. If you have forgotten your password, your workspace administrator resets it for you from User Management; the platform never emails passwords out.

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Procurement

[Product](#) [Pricing](#) [Sign in](#) [Start free](#)

Sign in

Use the email your workspace administrator issued you.

Email

Password

[Sign in](#)

No workspace yet? [Create one free](#)

Forgot your password? Your workspace administrator can [reset it](#).

Running this platform? [Owner console](#)

 AxisFinancial · v4.4

[Pricing](#) [Sign in](#) [User guide \(PDF\)](#) support@unicomaxis.com

Sign-in. One page for every workspace — your email decides which one opens.

What you see first

The dashboard is the procure-to-pay position at a glance: what has been requisitioned, ordered, received and paid, what is waiting for your signature, and which approved requisitions still have no purchase order.

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Skyline Builders (Pvt.) Ltd.

OVERVIEW

Dashboard

My Approvals

PROCURE TO PAY

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Vendors

Requisitions (PR)

Purchase Orders

Goods Receipt

Payments

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Stock Levels

Stock Movements

Materials

Warehouses

PEOPLE

Employees

Organisation

Personnel Actions

Absences

Unlimited plan

3 Unlimited projects · 6 Unlimited users

Dashboard

All projects · Sunday, 27 Sep 2026

All projects

4 awaiting you

AR Ahmed Raza

Administrator · L2 approver

4 documents are waiting for your approval.

Review now

OPEN REQUISITIONS

1

approved, not yet ordered · 1 awaiting approval

ORDERED VALUE

PKR 44.76M

1 open purchase orders

GOODS RECEIVED

PKR 39.31M

1 GRNs this month

PAYABLE OUTSTANDING

PKR 0

7 overdue · 0 awaiting approval

Value pipeline

Approved documents, cumulative

Requisitioned

PKR 48,192,000

Ordered

PKR 44,760,000

Received

PKR 39,312,000

Paid

PKR 31,901,410

88% of ordered value received · 81% of received value paid

Monthly order value

This month

PKR 5,448,000

Spend by cost center

Approved purchase orders · Full report

CC-A Civil & Structure Works

21,552,000

38% of budget 120,000,000

CC-H Electrical & Low Current

11,938,000

25% of budget 48,000,000

CC-C Flooring & Finishes

6,270,000

32% of budget 64,000,000

CC-B Masonry & Blockwork

5,000,000

11% of budget 46,000,000

Accounting position

all time · Open

Invoiced — payable raised

31,901,410

Paid

31,901,410

Outstanding payable

PKR 0

Received, not yet invoiced

6,499,000

Retention held

1,641,100

Withholding tax

1,476,990

Open requisitions ready to order

Raise PO

PR NO.	DESCRIPTION	COST CENTER	NEEDED BY	VALUE	
PR-2026-0007	Sanitary ware — villa bathrooms	CC-C — Flooring & Finishes	25 Sep 2026	3,432,000	Create PO

Top vendors

by orders raised here

Chenab Steel Works

16,134,000

1 order

Bright Electric (Pvt) Ltd

11,938,000

2 orders

Punjab Tiles & Marble

6,270,000

1 order

Kohinoor Cement Agency

5,418,000

1 order

Asad Construction Co.

5,000,000

1 order

Recent activity

Ahmed Raza login user demo@skyline.test

27 Sep 2026, 03:03

Ahmed Raza close fiperiod 2026/5

27 Sep 2026, 03:02

Ahmed Raza close fiperiod 2026/4

27 Sep 2026, 03:02

Ahmed Raza close fiperiod 2026/3

27 Sep 2026, 03:02

Ahmed Raza close fiperiod 2026/2

27 Sep 2026, 03:02

Ahmed Raza close fiperiod 2026/1

27 Sep 2026, 03:02

Ahmed Raza approve l2 po PO-2026-0006

27 Sep 2026, 03:02

Ahmed Raza approve l1 po PO-2026-0006

27 Sep 2026, 03:02

Ahmed Raza submit po PO-2026-0006

27 Sep 2026, 03:02

Skyline Builders (Pvt) Ltd · AxisFinancial v4.4 · Signed in as demo@skyline.test · User guide (PDF)

Dashboard. The four tiles across the top are open requisitions, ordered value, goods received and payable outstanding.

Finding your way around

WHERE	WHAT IT IS FOR
Dashboard	The overall position, and anything waiting on you
My Approvals	Every document waiting for your signature, of any type
Projects	The sites or contracts you are procuring for
Vendors	The supplier register
Requisitions (PR)	Requests from site and departments
Purchase Orders	What has been ordered, from whom, for how much
Goods Receipt	What has arrived, and what was rejected
Payments	Vendor invoices and their settlement
Accounting	Payables, aging, deductions and vendor statements
Cost Centers	The list requisitions are charged to
Reports	Spend by cost center and by vendor, with CSV export

The project filter

The dropdown at the top right of every screen narrows the whole system to one project. Set it back to **All projects** to see everything again.

2 Plans and limits

Every plan includes every module. The plan only decides how many projects you can run at once and how many people can sign in.

Free Free for life 1 project 1 user	Starter \$12 /mo 3 projects 5 users	Growth \$25 /mo 5 projects 10 users	Unlimited \$99 /mo Unlimited projects Unlimited users
--	--	--	--

What is never limited

Vendors, requisitions, purchase orders, goods receipts, payments, cost centers, documents and history are unlimited on every plan, including the free one. So are all the features: two-layer approval, the accounting module, reports, CSV export, printing and the activity log.

What happens when you reach the cap

Nothing breaks and nothing is deleted. The system refuses to create the next project or the next user, says which plan you are on and what it allows, and offers the upgrade. Everything already in the workspace carries on working.

Freeing a slot without paying more

Archive a finished project and its slot is free again — every requisition, order, receipt and payment on it is kept and stays visible in the accounting. **Deactivate** someone who has left and their seat is free — their documents and signatures stay in the record.



One price per month. Every module included.

The plan decides how many projects you can run and how many people can sign in — nothing else is held back.

Free
Free for life
One project, one user, for life. Every module included.

- ✓ 1 project
- ✓ 1 user
- ✓ Vendors, requisitions, orders, receipts, payments
- ✓ Two-layer approval on every document
- ✓ Accounting: payables, aging, statements
- ✓ Printable documents and CSV export

[Start free](#)

Starter
\$12 /month
Three projects and five users — a small contractor or a single site team.

- ✓ 3 projects
- ✓ 5 users
- ✓ Vendors, requisitions, orders, receipts, payments
- ✓ Two-layer approval on every document
- ✓ Accounting: payables, aging, statements
- ✓ Printable documents and CSV export

[Choose Starter](#)

Growth
\$25 /month
Five projects and ten users — several sites running at once.

- ✓ 5 projects
- ✓ 10 users
- ✓ Vendors, requisitions, orders, receipts, payments
- ✓ Two-layer approval on every document
- ✓ Accounting: payables, aging, statements
- ✓ Printable documents and CSV export

[Choose Growth](#)

Unlimited
\$99 /month
Unlimited projects and unlimited users, for a whole company.

- ✓ Unlimited projects
- ✓ Unlimited users
- ✓ Vendors, requisitions, orders, receipts, payments
- ✓ Two-layer approval on every document
- ✓ Accounting: payables, aging, statements
- ✓ Printable documents and CSV export

[Choose Unlimited](#)

Compared side by side

	FREE	STARTER	GROWTH	UNLIMITED
Price	Free	\$12 / month	\$25 / month	\$99 / month
Projects	1	3	5	Unlimited
Users	1	5	10	Unlimited
Vendor register & approval	✓	✓	✓	✓
Requisitions with cost centers	✓	✓	✓	✓
Purchase orders from requisitions	✓	✓	✓	✓
Goods receipts & partial deliveries	✓	✓	✓	✓
Payments, retention & withholding tax	✓	✓	✓	✓
Two-layer approval	✓	✓	✓	✓
Accounting: payables, aging, statements	✓	✓	✓	✓
Reports & CSV export	✓	✓	✓	✓
Printable documents	✓	✓	✓	✓
Activity log	✓	✓	✓	✓
Vendors, documents, history	Unlimited	Unlimited	Unlimited	Unlimited

▼ How do I pay?

Choose a plan and we raise an invoice for it. Settle it by bank transfer and the plan is activated on your workspace. Ask support@unicornaxis.com for the account details, or for an annual invoice instead of monthly.

► What happens if I go over the limit?

► Can I move back down a plan?



Pricing. The same table appears inside the system under Plan & Billing.

3 Projects

A project is a site or a contract you are procuring for. Every requisition belongs to one, and the order, receipt and payment that follow inherit it automatically.

Creating one

Go to **Projects** and fill in the form on the right. Only the name is required — leave the code blank and one is generated. A budget is optional, but if you set one the system shows committed spend against it in colour, turning red once the orders raised exceed it.

Projects
Unlimited projects on the Unlimited plan

All projects 4 awaiting you AR Ahmed Raza Administrator L2 approver

3 active 0 archived - archived projects do not count against the plan

CODE	PROJECT	CLIENT	MANAGER	BUDGET	COMMITTED	RECEIVED	PAID	STATUS	
DHA8	DHA Phase 8 Villas	Skyline Developments	—	185,000,000	6,270,000	6,270,000	5,674,350	Active	Edit Archive
GHT	Gulberg Heights Tower	Skyline Developments	—	428,000,000	38,490,000	33,042,000	26,227,060	Active	Edit Archive
RBA	Ravi Bridge Approach Road	Skyline Developments	—	96,000,000	0	0	0	Active	Edit Archive

New project

Code: auto Status: Active

Project name *

Client: Location:

Project manager: Budget (PKR): 0

Start: mm/dd/yyyy Finish: mm/dd/yyyy

Notes

Create project

Plan usage

Projects: 3 / Unlimited

Users: 6 / Unlimited

On the Unlimited plan. [Change plan](#)

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Projects. Committed, received and paid are totalled per project, and the panel on the right shows how much of your plan you are using.

Archiving

When a project finishes, archive it. It disappears from the pickers and stops counting against your plan, but its whole history stays and it can be restored at any time — provided you have a free slot when you do.

Who can do this

Administrators and Management create, edit and archive projects. Everyone else sees the list.

4 Cost centers

A cost center is the budget line a requisition is charged to — a trade, a zone, an overhead. Choosing one on every requisition is what makes the reporting and the accounting work.

A new workspace does not start empty. It starts with the company's whole structure — 52 cost centres in five groups:

GROUP	WHAT SITS UNDER IT	CATEGORY
100000 Head office	General management, finance and accounts, HR and administration, procurement and contracts, engineering and design, business development	Overhead
200000 Project sites	The project management office, site supervision, QA/QC and the laboratory, HSE, the survey team, site stores, the labour camp, temporary site facilities	Indirect
300000 Direct construction works	Every trade, in the order the building goes up: earthworks, piling, concrete, reinforcement, formwork, masonry, structural steel, plaster, waterproofing, roofing, doors and glazing, painting, tiling, ceilings, electrical, plumbing, HVAC, fire fighting, lifts, landscaping, roads, boundary wall	Direct
600000 Plant and equipment	Heavy earthmoving, cranes and lifting, the batching plant, the transport fleet, small tools, workshop and maintenance	Indirect
700000 Subcontractors	Civil, MEP, finishing and specialist packages	Direct

The codes are hierarchical, so the list reads as a tree: **310000** Earthworks sits inside **300000** Direct construction works. The **Within** column on the list shows what each one belongs to, and the **Category** — Overhead, Direct or Indirect — is what lets a report separate the cost of building from the cost of being in business.

Rename them, delete them, add your own. And if this is not the structure your company uses, the whole list is a CSV file in the application folder — `seed/cost_centers.csv`, with the columns `CostCenterCode`, `CostCenterName`, `ParentGroup`, `Category`, `Description`. Edit that before you open a workspace and every workspace after it starts from your structure instead of this one. Workspaces that already exist are never touched.

Keeping them in step with a spreadsheet

If you already maintain the list in Google Sheets, you can have the system read it:

1 In the sheet

, put the list on its own tab with the headers `code`, `name`, `project`, `category`, `budget`.

2 File → Share → Publish to web

, choose that tab, choose **Comma-separated values (.csv)**, publish.

3 Paste the link

into Settings, press **Test connection** to see the rows it reads, then **Sync** on the Cost Centers screen whenever you want to pull them in.

Sync updates codes that already exist and adds new ones. It never deletes anything. There is also a plain CSV upload if you would rather not publish the sheet.

5 Vendors

A supplier is registered once, approved once, and is then available everywhere. Only approved vendors can be put on a purchase order.

1 Vendors → Register vendor.

Company name is the only required field, but NTN, bank details and payment terms save time later — they carry through to orders and payments.

2 Save.

The vendor is a draft and gets a code such as `VEN-0001`.

3 Submit for approval

, then Level 1 and Level 2 sign. The vendor is now an approved supplier.

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Skyline Builders (Pvt.) Ltd.

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Unlimited plan
3/Unlimited projects · 1/Unlimited users

v1.4

Register vendor

Step 1 of the procure-to-pay chain

All projects 4 awaiting you AR Ahmed Raza Administrator · L2 approver

COMPANY

Vendor / company name * Vendor type
Supplier

Category / trade NTN STRN / Sales tax reg.
e.g. Electrical, HVAC, Civil

CONTACT

Contact person Phone Email

City Country Payment terms
Pakistan e.g. 30 days from invoice

Address

BANK DETAILS

Bank name Account title

Account number IBAN

Notes

Register vendor Cancel

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Vendor registration. Company, contact and bank details in three sections.

Editing later

A vendor can be edited while it is a draft or after it has been rejected. Once approved the record is fixed, so that what a purchase order referred to cannot change underneath it.

Adding one in the middle of something else

You are halfway through a purchase order and the vendor is not in the list. You no longer have to abandon the form: under every picker that asks for a **vendor** or a **customer** there is an **+ Add new** link. It opens a small panel in place, asks for the name and a few details, and saves without reloading the page. Nothing you have already typed is lost.

+ Add new customer, on a sales invoice. Name, contact, phone, city — the rest of the record can be filled in later.

WHAT YOU ADDED	WHAT HAPPENS
A customer	Created and put into the picker, already selected . Carry straight on with the invoice or the receipt
A vendor	Created and sent for approval . The panel says so and links to the new vendor, so an approver can sign them off; once approved they are in the picker like any other

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New purchase order

Select an open PR to pull its lines

All projects
4 awaiting you

AR
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Administrator · LZ approver

ORDER HEADER

Vendor *

Cost center *

PO date

+ Add new vendor

Name *

Contact person

as it should read on c

who you deal with

Phone

City

Category

Type

steel, electrical, trans

Supplier

Registered as VEN-0007 and sent for approval. You can order from them and pay them once it is approved — until then finish the rest of this form and come back, or ask an approver to sign them off now. [Open VEN-0007](#)

Save and use it
Cancel

Only the essentials — the rest can wait.

Required delivery

Delivery place

Payment terms

mm/dd/yyyy

ORDER LINES

#	DESCRIPTION	SPECIFICATION	UOM	QTY	RATE	AMOUNT	REMARKS
1						0.00	

+ Add line

Notes / terms & conditions:

TOTALS

Subtotal

0.00

Discount

Tax %

Freight

0

17

0

Tax

0.00

Order total

PKR 0.00

Save purchase order

Cancel

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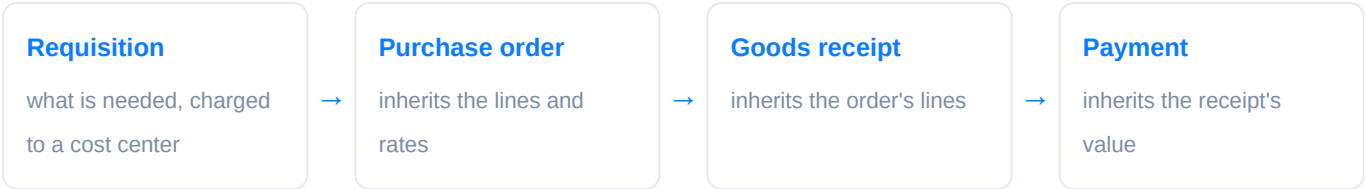
A vendor still has to be approved. The panel tells you rather than leaving you wondering why the new name is not in the list.

It is a shortcut, not a way round the rules

The link only appears for someone whose role has **View and edit** on Vendors or Customers, and a name that is already on the register is refused rather than quietly duplicated. Everything else about the record — address, NTN, bank details, terms, credit limit — is filled in later on the full page.

6 Purchase requisitions

A requisition is site or a department saying what it needs. It is the start of the chain, and the only place the full item list is typed.



- 1 Requisitions → New requisition.
- 2 Pick the project and the cost center, give it a title, and set the date it is needed by. Mark it Urgent if it is.
- 3 Add the lines. Description, unit, quantity and your estimated rate — the amount and the total work themselves as you type. + Add line for another.
- 4 Save, then Submit for approval from the next screen.

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Unlimited projects Unlimited users

New purchase requisition

Charge the request to a cost center

All projects

4 awaiting you

ARAhmed RazaAdministrator - L2 approver

REQUISITION HEADER

Project *
— select project —

Title / purpose *
e.g. Electrical conduits & accessories — Zone B

Cost center *
— select cost center —

Cost centers come from the accounting system. Admins can sync or add them under Cost Centers.

Project / site

Department
Management

PR date
09/27/2026

Required by
mm/dd/yyyy

Priority
Normal

Justification

LINE ITEMS

#	DESCRIPTION	SPECIFICATION	UOM	QTY	EST. RATE	AMOUNT	REMARKS
1	Item description		No.			0.00	

+ Add line

Estimated total: PKR 0.00

Save requisition

Cancel

Saved as a draft — submit it for approval from the next screen.

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New requisition. Project and cost center at the top; the line grid totals itself as you type.

Rates here are estimates

Put in what you expect to pay. The real price is agreed with the vendor and entered on the purchase order, where you can change it line by line.

An approved requisition stays **open** until everything on it has been ordered. Once every line is fully ordered it closes itself.

7 Purchase orders

A purchase order starts from an approved requisition and fills itself in from it. You choose the vendor and correct the rates.

1 Purchase Orders → New purchase order.

You are shown every open requisition; pick one.

2 The lines appear

with the quantity still un-ordered and the requisition's estimated rates. The project, cost center and required date come across too.

3 Choose the vendor

and change the rates to what was agreed. Add discount, tax or freight underneath if they apply.

4 Save

, submit, and have both levels approve it.

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Skyline Builders (Pvt...)

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Unlimited plan
Unlimited projects | Unlimited users

v1.4

New purchase order
Select an open PR to pull its lines

All projects ▾ 4 awaiting you AR Ahmed Raza Administrator - LZ approver

Step 1 — pick an open requisition The PO fills itself from the PR lines

PR NO.	TITLE	COST CENTER	EST. VALUE
PR-2026-0007	Sanitary ware — villa bathrooms	CC-C — Flooring & Finishes	3,432,000

[Use this PR](#)

[Raise a PO without a requisition](#)

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Step one. Every open requisition, with its value and cost center.

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Unlimited plan
30 unlimited projects - 6 unlimited users

v4.4

New purchase order

Select an open PR to pull its lines

All projects
4 awaiting you

AR
Ahmed Raza
Administrator - LZ approver

ORDER HEADER

Vendor *

Cost center *

PO date

— select approved vendor —

— select —

09/27/2026

+ Add new vendor

Required delivery

Delivery place

Payment terms

mm/dd/yyyy

ORDER LINES

#	DESCRIPTION	SPECIFICATION	UOM	QTY	RATE	AMOUNT	REMARKS
1						0.00	

+ Add line

Notes / terms & conditions

TOTALS

Subtotal

0.00

Discount

Tax %

Freight

0

17

0

Tax

0.00

Order total

PKR 0.00

Save purchase order

Cancel

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Step two. Filled from the requisition — you set the vendor and the agreed rates.

One requisition, several orders

Only the **un-ordered balance** is pulled in. So you can split a requisition across two vendors: order part of it, and the next order made from the same requisition offers exactly what is left.

An approved order stays open until everything on it has been received. It shows a progress bar in the list so you can see at a glance how much has arrived.

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20 unlimited projects · 6 unlimited users

v4.4

PO-2026-0001

Chenab Steel Works

All projects

4 awaiting you

AR Ahmed Raza Administrator · L2 approver

PO-2026-0001

Closed Print

Vendor

Chenab Steel Works

PO date

12 Jun 2026

From requisition

PR-2026-0001 — Rebar for raft foundation

Delivery by

03 Jul 2026

Cost center

CC-A — Civil & Structure Works

Delivery place

Site store, Gulberg Heights Tower

Payment terms

30 days from certified bill

Raised by

Ahmed Raza

Order lines

#	DESCRIPTION	UOM	QTY	RECEIVED	RATE	AMOUNT
1	Deformed bar 16mm	ton	42	42	268,000.00	11,256,000.00
2	Deformed bar 12mm	ton	18	18	271,000.00	4,878,000.00
SUBTOTAL						16,134,000.00
ORDER TOTAL						PKR 16,134,000.00

Notes

Rates as negotiated. Retention 5% applies.

Goods receipts

GRN-2026-0001

04 Jul 2026

16,134,000

Approved

Payments

PAY-2026-0001

14,691,270

Approved

Approval

Two layers · Level 1 then Level 2

Prepared

Level 1

Level 2

Approved

Status

Closed

Level 1

Ahmed Raza · 27 Sep 2026, 03:02

Level 2

Ahmed Raza · 27 Sep 2026, 03:02

This order is closed.

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An approved order. The approval trail on the right, the receipts and payments made against it below.

8 Goods receipts

A goods receipt records what actually turned up — which is rarely exactly what was ordered.

1 Goods Receipt → New goods receipt

, and pick the open purchase order.

2 The lines appear

with the outstanding quantity already filled in, along with the vendor, cost center and rates from the order. Those cannot be changed here — they are the order's.

3 Enter what arrived

in *Receiving*, and anything damaged or wrong in *Rejected*. Accepted is worked out for you, and the value follows.

4 Add the challan and invoice numbers

, save, submit, approve.

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New goods receipt

Select the open PO the delivery belongs to

All projects ▾ 4 awaiting you AR Ahmed Raza Administrator - L2 approver

Step 1 — pick the open purchase order The GRN fills itself from the PO lines

PO NO.	FROM PR	VENDOR	COST CENTER	DELIVERY BY	VALUE	
PO-2026-0006	PR-2026-0008	Bright Electric (Pvt) Ltd	CC-H — Electrical & Low Current	20 Sep 2026	5,448,808	Receive

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Receiving goods. Ordered, already received, receiving now, rejected and accepted — side by side.

Partial deliveries

Receive 300 of 500 and the order stays open. The next receipt against it offers the remaining 200. When the last line is complete the order closes itself.

Rejected quantities are excluded from the accepted value, so what you are asked to pay for is only what you kept.

9 Materials and stores

A material is something you buy by the bag, the ton or the litre and keep in a store until the site asks for it. Registering it once means every receipt and every issue afterwards refers to the same thing under the same code.

Why bother, when the purchase order already says "cement"

Because a purchase order is a promise and a store is a fact. Until a delivery is taken into a store, nobody can answer the two questions that matter on a Friday afternoon: **how many bags are actually on site**, and **what did the cement we poured this month cost**. The material register is what makes both answerable.

The 492 that are already there

A new workspace arrives with the material master filled in — 492 items in 34 purchasing groups, from ordinary Portland cement to a hired tower crane, each with its own code, its group, its category and the unit the site counts it in. So the first requisition can be raised by picking from a list rather than by typing a register from scratch.

