

# *E General*

## *Multiple Trades, One Software*

### **YOU MAY BE DOING ANY BUSINESS, WE SUPPORT IT**

When your business runs on feature rich “**E General**”, Life becomes extremely simple. **E General** has been especially designed to help you eliminate the complexities in different kinds of business operations like organizing your financial accounts, Stock, I & J Forms, Vat Reports With E-Filing, Production Processes, Single Vat / Multi Vat Billing, TDS Reporting, VAT E-filing and many more.

With “**E General**”, you need to ensure the accuracy while keying in your invoices, thereafter all documents, reports and statements will be generated automatically.

**E General** Provides upto date information at your fingertips, keeping you better informed, helping you make quicker business decisions

### **Salient Features**

- VAT E – Filing
- Comprehensive Financial Accounting (With or without inventory).
- Complete Inventory Management (Single Vat / Multi VAT)
- **Unlimited Billing Formats** (User configurable billing formats)
- **Export** or email any report in any format e.g. PDF, Excel, MS Word, HTML,
- User defined **Additional Fields** In Items
- Powerful **Discount Setting Feature** that enables you to create a number of discounts applicable in sale/purchase
- Home Screen which shows your business’s outlook every time on your desktop.
- Powerful Sale / Purchase Analysis
- User can switch on / off software features as per trade requirements.
- Default Bill Sundry Settings to enable fast entry.

- Window Based / DOS Based Printing

*Covers the following trades*

- Commission Agents** (Kachi & Pakki Aarath) & Order Suppliers (Bijak)
- Financial Accounting (With or without inventory)
- Pesticides / Fertilizers / Seeds Dealers.
- Multi Vat Items Sale / Purchase
- Single Vat Items Sale / Purchase
- Production**
- Retail Medicines
- General Trading
- TDS Reporting
- VAT Reports With E-Filing**

## How E General Can help in Commission Agents Accounting

### (Kachi Aarath & Pakki aarath)

#### Concept of Grain Market

In a Grain Market, The commission agent is a responsible person for farmer's crop procurement, auction and payment's to farmers, collection from govt. agencies etc. He does no sale or purchase. In Commission agent's accounting No trading account exists. He is just selling on the behalf of farmer (His income is commission only).

The farmer supplies his crop to commission agents and in return commission agents issues "J-form" to farmer mentioning the items, its bags, weight etc. I "J-Form" the commission agent also deduct some expenses like labour, stitching etc. from farmer. Likewise at the time of goods lifting (Sales) the commission agent issues "I – Form" to purchaser (Govt. Agencies) mentioning the Item name, farmer name, weight, bags, price etc. On "I – Form" the commission agent charges his commission and other charges (e.g. labour, stitching etc.) from purchaser.

To maintain his books computerized, the commission agent has to post journal entries for both farmer and purchaser. This is a very much time consuming and tedious process.

In “**E General**”, these entries can be maintained in a single entry transaction screen. All the ‘I-Form’ and ‘J-Form’ entries are posted in respected registers. All the ledgers related to farmers and purchasers are maintained. All the reports right from 'Nakal Wahi', Day Book, I Form / J Form Registers to Vat Reports, Balance Sheets etc. will be generated automatically. Salient Features of 'Speed' are following.

Very Simple to use, Only a single entry to post for I Form and J Forms. Rest everything let 'Speed' do for you, right from maintaining 'Nakal Wahi', Day Book, I Form / J Form Registers to Vat Reports, Balance Sheets etc. Salient Features of 'Speed' are following.

*How E General can help for Pesticides, Fertilizers and Seeds Dealers*

## *Problems in Pesticides/Fertilizers/Seeds Trade*

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### **Problem No. 1**

In Pesticides market, the major problem faced by a distributor is in maintaining its **credit notes** towards pesticide companies. According to our survey, In a motive to increase the turnover, pesticides manufacturing companies supply goods to its distributors and traders at higher rate than actual rate. The difference between these rates is adjusted through credit notes at the end of quarter/year. The distributors have this major problem of keeping record about billing price and actual (committed) price, free goods offerings, Schemes/Discounts etc. They have to keep this record in their diary. And at the end it becomes too much difficult to reconcile the credit note given by company with its commitments.

## Problem No. 2

As we know 70% of Indian economy is based on agriculture. We see 90% of farmers do not purchase any kind of item [Pesticides / fertilizers / seeds etc.] directly from dealer rather they prefer to purchase all the items on behalf of commission agent. The Commission agent gives them a slip to purchase a particular item from a particular dealer. The dealers have to manage two rates.

- 1) The rate at which goods are billed to the farmer.
- 2) The rate which is committed with the commission agent on particular item.

## Problem No. 3

The third major problem in this market is in managing inventory of goods. The Dealers have to manage inventory in two units e.g. Pcs. And Ltrs, Bags and Kgs. And rates are also calculated in two methods i.e. in primary units and alternate units. Suppose an item say 'ABC' is available in Pcs. and one piece contains 100 ml of a 'ABC'. The dealers wish to know how much total pcs. are available and how much total liters are available in his shop. During billing he has to option to specify whether price is to charges per pc. Or per ltr.

In 'E General', All these rate difference calculations, inventory calculations, units are managed in a proper manner.

*Start using E General*

**CREATE A NEW COMPANY**

FILLUP THE INFORMATION REQUIRED TO CREATE A COMPANY DATABASE

### **SELECT NATURE OF BUSINESS**

Create User Name and password

Enter Username and password you have just created

## **MASTERS MENU**

After you have created a company in accounting software, you need to administer the company Administration menu allows you to create Accounts, Account Groups, and ST Form and so on. Most of these administrative activities are generally performed at the time of creation of a company.

### **Masters Menu**

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- Account
- Account Group
- ST Form
- Purchase Type
- Sale Type
- TDS Category
- Payee Category
- TDS Rates

For more information on the menu options, click the appropriate menu option. There are some common buttons used. We will now discuss such buttons that are common.

### **Common Buttons**

The common are:

- Add
- Update
- Delete
- Close

- *Save*
- *Cancel*

. *Let us discuss these buttons in detail.*

## **Add**

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*This button allows you to add the new account or account group and so on.*

*For e.g. If you want to create a new account then click the administration menu > Account Option. On clicking the Account option, Create Account window appears. To add new account click on Add button to switch over to next window where you can fill the details of the account.*

## **Update**

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*If you have modified any details of the account, account group , ST form and so on, then you must click the Update button to save the changes.*

## **Delete**

---

*To delete any account, account group etc., click the **Delete** button.*

*You cannot delete any of the option under the administration menu in the conditions listed here:*

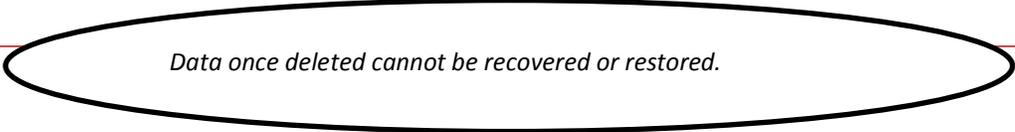
*It is a pre-defined.*

*It is used in any transaction.*

*It is used in any other administration option.*

*Data for the company has been frozen.*

*User is not given the permission to delete it.*



*Data once deleted cannot be recovered or restored.*

## **Close**

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To exit from opened window, click the close button.

## Account

An Account is a record of various transactions for an asset or individual, such as at a bank, brokerage etc. All the transactions pertaining to one account head are recorded under one Account. For e.g. all the transactions of bank payments & receipts are recorded under the Bank Account.

When you create a new company, all the necessary Accounts are created by default for your convenience. The Pre-defined Accounts cannot be deleted. The names of the Pre-defined Accounts are reserved names & they can not be used to create a new Account or to rename an existing Account.

To create, alter, or delete an Account, the **Administration** menu provides the **Account** option. To use the option, click **Administration > Account**.

- [Add](#)
- [Update](#)
- [Delete](#)
- [Close](#)

## Add

- On clicking the **Add** option, a Create **Account** window appears. Given here is a screenshot of the Create **Account** window.
- At the top left corner of the Create **Account** window, there are two options:
  - [Account](#)
  - [List](#)

For information about the function of the options click the options.