Three kinds are worth telling apart, because they behave differently:

- **Raw material** — cement, rebar, tiles, cable: bought, stored, issued, and valued at a moving average.
- **Consumable** — grinding discs, sealant, safety helmets, diesel: the same, but usually charged straight out rather than held.
- **Service / hire** — an excavator by the day, a crane by the month, laboratory testing, third-party inspection. Bought and approved exactly like a material, but it never holds stock: no stock ledger entry is made and no average cost is kept.

Use the **group** filter at the top of the Materials screen to work through a list that size — Cement and Binders, Electrical Materials, Wood Works, and so on. Search covers the code, the name, the group and the category.

As with the cost centres, the list itself is a CSV in the application folder: `seed/materials.csv`, with the columns `MaterialNumber`, `MaterialDescription`, `MaterialType`, `MaterialGroup`, `BaseUOM`, `Category`. `MaterialType` is the SAP spelling — `ROH` raw, `HIBE` consumable, `DIEN` service — and the unit in `BaseUOM` is used exactly as written, because it is the unit that gets printed on the purchase order.

Adding a material

1 Go to Materials and fill in the form.

Only the name is needed — leave the code empty and one is generated, though a code you choose yourself is easier to live with.

2 Set the unit.

Bag, ton, no, sft, litre — whatever the site actually counts in. Every receipt and issue is in this unit from then on.

3 Give it a reorder level

if you want to be warned. The stock screen marks anything at or below it, so the storekeeper can see what is running out without being told.

FIELD	WHAT IT DOES
Type	Raw, consumable or spare. It only groups the list — nothing behaves differently
Unit	Fixed once movements exist, because changing it would rewrite history
Standard cost	What you expect to pay. Used to price the first receipt if nothing else is known
Reorder level	The stock screen flags anything at or below this figure
Reorder quantity	How much to buy when it does — a note to the buyer, nothing automatic

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Materials

The master record behind every stock movement

All projects 4 awaiting you AR Ahmed Raza Administrator - L2 approver

Search code, name or category Every kind Filter Export CSV

CODE	MATERIAL	KIND	UNIT	ON HAND	AVG. COST	VALUE	
BLK-S8	Solid concrete block 8" Masonry	Raw material	no	14,500	116	1,687,717	Edit
CEM-OPC50	OPC cement 50kg bag Cement	Raw material	bag	1,250	1,282	1,601,980	Edit
CON-DSL	High speed diesel Fuel	Consumable	litre	900	288	259,200	Edit
ELE-CON20	PVC conduit 20mm Electrical	Raw material	no	550	210	115,500	Edit
STL-D16	Deformed bar 16mm Steel	Raw material	ton	4	265,000	1,072,000	Edit
TIL-P600	Porcelain tile 600x600 Finishes	Raw material	sft	9,000	165	1,485,000	Edit
TLS-SCF	Scaffolding frame 6ft Poles	Spare part	no	260	3,450	907,000	Edit

Add a material

Code Unit

Name

Kind Category

Standard cost Reorder level Reorder qty

Stock account Charged out to

Usual supplier

Notes

☒ In use

Add material

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Materials. The register. Average cost is not typed in — it is worked out from what you have actually paid.

Stores and bins

A **warehouse** is a place stock sits: a site store, a central yard, a locked container. Stock is counted per material *per store*, so the same cement can be 650 bags at Gulberg Heights and 600 at DHA Phase 8 without

A **bin** is a shelf or a corner inside a store. Bins are optional and exist purely so the storekeeper can find something; the accounts do not know about them.

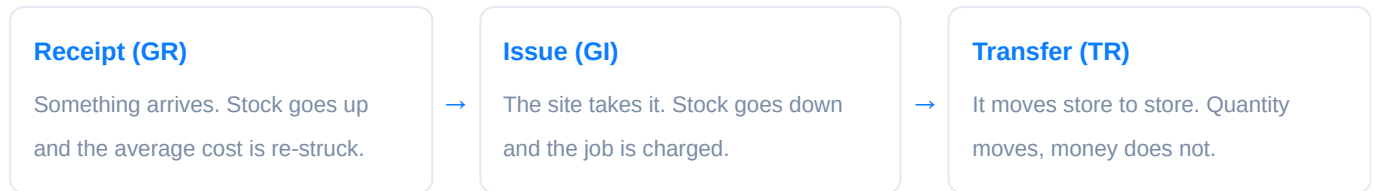
Warehouses. Each store names the person in charge of it, which is who the site chases when a bag goes missing.

Every material carries one cost: the average of everything you have bought that is still on the shelf. Buy 400 bags at 1,200 and then 1,000 at 1,290, and the average becomes 1,264.29 — so the next issue is charged at 1,264.29 whichever delivery the storekeeper physically takes it from. It is re-struck on every receipt and never moves on an issue. This is what SAP calls a *moving average price*, and it is why you never have to decide which lorry a particular bag came off.

Do not try to back-date purchases. Raise one goods receipt per store dated the day you start, set the other side to **Opening Balance Equity**, and type in what is physically there at what you think it cost. That is your opening count, and the books stay balanced.

10 Stock movements

Three documents move everything: goods in, goods out, and goods from one store to another. Each one is approved before it counts, and each one writes its own entry in the books.



Taking a delivery in

- 1 Start from the goods receipt if there is one.**
Open Stock Movements, choose **Receive**, and pick the GRN. The lines and rates come across already filled in, so nobody retypes them.
- 2 Choose the store**
it is going into, and a bin if you use them.
- 3 Save, then submit.**
Nothing has moved yet — a draft is just a draft.
- 4 Two approvals and it is stock.**
Only then does the quantity appear on the stock screen and the value appear in the books.

A delivery can only be taken in once

If somebody tries to receive the same GRN a second time — easily done when two people are working the same pile of paperwork — the system refuses at submission and says which document already took it in.

Issuing to the site

An issue is where the money finally reaches the job. Choose the store, the project and the cost centre, say who is taking it, and list the materials and quantities. You do not enter a price: the issue is priced at the material's moving average at the moment it is approved.

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New goods issue
Stock moves only once this is fully approved

All projects
4 awaiting you
AR Ahmed Raza
Administrator · LZ approver

GOODS ISSUE HEADER

Date
09/27/2026

Issue from
— select —

Project
— none —

Cost centre
— the material's own account —

Issued to
foreman, gang, subcontractor

Reference
challan, requisition slip

What the material is charged to when it leaves.

Narration
what this movement is for

Lines

Cost is the moving average · leave it blank

MATERIAL	UNIT	QUANTITY	COST PER UNIT	REMARKS
— pick a material —			average	

Add line

Save as draft
Cancel

Nothing moves and nothing posts until this is approved at both levels.

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Issuing to site. The quantity on hand is shown as you pick each material, so nobody promises what is not there.

Issuing more than the store holds is refused — again at submission, not at saving, so a half-finished document never blocks anybody. The stock is untouched by the attempt.

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GI-2026-0001

Goods issue · 26 Jun 2026

All projects
4 awaiting you

AR Ahmed Raza
Administrator · L2 approver

-- All movements
Voucher JV-2026-0009

GI-2026-0001

Goods Issue

Date	26 Jun 2026
Warehouse	Gulberg Heights site store
Project	Gulberg Heights Tower
Cost centre	CC-A — Civil & Structure Works
Issued to	Raft gang
Value	PKR 4,870,020
Raised by	Ahmed Raza · 27 Sep 2026, 03:02

Approval

Two layers · Level 1 then Level 2

```

graph LR
    A[Prepared] --> B[Level 1]
    B --> C[Level 2]
    C --> D[Approved]
            
```

Status: Approved

Level 1: Ahmed Raza · 27 Sep 2026, 03:02

Level 2: Ahmed Raza · 27 Sep 2026, 03:02

Posted to the accounts

JV-2026-0009

ACCOUNT	DEBIT	CREDIT
5100 Materials	4,870,020	—
1170 Materials Inventory	—	4,870,020

Lines

1 material

CODE	MATERIAL	UNIT	QUANTITY	COST PER UNIT	VALUE	REMARKS
CEM-OPC50	OPC cement 50kg bag	bag	3,800	1,282	4,870,020	—
TOTAL					4,870,020	

What it moved

Written when the document was approved

MATERIAL	WAREHOUSE	MOVEMENT	QUANTITY	VALUE	ON HAND AFTER
OPC cement 50kg bag	Gulberg Heights site store	Out	3,800	4,870,020	1,250

v4.4

What each one does to the books

Why the receipt credits Materials

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Skyline Builders (Pvt) Ltd.

Stock Levels

What is on hand, by material and warehouse

All projects
● 4 awaiting you

AR

Ahmed Raza
Administrator · L2 approver

Every material

Every warehouse

☐ At or below reorder level

Apply

Export CSV
+ Issue to site

8 lines on hand Valued at the moving average - PKR 7,118,398						
CODE	MATERIAL	WAREHOUSE	UNIT	QUANTITY	AVG. COST	VALUE
BLK-SB	Solid concrete block 8"	Gulberg Heights site store	no	14,500	116	1,687,718
CEN-OPC50	OPC cement 50kg bag	Gulberg Heights site store	bag	650	1,282	833,030
CEN-OPC50	OPC cement 50kg bag	DHA Phase 8 site store	bag	600	1,282	769,950
CON-DSL	High speed diesel reorder	Central yard, Kot Lakhpat	litre	900	288	259,200
ELE-COM20	PVC conduit 20mm	Central yard, Kot Lakhpat	no	550	210	115,500
STL-D16	Deformed bar 16mm reorder	Gulberg Heights site store	ton	4	268,000	1,072,000
TIL-P600	Porcelain tile 600x600	DHA Phase 8 site store	sft	9,000	165	1,485,000
TLS-SCF	Scaffolding frame 6ft	Gulberg Heights site store	no	260	3,450	897,000
TOTAL						7,118,398



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Stock Movements

Receipts into the store, issues to site, transfers and adjustments

All projects

4 awaiting you

AR Ahmed Raza

Administrator · L2 approver

Search document, reference...

Every kind

All statuses

Filter

Export CSV

+ Receipt

+ Transfer

+ Issue

14 movements

Value moved PKR 54,676,949

DOCUMENT	KIND	DATE	WAREHOUSE	PROJECT	LINES	VALUE	STATUS	
GI-2026-0007	Goods issue	02 Sep 2026	Gulberg Heights site store	Gulberg Heights Tower	1	326,396	Pending L1	Open
TR-2026-0001	Stock transfer	23 Aug 2026	Gulberg Heights site store → DHA Phase 8 site store	—	1	—	Approved	Open
GI-2026-0006	Goods issue	27 Aug 2026	Central yard, Kot Lakhpat	Ravi Bridge Approach Road	1	664,880	Approved	Open
GI-2026-0005	Goods issue	20 Aug 2026	Central yard, Kot Lakhpat	Gulberg Heights Tower	1	346,500	Approved	Open
GI-2026-0004	Goods issue	12 Aug 2026	DHA Phase 8 site store	DHA Phase 8 Villas	1	4,785,600	Approved	Open
GI-2026-0003	Goods issue	28 Jul 2026	Gulberg Heights site store	Gulberg Heights Tower	1	2,444,282	Approved	Open
GI-2026-0002	Goods issue	12 Jul 2026	Gulberg Heights site store	Gulberg Heights Tower	1	10,184,600	Approved	Open
GI-2026-0001	Goods issue	26 Jun 2026	Gulberg Heights site store	Gulberg Heights Tower	1	4,870,620	Approved	Open
GR-2026-0006	Goods receipt	14 Aug 2026	Central yard, Kot Lakhpat	—	2	1,326,600	Approved	Open
GR-2026-0005	Goods receipt	08 Aug 2026	DHA Phase 8 site store	—	1	6,278,600	Approved	Open
GR-2026-0004	Goods receipt	09 Jul 2026	Gulberg Heights site store	—	1	3,968,600	Approved	Open
GR-2026-0003	Goods receipt	04 Jul 2026	Gulberg Heights site store	—	1	11,256,600	Approved	Open
GR-2026-0002	Goods receipt	22 Jun 2026	Gulberg Heights site store	—	1	5,418,600	Approved	Open
GR-2026-0001	Goods receipt	01 Jun 2026	Gulberg Heights site store	—	3	3,015,600	Approved	Open

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11 The payment voucher

The screen most of the day's work goes through. It asks for everything a real voucher needs, and approving it is what actually moves the money.

1 Start the voucher.

Payments → New payment, then pick the receipted delivery — or *Record a payment without a GRN* for rent, salaries or anything else.

2 Who is being paid.

The project everything is charged to, and the payee: a vendor, a customer being refunded, or anyone else — in which case you also name the account to charge, such as Rent or Utilities.

3 How it is being paid.

Which bank or cash account the money leaves, the method — cash, cheque, online or RTGS — the cheque number and date where that applies, the payment date, and a reference.

4 The amount.

The gross, then what is held back: tax deducted at source, retention, and any other deduction. The panel shows what will actually leave the bank as you type, and says in words what the voucher is about to post.

5 Save, submit, approve.

On the second signature the bank balance moves, the payee's ledger clears, and each deduction becomes its own liability.

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Skyline Builders (Pvt) Ltd

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New payment voucher

Who is paid, from which account, and what is held back

All projects

4 awaiting you

AR Ahmed Raza
Administrator · L2 approver

Who is being paid

Project *

— choose the pr

Payee is a

Vendor or subco

Every figure on this voucher is charged to it.

Vendor *

— select —

☐ This is an advance — nothing has been billed for it yet

It then sits as Advances to Vendors instead of clearing as payable.

The balance shown is what the ledger says is still owed to them.

+ Add new vendor

Cost centre

— 1

Their invoice number

Invoice date

mm/dd/yyyy

How it is being paid

This is what moves the bank balance

From which account *

— 1

Method

Onl

Payment date

09/27/2026

The date it goes into the accounts.

Cheque number

Cheque date

mm/dd/yyyy

Reference

transa

Due date

mm/dd/yyyy

Narration

what this payment i

Internal remarks

Amount

Gross — the full bill *

0

Tax deducted at source

0

Goes to Withholding Tax Payable until you pay it over.

Retention held back

0

Stays owed to them, under Retention Payable.

Other deduction

0

Gross

0.00

Less deductions

0.00

Leaving the bank

0.00

What this will post

On final approval: the payee is charged 0.00, the bank goes down by 0.00.

Save payment voucher

Cancel

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The payment voucher. Project, payee, bank, instrument and deductions, with the running effect on the right.

The voucher is the payment

There is no separate settlement step any more. If you pay a bill in two goes, raise two vouchers — which is what the bank statement will show anyway, and it keeps each cheque on its own record.

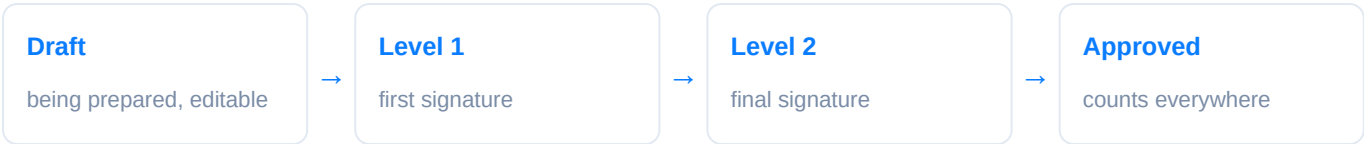
Advances

Tick **advance** when you are paying before anything has been billed. The money then sits under **Advances to Vendors** rather than clearing a payable, and stays visible on the Payables tab until it is set against a bill.

STATUS	WHAT IT MEANS
Draft	Being prepared; nothing has moved
Pending L1 / L2	Waiting for the first or second signature; still nothing has moved
Approved	Signed off, posted, and the money is out
Rejected	Turned down with a reason; edit and resubmit

12 Approvals

Every document — vendor, requisition, order, receipt, payment — takes two signatures before it counts.



Who can sign

Approval authority is set on each person separately from their job role, so one person can be a Procurement Officer *and* a Level 1 approver. A Level 2 approver can sign at either level. Anyone with authority can sign any document of any type — the levels are org-wide, not assigned per document.

Your queue

My Approvals gathers everything waiting for you, of every type, with the value and how long it has been waiting. The count also appears beside it in the sidebar and at the top of every screen.

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My Approvals

Level 2 approver

All projects

▼

4 awaiting you

AR

Ahmed Raza

Administrator - L2 approver

3 documents awaiting you

Level 2 - you can sign at either level

TYPE	DOCUMENT	DETAIL	RAISED	VALUE	STAGE	
Purchase Requisition	PR-2026-0006	Aggregate haulage	27 Sep 2026, 03:02	2,580,000	Pending L1	Review
Sales Invoice	INV-2026-0004		27 Sep 2026, 03:02	11,232,000	Pending L1	Review
Vendor	VEN-0006	Ravi Transport Service	27 Sep 2026, 03:02	-	Pending L1	Review

Recently signed by you

Level 2 approval — po P0-2026-0006

27 Sep 2026, 03:02

Level 1 approval — po P0-2026-0006

27 Sep 2026, 03:02

Level 2 approval — pr PR-2026-0008

27 Sep 2026, 03:02

Level 1 approval — pr PR-2026-0008

27 Sep 2026, 03:02

Level 2 approval — pr PR-2026-0007

27 Sep 2026, 03:02

Level 1 approval — pr PR-2026-0007

27 Sep 2026, 03:02

Level 2 approval — corun C0-2026-0001

27 Sep 2026, 03:02

Level 1 approval — corun C0-2026-0001

27 Sep 2026, 03:02

Level 2 approval — farun AF-2026-0003

27 Sep 2026, 03:02

Level 1 approval — farun AF-2026-0003

27 Sep 2026, 03:02

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My Approvals. One queue for vendors, requisitions, orders, receipts and payments.

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Rejecting

Rejecting asks for a reason, which is stored on the document and shown to whoever raised it. A rejected document goes back to being editable, so it can be corrected and resubmitted — it starts again at Level 1.

Nothing counts until it is approved

Drafts and part-approved documents are deliberately excluded from every figure on the dashboard and in Accounting. Payments still in approval are shown separately so you know they are coming.

13 Customers, invoices and receipts

The other side of the business: who you bill, what they owe, and the money coming in. It mirrors vendors exactly, so nothing new has to be learnt.

Customers

Name, contact, NTN, payment terms and a credit limit. Their page is a statement: every charge and every receipt in date order with a running balance, and the invoices and receipts behind it listed underneath. If a credit limit is set, the page says how much of it is left — or by how much it has been passed.

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Skyline Developments (Pvt) Ltd

Customer CUS-0001 · ledger and statement

All projects

4 awaiting you

AR

Ahmed Raza

Administrator · L2 approver

From

To

Project

mm/dd/yyyy

mm/dd/yyyy

All projects

Apply

Export statement

Edit

New invoice

OWES YOU

10,450,000

outstanding balance

BILLED

128,115,000

in the period shown

RECEIVED

117,665,000

in the period shown

CREDIT LIMIT

120,000,000

109,550,000 left

Statement

Skyline Developments (Pvt) Ltd

DATE	VOUCHER	DETAIL	ACCOUNT	CHARGED	PAID	BALANCE
Opening balance						0
30 Jun 2026	SI-2026-0001	Interim payment certificate 1	1130 Accounts Receivable	53,766,000		53,766,000
30 Jun 2026	SI-2026-0001	Interim payment certificate 1	1150 Retention Receivable	2,400,000		56,166,000
18 Jul 2026	RV-2026-0001	Against IPC-01	1130 Accounts Receivable		53,360,000	2,800,000
31 Jul 2026	SI-2026-0002	Interim payment certificate 2	1130 Accounts Receivable	68,880,000		71,680,000
31 Jul 2026	SI-2026-0002	Interim payment certificate 2	1150 Retention Receivable	3,075,000		74,755,000
22 Aug 2026	RV-2026-0002	Against IPC-02	1130 Accounts Receivable		64,305,000	10,450,000
TOTALS				128,115,000	117,665,000	10,450,000

Invoices

last 50

NUMBER	DATE	DUE	TOTAL	STATUS
INV-2026-0002	31 Jul 2026	30 Aug 2026	71,955,000	Approved
INV-2026-0001	30 Jun 2026	30 Jul 2026	56,166,000	Approved

Receipts

last 50

NUMBER	DATE	MODE	AMOUNT	STATUS
RCP-2026-0002	22 Aug 2026	Online	60,000,000	Approved
RCP-2026-0001	18 Jul 2026	Online	50,000,000	Approved

Skyline Builders (Pvt) Ltd · AxisFinancial v4.4

Signed in as demo@skyline.test

User guide (PDF)

Customer statement. Opening balance, every movement, closing figure.

Sales invoices

- 1 Choose the customer and the project.
- 2 Add the lines.

A description, an income account, a quantity and a rate. The account decides which revenue line it lands in.
- 3 Tax and retention.

Sales tax as a percentage, and retention as an amount if the customer holds some back. The panel shows the total and what is actually due now.

4

It reaches the accounts once both levels sign.



AXISFINANCIAL

Skyline Builders (Pvt.) Ltd.

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Unlimited plan

3/Unlimited projects - 6/Unlimited users

v4.4

INV-2026-0001

Sales invoice - 30 Jun 2026

All projects

4 awaiting you

AR

Ahmed Raza

Administrator - L2 approver

All invoices

Customer ledger

Voucher SI-2026-0001

Print

INV-2026-0001

30 Jun 2026

#	DESCRIPTION	ACCOUNT	COST CENTRE	QTY	RATE	AMOUNT
1	Interim payment certificate 1		—	1	48,000,000	48,000,000
NET						48,000,000
SALES TAX AT 17%						8,160,000
INVOICE TOTAL						56,160,000
LESS RETENTION HELD						(2,400,000)
DUE FROM CUSTOMER						53,760,000

Recent receipts from this customer

NUMBER	DATE	MODE	AMOUNT
RCP-2026-0002	22 Aug 2026	Online	60,000,000
RCP-2026-0001	18 Jul 2026	Online	50,000,000

Approval

Two layers - Level 1 then Level 2

Prepared

Level 1

Level 2

Approved

Status

Approved

Level 1

Ahmed Raza · 27 Sep 2026, 03:02

Level 2

Ahmed Raza · 27 Sep 2026, 03:02

Details

Customer

Skyline Developments (Pvt) Ltd

Project

Gulberg Heights Tower

Invoice date

30 Jun 2026

Due

30 Jul 2026

Reference

IPC-01

Raised by

Ahmed Raza · 27 Sep 2026, 03:02

Interim payment certificate 1

In the accounts

Posted as SI - 2026-0001 on 30 Jun 2026: the customer's account is charged, revenue is credited, and the sales tax goes to Output Sales Tax.

Sales invoice. Retention is separated from what is due now.

Retention on a sales invoice

An amount the customer holds back is not a bad debt and not a discount — it is money owed to you later. It goes to **Retention Receivable**, so what shows as due from them today is only the part they should actually be paying now.

Receipts

Money in. Choose the customer, which bank or cash account it landed in, the date, the method, and the amount. If the customer **deducted tax at source**, enter that too: it still counts against what they owed, and sits as tax already paid on your behalf. Tick **advance** if nothing has been invoiced for it yet.

Both invoices and receipts go through the same two-level approval as everything else, and both print.

14 Your people

The staff register says who works for you. The org chart says where they sit. And nobody moves between the two except by a personnel action that somebody signed.

The idea worth understanding first

Adding somebody to the register does **not** give them a department, a position or a grade. The register holds who a person is — name, father's name, CNIC, phone, bank account. Where they sit is decided by a **personnel action**: a hiring, a confirmation, a transfer, a promotion, a termination, a re-hiring. Editing the person can never change their posting, however hard you try.