## Account

*To enter information for an account, click the account option. On clicking the account option, window with the following data fields appears to create new account.*

- **Account Name**

*Here you can enter the name of the Ledger.*

- **Print Name**

*By default, the name entered in the "Account name" data field is displayed as Print Name. You can change the print name or leave this data field blank if you do not want any name to appear on the Reports.*

- **Group**

*Select the appropriate Group from the list that appears when you enter text in the Group data field. You can also create new Group here.*

- **Opening Balance**

*Enter the opening balance of the Account in this data field.*

- **Dr/Cr**

*Here you can select whether opening balance is Dr. Balance or Cr. balance.*

## **Address, Address2**

*Enter the Address of the Ledger in this data field. This data field is active when Ledger Group is Sundry Debtors/Creditors, Bank Account, Capital account.*

- **City**

*Select the city from the list that appears when you enter text in the city data field. You can also create new city.*

## ▪ State

*Here you can enter the state to which your ledger belongs. This data field is active when Ledger Group is Sundry Debtors/Creditors, Bank Account, Capital account.*

## ▪ Phone

*In this data field you can fill the phone no. This data field is active when Ledger Group is Sundry Debtors/Creditors, Bank Account, and Capital Account.*

## ▪ TIN No.

*This data field is active only when Parent Group is Branch/Divisions or Sundry Debtor/Creditor.*

## CST No.

*This data field is active only when Parent Group is Sundry Debtor/Creditor A/c.*

## IT PAN

*This data field is active only when Parent Group is Bank Loan A/c or Capital A/c.*

## TDS Category

## TDS Applicable

*If TDS is applicable on this particular account, click the TDS Applicable data field.*

## TDS Category

*Select the appropriate TDS Category from the list that appears when you enter text in the data field.*

*You can enter the appropriate information in the data fields as per your requirement. After you have entered the appropriate information in all the data fields, click the Save button to save the new Account information. If you do not want to create a new Account then click the Cancel button.*

*If you want to edit data entered in any Account then select the Account that you want to modify and double click on that particular account displayed in the list. You can change the name, alias and so on of the Account. With this, you can make modifications in the Account details as per your requirement. The same window which appears at the time of creating new Account will appear.*

*After modifications, you must click the Update button to save changes.*

## **List**

*This option allows you to generate a list of all the existing masters. This option displays all the accounts in an alphabetical order.*

## **Delete**

*To Delete an Account, click on Delete button. You can not delete the Account under the following [circumstances](#):*

## **Account Group**

*An Account Group is a broad level categorization under which similar types of Accounts are grouped under one Group. Moreover, the Account Group decides the position of an account in the Balance Sheet and Profit & Loss Account. When you create a new organization, all the necessary Account Groups are created by default for your convenience. Account Groups already created in the software are called Pre-defined Account Groups. The Pre-defined Account Groups cannot be deleted. The names of the Pre-defined Account Groups are reserved names & they can not be used to create a new Account Groups or to rename an existing Account Group.*

*To create, alter, or delete an Account Group, the **Administration** menu provides the **Account** Group option. To use the option, click **Administration > Account Group**.*

- [Add](#)
- [Update](#)
- [Delete](#)
- [Close](#)

## **Add**

- On clicking the **Add** option, a Create **Account Group** window appears.

The data fields appear in the Create **Account** group window are the following:

### **Group Name**

Here you can enter the name of the Account Group.

### **Primary Group**

Enter 'Y' if you want to create a Primary Group. Primary groups are the groups that are at the top-most level in group hierarchy and do not come under any other group. These groups are the Parent Groups that are directly displayed in the Balance Sheet. By default, the 29 predefined account groups are displayed in the Primary Group list.

### **Under Group**

This data field becomes active only if you enter 'N' in the **Primary Group** data field. Enter the group under which you want to create the sub-group. You can select from the drop-down list of all the existing account groups and sub-groups in alphabetical order.

### **Search**

To search any already created account group use the search option.

After you have entered the appropriate information in the data fields, click the Save Button to save the new Account Group information. If you do not want to create a new Account Group, then click the Cancel button.

If you want to alter any data entered in the Account Group then select the Account Group and double click on the selected Account Group. The same window which appears at the time creating new Account Group will appear when you will edit any Account Group.