Why it works that way

Because "who moved Rashid to MEP, and when, and who approved it" is a question that gets asked. If a department could be changed by editing a record, the answer would be nobody knows. With actions, every move is a numbered, dated, approved document, and the person's page shows the whole sequence. SAP does exactly this and calls them *personnel actions*; the reason is the same.

The org chart

Departments nest — Head Office at the top, Civil Works, MEP, Finance and Plant beneath it. Positions belong to a department and carry a grade and a headcount, so you can see at a glance that you have budgeted six site engineers and filled four.

AXISFINANCIAL

Skyline Builders (Pvt) Ltd.

- My Approvals
- Procure to Pay
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 - Payroll Runs
 - Salary Structures

Unlimited plan
 3 Unlimited projects · Unlimited users

Organisation

Departments, the posts inside them, and who reports to whom

All projects ▾
4 awaiting you

AR

Ahmed Raza
Administrator · L2 approver

Departments

Positions

8 posted · 7 positions

Export CSV

Departments					Indented by where they sit in the tree
CODE	DEPARTMENT	HEAD	COST CENTRE	PEOPLE	
H0	Head Office	—	—	0	<button>Edit</button>
CIV	L Civil Works	—	—	3	<button>Edit</button>
FIN	L Finance & Admin	—	—	2	<button>Edit</button>
MEP	L MEP	—	—	2	<button>Edit</button>
PLT	L Plant & Stores	—	—	1	<button>Edit</button>
TOTAL POSTED				8	

Add a department

Code Sits under

— tc ▾

Name *

Civil Works

Head of department

— ▾

Cost centre

— ▾

Project

— all ▾

Payroll charges this department's salaries here.

Notes

☒ In use

Add department

v1.4

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Organisation

All projects

- 4 awaiting you

AF

Ahmed Raza
Administrator · L2 approver

Departments

Positions

8 posted · 7 positions [Export CSV](#)

Departments					Indented by where they sit in the tree	
CODE	DEPARTMENT	HEAD	COST CENTRE	PEOPLE		
H0	Head Office	—	—	0	Edit	
CIV	↳ Civil Works	—	—	3	Edit	
FIN	↳ Finance & Admin	—	—	2	Edit	
MEP	↳ MEP	—	—	2	Edit	
PLT	↳ Plant & Stores	—	—	1	Edit	
TOTAL POSTED				8		

Add a department

Code

Sits under

given :

— tc ▾

Name *

Civil Works

Head of department

— ▾

Cost centre

Project

— ▾

— al ▾

Payroll charges this department's salaries here.

Notes

☒ In use

Add department

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Organisation. Departments on the left, positions on the right. A position can report to another position, and the system refuses to let one report to itself.

Putting somebody on the register

Name and CNIC are the only things that matter. The CNIC has to be unique — try to add somebody twice and the system tells you which employee number they already have. An employee number is issued automatically.

AXISFINANCIAL
Skyline Builders (Pvt) Ltd...
My Approvals

Employees

Who works here, where they sit, and what has happened to them

All projects
4 awaiting you
AR Ahmed Raza
Administrator - L2 approver

PROCURE TO PAY

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PEOPLE

- Employees**
- Organisation
- Personnel Actions
- Absences

PAYROLL

- Payroll Runs
- Salary Structures

Unlimited plan
Unlimited projects Unlimited users

Search name, number, CNIC
Every department
Every position
All statuses
Every type
Filter

Export CSV + Hiring action + Add a person

8 people								8 working · 0 on long leave · 0 left	
No.	Name	Department	Position	Grade	Type	Joined	Status		
EMP-0001	Imran Sheikh 0300-1110011	Civil Works	Project Manager	G-8	Permanent	15 Jan 2026	Working	Open	
EMP-0002	Nadia Khan 0301-2220022	Finance & Admin	Accountant	G-6	Permanent	01 Feb 2026	Working	Open	
EMP-0003	Rashid Ali 0302-3330033	Civil Works	Site Engineer	G-5	Permanent	15 Feb 2026	Working	Open	
EMP-0004	Tariq Mehmood 0303-4440044	MEP	Site Engineer	G-5	Contract	01 Mar 2026	Working	Open	
EMP-0005	Zeeshan Butt 0304-5550055	MEP	Electrical Charge Hand	G-4	Permanent	15 Mar 2026	Working	Open	
EMP-0006	Sadiq Hussain 0305-6660066	Plant & Stores	Storekeeper	G-3	Permanent	01 Apr 2026	Working	Open	
EMP-0007	Bilal Chaudhry 0306-7770077	Civil Works	Foreman	G-3	Permanent	15 Apr 2026	Working	Open	
EMP-0008	Farah Siddiqui 0307-8880088	Finance & Admin	Accountant	G-6	Permanent	01 Jun 2026	Working	Open	

Skyline Builders (Pvt) Ltd · AxisFinancial v4.4 | Signed in as demo@skyline.test | User guide (PDF)

Personnel actions

AXISFINANCIAL
Skyline Builders (Pvt) Ltd

HR Approver

PROCURE TO PAY

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Payroll Runs

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Unlimited plan
3 Unlimited projects · Unlimited users

v1.1

New hiring

Nothing changes on the employee until this is approved

All projects

4 awaiting you

AR Ahmed Raza
Administrator · L2 approver

Hiring

Confirmation

Transfer

Promotion

Termination

Re-hiring

A hiring puts somebody into a department and a position, and sets their joining date. The person has to be on the register first — add them if they are not.

HIRING

Employee *
— select —

Effective from *
09/27/2026

The date the change counts from, for payroll and for the record.

WHERE THEY GO

Department *
— no change —

Position *
— no change —

Grade
no change

Reports to
— no change —

Project
— no change —

Cost centre
— the department's own —
What payroll charges their salary to.

Site or location
no change

Employment type
— no change —

WHY

Reason
promotion on merit, site reallocation

Notes

Save as draft

Cancel

The employee record does not change until this is approved at both levels.

[illegible]

An approved action. From and to, side by side, with who signed it and when. This is the answer to "when did that happen".

Transfer somebody who has left. Approve your own action. Terminate without a reason. Each is refused at submission with a plain sentence saying why.

Record leave against a person with a type and a date range; the days are counted inclusively. Overlapping dates for the same person are refused, so nobody is on annual leave and sick leave at once.

Unpaid leave and marked absence do change it — payroll reads approved unpaid days for the month and reduces the pay accordingly. That is the single connection between this screen and the money.

AxisFinancial

Skyline Builders (Pvt.)

My Expenses

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Unlimited plan

3 Unlimited projects · 10 Unlimited users

v1.1

Absences

Leave and time off — unpaid days are what payroll deducts

All projects

4 awaiting you

AR Ahmed Raza
Administrator · LZ approver

From

01/01/2026

To

12/31/2026

Employee

Everybody

Kind

Every kind

Status

All

Show

Export CSV

4 absences

7 paid day(s) · 3 unpaid day(s) · 1 waiting

REF.	EMPLOYEE	KIND	FROM	TO	DAYS	STATUS	
ABS-2026-0004	Zoeshan Butt MEP	Annual leave	07 Sep 2026	11 Sep 2026	5	Pending	Approve Reject Edit
ABS-2026-0003	Rashid Ali Civil Works	Sick leave	18 Aug 2026	19 Aug 2026	2	Approved	Cancel
ABS-2026-0002	Bilal Chaudhry Civil Works	Unpaid leave	10 Aug 2026	12 Aug 2026	3	Approved	Cancel
ABS-2026-0001	Nadia Khan Finance & Admin	Annual leave	06 Jul 2026	10 Jul 2026	5	Approved	Cancel

Record an absence

The kind decides whether it is paid

Employee *

— select —

Kind *

Annual leave — paid

First day *

09/27/2026

Last day *

09/27/2026

☐ Half day

Only counts when the first and last day are the same.

Reason

family event, fever

Remarks

Record It

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Absences. Pending until somebody approves them. Only approved unpaid days reach payroll.

AxisFinancial — User Guide · v4.6.1

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15 Payroll

Say what each person is on once. After that a month's payroll is one button, two signatures and a set of payslips — and the entry in the books writes itself.

Wage types

A wage type is a line that can appear on a payslip: basic salary, house rent allowance, income tax, EOBI. Twelve are set up ready to use and cover most Pakistani payrolls. Each one knows three things: whether it is an earning, a deduction or an employer contribution; how it is worked out; and whether it is taxable.

WORKED OUT AS	MEANING	EXAMPLE
Fixed	A rupee amount you type per person	Conveyance 12,000
% of basic	A percentage of that person's basic salary	House rent 45%
% of taxable	A percentage of the taxable earnings	Income tax 5%

AXISFINANCIAL

Skyline Builders (Pvt.)

my approvals

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3/Unlimited projects - 6/Unlimited users

v4.4

Wage Types

Everything that can appear on a payslip, and where it goes in the accounts

All projects

4 awaiting you

AR Ahmed Raza
Administrator - L2 approver

12 wage types - what can appear on a payslip

Export CSV

The master list

Earnings first, then deductions, then what the company pays on top

CODE	NAME	KIND	WORKED OUT	DEFAULT	POSTS TO	ON	
BASIC	Basic salary - pro-rated	Earning	A fixed amount	0	default	0	Edit
HRA	House rent allowance - pro-rated	Earning	A percentage of basic	45%	default	8	Edit
CONV	Conveyance allowance - pro-rated	Earning	A fixed amount	0	default	5	Edit
MED	Medical allowance not taxable - pro-rated	Earning	A percentage of basic	10%	default	8	Edit
SITE	Site allowance - pro-rated	Earning	A fixed amount	0	default	3	Edit
OT	Overtime	Earning	A fixed amount	0	default	0	Edit
BONUS	Bonus	Earning	A fixed amount	0	default	0	Edit
TAX	Income tax deducted	Deduction	A percentage of gross	0%	2130	5	Edit
EOBI	EOBI — employee share	Deduction	A fixed amount	370	2150	8	Edit
ADV	Advance recovered	Deduction	A fixed amount	0	2150	0	Edit
LOAN	Loan instalment	Deduction	A fixed amount	0	2150	0	Edit
EOBI_ER	EOBI — company share	Company cost	A fixed amount	1,500	default / 2150	8	Edit

Add a wage type

Code

Order

given

100

Where it sits on the payslip.

Name *

Fuel allowance

Kind *

Worked out *

Ea

A f

A company cost is paid on top — it is never in the net.

Default amount or percentage

0

A starting point — each person's structure can carry their own.

☒ Counts towards taxable pay

☒ Shrinks with unpaid days

Charged to

Salaries and W

Notes

☒ In use

Add wage type

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Why most earnings name no account

Salary structures

4 Submit and get it signed twice.

On the second signature the payslips are final and the entry goes into the books.

AXISFINANCIAL
Skyline Builders (Pvt) Ltd

PAY-2026-0002
Payroll for 2026-08: 01 Aug 2026 to 31 Aug 2026

All projects | 4 awaiting you | AR Ahmed Raza Administrator L2 approver

Salary structures | Voucher JV-2026-0018

GROSS
PKR **1.25M**
8 payslip(s)

DEDUCTIONS
PKR **47.6K**
10% PFRI, 40% others

NET PAYABLE
PKR **1.20M**
gross less deductions

COMPANY COST ON TOP
PKR **12.0K**
more part of the net

Payslips
Worked out 27 Sep 2026, 03:02

NO.	NAME	DEPARTMENT	DAYS	BASIC	GROSS	DEDUCTED	NET	
EMP-0301	Imran Sheikh Project Manager	Civil Works	30	185,690	296,750	14,343	284,368	Payslip
EMP-0302	Nadia Khan Accountant	Finance & Admin	30	126,630	196,608	9,676	188,338	Payslip
EMP-0303	Rashed Ali Site Engineer	Civil Works	30	85,630	158,258	7,656	151,303	Payslip
EMP-0304	Tariq Mahmood Site Engineer	MFP	30	88,630	148,408	7,550	141,858	Payslip
EMP-0305	Zaeshan Durr Electrical Charge Hand	MCP	30	72,630	118,608	370	119,238	Payslip
EMP-0306	Sadiq Hussain Storekeeper	Plant & Stores	30	58,630	97,908	370	97,538	Payslip
EMP-0307	Bilal Chaudhry Foreman	Civil Works	27/30	46,630	82,538	370	82,168	Payslip
EMP-0308	Farah Siddiqui Accountant	Finance & Admin	30	86,630	145,308	7,290	138,095	Payslip
TOTAL				752,688	1,249,738	47,575	1,202,155	

The run

Month: 2026-08
Period: 01 Aug 2026 to 31 Aug 2026 - 30 day basis
Pay date: 05 Sep 2026
Scope: Everybody
Narration: August salaries
Raised by: Ahmed Raza - 27 Sep 2026, 03:02

Approval
Two layers - Level 1 then Level 2

Prepared → Level 1 → Level 2 → Approved

Status: Approved
Level 1: Ahmed Raza - 27 Sep 2026, 03:02
Level 2: Ahmed Raza - 27 Sep 2026, 03:02

Posted to the accounts
JV 2026-0018

ACCOUNT	DEBIT	CREDIT
0100 Salaries and Wages	1,261,730	-
2100 Salaries Payable	-	1,202,155
2130 Withholding tax Payable	-	41,825
2150 Accrued Expenses	-	14,909

This raised what is owed. The money leaves the bank on a payment voucher against Salaries Payable — the button fills it in for you.

Pay this run - 1,202,155

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A payroll run. Everybody on it, with gross, deductions and net, and the totals that will be posted.

A month cannot be paid twice

If an approved run already exists for the same month, department and project, the next one is refused and names the run that already covers it. This guard is the reason nobody has ever paid an August salary twice.

The payslip

Every line shows how it was arrived at — "House rent allowance (45% of basic)", not just a number. The bottom panel shows what the company paid on top: the employer's EOBI share is a cost to you and no part of anybody's net pay, and keeping the two apart on the page stops that argument before it starts.

AXISFINANCIAL
Skyline Builders (Pvt) Ltd...

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Unlimited plan
3 Unlimited projects · 6 Unlimited users

v4.4

Payslip · Imran Sheikh

EMP-0001 · 2026-08 · PAY-2026-0002

All projects ▾
4 awaiting you

AR Ahmed Raza
Administrator · L2 approver

PAY-2026-0002
Their record
Print

Imran Sheikh

Payslip for 2026-08 · PAY-2026-0002

Employee no.	EMP-0001	Period	01 Aug 2026 to 31 Aug 2026
Position	Project Manager		
Department	Civil Works	Days paid	30 of 30
		Paid by	Bank transfer · HBL
		Account	17990110001

Gross to net

Every line, and how it was worked out

EARNINGS	AMOUNT	DEDUCTIONS	AMOUNT
Basic salary	185,000	Income tax deducted (5%)	14,813
House rent allowance (45% of basic)	83,250	EOBI — employee share	370
Conveyance allowance	12,000		
Medical allowance (10% of basic)	18,500		
GROSS PAY	298,750	TOTAL DEDUCTIONS	14,383
		NET PAY	PKR 284,368

What the company paid on top

Not part of the net — nobody is paid their employer contribution

CONTRIBUTION	AMOUNT
EOBI — company share	1,500
TOTAL COST OF EMPLOYING THEM THIS MONTH	300,250

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What payroll writes in the books

Payroll works out what is **owed**. It does not touch the bank.

On an approved run, press **Pay this run**. It opens a payment voucher with everything already filled in: paid to "Net salaries", charged to **2160 Salaries Payable**, for exactly what the run still owes. Choose the bank it leaves from, save it, and get it signed like any other voucher.

AXISFINANCIAL
Skyline Builders (Pvt)

PAY-2026-0001
Payroll for 2026-07-01 Jul 2026 to 31 Jul 2026

All projects

4 awaiting you

AR **Ahmed Raza**
Administrator L2 approver

All runs

GROSS
PKR **1.26M**
0 payroll(s)

DEDUCTIONS
PKR **47.6K**
tax, EODI, advances

NET PAYABLE
PKR **1.21M**
gross less deductions

COMPANY COST ON TOP
PKR **12.0K**
never part of the net

Paystips
Weekend cut 27 Sep 2026, 03:02

NO.	NAME	DEPARTMENT	DAYS	BASIC	GROSS	DEDUCTED	NET	
EMP - 3031	Imran Sheikh Project Manager	Civil Works	33	185,500	208,750	14,383	284,368	Paystip
EMP - 3032	Nadia Khan Accountant	Finance & Admin	33	126,800	108,800	9,670	188,330	Paystip
EMP - 3033	Rashid Ali Site Engineer	Civil Works	33	95,800	158,250	7,856	151,393	Paystip
EMP - 3034	Terle Mahmood Site Engineer	M/E/P	33	88,800	148,400	7,350	141,050	Paystip
EMP - 3035	Zeesman Butt Electrical Charge Hand	M/E/P	33	72,600	118,600	370	119,230	Paystip
EMP - 3036	Sadiq Hussain Storekeeper	Plant & Stores	33	58,800	97,300	370	97,530	Paystip
EMP - 3037	Rafal Chaudhry Foreman	Civil Works	33	54,800	91,700	370	91,330	Paystip
EMP - 3038	Farah Siddiqui Accountant	Finance & Admin	33	86,800	145,300	7,285	138,015	Paystip
TOTAL				768,900	1,268,900	47,675	1,211,325	

The run

Month
2026-07

Period
01 Jul 2026 to 31 Jul 2026 - 30 day basis

Pay date
05 Aug 2026

Scope
Everybody

Narration
July salaries

Raised by
Ahmed Raza - 27 Sep 2026, 03:02

Approval
Two layers - Level 1 then Level 2

Prepared
Level 1
Level 2
Approved

Status
Approved

Level 1
Ahmed Raza - 27 Sep 2026, 03:02

Level 2
Ahmed Raza - 27 Sep 2026, 03:02

Posted to the accounts
JV-2026-0015

ACCOUNT	DEBIT	CREDIT
6103 Salaries and Wages	1,270,030	-
2103 Salaries Payable	-	1,211,325
2153 Withholding Tax Payable	-	64,635
2159 Accrued Expenses	-	14,595

This raised what is owed. The money leaves the bank on a payment voucher against Salaries Payable - the button fills it in for you.

Pay this run - 1,211,325

Unlimited plan
All features, projects, unlimited users.

v5.4

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Why Salaries Payable and not Salaries

ACCOUNT	SIDE	WHAT IT IS
2160 Salaries Payable	Debit	The debt to the staff, cleared
Your bank account	Credit	What actually left it

A month cannot be paid twice

The run tracks what has been paid against it. Once it is settled the button disappears, opening the voucher by its address is refused, and a payment for more than the run still owes is refused on saving. Paying in instalments is fine — each voucher takes what is left.

A run that is fully covered by a voucher *still waiting for approval* says so plainly rather than claiming to be paid. Nothing has left the bank until somebody signs it.

The **tax and EOB**I are the same voucher with the account set to **2130** or **2150** instead, when you pay the FBR and EOB. They sit there until you do.

AXISFINANCIAL

Skyline Builders (Pvt) Ltd

my expenses

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PAYROLL

Payroll Runs

Salary Structures

Unlimited plan

3 Unlimited projects

6 Unlimited users

v1.4

Payroll Runs

A month of pay, approved once and posted once

All projects

4 awaiting you

AR Ahmed Raza

Administrator - LZ approver

Month, e.g. 2026-08

All statuses

Filter

Export CSV

Salary structures

+ New run

GROSS PAID

PKR 2.51M

across every approved run

NET PAID

PKR 2.41M

what actually goes to people

COMPANY CONTRIBUTIONS

PKR 24.0K

on top of the gross, never in the net

STILL OWED TO STAFF

PKR 2.41M

Salaries Payable - 2150

2 runs

A run is approved at two levels, then posted once

RUN	MONTH	COVERS	SCOPE	PEOPLE	GROSS	NET	STATUS	
PAY-2026-0002 JV-2026-0016	2026-08	01 Aug 2026 – 31 Aug 2026	Everybody	8	1,249,730	1,202,155	Approved	Open
PAY-2026-0001 JV-2026-0015	2026-07	01 Jul 2026 – 31 Jul 2026	Everybody	8	1,258,900	1,211,325	Approved	Open

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Payroll runs. Every month, its status, and what it cost.

16 The books

Underneath every screen is a real double-entry ledger. You do not have to look at it to use the system — but it is there, it always balances, and every figure on every report is read out of it.

How things reach the accounts

A document posts on **final approval** and never before. A draft or a rejected document has no effect on any figure anywhere.

DOCUMENT	WHAT IT DOES
Goods receipt	Charges the cost, and shows the vendor as owed
Payment voucher	Clears what the payee was owed, takes the money out of the named bank, and holds back tax and retention as separate liabilities
Sales invoice	Charges the customer, credits revenue, and separates the sales tax and the retention
Receipt	Puts the money in the bank and reduces what the customer owes
Journal entry	Whatever you typed, once it balances

Chart of accounts

A workspace starts with a chart built for a contractor — 1xxx what you own, 2xxx what you owe, 3xxx equity, 4xxx income, 5xxx cost of works, 6xxx overheads. Rename it, renumber it and add to it as your accountant prefers.

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Skyline Builders (Pvt) Ltd...

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Banks and Cash

Where the money sits, and what has moved through it

All projects
4 awaiting you
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Administrator · LZ approver

From mm/dd/yyyy To mm/dd/yyyy Project All projects Apply Export CSV

TOTAL ON HAND
97,795,390
across 3 accounts

IN BANKS
97,645,390
cleared balance per the ledger

IN HAND
150,000
cash boxes and petty cash

Accounts						Every payment and receipt names one of these
NAME	DETAILS	LEDGER A/C	IN	OUT	BALANCE	
Cash in Hand	Petty cash	1110	150,000	0	150,000	Edit
HBL Payroll	Skyline Builders (Pvt) Ltd 1799000123456 PK36HAB0017990001234567 Main Boulevard	1122	0	0	0	Edit
Meezan Current	Skyline Builders (Pvt) Ltd 0102345678901 PK24MEZN0001020345678901 Gulberg III	1121	130,000,000	32,354,610	97,645,390	Edit
TOTAL					97,795,390	

Add a bank or cash account

Name *Meezan BankKindBank acco

Account title

Account numberBranch

IBANSWIFT

Note

☒ In use — offer it on payment and receipt forms

Add account

Each one gets its own account in the chart, numbered under **1120 Bank Accounts**. The balance here is what the ledger says — approved payments and receipts only, so it is the cleared position, not the bank's own statement. Compare the two when you reconcile.

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Cost centres decide where costs land

Journal entries by hand

 **AXISFINANCIAL**
Skyline Builders (Pvt) Ltd

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New journal entry

A hand-written double entry — it must balance before it will save

All projects

4 awaiting you

AR
Ahmed Raza
Administrator • L2 approver

Date

09/27/2026

Project

none

Reference

bank slip, letter, note

Narration

what this entry is for

Applies to every line unless a line says otherwise.

Lines

Debits on the left, credits on the right — the two totals must match

ACCOUNT	VENDOR / CUSTOMER	COST CENTRE	NARRATION	DEBIT	CREDIT
— pick an account —	—	—		0.00	0.00
— pick an account —	—	—		0.00	0.00
— pick an account —	—	—		0.00	0.00
— pick an account —	—	—		0.00	0.00
— pick an account —	—	—		0.00	0.00
— pick an account —	—	—		0.00	0.00

Debits 0.00

Credits 0.00

Difference 0.00

Fill the lines in — the entry saves only when the two sides agree.

Post this entry

Cancel

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A hand-written voucher can be **voided** — it stays on the record but stops counting. A voucher the system wrote for a document cannot be, because that would leave the document saying one thing and the accounts another; post a correcting entry instead.

Accounting → **Opening balances** takes what you already had on the day you started: money in each bank, what each vendor was owed, what each customer owed you, and anything else — retention, tax, loans, capital, equipment. Enter them as at the day **before** your first document, so nothing is counted twice.

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Opening Balances

What you already had on the day you started using this system

All projects

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Administrator • L2 approver

Enter these as at the day **before** your first document in the system, so nothing is counted twice. Leave anything blank that you do not have. Whatever does not balance goes to **Opening Balance Equity** and can be sorted out later — the entry itself will always balance.

As at *

09/01/2026

Narration

Balances brought forward from the old books

Money in the bank

What each account actually held

ACCOUNT	NUMBER	BALANCE
Cash in Hand cash	--	0.00
HBL Payroll bank	1799608123456	0.00
Meezan Current bank	0102345678901	0.00

An overdrawn account is entered as a negative figure.

Owed by customers

Unpaid invoices at that date

CUSTOMER	OWES
Marina Living Estates	0.00
Punjab Highway Authority	0.00
Skyline Developments (Pvt) Ltd	0.00

Owed to vendors

Unpaid bills at that date

VENDOR	OWED
Asad Construction Co.	0.00
Bright Electric (Pvt) Ltd	0.00
Chenab Steel Works	0.00
Kohinoor Cement Agency	0.00
Punjab Tiles & Marble	0.00

Everything else

Retention, tax, loans, capital, equipment

ACCOUNT	TYPE	BALANCE
1140 Advances to Vendors	Asset	0.00
1150 Retention Receivable	Asset	0.00
1160 Work in Progress	Asset	0.00
1170 Materials Inventory	Asset	0.00
1180 Prepaid Expenses	Asset	0.00

Enter each as a positive figure — the system knows which side it belongs on.

Debits 0.00

Credits 0.00

To Opening Balance Equity 0.00

Fill in what you have.

Post opening balances

Cancel

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If they do not balance

17 Accounting reports

Eleven tabs, all reading the same ledger. They cannot disagree with each other, or with the documents behind them.

TAB	WHAT IT GIVES YOU
Position	Cash, what is owed both ways, and the profit, on one screen
Trial balance	Every account with its debits and credits, and a line saying whether the books balance
Profit and loss	Income less costs for the period, account by account, with the margin
Balance sheet	What you own against what you owe and the equity, as at a date
Payables	Every vendor with a balance, plus retention held and advances out
Receivables	Every customer with a balance, plus retention they hold and advances in
Ageing	Both sides bucketed by how long the balance has been sitting
Cash and bank	Each account's cleared balance, ready to reconcile
Tax and retention	Tax you owe over, tax already deducted from you, sales tax both ways, and retention in both directions
By project	Income, cost and profit per project against its budget
Health	Whether every voucher balances, and whether anything approved is still not in the accounts



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Skyline Builders (Pvt.) Ltd.

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Accounting

Everything read straight from the ledger

All projects

4 awaiting you

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Administrator · L2 approver

From

To

Project

mm/dd/yyyy

mm/dd/yyyy

All projects

Apply

Opening balances

New journal entry

Position

Trial balance

Profit and loss

Balance sheet

Payables

Receivables

Ageing

Cash and bank

Tax and retention

By project

Debits 463,873,382

Credits 463,873,382

The books balance.

Trial balance

everything to date

CSV

CODE	ACCOUNT	TYPE	DEBIT	CREDIT
1110	Cash in Hand	Asset	150,000	
1121	Meezan Current	Asset	130,000,000	32,351,610
1130	Accounts Receivable	Asset	153,600,000	130,261,000
1140	Advances to Vendors	Asset	1,500,000	
1150	Retention Receivable	Asset	6,855,000	
1170	Materials Inventory	Asset	30,353,000	23,234,602
1190	Input Sales Tax	Asset	144,900	6,300
1195	Withholding Tax Receivable	Asset	9,261,000	
1210	Plant and Machinery	Asset	15,900,000	
1220	Vehicles	Asset	8,600,000	
1230	Office Equipment	Asset	2,830,000	
1290	Accumulated Depreciation	Asset		1,646,250
2100	Accounts Payable	Liability	33,100,500	40,215,200
2120	Retention Payable	Liability		1,656,100
2130	Withholding Tax Payable	Liability		1,597,920
2140	Output Sales Tax	Liability		23,355,000
2150	Accrued Expenses	Liability		20,652,920
2160	Salaries Payable	Liability		2,413,480
3050	Opening Balance Equity	Equity		31,345,000
4100	Contract Revenue	Income		137,100,000
5100	Materials	Expense	62,546,602	
6100	Salaries and Wages	Expense	2,532,630	
6200	Rent	Expense	2,000,000	
6300	Utilities	Expense	997,500	35,000
6500	Professional Fees	Expense	790,000	
6800	Depreciation	Expense	1,046,250	
TOTALS			463,873,382	463,873,382

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Accounting

Everything read straight from the ledger

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4 awaiting you

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Frommm/dd/yyyyTomm/dd/yyyyProjectAll projectsApply

Opening balancesNew journal entry

PositionTrial balanceProfit and lossBalance sheetPayablesReceivablesAgeingCash and bankTax and retentionBy project

INCOME

137,100,000

COSTS

70,477,982

PROFIT

66,622,018

48.6% margin

Profit and loss

everything to dateCSV

Income

4100Contract Revenue137,100,000

Total income137,100,000

Costs

5100Materials62,516,602

6100Salaries and Wages2,532,630

6200Rent2,000,000

6300Utilities962,500

6500Professional Fees790,000

6800Depreciation1,646,250

Total costs70,477,982

Profit66,622,018

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Profit and loss. Every line clicks through to its own ledger.

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Accounting

Everything road straight from the ledger

All projects
4 awaiting you

AR

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From
mm/dd/yyyy

To
mm/dd/yyyy

Project
All projects

Apply

Opening balances

New journal entry

Position	Trial balance	Profit and loss	Balance sheet	Payables	Receivables	Ageing	Cash and bank	Tax and retention	By project
Balance sheet as at today									
What you own									
1110 Cash in Hand			150,000						
1121 Meezan Current			97,645,309						
1130 Accounts Receivable			14,330,000						
1140 Advances to Vendors			1,596,000						
1150 Retention Receivable			6,855,000						
1170 Materials Inventory			7,118,308						
1190 Input Sales Tax			138,600						
1195 Withholding Tax Receivable			9,261,000						
1210 Plant and Machinery			16,990,000						
1220 Vehicles			8,690,000						
1230 Office Equipment			2,836,000						
1200 Accumulated Depreciation			-1,616,250						
Total assets			163,691,138						
What you owe									
2100 Accounts Payable			7,048,780						
2120 Retention Payable			1,656,100						
2130 Withholding Tax Payable			1,597,920						
2140 Output Sales Tax			23,355,000						
2150 Accrued Expenses			29,652,920						
2160 Salaries Payable			2,413,480						
Total liabilities			65,724,120						
Equity									
3950 Opening Balance Equity			31,345,000						
Profit for the period			66,622,018						
Total equity			97,967,018						
Liabilities and equity			163,691,138						

Assets equal liabilities plus equity, as they must.

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Every tab exports to CSV, and the date and project filters apply to all of them. Anyone signed in can read the reports; Finance and Administrators post the entries.

Coming from an older version

A workspace that was running before the accounts existed arrives with a backlog. Open **Health** and press **Post outstanding documents**: every approved goods receipt, payment, invoice and receipt is posted in one go, and anything already posted is skipped. Then enter your opening balances and the books are complete.

18 Posting periods and document types

Two screens decide when something may be posted and what its number will be. They are the quietest screens in the system and the two you will be most glad of at year end.

The fiscal year

A fiscal year holds twelve ordinary periods, one per month, plus four **special periods** dated the last day of the year. Special periods exist so the auditor's adjustments can be kept apart from December's real trading — you can look at December as the site saw it, and December after the audit, without one hiding the other.

Set the first month of the year once, under **When the year starts**. July gives a year running July to June, shown as FY 2026-27. Changing it later does not move years that already exist, which is deliberate: their documents are already numbered and filed.

Opening and closing

Each period is open or closed **separately for five kinds of account**: the general ledger, customers, vendors, assets and materials. That is not decoration. At month end you usually want to shut the ledger so nobody moves the figures, while leaving vendors open for a few more days because bills always arrive late.

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Skyline Builders (Pvt.) Ltd.

Wage Types

SALES

Customers

Sales Invoices

Receipts

FINANCIAL ACCOUNTING

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Posting Periods

A period is open or closed separately for the ledger, customers, vendors, assets and materials.

All projects ▼ 4 awaiting you AR Ahmed Raza Administrator · L2 approver

Fiscal year FY 2026 ▼ 01 Jan 2026 – 31 Dec 2026

Period control SAP calls this OB52 — each account type is opened and closed on its own

PERIOD	COVERS	S · G/L ACCOUNTS	D · CUSTOMERS	K · VENDORS	A · ASSETS	M · MATERIALS	DOCUMENTS	POSTED	ALL TYPES
1	January 2026	closed	closed	closed	closed	closed	1	2,400,000	Open all
2	February 2026	closed	closed	closed	closed	closed	1	8,600,000	Open all
3	March 2026	closed	closed	closed	closed	closed	1	14,500,000	Open all
4	April 2026	closed	closed	closed	closed	closed	1	1,850,000	Open all
5	May 2026	closed	closed	closed	closed	closed	1	900,000	Open all
6	June 2026	open	open	open	open	open	5	69,790,437	Close all
7	July 2026	open	open	open	open	open	13	202,206,699	Close all
8	August 2026	open	open	open	open	open	23	127,837,317	Close all
9	September 2026	open	open	open	open	open	5	35,700,930	Close all
10	October 2026	open	open	open	open	open	—	—	Close all
11	November 2026	open	open	open	open	open	—	—	Close all
12	December 2026	open	open	open	open	open	—	—	Close all
13 special	Special period 1	open	open	open	open	open	—	—	Close all
14 special	Special period 2	open	open	open	open	open	—	—	Close all
15 special	Special period 3	open	open	open	open	open	—	—	Close all
16 special	Special period 4	open	open	open	open	open	—	—	Close all

Month end The usual action: shut everything up to a month

Closing a period stops **every** posting dated inside it — a journal typed by hand, a goods receipt being approved, a payroll run, a stock issue, an invoice. There is one way into the ledger and this closes it.

Close everything up to and including Period 8 — Aug. ▼ For Every account type ▼

Vendors are often left open a few days longer for late bills.

Close them

Close FY 2026 Refused if any voucher in the year does not balance.

Add a fiscal year

Year 2027 Create it

Twelve periods, plus four special ones dated on the last day of the year for the audit adjustments.

When the year starts

First month of the fiscal year January ▼ Save

July gives a year running July to June, shown as FY 2026-27. Changing this does not move years that already exist.

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Posting periods. SAP calls this OB52. The document count and value beside each period tell you what you are about to shut the door on.

Closing a period closes everything

A closed period refuses **every** posting dated inside it — a journal typed by hand, a goods receipt being approved, a stock issue, a payroll run, an invoice, a depreciation run. There is exactly one way into the ledger in this system and closing a period shuts it. Somebody approving a document will simply be told the period is closed; nothing is lost, and it can be approved again once you reopen.

Month end, in one action

Use **Close everything up to and including**. Pick period 8 and every period from 1 to 8 is shut in one go, for whichever account types you chose. You do not have to walk down the list.

Closing the whole year is separate and stricter: it is refused outright if any voucher in the year does not balance. A year that cannot close is telling you something, and the system would rather say so than let you seal it.

Document types

Every document in Financial Accounting has a two-letter type, and the type decides three things: what the document is, which subledgers it may touch, and where its number comes from.

TYPE	WHAT IT IS	MAY TOUCH
KR	Vendor invoice	Vendors, G/L
KG	Vendor credit memo	Vendors, G/L
KZ	Vendor payment	Vendors, G/L
DR	Customer invoice	Customers, G/L
DG	Customer credit memo	Customers, G/L
DZ	Customer payment	Customers, G/L
AA	Asset posting	Assets, G/L
AF	Depreciation posting	Assets, G/L
SA	G/L account document	G/L only
AB	General accounting document	Everything

Each type draws its number from its own range — KR-2026-0001, KR-2026-0002 and so on — and the range can restart each fiscal year or run on for ever. This is SAP's FBN1, and the reason for it is simple: a gap in a numbered range is evidence, so ranges are never re-used and a number is never handed out twice.

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Skyline Builders (Pvt) Ltd.

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Document Types

What a document is, what it may touch, and where its number comes from

All projects
4 awaiting you
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Administrator - L2 approver

Export CSV

10 document types

CODE	NAME	MAY POST TO	NUMBER RANGE	NEXT	WRITTEN	REVERSES AS	
AA	Asset posting	A S	AA · per year 1-999,999	6	5	AB	Edit
AB	Accounting document	S D K A M	AB · per year 1-999,999	1	—	AB	Edit
AF	Depreciation posting	A S	AF · per year 1-999,999	4	3	AB	Edit
DG	Customer credit memo	D S	DG · per year 1-999,999	1	—	DR	Edit
DR	Customer invoice	D S	DR · per year 1-999,999	2	1	DG	Edit
DZ	Customer payment	D S	DZ · per year 1-999,999	1	—	AB	Edit
KG	Vendor credit memo	K S	KG · per year 1-999,999	2	1	KR	Edit
KR	Vendor invoice	K S	KR · per year 1-999,999	4	3	KG	Edit
KZ	Vendor payment	K S	KZ · per year 1-999,999	2	1	AB	Edit
SA	G/L account document	S	SA · per year 1-999,999	1	—	AB	Edit

Add a document type

Code *
Reverses as

KR
AB

The type is reversal is posted with.

Name *

Vendor invoice

May post to

☒ S · G/L accounts
☐ D · Customers
☐ K · Vendors
☐ A · Assets
☐ M · Materials

Which subledgers a document of this type is allowed to touch.

NUMBER RANGE

Prefix From To

KR
1

Empty gives a bare number, as SAJ* does.

☒ Start again each fiscal year

Notes

☒ In use
Add it

The application's own voucher types

These were here before FI and keep the numbering they always had

CODE	NAME	WRITTEN	LAST NUMBER
OB	Opening balance	0	—
JV	Journal voucher	19	JV-2026-0010
PV	Payment voucher	7	PV-2026-0007
RV	Receipt voucher	3	RV-2026-0003
SI	Sales invoice	3	SI-2026-0003
GRN	Goods received	5	GRN-2026-0005

FI deliberately does not renumber these. A goods receipt is still GRN-2026-0004 and always will be — the number on a document somebody has already filed must never change underneath them.

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The account master

PROPERTY	WHAT IT MEANS
Reconciliation account	Marks an account as the ledger's face of a subledger — 2100 for vendors, 1130 for customers. Postings to it always name a party
Open item managed	Items on this account are settled individually, which is what makes clearing and the ageing report possible
Blocked for posting	Stops anything new landing on an account you are retiring, without deleting its history
Account group	Groups the account for the balance reports

How each account behaves — reconciliation, open items, and what may be posted to it

All projects

4 awaiting you

Ahmed Raza

Administrator : L2 approver

Search code or name...

Every type

Every group

All accounts

Filter

Export CSV

Chart of accounts

53 accounts

A reconciliation account is posted to by its subledger, never by hand.

Pick an account
to see how it
behaves

The chart of accounts is where accounts are created and renamed. This screen is about what the system is allowed to do with them.

2130	Withholding Tax Payable WHT	Liability	9	-1,597,920	Edit Items
2140	Output Sales Tax OUTPUT_TAX	Liability	4	-23,355,000	Edit Items
2150	Accrued Expenses	Liability	11	-29,652,920	Edit Items
2160	Salaries Payable	Liability	2	-2,413,480	Edit Items
2200	Loans	Liability	heading	—	Items
2210	Bank Loan	Liability	—	—	Edit Items
3000	Equity	Equity	heading	—	Items
3100	Capital	Equity	—	—	Edit Items
3200	Drawings	Equity	—	—	Edit Items
3900	Retained Earnings RETAINED	Equity	—	—	Edit Items
3950	Opening Balance Equity OPENING	Equity	8	-31,345,000	Edit Items
4000	Income	Income	heading	—	Items
4100	Contract Revenue SALES	Income	4	-137,100,000	Edit Items
4200	Other Income OTHER_INCOME	Income	—	—	Edit Items
5000	Cost of Works	Expense	heading	—	Items
5100	Materials PURCHASES	Expense	11	62,546,692	Edit Items
5200	Subcontractors	Expense	—	—	Edit Items
5300	Labour	Expense	—	—	Edit Items
5400	Equipment Hire	Expense	—	—	Edit Items
5500	Site Overheads	Expense	—	—	Edit Items
6000	Operating Expenses	Expense	heading	—	Items
6100	Salaries and Wages	Expense	2	2,532,630	Edit Items
6200	Rent	Expense	3	2,000,000	Edit Items
6300	Utilities	Expense	4	962,500	Edit Items
6400	Travel and Vehicle	Expense	—	—	Edit Items
					Edit

6500	Professional Fees	Expense	2	790,000	Items
6600	Repairs and Maintenance	Expense	—	—	Edit Items
6700	Bank Charges	Expense	—	—	Edit Items
6800	Depreciation	Expense	10	1,646,250	Edit Items
6900	Miscellaneous	Expense	—	—	Edit Items

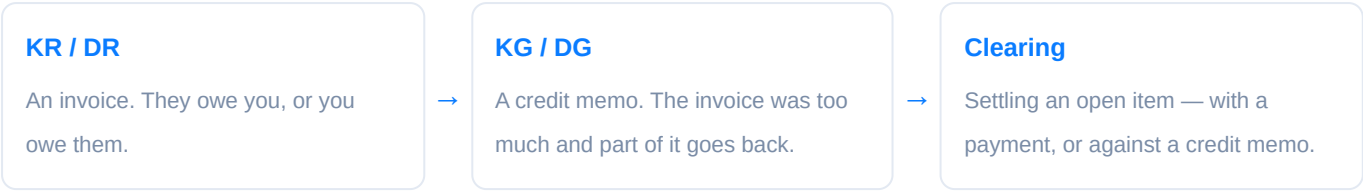
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Account master. SAP calls this FS00. The accounts the system posts to itself are marked, and blocking one of those is refused.

19 Vendor and customer documents

A bill that did not come through a purchase order still has to be recorded, paid and matched off. This is where it is done, and it works the same for money owed to you as for money you owe.

The four kinds



Parking, and why it exists

A new document is **parked**: saved, numbered, visible to everybody, and completely absent from the accounts. You can park a bill you are not sure about on a Tuesday, ask the site about it on Wednesday, and finish it on Thursday, and at no point has it affected a single report. Nothing reaches the books until the second approval.

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New vendor invoice

Parked until it is approved — nothing reaches the accounts before that

All projects

4 awaiting you

AR
Ahmed Raza
Administrator · LZ approver

KR - Vendor invoice

KG - Vendor credit memo

DR - Customer Invoice

DG - Customer credit memo

This is for a bill with no goods receipt behind it — rent, utilities, fees, a subcontractor's certificate. It posts the expense and what the vendor is owed in one document.

HEADER

Vendor *

— select —

Their reference

the number on their invoice

Payment terms

30 days net

Document date *

09/27/2026

Posting date *

09/27/2026

Due

10/27/2026

The date on their paper

Which period it lands in.

What the ageing measures against.

Project

— none —

Cost centre

— per line —

Narration

what this is for

Use where a line does not name its own.

Lines

The expense, or the asset you are buying — before tax

EXPENSE ACCOUNT	DESCRIPTION	AMOUNT	COST CENTRE	INTERNAL ORDER	ASSET
— pick an account —			—	—	—
+ Add line					

Tax and deductions

What is held back never reaches the vendor

Sales tax %

0

Posted to Input Sales Tax (1190).

Tax withheld

0

Held back for the tax office (2130).

Retention

0

Held until the job is signed off (2120).

Park it

Cancel

Nothing reaches the accounts until it is approved at both levels.

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FIELD	WHAT IT IS FOR
Document date	The date on their piece of paper
Posting date	The date it lands in the books — this is what decides the period, and it is what a closed period refuses
Due date	What drives the ageing report and the overdue flag
Tax rate	Sales tax on the net. Goes to Input Tax on a purchase, Output Tax on a sale
Tax withheld	What you hold back for the FBR. Reduces what you pay them, and sits in 2130 until you pay it over
Retention	What is held back under the contract. Sits in its own account and is still tagged to them

What a posted invoice looks like

Every approved document shows the exact entry it wrote, line by line. There is one document, not an invoice in one place and a ledger entry in another: **the line carrying the vendor is the subledger entry**. That is why the payables report can never disagree with the trial balance — there is no second table to keep in step.

The screenshot displays the AxisFinancial interface for a posted vendor invoice. The header shows the document ID KR-2026-0001, the vendor Kohinoor Cement Agency, and the posting date 05 Aug 2026. The interface is divided into several sections:

- Vendor Information:** Vendor: Kohinoor Cement Agency, Their reference: KCA-4471, Document date: 01 Aug 2026, Posting date: 05 Aug 2026, Due: 04 Sep 2026 (overdue), Raised by: Ahmed Raza.
- Lines:** A table showing the invoice lines with columns for ACCOUNT, DESCRIPTION, COST CENTRE, ORDER, and AMOUNT. The total payable to the vendor is PKR 454,000.
- Approval:** Shows the approval process with levels 1 and 2, both approved by Ahmed Raza on 27 Sep 2026.
- Reverse it:** A section for reversing the document, with a reason field and a date field.
- Posted to the accounts:** A table showing the accounting entries for the invoice, including 6300 Utilities, 1190 Input Sales Tax, 2100 Accounts Payable, and 2130 Withholding Tax Payable.
- Kohinoor Cement Agency's open items:** A table showing the open items for the vendor, including GRN-2026-0002, PV-2026-0002, and KR-2026-0001.

An approved vendor invoice. The panel on the right lists everything else still open on that vendor, so you can see the whole relationship from the document.

Retention is tagged to them too

Retention held back sits in **2120 Retention Payable**, and the line still names the vendor. So the vendor balance report shows your total exposure to them, while account 2100 on its own shows what is payable now. Both figures are right; they answer different questions. SAP does the same thing and calls it a special G/L indicator.

Settling it

An open item is a line that has not been matched off. Clearing is how it gets matched off, and there are two shapes:

1 A payment.

Choose the bank, the mode and the reference, tick the items being settled, and hold back any further tax. The bank goes down by what actually left it, and the payable is cleared by the full amount.

2 An internal clearing.

A credit memo against an invoice. Tick both, and they cancel.

An internal clearing posts nothing at all

And that is correct. No money moved, so no entry belongs in the books — the two items are simply marked settled against each other. Getting this wrong is how ledgers end up double-counting, so the document tells you plainly that it touched nothing.