## Delete

To Delete Account group, click on Delete button. You can not delete the Account group under the following [circumstances](#):

## Close

To exit from opened window, click the close button.

# Items

To Create new Items

Fill up all the information in boxes given

## ST Form

ST Forms are Sales Tax declaration forms used by registered dealers. Sales Tax department issues ST forms only to those dealers who are registered with the Sales Tax department. The issuer (registered dealer) of this form does not pay the tax directly but takes on the responsibility of collecting tax on further sale of goods. There are different ST forms for Central and Local Sales Tax. For example if an inter-state sale is made to a registered dealer then ST Form, C, is required.

When a new company is created then by default five ST Forms are created for your convenience. The default ST Forms are:

- C
- F
- H
- E1
- E2

To create, modify, or delete a ST Form, the **Administration** menu provides the **ST Form** option. To access the option, click **Administration > ST Form**.

- On clicking the **ST Form** option, four buttons are displayed on the extreme right corner of the ST Form window. The options are:
  - [Add](#)
  - [Update](#)
  - [Delete](#)
  - [Close](#)

## **Add**

- On clicking the **Add** option, a **ST- Form Entry Form** window to fill the details appears.

Information about a ST Form is required to be entered in different data fields.

All the data fields falling under **ST- Form Entry Form** window are:

- Name
- ST Reg. Type

Let us discuss these data fields in detail.

### **ST Form Name**

Enter the name of the ST Form in this data field.

### **ST Reg. Type**

Select the type of registration that is applicable on the form. There are two options in the list, Local and Central. Select **Local** if the form is used in local (within state) transactions otherwise select **Central** for central (inter-state) transactions.

- After you have entered the appropriate details in all the data fields, click the **Save** button to save the new ST Form detail. If you do not want to create a new ST Form then click the Cancel button.

## **Update**

With the Update option, you can save the modifications to the ST Form details as per your requirements. For example, you can change the Name, Print Name of the form. To modify the ST Form details select the ST Form and double click on the selected ST Form. The same window which appears at the time creating new ST Form will appear when you will edit any ST

## **Delete**

To Delete a ST Form, click on Delete button. You can not delete the ST Form under the following [circumstances](#):

## **Close**

To exit from opened window, click the close button.

## **Purchase Type**

Purchase Type refers to the classification of purchase on the basis of type of purchase made i.e. local or central and rate of sale tax paid. **Purchase Type** option appears in the Administration menu.

Purchase Types are used to link Purchase transactions with the corresponding Tax Reports. In every Purchase transaction there is a Purchase type which create its relation with the Tax Reports. When you create a new organization, seven Purchase types are created by default for your convenience. The names of the Pre-defined Purchase Types are reserved names & they can not be used to create a new Purchase Type.

To access this option click Administration > Purchase Type.

On clicking this menu, Purchase Type Entry Form window will appear.

Following buttons are displayed on the top right corner of the above window:

- [Add](#)
- [Update](#)
- [Delete](#)
- [Close](#)

## **Add**

- On clicking the **Add** option, a **Purchase Type Entry Form** window to fill the details appears.

Information about a Purchase Type such as Purchase type name, purchase account and so on are required to be entered in different data fields. The data fields that appear in the **Purchase Type** window can be grouped in six groups.

These groups are:

- [General](#)
- [Taxation Type](#)
- [Region](#)
- [Type of Central Transaction](#)
- [Tax Calculation](#)

Let us discuss these groups in detail.

## **General**

### **Purchase Type Name**

Enter a name for the Purchase Type to be created in this data field. The name should be given in such a way that it should specify details about the Purchase Type. In this way, the name of the Purchase Type is indicative of the type of purchase and the tax rate.

### **Purchase Account**

In this data field, you can select the account in which all the entries related to this Purchase Type are to be posted.

### **Taxation Type**

In this group you can select the type of taxation to be used in this Purchase Type. The different options available in this group are:

- Tax Paid
- Taxable
- Tax Inclusive

- *Against ST Form*
- *Exempt*
- *Tax Free*

*Let us discuss these options in detail.*

### ***Tax Paid***

---

*Select this option if tax is already paid for the items.*

### ***Taxable***

---

*Select this option if full amount of tax is paid to the registered dealer or customers. If you select this option then an **Input Tax Credit** data field gets activated. **Input Tax Credit** data field is discussed later in this topic.*

### ***Tax Inclusive***

---

*Select this option if tax is already included in the item value for the items.*

### ***Against ST Form***

---

*Select this option if you have made a purchase against any ST Form.*

### ***Exempt***

---

*Select this option if the Purchase Type being created is to be used for exempted items.*

### ***Tax Free***

---

*Select this option if the Purchase Type being created is used for tax free items. For example if you purchase salt for further use then you can create a Purchase Type with taxation type as **Tax Free** since salt is a tax free item.*

### ***Region***

---

*The two options that appear in this group are:*

- *Local - Select this option if the Purchase Type being created is used for local transactions.*
- *Central - Select this option if the Purchase Type being created is used for central transactions.*

## **Form Information**

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The different data fields in this group are:

- *Issue ST Form*
- *Form Issuable*
- *Receives ST Form*
- *Form Receivable*

### **Issue ST Form**

---

Set this option to 'Y' if sale tax form is issuable against the purchase in the Purchase Type being created.

### **Form Issuable**

---

This field gets activated if you have set 'Y' in the previous field. Select from the list, the type of form being issued under this Purchase Type.

### **Receive ST Form**

---

Set this option to 'Y' if any sale tax form is receivable against the purchase in the Purchase Type being created.

### **Form Receivable**

---

This field gets activated if you have set 'Y' in the previous field. Select from the list, the type of form being received under this Purchase Type.

## **Tax Calculation**

---

The different data fields in this group are:

- *Input Tax Credit*
- *Tax In %*
- *Tax Account*

### **Input Tax Credit**

---

If you set this data field to 'Y' then this Purchase Type entitles the holder to claim Input Tax Credit (ITC).

### **Tax (in %)**

---

Enter here the percentage to be charged as tax under this Purchase Type.

### **Tax Account**

In this data field, you can select the account in which all the entries related to this Purchase Type with the tax amount are to be posted.

### **Update**

With the Update option, you can save the modifications to the Purchase Type details as per your requirements. For example, you can change the Name, Account etc. To modify the Purchase Type details select the Purchase Type and double click on the selected Purchase Type. The same window which appears at the time creating new Purchase Type will appear when you will edit any Purchase Type.

### **Delete**

To Delete a Purchase Type, click on Delete button. You can not delete the Purchase Type under the following [circumstances](#):

### **Close**

To exit from opened window, click the close button.

### **Sale Type**

Sale Type refers to the classification of sales on the basis of type of sale made i.e. local or central and rate of sales tax charged. Sale Types are used to Sale transactions with the corresponding Tax Reports. In every Sale transaction there is a Sale type which create its relation with the Tax Reports. When you create a new organization, seven Sale types are created by default for your convenience. The names of the Pre-defined Sale Types are reserved names & they can not be used to create a new Sale Type.

To access this option click Administration > Sale Type.

On clicking this menu, Sale Type Entry Form window will appear.

Following buttons are displayed on the top right corner of the above window:

- [Add](#)
- [Update](#)
- [Delete](#)

- [Close](#)

## Add

- On clicking the **Add** option, a **Sale Type Entry Form** window to fill the details appears.

Information about a Sale Type such as Sale type name, Sales account and so on are required to be entered in different data fields. The data fields that appear in the Sale **Type** window can be grouped in six groups. These groups are:

- [General](#)
- [Taxation Type](#)
- [Region](#)
- [Type of Central Transaction](#)
- [Tax Calculation](#)

Let us discuss these groups in detail.

## General

### Sale Type Name

Enter a name for the Sale Type to be created in this data field. The name should be given in such a way that it should specify details about the Sale Type. In this way, the name of the Sale Type is indicative of the type of Sale and the tax rate.

### Sales Account

In this data field, you can select the account in which all the entries related to this Sale Type are to be posted.