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KZ-2026-0001

Outgoing payment · Ravi Transport Service · 02 Sep 2026

All projects ▾

4 awaiting you

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Administrator · LZ approver

All payments

Ravi Transport Service's account

Voucher KZ-2026-0001

KZ-2026-0001
Outgoing payment

Vendor	Ravi Transport Service
Date	02 Sep 2026 · period 9 of 2026
Bank	Meezan Current · online
Reference	FT-020926
Raised by	Ahmed Raza · 27 Sep 2026, 03:02

What it settles
1 open item

DOCUMENT	DATE	ACCOUNT	REFERENCE	SETTLED	STILL OPEN
KR-2026-0902	12 Aug 2026	2100 Accounts Payable	RTS-2210	303,200	settled
SETTLED				303,200	
LEFT THE BANK				PKR 303,200	

Posted to the accounts
KZ-2026-0001

ACCOUNT	PARTY	DEBIT	CREDIT
2100 Accounts Payable	Ravi Transport Service	303,200	-
1121 Meezan Current	—	-	303,200

Approval Two layers - Level 1 then Level 2

Prepared

Level 1

Level 2

Approved

Status

Approved

Level 1

Ahmed Raza · 27 Sep 2026, 03:02

Level 2

Ahmed Raza · 27 Sep 2026, 03:02

Reverse it A bounced cheque, a payment made twice

Reason

cheque returned, paid twice

Date the reversal

09/27/2026

📅

Reverse it

A mirror document is posted and every item this settled goes straight back to open, so the ageing is honest again immediately.

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A payment. What was owed, what was withheld, what left the bank, and which items it closed.

Getting it wrong

Nothing is ever deleted. If a document was wrong, **reverse** it: a mirror document is posted with every side the other way round, the two are linked, and both stay visible for ever. The reversal is dated in an open period, so reversing something from a closed month does not reopen that month.

Whatever the original had cleared is reopened by the reversal, so a payment reversed puts the invoice back on the list of things to pay.



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Invoices and Credit Memos

Parked while they are drafts; posted to the subledger and the ledger together on approval

All projects
4 awaiting you

AR Ahmed Raza
Administrator - L2 approver

All Payable Receivable

Every kind All statuses Filter Export CSV

+ Customer Invoice + Vendor Invoice

DOCUMENT	KIND	PARTY	THEIR REF.	POSTED	DUE	TOTAL	STATUS
DR-2026-0001 DR-2026-0001	DR Customer invoice	Marina Living Estates	MLE-07	25 Aug 2026	24 Sep 2026	5,424,000	Approved Open
KG-2026-0001 KG-2026-0001	KG Vendor credit memo	Kohinoor Cement Agency	KCA-CN-11B	22 Aug 2026	21 Sep 2026	41,300	Approved Open
KR-2026-0003 KR-2026-0003	KR Vendor invoice	Bright Electric (Pvt) Ltd	BE-0930	20 Aug 2026	19 Sep 2026	146,000	Approved Open
KR-2026-0002 KR-2026-0002	KR Vendor invoice	Ravi Transport Service	RTS-2210	12 Aug 2026	11 Sep 2026	303,200	Approved Open
KR-2026-0001 KR-2026-0001	KR Vendor invoice	Kohinoor Cement Agency	KCA-4471	05 Aug 2026	04 Sep 2026	454,000	Approved Open
TOTAL						6,368,500	

PKR 6,368,500 to the subledger

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20 Assets and depreciation

A generator, a pickup, a tower crane. Record it once, and the monthly charge writes itself for the rest of its life.

Asset classes

A class is a kind of asset, and it carries the accounting so the person creating an asset does not have to know any of it. Five are set up ready: Plant & Machinery, Vehicles, Office Equipment, IT Equipment and Furniture. Each names the account the cost sits in, the account the depreciation piles up in, the expense account it is charged to, and a default life.

Creating an asset

1 Name it, pick the class

, and give the date it was capitalised and what it cost.

2 Adjust the life if you need to.

The class suggests one; the asset decides.

3 Give it a cost centre.

This is what makes the monthly charge land on the right part of the business rather than in a general heap.

4 Save.

The whole schedule is built immediately — every period to the end of its life, with the charge and the closing book value.

A record is not a posting

Creating the asset puts nothing in the books. It is a register entry. The cost only reaches the accounts when you raise an **acquisition** against it and that is approved — paid from a bank, or against Opening Balance Equity for something you already owned before you started using the system.

Additions, transfers and disposals

TRANSACTION	WHAT IT DOES
Acquisition	Puts the original cost on the books
Addition	Adds to the cost — a new engine, a rebuild. The remaining schedule is re-struct
Transfer	Moves it to another cost centre, so future charges land elsewhere
Retirement	Scrapped. Cost and accumulated depreciation both leave the books, and what is left is written off
Sale	The same, with proceeds. Anything above book value is a gain, anything below is a loss

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Asset Accounting

The register, and the classes that decide how each asset depreciates and where it posts

All projects
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Register
Asset classes
Depreciation runs
Export CSV
+ New asset

The register shows 1,006,250 of accumulated depreciation but the ledger shows 1,646,250.

ASSETS IN USE
5

AT COST
PKR **28.33M**

DEPRECIATED SO FAR
PKR **1.01M**

BOOK VALUE
PKR **27.32M**
cost less accumulated

Search name, number, serial.
Every class
All statuses
Filter

5 assets

NO.	ASSET	CLASS	CUSTODIAN	CAPITALISED	COST	DEPRECIATED	BOOK VALUE	STATUS	
FA-0001	Site generator 100kVA	PLANT	—	10 Jan 2026	2,400,000	60,000	2,340,000	In use	Open
FA-0002	Toyota Hilux LEB-7719	VEH	—	20 Feb 2026	8,600,000	430,000	8,170,000	In use	Open
FA-0003	Tower crane, hired-in base	PLANT	—	05 Mar 2026	14,500,000	362,500	14,137,500	In use	Open
FA-0004	Site office container x3	OFF	—	12 Apr 2026	1,850,000	92,500	1,757,500	In use	Open
FA-0005	Survey total station	IT	—	08 May 2026	980,000	61,250	918,750	In use	Open
IN USE					28,330,000	1,006,250	27,323,750		

Book value is what the ledger says it is worth today

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The asset register. Cost, depreciation and book value per asset, totalled. This total is account 1220 and 1290 in the trial balance.

21 Financial reports

Six ways of looking at the same set of entries. Every one of them reads the journal directly, so no two of them can disagree.

REPORT	ANSWERS	SAP
G/L balances	What is the balance on each account, this period and for the year	FS10N
G/L line items	What made up that balance — every entry on one account	FBL3N
Vendor balances	What we owe each supplier	FK10N
Vendor line items	Every document on one supplier, open or cleared	FBL1N
Customer balances	What each client owes us	FD10N
Customer line items	Every document on one client	FBL5N
Trial balance	Whether the books balance, and where the money is	—
Cash and bank	What is in each account, and what moved this month	—
Ageing	How overdue it is, in buckets	—
Document journal	Every document posted, in order, with its type and number	—

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G/L balances · FY 2026
Opening balance, then one column for each period — 26 rows(x)

CODE	ACCOUNT	OPENING	1	2	3	4	5	6	7	8
1110	Cash in Hand	—	—	—	—	—	—	—	—	150,00
1121	Meezan Current	—	—	—	—	—	—	—	28,995,440	54,627,50
1130	Accounts Receivable	—	—	—	—	—	—	53,768,000	15,520,000	-33,345,00
	recon									
1140	Advances to Vendors	—	—	—	—	—	—	—	1,500,000	
1150	Retention Receivable	—	—	—	—	—	—	2,400,000	3,075,000	1,380,00
1170	Materials Inventory	—	—	—	—	—	—	3,562,980	1,695,718	1,859,70
	recon									
1190	Input Sales Tax	—	—	—	—	—	—	—	—	138,60
1195	Withholding Tax Receivable	—	—	—	—	—	—	—	3,360,000	4,305,00
1210	Plant and Machinery	—	2,400,000	—	14,500,000	—	—	—	—	—
	recon									
1220	Vehicles	—	—	8,600,000	—	—	—	—	—	—
	recon									
1230	Office Equipment	—	—	—	—	1,850,000	980,000	—	—	—
	recon									
1290	Accumulated Depreciation	—	—	—	—	—	—	-335,417	-335,417	-975,41
	recon									
2100	Accounts Payable	—	—	—	—	—	—	—	-5,000,000	-2,351,00
	recon									
2120	Retention Payable	—	—	—	—	—	—	—	-1,077,600	-265,00
2130	Withholding Tax Payable	—	—	—	—	—	—	—	-969,640	-301,31
2140	Output Sales Tax	—	—	—	—	—	—	-8,100,000	-10,455,000	-4,740,00
2150	Accrued Expenses	—	—	—	—	—	—	-5,418,000	-14,324,000	-9,895,96
2160	Salaries Payable	—	—	—	—	—	—	—	—	-1,211,32
3950	Opening Balance Equity	—	-2,400,000	-8,600,000	-14,500,000	-1,850,000	-980,000	-3,015,000	—	—
4100	Contract Revenue	—	—	—	—	—	—	-48,000,000	-61,500,000	-27,600,00
5100	Materials	—	—	—	—	—	—	4,870,020	39,180,282	12,226,30
6100	Salaries and Wages	—	—	—	—	—	—	—	—	1,270,90
6200	Rent	—	—	—	—	—	—	—	—	2,000,00
6300	Utilities	—	—	—	—	—	—	—	—	962,50
6500	Professional Fees	—	—	—	—	—	—	—	—	790,00
6800	Depreciation	—	—	—	—	—	—	335,417	335,417	975,41
TOTAL		—	—	—	—	—	—	—	—	—

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G/L balances. Opening, debits, credits and closing per account for the period you pick. Click any account to see what made it up.

Drilling in

Every balance on every screen is a link. Account 2100 shows 8.4 million payable; click it and you have the entries; click one and you have the document; from the document you can see the vendor's whole position. Nothing on these screens is a dead end, which is the difference between a report you look at and a report you can use.

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All of the year

1110 · Cash in Hand

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1110 · Cash in Hand

1 line item(s) · brought forward 0 · carried forward 150,000

DOCUMENT	TYPE	DATE	P	REFERENCE	DEBIT	CREDIT	BALANCE
Brought forward							0
JV-2026-0001	JV	31 Aug 2026	8	PC-08	150,000	—	150,000
CARRIED FORWARD							150,000

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G/L line items. Open items can be shown on their own — the ones still waiting to be settled.



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Vendor balances · FY 2026

Opening balance, then one column for each period — 6 row(s)

VENDOR	OPENING	1	2	3	4	5	6	7	8	9	10	11	12	CLOSING	OPEN ITEMS
Bright Electric (Pvt) Ltd	-	-	-	-	-	-	-	-1,500,000	6,651,000	-	-	-	-	5,151,000	5,151,000
Chenab Steel Works	-	-	-	-	-	-	-	806,700	-	-	-	-	-	806,700	806,700
Kohinoor Cement Agency	-	-	-	-	-	-	-	270,900	412,700	-	-	-	-	683,600	683,600
Punjab Tiles & Marble	-	-	-	-	-	-	-	-	-	313,500	-	-	-	313,500	313,500
Asad Construction Co.	-	-	-	-	-	-	-	5,000,000	-4,750,000	-	-	-	-	250,000	250,000
Ravi Transport Service	-	-	-	-	-	-	-	-	303,200	-303,200	-	-	-	-	-303,200
TOTAL	-	-	-	-	-	-	-	4,577,000	2,610,900	10,300	-	-	-	7,204,800	6,981,600

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Debits equal credits

CODE	ACCOUNT	TYPE	OPENING	DEBIT	CREDIT	CLOSING
1110	Cash in Hand	Asset	—	150,000	—	150,000
1121	Meezan Current	Asset	—	130,000,000	32,354,610	97,645,390
1130	Accounts Receivable	Asset	—	153,600,000	139,261,000	14,339,000
1140	Advances to Vendors	Asset	—	1,500,000	—	1,500,000
1150	Retention Receivable	Asset	—	6,855,000	—	6,855,000
1170	Materials Inventory	Asset	—	30,353,000	23,234,602	7,118,398
1190	Input Sales Tax	Asset	—	144,900	6,300	138,600
1195	Withholding Tax Receivable	Asset	—	9,261,000	—	9,261,000
1210	Plant and Machinery	Asset	—	16,900,000	—	16,900,000
1220	Vehicles	Asset	—	8,000,000	—	8,000,000
1230	Office Equipment	Asset	—	2,830,000	—	2,830,000
1290	Accumulated Depreciation	Asset	—	—	1,646,250	-1,646,250
2100	Accounts Payable	Liability	—	33,160,500	40,215,200	-7,048,700
2120	Retention Payable	Liability	—	—	1,656,100	-1,656,100
2130	Withholding Tax Payable	Liability	—	—	1,597,920	-1,597,920
2140	Output Sales Tax	Liability	—	—	23,355,000	-23,355,000
2150	Accrued Expenses	Liability	—	—	29,652,920	-29,652,920
2160	Salaries Payable	Liability	—	—	2,413,480	-2,413,480
3050	Opening Balance Equity	Equity	—	—	31,345,000	-31,345,000
4100	Contract Revenue	Income	—	—	137,100,000	-137,100,000
5100	Materials	Expense	—	62,546,602	—	62,546,602
6100	Salaries and Wages	Expense	—	2,532,630	—	2,532,630
6200	Rent	Expense	—	2,000,000	—	2,000,000
6300	Utilities	Expense	—	997,500	35,000	962,500
6500	Professional Fees	Expense	—	790,000	—	790,000
6800	Depreciation	Expense	—	1,646,250	—	1,646,250
TOTAL			—	463,873,382	463,873,382	—

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Trial balance. The check that everything else rests on. If this does not tie, nothing else on any screen can be trusted — and it is worked out from the same rows the other reports read.



AXISFINANCIAL

Skyline Builders (Pvt) Ltd

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Unlimited projects Unlimited users

Financial Reports

A fiscal year laid out by period, the way SAP shows it

All projects

4 awaiting you

AR Ahmed Raza
Administrator - L2 approver

G/L balances

G/L line items

Vendor balances

Vendor line items

Customer balances

Customer line items

Trial balance

Cash and bank

Ageing

Document journal

Health

From

To

mm/dd/yyyy

mm/dd/yyyy

Show

Export CSV

Accounting

Custom reports

TOTAL ON HAND

PKR 97.80M

IN

PKR 0

pick a period above

OUT

PKR 0

Where the money is

Read from the ledger, not from a stored balance

ACCOUNT	KIND	NUMBER	G/L	IN	OUT	BALANCE
Cash in Hand	cash	—	1110	—	—	150,000
HLB Payroll	bank	1799006123456	1122	—	—	0
Meezan Current	bank	0102345678901	1121	—	—	97,645,390
TOTAL				0	0	97,795,390

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Your own reports still work

		2026					
JV-2026-0017	JV	01 Aug 2026	2026/8	—	Head office rent, August	1,150,000	posted
PV-2026-0006	PV	01 Aug 2026	2026/8	FT08-01	Site office rent, August	285,000	posted
AF-2026-0002	AF	31 Jul 2026	2026/7	AF-2026-0002	Depreciation — period 7 of 2026	335,417	posted
SI-2026-0002	SI	31 Jul 2026	2026/7	IPC-02	Interim payment certificate 2	71,955,000	posted
GRN-2026-0003	GRN	29 Jul 2026	2026/7	GRN-2026-0003	Goods received from Asad Construction Co. on GRN-2026-0003	5,000,000	posted
JV-2026-0011	JV	28 Jul 2026	2026/7	GI-2026-0003	Goods issue GI-2026-0003 at Gulberg Heights site store, iss...	2,444,282	posted
PV-2026-0005	PV	24 Jul 2026	2026/7	RTGS-99310	Mobilisation advance, electrical package	1,500,000	posted
PV-2026-0002	PV	21 Jul 2026	2026/7	ONLINE-99121	Against cement for raft pour, bill 1	5,418,000	posted
RV-2026-0001	RV	18 Jul 2026	2026/7	FT180726	Against IPC-01	53,360,000	posted
GRN-2026-0002	GRN	15 Jul 2026	2026/7	GRN-2026-0002	Goods received from Kohinour Cement Agency on GRN-2026-0002	5,418,000	posted
JV-2026-0010	JV	12 Jul 2026	2026/7	GI-2026-0002	Goods issue GI-2026-0002 at Gulberg Heights site store, iss...	10,184,000	posted
PV-2026-0001	PV	10 Jul 2026	2026/7	CHEQUE-99120	Against rebar for raft foundation, bill 1	10,134,000	posted
JV-2026-0006	JV	09 Jul 2026	2026/7	GR-2026-0004	Goods receipt GR-2026-0004 at Gulberg Heights site store	3,068,000	posted
JV-2026-0005	JV	04 Jul 2026	2026/7	GR-2026-0003	Goods receipt GR-2026-0003 at Gulberg Heights site store	11,256,000	posted
GRN-2026-0001	GRN	04 Jul 2026	2026/7	GRN-2026-0001	Goods received from Chenab Steel Works on GRN-2026-0001	10,134,000	posted
AF-2026-0001	AF	30 Jun 2026	2026/6	AF-2026-0001	Depreciation — period 6 of 2026	335,417	posted
SI-2026-0001	SI	30 Jun 2026	2026/6	IPC-01	Interim payment certificate 1	56,160,000	posted
JV-2026-0009	JV	26 Jun 2026	2026/6	GI-2026-0001	Goods issue GI-2026-0001 at Gulberg Heights site store, iss...	1,870,020	posted
JV-2026-0004	JV	22 Jun 2026	2026/6	GR-2026-0002	Goods receipt GR-2026-0002 at Gulberg Heights site store	5,418,000	posted
JV-2026-0003	JV	01 Jun 2026	2026/6	GR-2026-0001	Goods receipt GR-2026-0001 at Gulberg Heights site store	3,015,000	posted
AA-2026-0005	AA	08 May 2026	2026/5	AA-2026-0005	Brought onto the books at 980,000	980,000	posted
AA-2026-0004	AA	12 Apr 2026	2026/4	AA-2026-0004	Brought onto the books at 1,850,000	1,850,000	posted
AA-2026-0003	AA	05 Mar 2026	2026/3	AA-2026-0003	Brought onto the books at 14,500,000	14,500,000	posted
AA-2026-0002	AA	20 Feb 2026	2026/2	AA-2026-0002	Brought onto the books at 8,600,000	8,600,000	posted
AA-2026-0001	AA	10 Jan 2026	2026/1	AA-2026-0001	Brought onto the books at 2,400,000	2,400,000	posted

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Document journal. Every posting in the period with its type and number. This is the list an auditor asks for first.

22 Cost centres, orders and planning

Financial Accounting answers "what did the company spend". Controlling answers "who spent it, and was that the plan". Both read exactly the same entries.

The one thing to understand about CO

Nothing is copied. When a bill is posted, the line already carries its cost centre, its project, its internal order and its profit centre — so the CO reports read those lines directly. There is one set of figures, not two. FI and CO cannot drift apart, not because something reconciles them overnight, but because there is nothing to reconcile.

Cost elements

A cost element is what a cost *is*: materials, subcontractors, rent, salaries. There are two kinds, and the difference matters.

KIND	WHAT IT IS
Primary	Tied to a P&L account. Money genuinely left the company — a bill was paid, a wage was earned
Secondary	Has no G/L account and never will. It exists only to move cost from one part of the business to another. Nothing left the company, so nothing belongs in the ledger

Cost centres, profit centres, internal orders and projects

OBJECT	USE IT FOR
Cost centre	A part of the business that spends continuously — a trade, a site team, head office
Internal order	One job with a beginning and an end — a crane overhaul, a mock-up flat. It collects its own cost and can be closed
Project	The contract, which you already use everywhere else
Profit centre	A division you want a profit figure for — Civil, MEP, Infrastructure

One rupee, one owner

Where a line names an internal order, the **order** carries the cost and the cost centre does not. The cost centre on such a line is the one *responsible*, not the one charged. Without this rule the same money would be counted twice — once on the order and once on the centre — and the CO total would not agree with the ledger.



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Skyline Builders (Pvt.) Ltd.

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3 Unlimited projects 10 Unlimited users

v1.1

Controlling Master Data

Cost elements, profit centres, and where each cost centre sits

All projects

4 awaiting you

AR Ahmed Raza

Administrator · L2 approver

Cost elements

Cost centres

Profit centres

Internal orders

Export CSV

A **primary** cost element is a profit-and-loss account seen from CO's side — 5100 Materials is cost element 5100. It is never created by hand; the list follows the chart of accounts.

A **secondary** one exists only in CO, has no G/L account, and is what an assessment charges under so the cost arrives with a name of its own rather than as a copy of somebody else's ledger.

Primary — 16

One for every P&L account

Sync with the chart

CODE	NAME	G/L ACCOUNT	KIND
4100	Contract Revenue	4100	Income
4200	Other Income	4200	Income
5100	Materials	5100	Expense
5200	Subcontractors	5200	Expense
5300	Labour	5300	Expense
5400	Equipment Hire	5400	Expense
5500	Site Overheads	5500	Expense
6100	Salaries and Wages	6100	Expense
6200	Rent	6200	Expense

Add a secondary element

Code *

9050

Category

42 · ▾

Name *

Head office overhead

Notes

☒ In use

Add it

Secondary — 4

CO only. No G/L account, and there never will be one.

CODE	NAME	CATEGORY	USED BY	
9010	Head office overhead assessed	42 - assessment	1 cycle(s)	Edit
9020	Site establishment distributed	42 - assessment	—	Edit
9030	Plant and equipment charged out	43 - activity	—	Edit
9040	Internal order settlement	42 - assessment	—	Edit

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Skyline Builders (Pvt.) Ltd.

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v4.4

Planning

What each cost centre, order or project is expected to cost, by period

All projects ▾
● 4 awaiting you

AR Ahmed Raza
Administrator · L2 approver

Plan for
Cost centre ▾
Which one
CC-A — Civil & Structure Works ▾
Fiscal year
FY 2026 ▾
Show
Export CSV Report

PLANNED FOR THE YEAR
PKR **56.00M**

ACTUAL SO FAR
PKR **37.21M**

VARIANCE
PKR **-18.79M**
under the plan

AGAINST PLAN
-33.6%
actual less plan

CC-A — Civil & Structure Works
Plan against actual, period by period

PERIOD	COVERS	PLAN	ACTUAL	VARIANCE	%
1	January 2026	4,666,667	—	-4,666,667	-100.0%
2	February 2026	4,666,667	—	-4,666,667	-100.0%
3	March 2026	4,666,667	—	-4,666,667	-100.0%
4	April 2026	4,666,667	—	-4,666,667	-100.0%
5	May 2026	4,666,667	—	-4,666,667	-100.0%
6	June 2026	4,666,667	5,053,779	387,103	+8.3%
7	July 2026	4,666,667	31,919,759	27,253,083	+584.0%
8	August 2026	4,666,667	231,738	-4,434,929	-95.0%
9	September 2026	4,666,667	—	-4,666,667	-100.0%
10	October 2026	4,666,667	—	-4,666,667	-100.0%
11	November 2026	4,666,667	—	-4,666,667	-100.0%
12	December 2026	4,666,667	—	-4,666,667	-100.0%
THE YEAR		56,000,000	37,205,258	-18,794,742	-33.6%

Spread a year
The quick way to start

The year's figure
1200000

Spread it evenly

The last period carries the rounding, so the twelve months add up to the year exactly.

By period
Adjust any month by hand

Period 1
466666

Period 2
466666

Period 3
466666

Period 4
466666

Period 5
466666

Period 6
466666

Period 7
466666

Period 8
466666

Period 9
466666

Period 10
466666

Period 11
466666

Period 12
466666

Save the plan

Plan honestly, or do not plan

23 Allocations

Head office rent is a real cost, but it does not belong to head office — it belongs to the jobs head office is running. An allocation is how it gets there.

The two kinds

KIND	WHAT ARRIVES AT THE RECEIVER	USE IT WHEN
Distribution	The original cost, keeping its own name — rent stays rent	The cost genuinely belongs to them and was simply paid by somebody else
Assessment	One line under a secondary element — "head office overhead assessed"	You are sharing out a pot of mixed overhead and the detail would only be noise

SAP calls these KSV5 and KSU5. The choice is about how much detail should survive the journey: a distribution tells the site it is carrying rent, an assessment tells it it is carrying its share of head office.

Building a cycle

- 1 Name the sender**
— the cost centre holding the money — and how much of it to give away, usually 100%.
- 2 Choose how to split it.**
Fixed amounts, percentages, evenly, or in proportion to what each receiver has already spent.
- 3 List the receivers.**
The sender cannot be one of them; a cycle that feeds itself is refused before it runs.
- 4 Preview it.**
You see exactly what each receiver would get, before anything happens.

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unlimited projects • unlimited users

Allocation Cycles

Moving cost from where it landed to where it belongs

All projects
4 awaiting you
Ahmed Raza
Administrator • L2 approver

1 cycle

A distribution moves cost under its original cost element — it arrives still called electricity. An assessment moves it under a secondary element — it arrives as one line called what the cycle calls it. Use distribution when the cost was simply booked in the wrong place; use assessment when it genuinely belongs to head office but somebody has to carry it. Neither touches the ledger: nothing has happened in the outside world.

Cycles							Who gives, who receives, and how it is split
CODE	CYCLE	KIND	SENDER	SHARE	SPLIT BY	RECEIVERS	
CYC-HO	Head office overhead to the sites + 9856 Head office overhead assessed	Assessment	DH-ADMIN — Head Office / Administration	100%	In proportion to what each has already spent	5 Open	

Add a cycle

Code: given if you leave it
Kind *: Assessment

Name *

Head office to sites

Charged under *

— select —

A secondary element. This is the name the cost arrives under.

Sender is a

Cost centre

Give away

100%

% of what it has earned.

Sender *

CC-A — Civil & Structure Works

Split it *

A share each

In proportion to what each has already spent: is the one people use most — a big site takes a big share of head office.

Notes

☒ In use

Add cycle

Runs in FY 2026
1 so far

RUN	CYCLE	PERIOD	MOVED	STATUS
CO-2026-0001	Head office overhead to the sites	8	3,379,333	Approved

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Running it

The same period cannot be run twice

Run the head office cycle for August a second time and it is refused by name. Charging the sites twice for the same month is the easiest mistake to make here and the hardest to spot afterwards.

Reconciliation

The last tab of the CO reports is the one to look at when something feels wrong. It checks that the cost the CO reports show still agrees with the ledger, and that every allocation nets to zero. If both are clean, the two halves of the system agree — and because CO reads the ledger rather than copying it, they generally are.

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Skyline Builders (Pvt...)

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Controlling Reports

Where the money went, and whether that was the plan

All projects

4 awaiting you

AR Ahmed Raza
Administrator · LZ approver

Cost centres

Internal orders

Projects

Profit centres

By cost element

Reconciliation

Fiscal year

FY 2026

Show

Planning

Does CO agree with FI?

It has to — they read the same rows

Total cost in the profit and loss, FY 2026	70,477,982
...carried by cost centres	67,305,352
...carried by internal orders	0
...on no CO object at all	3,172,630
Secondary postings, net	0

Secondary postings must net to **nothing**: an allocation moves cost between objects and cannot create it. Cost on no CO object is not an error, but it belongs to nobody in the reports, so it is worth knowing about.

Anything out of step

3,172,630 of cost is on no cost centre, order or project, so it belongs to nobody in the CO reports.

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Reconciliation. FI against CO, and every allocation run's net. This is the screen that tells you the numbers can be trusted.



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Where the money went, and whether that was the plan

All projects

4 awaiting you

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Administrator · L2 approver

Cost centres

Internal orders

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Profit centres

By cost element

Reconciliation

Fiscal year

Period

Drill into

FY 2026

The whole year

All of them

Show

Export CSV

Planning

Cost centres · FY 2026

Ordered by the size of the variance — the biggest surprise first

CODE	NAME	PLAN	ACTUAL	VARIANCE	%	
CC-A	Civil & Structure Works	56,000,000	37,205,258	-18,794,742	-33.6%	Open
CC-C	Flooring & Finishes	18,000,000	12,304,650	-5,695,350	-31.6%	Open
CC-B	Masonry & Blockwork	12,000,000	7,838,330	-4,161,661	-34.7%	Open
OH-ADMIN	Head Office / Administration	3,600,000	61,667	-3,538,333	-98.3%	Open
CC-H	Electrical & Low Current	12,000,000	8,798,482	-3,201,518	-26.7%	Open
OH-PLANT	Plant, Tools & Equipment	1,400,000	1,096,957	-303,043	-21.6%	Open
TOTAL		103,000,000	67,305,352	-35,694,648		

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24 Reports, and building your own

The standard reports

Set a date range and you get spend by cost center — requested, ordered, received and paid, with a bar showing how much of each budget is committed — alongside spend by vendor and a count of documents at each stage. Both tables export to CSV.

AXISFINANCIAL

Skyline Builders (Pvt...)

CONTROLLING

Account Master

CONTROLLING

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CO Master Data

ACCOUNTING

Reports

Journal

Chart of Accounts

Banks and Cash

REFERENCE

Cost Centers

Project Reports

Custom Reports

ADMINISTRATION

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Reports

Spend by cost center and vendor · 01 Jan 2026 to 27 Sep 2026

All projects

4 awaiting you

AR Ahmed Raza

Administrator · L2 approver

From 01/01/2026 To 09/27/2026 Apply

Export cost centers CSV

Export vendors CSV

Customise a report

The two reports below are the ones most people want. For anything else — any document, any date range, any project, vendor, customer or account, summarised however you like — build your own.

Customise a report

Cost center spend

Requisitioned — ordered — received — paid

CODE	COST CENTER	CATEGORY	BUDGET	REQUESTED	ORDERED	RECEIVED	PAID	BUDGET USED
OH-ADMIN	Head Office / Administration	Overhead	9,000,000	0	0	0	697,500	0%
OH-PLANT	Plant, Tools & Equipment	Overhead	18,000,000	0	0	0	0	0%
CC-A	Civil & Structure Works	Trade	120,000,000	21,552,000	21,552,000	21,552,000	19,504,500	10%
CC-B	Masonry & Blockwork	Trade	46,000,000	5,000,000	5,000,000	5,000,000	4,525,000	11%
CC-C	Flooring & Finishes	Trade	64,000,000	9,782,000	6,270,000	5,270,000	5,674,350	10%
CC-D	False Ceiling	Trade	—	0	0	0	0	—
CC-E	Partitions & Glazing	Trade	—	0	0	0	0	—
CC-F	Joinery & Millwork	Trade	—	0	0	0	0	—
CC-G	Painting & Wall Finishes	Trade	—	0	0	0	0	—
CC-H	Electrical & Low Current	Trade	48,000,000	11,938,000	11,938,000	5,490,000	1,500,000	25%
CC-I	HVAC	Trade	—	0	0	0	0	—
CC-J	Plumbing & Fire Fighting	Trade	—	0	0	0	0	—
CC-K	Loose Furniture & Miscellaneous	Trade	—	0	0	0	0	—
TOTAL			305,000,000	48,192,000	44,760,000	39,312,000	31,901,410	

Vendor spend

VENDOR	CATEGORY	ORDERS	ORDERED VALUE	PAID
Chenab Steel Works	Steel	1	16,134,000	14,001,270
Bright Electric (Pvt) Ltd	Electrical	2	11,938,000	1,500,000
Punjab Tiles & Marble	Finishes	1	6,270,000	5,674,350
Kohinoor Cement Agency	Cement	1	5,418,000	4,903,290
Asad Construction Co.	Civil	1	5,000,000	4,525,000

Documents by stage

All time

	DRAFT	L1	L2	DONE	REJ.
Requisitions	0	1	0	7	0
Purchase orders	0	0	0	6	0
Goods receipts	0	0	0	5	0
Payments	0	0	0	7	0

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Reports. Cost center spend across the chain, with budget usage.

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Printing a document

Every requisition, order, receipt and payment has a **Print** button. It opens a clean page with your company name and address at the top, the item table, the totals and a signature block showing who prepared it and who approved it at each level. Print it, or use your browser's *Save as PDF*.

Put your letterhead on it

Settings → Company sets the name, address and NTN that appear on every printed document.

Building your own report

The two standard reports answer the two questions people ask most. For everything else there is **Custom Reports** — reachable from the menu, or from the **Customise a report** button on the reports page. It asks three things.

AxisFinancial
Skyline Builders (Pvt.) Ltd.

Custom Reports
Ask anything of any document in the system

All projects 4 awaiting you Ahmed Raza Administrator 12 January

Standard reports Open a saved report...

1 · What are you reporting on? only what your role can open is listed

Requisitions: What the site has asked for
Purchase orders: What has been ordered, and from whom
Goods receipts: What actually arrived on-site
Payments: Money out — vouchers, deductions and which bank
Sales invoices: What you have billed your customers
Receipts: Money in from customers
Ledger entries: Every period line — the most flexible of all
Vendors: The supplier register itself
Customers: Who you bill

2 · Narrow it down leave anything blank to include everything

Quick range: Custom dates — From: 07/01/2026 To: 06/30/2027 Project: Every project

Vendor or customer: Anyone Cost centre: All cost centres Bank or cash account: Any account Status: Any status

Or filter both sides of the business.

Method: Any method Amount from: no maximum Amount up to: no maximum Contains the words: reference, narration, name

3 · How should it come out?

Summarize by: Line by line — every document Sent by: Paid on Order: Newest / largest first Most rows to show: 500

Summarizing gives one row per group with the money added up.

Columns: ☒ Voucher ☒ Paid on ☒ Paid to ☒ Project ☐ Cost centre ☒ From account ☒ Method ☐ Cheque no ☐ Reference ☐ Their invoice ☒ Gross ☐ Tax deducted ☐ Retention ☐ Other det ☐ Advance ☐ Narration ☐ Status ☒ Not paid

When you summarize, the money columns you pick are the ones added up.

Run the report Start again

Choose a source, set your filters, and press Run the report.
Anything you build can be saved and re-run, exported to a spreadsheet, or printed — and every reference in the answer links straight to the document behind it.

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Custom Reports. Pick a source, narrow it down, decide how it should come out. Nothing here is compulsory — leave a box alone and it includes everything.

1 · What are you reporting on? Nine sources, shown as cards: requisitions, purchase orders, goods receipts, payments, sales invoices, receipts, ledger entries, the vendor register and the customer register. Only the ones your role can already open are listed — a store officer is offered deliveries and orders, and payments and the ledger are not on the page at all.

2 • Narrow it down. A date range, with eight quick ranges so you rarely have to type one: this month, last month, this quarter, this financial year (July–June), last financial year, this calendar year, the last 90 days, or everything to date. Then a project, a cost centre, a bank or cash account, a status, a payment method, an amount range, and a box that searches every piece of text on that source.

THE ONE LIST	WHAT IT SAVES YOU
Vendor or customer	Vendors and customers appear in a single picker under their own headings, so you never have to decide first which side of the business the name is on
Chart of accounts	On the ledger source: report on one account, or on a whole kind of account — every expense, every liability — in one go

3 • How should it come out? Leave it line by line, or summarise by payee, project, cost centre, bank, month, account, voucher type or status. When you summarise, the money columns you have ticked are the ones added up, and each line carries a count of the documents behind it. You also choose the columns, the sort, the order, and how many rows.

AXISFINANCIAL
India's Smartest ERP

ACCOUNTS

ACCOUNT MASTER

CO Reports

Planning

Internal Orders

Allocations

CO Master Data

Account Entry

Reports

Journal

Chart of Accounts

Banks and Cash

Performance

Cost Centers

Project Reports

Customer Reports

Inventory

Asset Management

Status

OTI - Plan & Follow

Unread plan

Custom Reports

Not a member of any organisation in the system

All projects

4 awaiting you

Amount Range

Advanced

Summary

Open a saved report...

1- What are you reporting on?

Requisitions
When you see an invoice for

Purchase orders
When you have a receipt and have an order

Goods receipts
When you receive goods or materials

Payments
When you have a bill, invoice, deduction, and other bills

Sales invoices
When you have a bill, invoice, deduction, and other bills

Receipts
When you have a receipt

Ledger entries
When you have a receipt and have an order

Vendors
When you have a receipt and have an order

Customers
When you have a bill

2- Narrow it down

Quick range

From

To

Project

Custom dates

From

To

Every project

Vendor or customer

Cost center

Bank or cash account

Status

Any

All cost centers

Any account

Approved only

3- How should it come out?

Summary by

Sort by

Order

Most rows to show

Tasks by payee

Paid on

Forward / largest first

500

Columns

Invoice

Paid on

Paid to

Project

Cost center

Bank account

Method

Charge type

Reference

Other invoice

Cost

Tax deducted

Retention

Other desc

Advance

Location

Status

Not paid

Payments — summary

1 row - the beginning to today

CSV

Print

Payee	COUNT	GROSS	TAX DEDUCTIBLE	RETENTION	NET PAID
Chennai Steel Works	1	18,134,999	725,838	890,799	14,951,279
Punjab State & Mobile	1	6,279,999	297,388	315,500	6,674,999
Kutheer Cement Agency	1	5,418,999	243,838	270,999	4,953,259
Asal Construction Co.	1	4,999,999	229,999	290,999	4,429,999
Bright Electric (Pvt) Ltd	1	2,599,999	--	--	2,599,999
LESCO	1	432,999	--	--	432,999
Shree office landline	2	285,999	--	--	285,999
TOTAL OF 7 rows	7	35,410,999	1,479,999	1,462,298	32,468,699

Keep this report

Save

Monthly subcontractor spend

What if to be, on the next person's laptop

Save it

Custom reports are created using existing reports. If the data you can provide search data.

Summarised. The same payments, one line per payee, with gross, tax deducted, retention and net paid all totalled.

Getting it out, and keeping it

- **Every reference is a link.** Click a voucher number in the answer and you are on the voucher.

- **CSV** opens in Excel, with the report's name and date range at the top and a TOTAL line at the bottom.
- **Print** gives A4 landscape on your letterhead, with the filters listed under the heading so whoever reads it knows what they are looking at.
- **Save it** under a name, with a note saying what it is for. It joins the list at the top of the page for everyone in the workspace.

Print this

Payments report
Payments - Money out — vouchers, deductions and which bank

Skyline Builders (Pvt) Ltd
12-C, Main Boulevard, Gulberg III, Lahore - 042-3577 8800

Period the beginning to today Status approve only Rows 7

VOUCHER	PAID ON	PAID TO	PROJECT	FROM ACCOUNT	METHOD	GROSS	NET PAID
PAY-2026-0004	07 Sep 2026	Punjab Tiles & Marble	DHA Phase 8 Villas	Meezan Current	cheque	6,270,000.00	5,674,350.00
PAY-2026-0007	05 Aug 2026	LESCO	Gulberg Heights Tower	Meezan Current	online	412,500.00	412,500.00
PAY-2026-0003	04 Aug 2026	Asad Construction Co.	Gulberg Heights Tower	Meezan Current	rtgs	5,000,000.00	4,525,000.00
PAY-2026-0006	01 Aug 2026	Site office landlord	Gulberg Heights Tower	Meezan Current	online	285,000.00	285,000.00
PAY-2026-0005	24 Jul 2026	Bright Electric (Pvt) Ltd	Gulberg Heights Tower	Meezan Current	rtgs	1,500,000.00	1,500,000.00
PAY-2026-0002	21 Jul 2026	Kohinor Cement Agency	Gulberg Heights Tower	Meezan Current	online	5,418,000.00	4,903,290.00
PAY-2026-0001	10 Jul 2026	Chenab Steel Works	Gulberg Heights Tower	Meezan Current	cheque	16,134,000.00	14,601,270.00
TOTAL						35,019,500.00	31,901,410.00

Skyline Builders (Pvt) Ltd - Axis-financial v1.4

Printed 27 Sep 2026, 09:33 by Ahmed Haqq

Printed. The heading says what the report is and what was filtered, so a page on somebody's desk still explains itself.

A saved report is not frozen

It remembers every setting except the dates. Open it and change the range, and you have this month's version of the same question — so “subcontractor spend” is one report you run every month, not twelve reports.

It is not a way round permissions

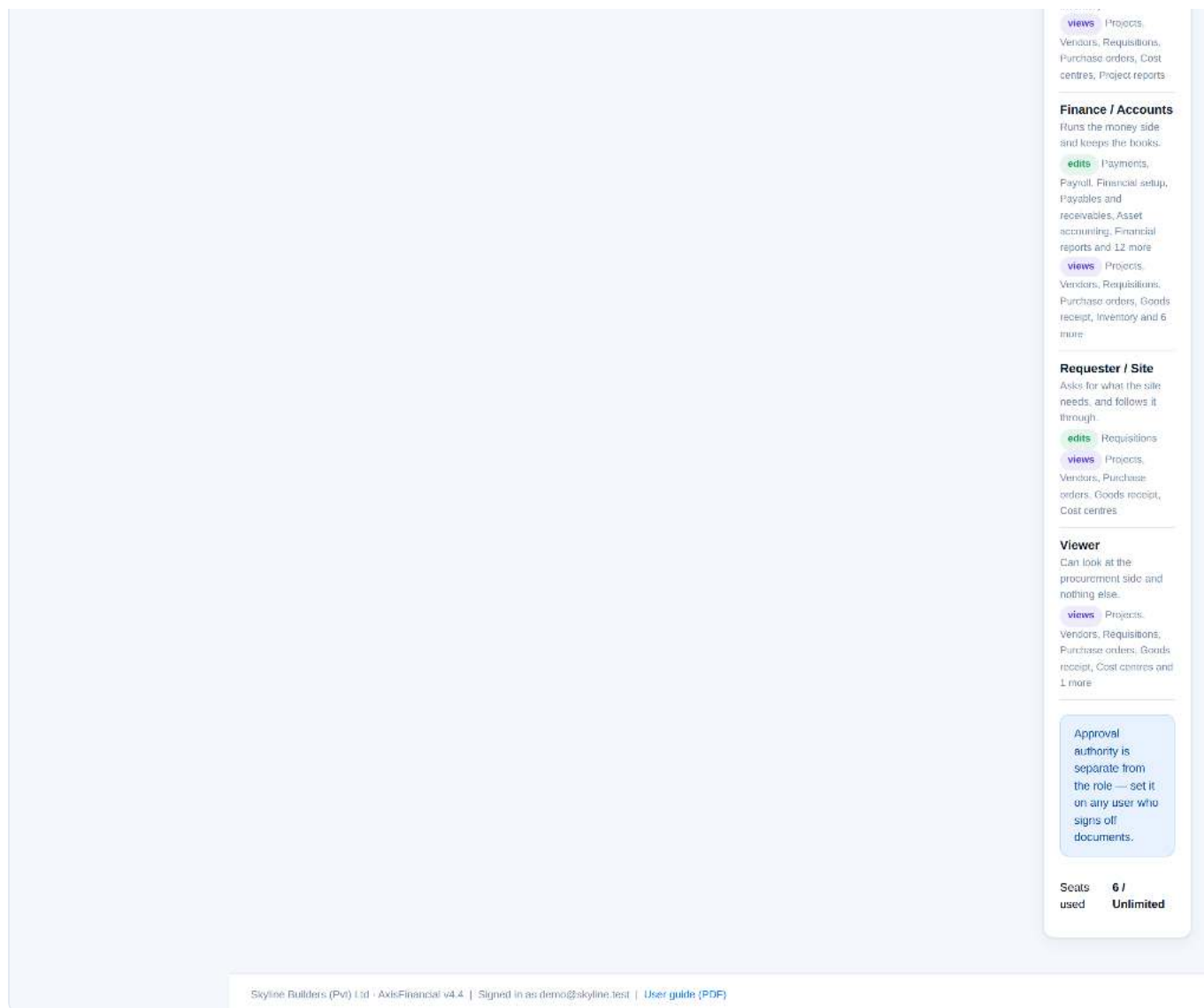
The builder can only reach what your role can already open, whether you pick it from the page or type it into the address. Reporting on payments needs the Payments module, and the ledger needs Accounting.

25 Administration

For the workspace administrator: who can sign in, what they may do, and what the company details are.

Adding someone

- 1 User Management**
, fill in the form on the right.
- 2 Their email is their sign-in**
and must be unused across the platform.
- 3 Pick a role.**
That decides which modules they can open at all — see below. Set **approval authority** separately if they sign documents.
- 4 Set a password**
and send it to them. They are asked to change it the first time they sign in.

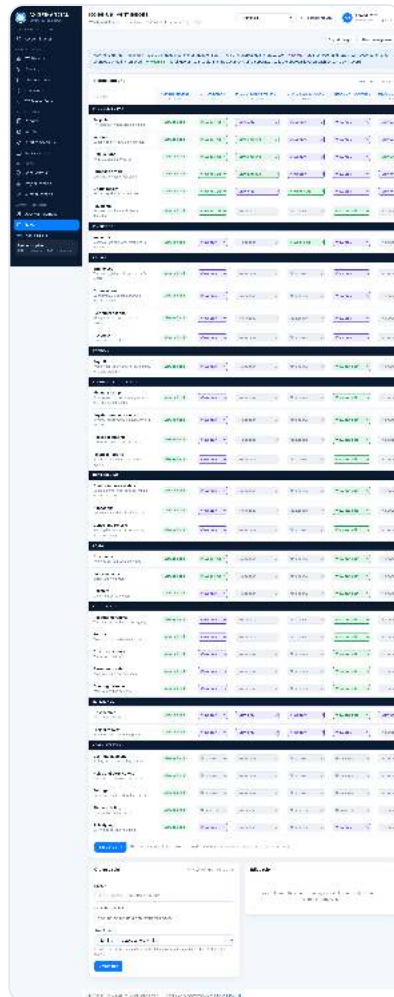


User Management. The seat meter on the right shows how much of your plan you are using.

Roles and permissions

A role is not just a job title. **Administration** → **Roles** is a grid: every module down the side, every role across the top, and one of three settings in each cell.

SETTING	WHAT IT MEANS
No access	The module is not in their menu, and typing its address gets a refusal. A store officer never sees payments at all
View only	They can open it and read it. Every button that changes something is gone, and a hand-made attempt to save is refused
View and edit	Full use of that module



Roles. The whole permission grid on one screen. Read down a column to see exactly what one job can reach.

The roles that come with the system — Administrator, Management, Procurement Officer, Store / Warehouse, Finance / Accounts, Requester and Viewer — are sensible whole jobs rather than a pile of switches. Change any of them, or build your own.

Making a role for a job you actually have

- 1 **Name it.**
Site Engineer, Store Officer, Auditor — whatever the office calls it.
- 2 **Start from a copy**
of an existing role if one is close, then take things away. Starting from nothing is also offered, and gives a role with no access at all.
- 3 **Set its column**
in the grid and press *Save the grid*.
- 4 **Put people on it**
from User Management. It takes effect on their next page — they do not need to sign in again.

AXISFINANCIAL
Skyline Builders (Pvt...)