### Taxation Type

In this group you can select the type of taxation to be used in this Sale Type. The different options available in this group are:

- Tax Paid
- Taxable
- Tax Inclusive

- *Against ST Form*
- *Exempt*
- *Tax Free*

*Let us discuss these options in detail.*

### ***Tax Paid***

---

*Select this option if tax is already paid for the items.*

### ***Taxable***

---

*Select this option if the item is taxable i.e. tax is to be paid on the sales.*

### ***Tax Inclusive***

---

*Select this option if tax is already included in the item value for the items.*

### ***Against ST Form***

---

*Select this option if you have make sales against any ST Form.*

### ***Exempt***

---

*Select this option if the Sale Type is used for exempted items. Exempted items are those items that are exempted from tax under certain conditions. For example, glass industry is exempted from tax in Himachal Pradesh while it may not be exempted from tax in other states.*

### ***Tax Free***

---

*This option is not active for Sale Type because you do not need to create a separate Sale Type for un-registered dealers since sale to un-registered dealers is treated as sale to a customer. Thus, for such sales you will use the Sale Type as defined for sale to a customer.*

### ***Region***

---

*The two options that appear in this group are:*

- *Local - Select this option if the Sale Type being created is used for local transactions.*
- *Central - Select this option if the Sale Type being created is used for central transactions.*

## **Form Information**

---

The different data fields in this group are:

- *Issue ST Form*
- *Form Issuable*
- *Receives ST Form*
- *Form Receivable*

### **Issue ST Form**

---

Set this option to 'Y' if ST form is issuable against the sale in the Sale Type being created.

### **Form Issuable**

---

This data field gets activated if you have set 'Y' in the previous option. Select from the list, the type of form being issued under this Sale Type.

### **Receive ST Form**

---

Set this option to 'Y' if ST form is receivable against the sale in the Sale Type being created.

### **Form Receivable**

---

This data field gets activated if you have set 'Y' in the previous option. Select from the list, the type of form being received under this Sale Type.

## **Tax Calculation**

---

The different data fields in this group are:

- *Input Tax Credit*
- *Tax In %*
- *Tax Account*

### **Input Tax Credit**

---

If you set this data field to 'Y' then this Sale Type entitles the holder to claim Input Tax Credit (ITC).

### **Tax (in %)**

---

Enter here the percentage to be charged as tax under this Sale Type.

### **Tax Account**

In this data field, you can select the account in which all the entries related to this Sale Type with the tax amount are to be posted.

### **Update**

With the Update option, you can save the modifications to the Sale Type details as per your requirements. For example, you can change the Name, Account etc. To modify the Sale Type details select the Sale Type and double click on the selected Sale Type. The same window which appears at the time creating new Sale Type will appear when you will edit any Sale Type.

### **Delete**

To Delete a Sale Type, click on Delete button. You can not delete the Sale Type under the following [circumstances](#):

### **Close**

To exit from opened window, click the close button.

### **TDS Category**

TDS (Tax Deducted at Source) Category refers to the different types of income on which TDS deductions can be made. For example, rent, salaries and so on are TDS categories. The default TDS categories are:

- Advertisement
- Commission or Brokerage
- Interest other than Securities
- Payment to Contractors
- Payment to Sub-contractors
- Professional and Technical Services
- Rent

To create, modify, or delete a TDS Category, the Masters menu provides the TDS Category option. To use the option, click Administration > TDS Category.

Following buttons are displayed on the top right corner of the above window:

- [Add](#)
- [Update](#)
- [Delete](#)
- [Close](#)

## **Add**

- On clicking the **Add** option, TDS Category Entry Form window to fill the details appears.

The different data fields falling in the **TDS Category Entry Form** window are:

- TDS Category
- Section
- Code

Let us discuss these data fields in detail.

## **TDS Category**

Enter name for TDS Category in this data field.

## **Section**

Enter in this data field the section, as provided by the IT department under which the TDS Category falls.

## **Code**

Enter in this data field the code for the TDS category.

- After you have entered the appropriate details in all the data fields, click the Save button to save the new TDS Category detail. If you do not want to create a new TDS Category then click the Cancel button.

## **Update**

With the Update option, you can save the modifications to the TDS Category details as per your requirements. To modify the TDS Category details select the TDS Category and double click on the selected TDS Category . The same window which appears at the time creating new TDS Category will appear when you will edit any TDS Category .