[Log Out](#) | [Sign In as Admin](#)

PROCURE TO PAY

- Projects
- Vendors
- Requisitions (PR)
- Purchase Orders
- Goods Receipt
- Payments

INVENTORY

- Stock Levels
- Stock Movements
- Materials
- Warehouses

PEOPLE

- Employees
- Organisation
- Personnel Actions
- Absences

PAYROLL

- Payroll Runs
- Salary Structures

Unlimited plan
3 Unlimited projects · 6 Unlimited users

v4.4

GR-2026-0001
Goods receipt · 01 Jun 2026

All projects

4 awaiting you

AR Ahmed Raza
Administrator · L2 approver

Voucher JV-2026-0003

GR-2026-0001 Goods receipt

Date01 Jun 2026
WarehouseGulberg Heights site store
NarrationOpening stock count, 1 June
ValuePKR 3,015,000
Raised byAhmed Raza · 27 Sep 2026, 03:02

Lines3 materials

CODE	MATERIAL	UNIT	QUANTITY	COST PER UNIT	VALUE	REMARKS
CEM-OPC50	OPC cement 50kg bag	bag	850	1,240	1,054,000	—
BLK-S8	Solid concrete block 8"	no	9,500	112	1,064,000	—
TLS-SCF	Scaffolding frame 6ft	no	260	3,450	897,000	—
TOTAL					3,015,000	

What it movedWritten when the document was approved

MATERIAL	WAREHOUSE	MOVEMENT	QUANTITY	VALUE	ON HAND AFTER
OPC cement 50kg bag	Gulberg Heights site store	In	850	1,054,000	850
Solid concrete block 8"	Gulberg Heights site store	In	9,500	1,064,000	9,500
Scaffolding frame 6ft	Gulberg Heights site store	In	260	897,000	260

ApprovalTwo layers · Level 1 then Level 2

PreparedLevel 1Level 2Approved

StatusApproved

Level 1Ahmed Raza · 27 Sep 2026, 03:02
Level 2Ahmed Raza · 27 Sep 2026, 03:02

Posted to the accountsJV-2026-0003

ACCOUNT	DEBIT	CREDIT
1170 Materials Inventory	1,054,000	—
3950 Opening Balance Equity	—	1,054,000
1170 Materials Inventory	1,064,000	—
3950 Opening Balance Equity	—	1,064,000
1170 Materials Inventory	897,000	—
3950 Opening Balance Equity	—	897,000

Skyline Builders (Pvt) Ltd · AxisFinancial v4.4 | Signed in as demo@skyline.test | [User guide \(PDF\)](#)

The same system, seen by a store officer. No Payments, no Sales and no Financial Accounting — but every stores screen, because that is the job.

The Administrator column is fixed

A workspace must always keep a way back into its own settings, so that role always has everything, cannot be stripped, and cannot be deleted. A role nobody is on can be removed; one with people on it can be *retired* instead, which leaves those people exactly as they are.

Signing off is a separate question

Whether someone approves documents is the **approval level** on their own record, not their role — one person can be a Store Officer and a Level 1 approver. The two work together, though: nobody is asked to approve, or even told about, a document in a module their role cannot open.

Removing someone

Disable the account when a person leaves. They can no longer sign in, their seat is freed, and every document they raised or signed stays exactly as it was. Deleting an account is possible but rarely what you want — disabling keeps the trail intact.

Activity log

Administration → Activity Log lists every action taken in the workspace: who signed in, who created or changed what, who approved and who rejected. It is searchable by person, document number or action.

Settings

Company name, address and NTN for printed documents; the default tax percentage on purchase orders; and the optional cost-center spreadsheet link.

26 Plan & billing

Administration → Plan & Billing shows what you are on, what you are using and every invoice raised.

AXISFINANCIAL

skyline Builders (Pvt.)

Account Master

CONTROLLING

CO Reports

Planning

Internal Orders

Allocations

CO Master Data

ACCOUNTING

Reports

Journal

Chart of Accounts

Banks and Cash

REFERENCE

Cost Centers

Project Reports

Custom Reports

ADMINISTRATION

User Management

Roles

Plan & Billing

Unlimited plan

3 Unlimited projects · 6 Unlimited users

v4.4

Plan & Billing

You are on the Unlimited plan

All projects

4 awaiting you

AR Ahmed Raza

Administrator · L2 approver

CURRENT PLAN

Unlimited

\$99 per month

PROJECTS

3 / Unlimited

active projects

USERS

6 / Unlimited

people who can sign in

RENEWS

27 Oct 2026

next invoice date

Choose a plan

Every module is included on every plan

Free

Free for life

One project, one user, for life. Every module included.

✓ 1 project

✓ 1 user

✓ Vendors, requisitions, orders, receipts, payments

✓ Two-layer approval on every document

✓ Accounting: payables, aging, statements

✓ Printable documents and CSV export

Starter

\$12 /month

Three projects and five users — a small contractor or a single site team.

✓ 3 projects

✓ 5 users

✓ Vendors, requisitions, orders, receipts, payments

✓ Two-layer approval on every document

✓ Accounting: payables, aging, statements

✓ Printable documents and CSV export

Growth

\$25 /month

Five projects and ten users — several sites running at once.

✓ 5 projects

✓ 10 users

✓ Vendors, requisitions, orders, receipts, payments

✓ Two-layer approval on every document

✓ Accounting: payables, aging, statements

✓ Printable documents and CSV export

Unlimited

\$99 /month

Unlimited projects and unlimited users, for a whole company.

✓ Unlimited projects

✓ Unlimited users

✓ Vendors, requisitions, orders, receipts, payments

✓ Two-layer approval on every document

✓ Accounting: payables, aging, statements

✓ Printable documents and CSV export

Move this workspace to

Free — free (1 projects, 1 users)

Anything we should know

e.g. please invoice annually

Request this plan

We raise an invoice and activate the plan once it is settled. Nothing changes until then.

Invoices

Billed in USD

INVOICE	PLAN	PERIOD	ISSUED	DUE	AMOUNT	STATUS
INV-2026-0001	Unlimited	27 Sep 2026 – 27 Oct 2026	27 Sep 2026	04 Oct 2026	\$99.00	Unpaid

How to pay

Write to support@unicomaxis.com and we will send payment instructions with your invoice.

Quote your invoice number with the transfer. The plan is raised as soon as it is matched.

Workspace

Name

Skyline Builders (Pvt) Ltd

Owner

Ahmed Raza

demo@skyline.test

Opened

27 Sep 2026

Reference

WS-000001

Vendors

6

Documents

26

Quote the reference in any message to support.

Skyline Builders (Pvt) Ltd · AxisFinancial v4.4 | Signed in as demo@skyline.test | [User guide \(PDF\)](#)

Plan & Billing. Current plan, usage against the caps, the plan table, a card button for each paid plan, and your invoices below.

AxisFinancial — User Guide · v4.6.1

Page 104 of 128

Paying by card

Where card payment has been switched on, a **Pay by card** row sits under the plan cards with a button for each paid plan.

- 1 Press the plan you want.**

A checkout window opens on top of the page.

- 2 Type your card into that window.**

It belongs to Paddle, the payment provider — the card number goes to them and never touches this system, which is why we can offer it without holding anything sensitive about you.

- 3 You come straight back**

to Plan & Billing. Within a few seconds the new plan, the new limits and a paid invoice all appear. Reload the page if they have not caught up yet.

It renews automatically each month on the same card. The **Card subscription** panel on the right shows the status and the next charge date, and **Stop this subscription** ends it — you keep the plan you paid for until the end of that month, then the workspace moves to the free plan. Nothing is deleted when that happens; only the project and user limits change.

If a renewal fails, a message says so and Paddle tries the card again. Access is not switched off while that is going on.

Changing plan without a card

- 1 Choose the plan**

underneath the cards and add a note if you need something particular — annual billing, for example.

- 2 Request it.**

Nothing changes yet.

- 3 An invoice is raised.**

Pay it by the instructions in the *How to pay* panel, quoting the invoice number.

- 4 The plan is activated**

once the payment is matched, and the new limits apply straight away.

Moving down a plan

Allowed as long as the workspace already fits inside the smaller plan. Archive the projects you have finished and disable the people who have left first; the system tells you exactly what is over the line if it refuses.

Your workspace reference

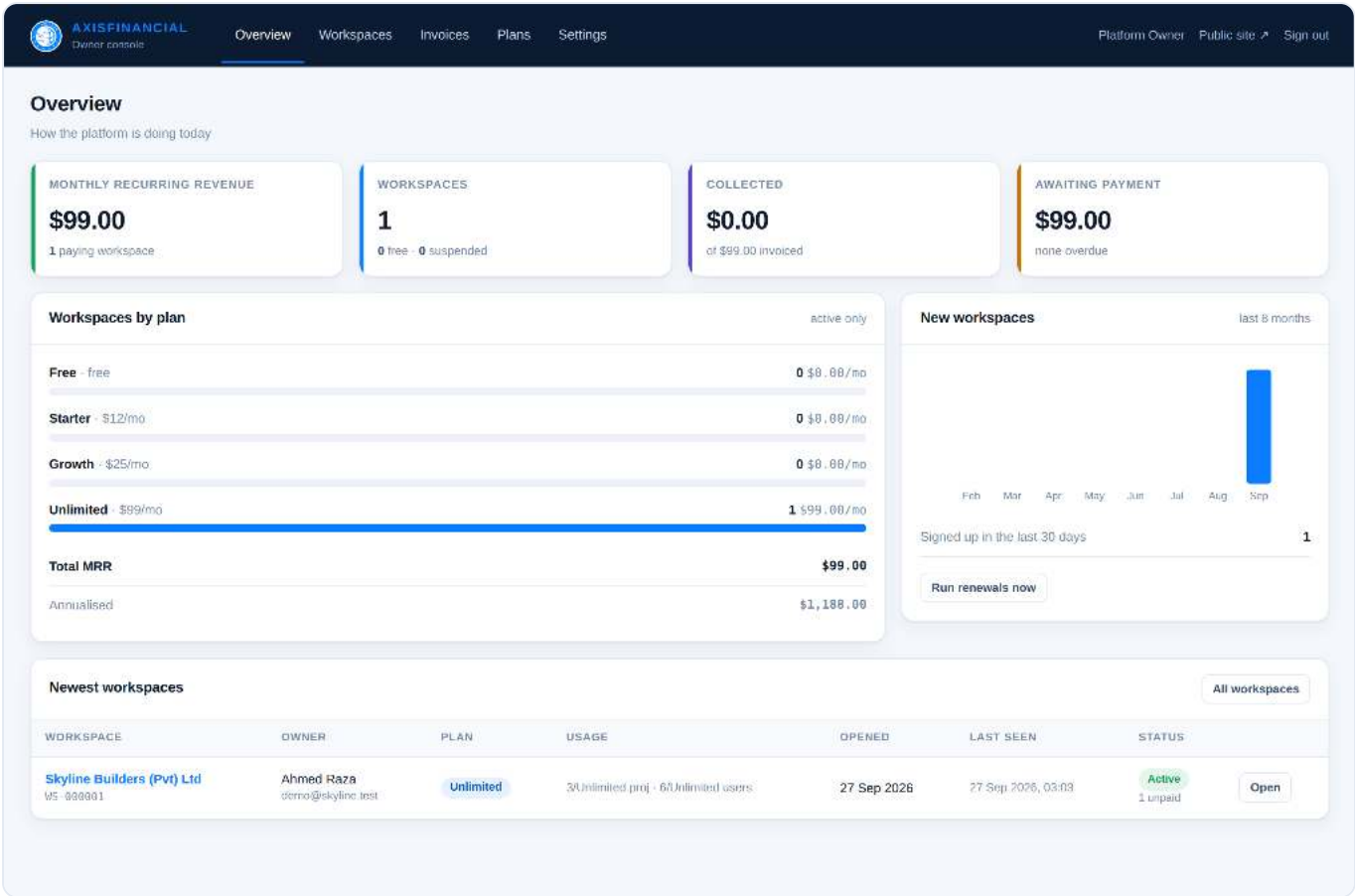
The reference on the right of the billing screen — **WS-000001** — identifies your workspace. Quote it in any message to support.

27 For the platform operator

This section is for whoever runs the platform and sells the subscriptions — not for workspace users. The console is at `/index.php?p=ownerlogin` and has its own sign-in.

Overview

Monthly recurring revenue, workspaces by plan, what has been collected and what is outstanding, signups by month, and any plan requests waiting on you.



Owner console. The state of the business on one screen.

Workspaces

Every customer, their plan, their usage against the caps, documents held and money paid. Opening one gives you everything you need to manage the account.



Skyline Builders (Pvt) Ltd

WS 000001 • opened 27 Sep 2026 • last seen 27 Sep 2026, 03:03

PLAN

Unlimited

\$99.00 per month

USAGE

3 / 6

projects / users • caps Unlimited and Unlimited

PAID TO DATE

\$0.00

1 invoice

OUTSTANDING

\$99.00

renews 27 Oct 2026

Invoices

\$0.00 collected • \$99.00 outstanding

INVOICE	PLAN	PERIOD	DUE	AMOUNT	STATUS	
INV-2026-0001	Unlimited	27 Sep 2026 – 27 Oct 2026	04 Oct 2026	\$99.00	Unpaid	Mark paid

Raise an invoice by hand

People

6

Ahmed Raza demo@skyline.test	Admin L2 approver	Active
Bilal Chaudhry bilal@skyline.test	Procurement L1 approver	Active
Farah Siddiqui farah@skyline.test	Finance L2 approver	Active
Nadia Kamal nadia@skyline.test	Management L2 approver	Active
Sadiq Hussain sadiq@skyline.test	Store L1 approver	Active
Usman Tariq usman@skyline.test	Requester	Active

Projects

3

DHA8	DHA Phase 8 Villas	Active
GHT	Gulberg Heights Tower	Active
RBA	Ravi Bridge Approach Road	Active

Change plan

Move to

Unlimited — \$99.00/mo (Unlimited/Unlimited)

☒ Raise an invoice for it

Note

Apply plan

A downgrade is refused while the workspace is over the smaller plan's limits.

Access

Status

Active — can sign in

Set status

Extend the paid period by

30 days

Extend

Reset the owner's password

8543cftb82

Sets a new password for demo@skyline.test. They must change it at next sign in.

Reset password

Subscription history

- Unlimited • \$99.00 active
27 Sep 2026 – 27 Oct 2026
- Free • \$0.00 ended
27 Sep 2026

Remove this workspace

has data in it

For a test workspace, a duplicate, an import that went wrong, or a customer who has left, it frees demo@skyline.test and every other address in it, so those can be used again — which is what you need before importing an old install under the same email.

This workspace is in use: 26 documents, 7 vendors, 6 people. If you only want to stop them signing in, suspend it above instead — that keeps everything and can be undone in a click.

Type Skyline Builders (Pvt) Ltd to confirm

Skyline Builders (Pvt) Ltd

☐ I mean it — remove this workspace and its 26 documents

Remove workspace

The database file is moved to data/removed/, not deleted — download it as a backup, or put it back in data/tenants/ if you change your mind. Its invoices and history in the console do go for good.

Internal note

Only you see this

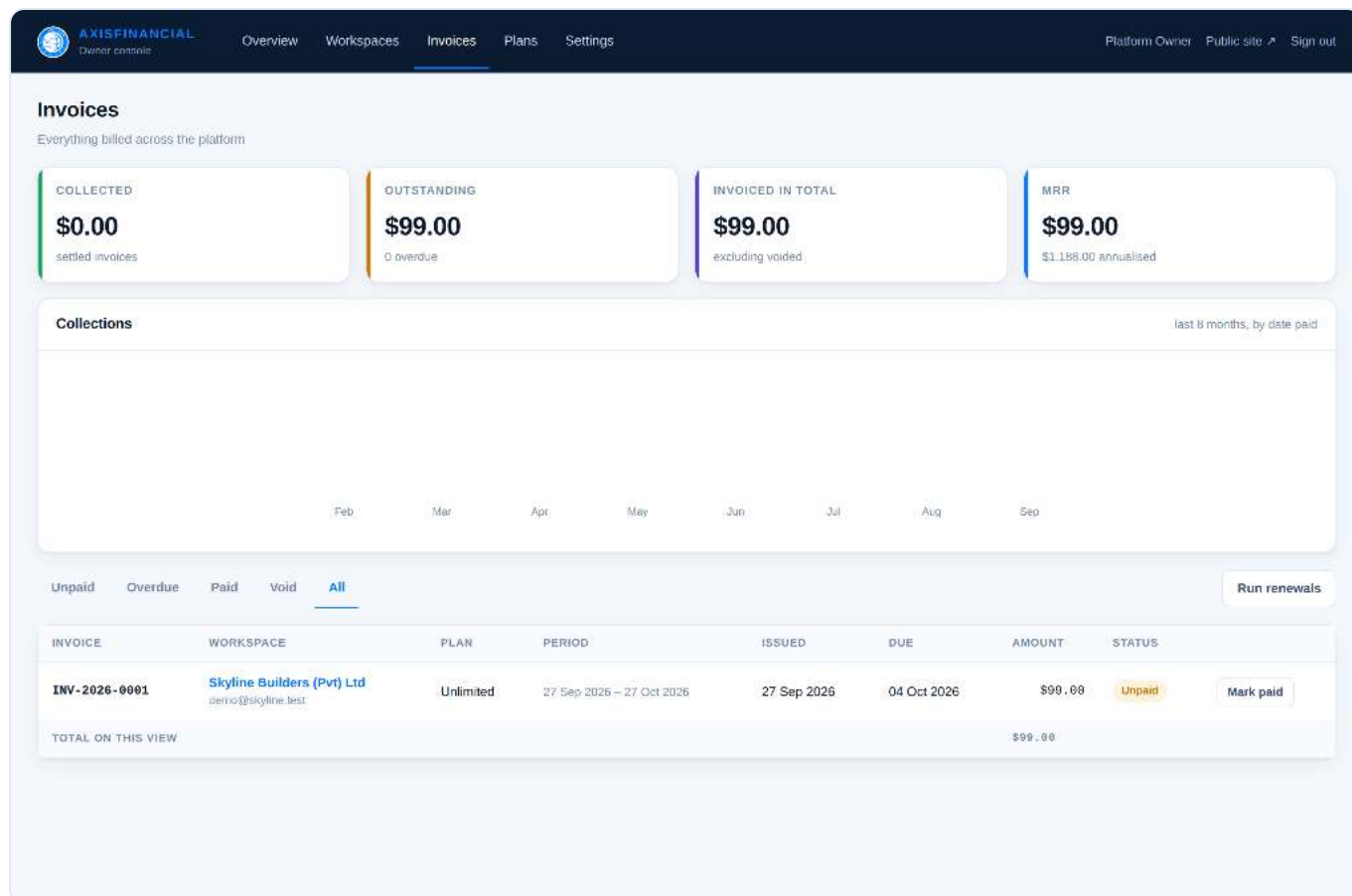
Save note

One workspace. Change plan, suspend, extend the period, reset the owner's password, raise and settle invoices.

ACTION	WHAT IT DOES
Change plan	Applies it at once and optionally raises the invoice. Refuses a downgrade the workspace would breach
Suspend	Blocks sign-in. Nothing is deleted; reactivating restores access immediately
Extend period	Pushes the renewal date out — for a customer who needs a few more days to pay
Reset owner password	Sets a new one for the workspace owner; they must change it at next sign-in
Raise invoice	An invoice by hand, for any amount and period — annual billing, a part month, a discount
Mark paid	Records the date, method and reference against the invoice

Getting paid

A customer requests a plan; you approve it, which applies the plan and raises the invoice; they pay by the instructions you set in Settings; you mark it paid. **Run renewals** raises the next invoice for every paid workspace whose period has ended — it only ever acts on periods that have actually lapsed, so it is safe to press whenever you like.



Invoices. Filtered by unpaid, overdue, paid or void, with a collections chart.

Taking card payments — Paddle

Card payment is built in and off until you set it up. It runs through **Paddle**, who sell the subscription on your behalf: they take the card on their own pages, handle the tax, and pay you out. No card number ever reaches your server, so there is nothing sensitive on it to protect and no merchant account to apply for.

Setting it up is four values copied out of the Paddle dashboard into **Settings** → **Card payments**:

WHAT	WHERE IT COMES FROM
Client-side token	Developer tools → Authentication → Client-side tokens. This one is public and goes into the billing page
API key	Developer tools → Authentication → API keys. Used only to read and cancel subscriptions, and never shown again once saved
Webhook secret key	Shown when you create the notification destination. Every message from Paddle is checked against it
Price IDs	Catalog → one recurring monthly price per paid plan. The <code>pri_...</code> id is what maps a payment back to a plan

Settings → Card payments. The four values, the price IDs, the URL to paste into Paddle, and a live check of the API key.

- 1 **Create the prices**
in Paddle's catalogue — one monthly recurring price for Starter, Growth and Unlimited, at the amounts on your Plans page.
- 2 **Create a notification destination**
at Developer tools → Notifications, using the URL the settings page shows you: `.../paddle-webhook.php` . Subscribe it to `transaction.completed` , `transaction.payment_failed` and every `subscription.*` event.
- 3 **Paste the four values in**
and save, then press *Test the connection* — it checks the API key against Paddle there and then.
- 4 **Try it in sandbox first**
with one of Paddle's test cards. When it works, swap the environment to production and paste in the production keys and price IDs — sandbox and production have their own of both.

After that it runs itself. A payment arrives, Paddle sends a signed message, the plan is raised and a paid invoice appears in the customer's history, all without you. The **Events from Paddle** table on the settings page lists everything received, and counts the ones that need you.

Nothing has arrived yet. Once the notification URL is saved in Paddle, every payment and subscription change lands here.

Events from Paddle. Everything received, what it did, and which ones still want a decision from you.

RESULT	WHAT IT MEANS
applied	Done — the plan or the renewal date was changed
ignored	Nothing for us to do, or no workspace matched it
needs attention	Money moved but something did not add up — an unmapped price, a failed card, or a cancellation on a workspace too big for the free plan
rejected	The message did not carry a valid signature and was thrown away unread. A handful of these is normal internet noise

Nothing is switched off automatically

A failed card or a cancellation never locks a customer out on its own. Where a cancelled workspace is larger than the free plan allows, everything stays switched on and the account is flagged for you to decide. That decision is yours, on the workspace's own page.

Both routes at once

The invoice route never goes away. Customers who cannot pay by card still request a plan and pay you by transfer exactly as before, and switching card payment off leaves that working untouched — while subscriptions already running keep being honoured.

Plans

Prices, limits and the wording customers read are all editable. A price change applies to the next invoice raised — it never re-bills anyone. A limit change takes effect at once for every workspace on that plan.



AXISFINANCIAL

Owner console

[Overview](#)
[Workspaces](#)
[Invoices](#)
[Plans](#)
[Settings](#)

[Platform Owner](#)
[Public site](#)
[Sign out](#)

Plans

What you sell, and what each plan allows

Use -1 for unlimited. Changing a price does not re-bill anyone — it applies to the next invoice raised. Changing a limit takes effect immediately for every workspace on that plan.

CODE	NAME	PRICE USD / MO	PROJECTS	USERS	DESCRIPTION SHOWN TO CUSTOMERS	ON THIS PLAN
free	Free	0	1	1	One project, one user, for life. Every module included.	0 workspaces \$0.00/mo
starter	Starter	12	3	5	Three projects and five users — a small contractor or a single site team.	0 workspaces \$0.00/mo
growth	Growth	25	5	10	Five projects and ten users — several sites running at once.	0 workspaces \$0.00/mo
unlimited	Unlimited	99	-1	-1	Unlimited projects and unlimited users, for a whole company.	1 workspace \$99.00/mo

Save plans

How the customer sees them

the live pricing page

Free

Free

for life

One project, one user, for life. Every module included.

- ✓ 1 project
- ✓ 1 user
- ✓ Vendors, requisitions, orders, receipts, payments
- ✓ Two-layer approval on every document
- ✓ Accounting: payables, aging, statements
- ✓ Printable documents and CSV export

Starter

\$12

/month

Three projects and five users — a small contractor or a single site team.

- ✓ 3 projects
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Growth

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/month

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- ✓ 5 projects
- ✓ 10 users
- ✓ Vendors, requisitions, orders, receipts, payments
- ✓ Two-layer approval on every document
- ✓ Accounting: payables, aging, statements
- ✓ Printable documents and CSV export

Unlimited

\$99

/month

Unlimited projects and unlimited users, for a whole company.

- ✓ Unlimited projects
- ✓ Unlimited users
- ✓ Vendors, requisitions, orders, receipts, payments
- ✓ Two-layer approval on every document
- ✓ Accounting: payables, aging, statements
- ✓ Printable documents and CSV export

Where the platform is installed

An older single-workspace copy of the system can stay where it is and keep running: each install has its own `data` folder, and the sign-in cookie is named after the install folder, so you can be signed in to both at once — even with one folder inside the other.

Not in this release. The two tools that used to carry an older file-based installation across — `import-existing.php` and `migrate-to-mysql.php` — are not in the 4.6 package. They existed to read a `.sqlite` file, and nothing in this version reads or writes one.

If you do have an old single-workspace copy to bring in, it can stay where it is and keep running while you enter its open documents in a new workspace by hand; or ask for the 4.5 package, which still carries both tools, do the import there, and upgrade that installation to 4.6 afterwards by extracting over the top.

When nobody can sign in

There is no reset email in this system, so recovery is done from the server. Whoever can put a file into the install folder owns the installation, and that is the proof `reset-password.php` asks for.

- 1 **Create an empty file**
called `ALLOW-RESET` in the same folder as `index.php`, using your file manager.
- 2 **Open `reset-password.php`**
on the site. It now lists every console account and every person in every workspace, by address.
- 3 **Pick the account, type a new password, save.**
- 4 **Delete `ALLOW-RESET`.**

Without that file the page lists nothing, changes nothing and shows no addresses, so it is safe to leave on the server. With it, anyone who finds the URL could change those passwords — which is what step 4 is for. Every reset is written to the platform log.

Try the simpler things first

If the installation was set up by hand rather than with `install.php`, and the console password was never changed, it is still `owner@<your domain>` with `owner123`. And a workspace administrator can reset any of their own people from User Management, without going near the server.

Deleting a workspace

Open it under **Workspaces** and use *Remove this workspace* at the bottom right: type its name exactly and press the button. This is for a test workspace, a duplicate, an import that went wrong, or a customer who has left.

The point of it is the email addresses. An address may exist only once across the platform, so until the workspace goes, nobody can sign up or be imported under it.

If the workspace holds documents, the panel says how many and asks for a second tick as well as the name. **Suspend** is usually what you actually want — it blocks sign-in, keeps everything, and is undone in a click.

It is recoverable

The workspace's database file is moved to `data/removed/`, not deleted, with its write-ahead file folded in first so the single file is complete. Download it as a backup, or move it back into `data/tenants/` under its original name. Its invoices and history in the console do go for good.

Keeping customers' data safe

Every workspace is a separate database file under `data/tenants/`. No query written anywhere in the system can reach another customer's rows, because those rows are not in the same file. The `data` folder is also closed to the web — a deny rule is written into it on the first request, so nobody can ask for a database file by name over HTTP. To back the platform up, copy the whole `data` folder. To hand one customer their data, send them their single file — the reference number on their workspace page names it.

28 Putting it on a server

This section is for whoever installs the system. If somebody else has already done it and you just want to use it, start at chapter 1 — none of this is needed to work the screens.

There is nothing to compile, no framework to keep up with and no packages to install. It is PHP files and a database. Upload, fill in four lines, open the address.

What the server needs

PHP	7.4 or newer. 8.1 is faster and supported for longer, and is what we test on.
Extensions	<code>pdo_mysql</code> , <code>mbstring</code> , <code>curl</code> and <code>json</code> . All four are on by default nearly everywhere.
Database	MySQL or MariaDB. That is the only database this runs on — see the next chapter.
HTTPS	A certificate, before anybody signs in. On DirectAdmin that is SSL Certificates → Free & automatic , then tick Force SSL .
Not needed	Composer, Node, a build step, a command line, or shell access. Everything is done in the file manager and a browser.

The shape of the folder

The package extracts into one folder and produces two things: the public website at the top, and the application one level down inside it.

<code>public_html/financial/</code>	the website – <code>index.html</code> , pricing, contact
<code>public_html/financial/app/</code>	the application
<code>public_html/financial/app/data/</code>	uploads and attachments
<code>public_html/financial/app/seed/</code>	the cost centres and materials a new workspace starts with
<code>public_html/financial/_marketing/</code>	the sales deck and screenshots (delete if you like)

So a customer reaches `your-site.com/financial/` and the people who use the system sign in at `your-site.com/financial/app/` . The application works out its own address from wherever `index.php` ends up, so the folder can be called anything and can be moved later without editing a single link.

Installing, step by step

1 Make the database.

DirectAdmin → **MySQL Management** → Create new database. Note the three things it gives you — database name, user name, password. Both names usually start with your account name, like `myaccount_unicorn` .

2 Upload and extract

the zip into the folder you want. The contents sit at the top level, so nothing needs moving afterwards. If you end up with a folder inside a folder, move everything up one level.

3 Check the permission on `app/data`

— 755, or 775 if the host refuses that.

4 Open `app/deploy-check.php` .

One page that checks everything above and tells you which DirectAdmin screen fixes anything it does not like. It changes nothing. Get it clean before going on.

5 Open `app/install.php` .

It asks for the three database values and for the account you want to sign in with, checks the database really answers and that it can create a table, writes the settings file, and builds the schema. Two minutes.

6 Delete `install.php` , `deploy-check.php` and `migrate-to-mysql.php`

from the server. None of them is needed again, and `install.php` refuses to touch a set-up installation anyway.

Server check

Unicorn Procurement - this page changes nothing. Delete it once the site is live.

1 thing needs fixing before this goes live

PHP

✓ Version	8.4.21
✓ Extension pdo	talking to any database at all
✓ Extension pdo_mysql	talking to MySQL / MariaDB
✓ Extension json	reading and writing the settings and webhook payloads
✓ Extension mbstring	trimming names and Urdu text correctly
✓ Extension curl	calling Paddle when a subscription changes
✓ Extension pdo_sqlite	lets you run on files instead of a database, and is what the migration tool reads
✓ Memory limit	no limit set
! Upload size	2M per attachment Raise <code>upload_max_filesize</code> and <code>post_max_size</code> to 16M if you attach scanned invoices.

FILES

✓ index.php	present
✓ config.php	present
✓ lib/db.php	present
✓ assets/app.js	present
✓ .htaccess	present
✓ data/ is writable	the application can save there
! data/ is shielded	no .htaccess inside data/ Upload the data/.htaccess that came in the zip — it stops anyone downloading the database directly.

WEB SERVER

! Rewrite rules	cannot tell from here (PHP is running as CGI/FPM) Not fatal. The <code>deny</code> file inside <code>data/</code> covers the same ground.
✗ HTTPS	this page arrived unencrypted — passwords would cross the internet in the clear DirectAdmin → SSL Certificates → Free & automatic (Let's Encrypt), then force HTTPS.
✓ Address	http://127.0.0.1:8975/procure/app

SETTINGS

✓ Version	4.4 · 26 September 2026
! SITE_URL	says <code>https://unicornaxis.com/procure/app</code> but you opened this on 127.0.0.1:8975 Set <code>SITE_URL</code> in <code>config.php</code> to the address customers will actually type — it goes on invoices and in emails.

The server check. PHP version, every extension, folder permissions, HTTPS, and whether it can actually reach your database and create a table in it. Anything red comes with the screen that fixes it.

No default password to forget

Set up this way, the owner account is created in your name with the password you type into the installer — there is no factory password stage at all. (Configure the database by hand instead and the console starts on `owner@your-domain / owner123` and forces a change at first sign-in, which works but is one more thing to remember.) It matters either way: the owner console can see every customer's billing.

Two addresses to write down

Paddle's webhook is `.../financial/app/paddle-webhook.php`, and `SITE_URL` must be the address customers actually type — it goes on invoices and in password emails.

Nobody can sign in

There is no reset email in this system. Recovery is done from the server, on the principle that whoever can put a file in the folder owns the installation.

- 1 In the file manager, beside `index.php`, create an empty file called `ALLOW-RESET` (`ALLOW-RESET.txt` is accepted too).
- 2 Open `reset-password.php`. It now lists every console account and every person in every workspace.
- 3 Pick the account, type a new password, save.
- 4 Delete `ALLOW-RESET`.

Without that file the page lists nothing, shows no addresses and changes nothing, so it is safe to leave on the server. With it, anyone who finds the URL can change those passwords — hence the last step. Every reset is written to the platform log.

Before reaching for it: a workspace administrator can reset any of their own people from **User Management** without touching the server, and you can reset a workspace owner from the console.

29 Where the data lives

MySQL or MariaDB, and nothing else. Versions before 4.5 could also run from plain files with no database server at all; that is gone, because a live set of books wants a real server behind it — and because the other Axis products are MySQL too, so one backup routine and one set of habits covers all three.

The application will not start without one. If the details are missing it shows a setup page and points at `install.php` rather than half-working.

How one database holds many customers

Each workspace owns its own set of tables, named for it:

<code>un_ctl_tenants</code>	the platform's own records
<code>un_t000001_vendors</code>	workspace 1
<code>un_t000001_journals</code>	
<code>un_t000002_vendors</code>	workspace 2
<code>un_t000002_journals</code>	

A page holds a handle to one workspace, and that handle puts the workspace's prefix on every table name on the way to the server. So the separation is a property of the connection rather than of a `WHERE` clause somebody has to remember to write — a query cannot reach another customer's rows even if it tries, because it never names a workspace at all.

One database, two installations

`DB_PREFIX` (default `un_`) lets a single database hold more than one installation — a live one and a test one, say — without them touching.

Bringing an older installation in

The two tools that used to do this — `migrate-to-mysql.php` for a whole platform that had been running on files, and `import-existing.php` for a single old installation — are not in the 4.6 package. Both existed only to read a `.sqlite` file, and this version has no file mode to read one into or out of. Nothing in the system needs the `pdo_sqlite` extension any more.

If you have an old installation still to move, use the 4.5 package for the import and then extract 4.6 over the top of the result.

Backing up

The database	DirectAdmin → Create/Restore Backups , scheduled, database included. One database holds the platform and every workspace, so one dump is the whole system. Turn this on the day you go live.
Attachments	They live under <code>app/data</code> , so keep that folder in the backup as well.
One customer's data	Export the tables with their prefix from phpMyAdmin — <code>un_tNNNNNN_*</code> . The reference number is on their workspace page in the console.

Removing a workspace

Nothing is ever dropped. Its tables are renamed out of the way — `un_removed_<date>_t000007_*` — so every row is still in the database to look at, hand over, or rename back.

30 Keeping it up to date

Upgrading is extracting a zip over the top. This chapter is about the one piece of preparation that makes it safe, and what an upgrade does to a database that already has a year of work in it.

Settings an upgrade cannot overwrite

Everything in `config.php` can be set instead in a file called `config.local.php` beside it. If that file exists it is read **first**, and `config.php` then only fills in whatever it did not set.

`config.local.php` is not in the zip and never will be. So once your database password and your site address are in it, upgrading really is just extracting over the top — nothing of yours is touched. `install.php` writes this file for you; `config.local.sample.php` is the same thing by hand.

```
<?php
define('DB_NAME',    'myaccount_unicorn');
define('DB_USER',    'myaccount_unicorn');
define('DB_PASS',    'your password');

define('SITE_URL',    'https://your-site.com/financial/app');
define('SUPPORT_EMAIL', 'support@your-site.com');
```

Editing `config.php` directly still works and is still supported. It is just the version an upgrade will write over.

If you have not done this yet

Three things on the server are yours and are not in the zip in your form. Copy them aside before extracting, and put them back afterwards: `app/config.php`, the `app/data/` folder, and `site.js` — which holds your phone number, WhatsApp number and address at the very top and nowhere else.

What an upgrade does to the database

It only ever adds. New tables are created if they are missing and new columns are added to existing tables; **nothing is dropped and nothing already there is altered**. It happens on the first page load after the files change, takes a second or two, and needs nobody to press anything.

That is why an upgrade can be reversed by putting the old files back: the extra columns simply go unread. Take a backup first regardless — it costs a minute and it is the only thing that helps if the upload itself goes wrong halfway.

Naming the system something else

Two lines rename the whole application — the corner of every screen, the page titles, the printed documents:

```
define('APP_NAME', 'AxisFinancial');
define('APP_BRAND', 'AxisFinancial');
```

Put them in `config.local.php` with the rest. The logo is a picture file at `app/assets/logo.png` — replace it with your own and keep it square.

If something goes wrong

A blank white page

A PHP error with display turned off. Set `DEBUG` to `true`, reload to read it, then set it back to `false`.

Access denied for user

The user name is missing the hosting account prefix, or the user has no privileges on that database.

Unknown database

The name does not match what MySQL Management actually created.

404 on every page but the first

The zip was extracted one level too deep. `index.php` belongs directly in the folder.

“The data folder is not writable”

Permissions on `app/data` . 755, or 775 if the host insists.

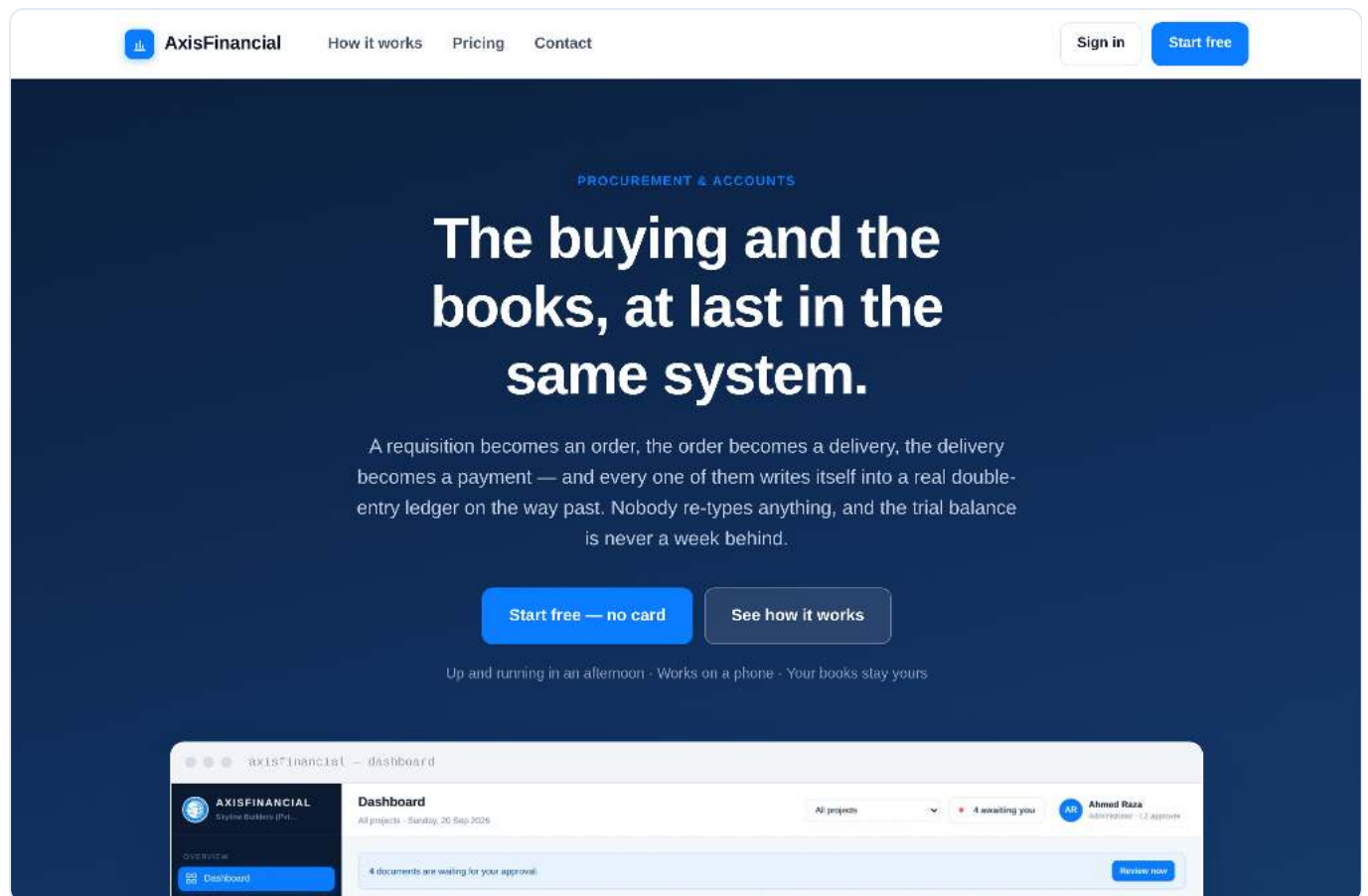
Urdu or Rs comes back as question marks

The database was made with the wrong character set. `deploy-check.php` prints the exact statement that fixes it.

31 The public website

The package includes a four-page sales site that sits in front of the application. It is plain HTML — no content management system, nothing to sign in to, and nothing that can break the system behind it.

<code>index.html</code>	The landing page: what the system does, who each part is for, the flow from requisition to ledger, and a pricing strip
<code>tour.html</code>	The longer walk-through — setting up, the chain, stores, payroll, reporting, permissions
<code>pricing.html</code>	The plans in full, what the caps mean, and what is in every plan
<code>contact.html</code>	A working enquiry form and a WhatsApp button



The landing page. The application's own screenshots, and a sample payment voucher shown as the journal entry it becomes.

The one thing to edit

Your phone number, WhatsApp number and address are in a block at the very top of `site.js` and nowhere else in the site. Change them there and every page picks them up.

```
var AXISFIN = {  
  company: 'Unicorn Axis',  
  email: 'info@unicornaxis.com',  
  phone: '+92 300 2118510',  
  whatsapp: '+92 300 2118510',  
  address: 'Karachi, Pakistan',  
  hours: 'Monday to Saturday, 9am – 6pm PKT'  
};
```

Prices look after themselves

The pricing page and the strip on the landing page read the plans out of the application itself. Change a price in the owner console and the website changes with it — there is no second place to edit and no way for the two to disagree.



PRICING

Every module, on every plan.

The plan caps two things: how many projects are running and how many people sign in. It does not lock the accounting away behind a higher tier, because a company with one project needs its books to balance just as much as one with ten.

Free

One project, one user, for life.
Every module included.

Free

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- ✓ Up to 1 person
- ✓ Up to 1 project
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- ✓ Two-layer approval on every document

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Three projects and five users — a small contractor or a single site team.

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- ✓ Up to 5 people
- ✓ Up to 3 projects
- ✓ Every module — buying, stores, payroll, the ledger
- ✓ Two-layer approval on every document

[Choose Starter](#)

MOST CHOSEN

Growth

Five projects and ten users — several sites running at once.

USD 25

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- ✓ Up to 10 people
- ✓ Up to 5 projects
- ✓ Every module — buying, stores, payroll, the ledger
- ✓ Two-layer approval on every document

[Choose Growth](#)**Unlimited**

Unlimited projects and unlimited users, for a whole company.

USD 99

per month

- ✓ Unlimited users
- ✓ Unlimited projects
- ✓ Every module — buying, stores, payroll, the ledger
- ✓ Two-layer approval on every document

[Choose Unlimited](#)

Prices are read from the system itself, so what is shown here is what you will be charged. Billed in US dollars; ask us if you would rather be invoiced in rupees.

What the caps actually mean

Pricing. Drawn from the plan catalogue, so what a customer is shown is what they will be charged.

If you ever see “prices on request”

That is the page's fallback when it cannot read the plans. Check the `$APP_DIR` line at the top of `api.php` — it must point at the folder that has `config.php` in it.

The enquiry form

A message is written to `app/data/contact/YYYY-MM.jsonl` first and emailed to your support address second — so if the host's mail is switched off, which on shared hosting it often is, nothing is lost. Read them any time in the file manager: one message per line, oldest first.

There is a hidden field that robots fill in and people cannot see, and a limit of five messages an hour from one address. Neither needs any attention.

Sending people to the right door

<code>/financial/</code>	The website — for somebody deciding whether to buy
<code>/financial/app/</code>	The application — for somebody who already uses it
<code>/financial/app/?p=signup</code>	Opens a free workspace
<code>/financial/app/?p=ownerlogin</code>	The owner console — yours, not a customer's

32 Everyday answers

I cannot add another project or another user.

You are at your plan's cap. Archive a finished project or disable someone who has left, or ask your administrator to raise the plan under Plan & Billing.

The vendor I want is not in the purchase order list.

Only approved vendors appear. Check the vendor's status — it may still be a draft or waiting for a signature.

My requisition does not show when I create a purchase order.

Only **approved and open** requisitions are offered. If everything on it has already been ordered, it has closed itself.

The purchase order is still open although everything arrived.

Check the goods receipt was approved through both levels — a receipt still in approval does not count. Rejected quantities also leave a balance outstanding.

A figure on the dashboard looks wrong.

Two things to check: the document is **approved**, since drafts are excluded on purpose; and the **project filter** at the top right is not narrowing the view.

Someone forgot their password.

An administrator resets it in User Management by typing a new one into the user's record. The person is asked to change it at their next sign-in.

The administrator forgot theirs, so nobody can reset anything.

Whoever runs the platform can reset it from the owner console. If they are locked out too, the recovery route is `reset-password.php` on the server — see “When nobody can sign in”.

"That email is already in use."

An email may exist only once across the whole platform, because it is what routes a sign-in to the right workspace. Use another address.

"Security token expired."

The page sat open too long. Reload it and do the action again — nothing was saved and nothing was lost.

Can I get my data out?

Every list exports to CSV and every document prints. For the whole workspace as a single database file, ask support quoting your `WS-` reference.

My stock issue is refused — "cannot be issued".

The store does not hold that much. Check the **store** on the document: the cement may be at the yard rather than at the site. Stock is counted per store, not in total.

The same delivery has been taken into stock twice.

It cannot be — the second one is refused at submission and names the document that already took it in. If you are seeing a doubled figure, look for a receipt raised without a GRN behind it as well as the one against the GRN.

Someone is missing from the payroll run.

They have no salary structure. The run says so by name on screen. Set one under Salary Structures and work the run out again.

Somebody's department is wrong and editing them will not change it.

That is deliberate. Raise a **transfer** under Personnel Actions and have it approved — that is the only thing that moves anybody, and it leaves a record of who decided it.

"The period is closed."

Something is being posted into a month that has been shut. Either date it in an open period, or reopen that period under Posting Periods, approve the document, and close it again.

I posted an invoice for the wrong amount.

Reverse it. Nothing is deleted: a mirror document is posted, the two are linked, and anything the original had cleared is reopened. Then raise the right one.

The depreciation run says there is nothing to charge.

That period has already been charged. Look at the asset's schedule — the periods marked *charged* are done, and a period is never charged twice.

A cost centre shows less than I expected in the CO reports.

Check whether the spend went to an **internal order**. Where a line names an order, the order carries the cost and the cost centre does not — otherwise the same rupee would be counted twice.

Head office still shows a balance after the assessment.

Something was posted to it after the run. Allocations move what was there at the time they ran; anything booked afterwards sits and waits for next month's run.

Still stuck?

Write to support@unicornaxis.com with your workspace reference and the document number, and we will look at it.