## **Delete**

To Delete a TDS Category , click on Delete button. You can not delete the TDS Category under the following [circumstances](#):

## **Close**

To exit from opened window, click the close button.

## **Payee Category**

Payee is the individual/company that receives the payment for rendering services. Select in this data field the different Payee Categories that can be mapped to the TDS Category being created. For example, in **Winning from Horse Races and Lotteries** TDS Category the Payee Categories are **Domestic Company** and **Individual - Residents** .

The default Payee categories are:

Domestic Company
Partnership Firm
Individuals - Residents
Individuals - Non Residents
Co - Op. Societies
Govt. Body`
Foreign Company
Body of Individuals
Association of Persons
Hindu United Family
Trust
Others

To create, modify, or delete a Payee Category, the Masters menu provides the Payee Category option. To use the option, click Administration > Payee Category.

Following buttons are displayed on the top right corner of the above window:

- [Add](#)
- [Update](#)
- [Delete](#)
- [Close](#)

## **Add**

- On clicking the **Add** option, Payee Category Entry Form window to fill the details appears.

The different data fields falling in the **Payee Category Entry Form** window are:

### **Payee Category**

Enter name for Payee Category in this data field.

- After you have entered the appropriate details in all the data fields, click the Save button to save the new Payee Category detail. If you do not want to create a new Payee Category then click the Cancel button.

## **Update**

With the Update option, you can save the modifications to the Payee Category details as per your requirements. To modify the Payee Category details select the Payee Category and double click on the selected Payee Category. The same window which appears at the time creating new Payee Category will appear when you will edit any Payee Category.

## **Delete**

To Delete a Payee Category, click on Delete button. You can not delete the Payee Category under the following [circumstances](#):

## **Close**

To exit from opened window, click the close button.

## **TDS Rates**

To create, modify, or delete TDS Rates, the Masters menu provides the TDS Rates option. To use the option, click Administration > TDS Rates. Given here is a

Following buttons are displayed on the top right corner of the above window:

- [Add](#)
- [Update](#)
- [Delete](#)
- [Close](#)

## **Add**

- On clicking the **Add** option, TDS Rates window to fill the details appears.

The different data fields falling in the TDS Rates window are:

### **TDS Category**

Select the TDS Category from the list displayed in this data field.

### **Section**

Section of the selected TDS category will automatically display in this data field.

### **Payee Category**

Select the Payee Category from the list displayed in this data field.

### **Threshold Limit**

The threshold limit defines the upper (maximum) limit that the income can reach and not be taxed. Once the threshold limit is crossed TDS has to be deducted.

Enter in this data field, the threshold limit for the payee specified in the **Payee Category** data field.

### **TDS %**

Enter the rate at which TDS will be deducted for the payee.

### **Surcharge %**

Enter the surcharge rate to be deducted additionally for the payee, if any.

### **Cess %**

Enter the cess rate to be deducted additionally for the payee, if any.

- After you have entered the appropriate details in all the data fields, click the **Save** button to save the new TDS Rates detail. If you do not want to create a new TDS Rates then click the **Cancel** button.

### **Update**

With the Update option, you can save the modifications to the TDS Rates details as per your requirements. To modify the TDS Rates details select the TDS Rates and double click on the selected Payee Category. The same window which appears at the time creating new TDS Rates will appear when you will edit any TDS Rates.

### **Delete**

To Delete TDS Rates, click on Delete button. You can not delete the TDS Rates under the following [circumstances](#):

### **Close**

To exit from opened window, click the close button.

## **Transactions**

After you have created the masters for the company and defined the configuration settings, the next step is to enter transactions for the company. Entering transactions means recording of entries in vouchers such as Sales/Sale Return,

*Purchase/Purchase Return, Payment/Receipt, and Material Issued/Received and so on. All the reports are based on the data entered in the vouchers.*

*Transactions menu allows you to add and update different vouchers. For recording different transactions, the Transactions are grouped under different heads like Inventory, Multi Vat Transactions etc... Transactions menu provides the following options:*

#### *Inventory*

- *Sale*
- *Purchase*

#### *Multi Vat Transactions*

- *Multi Sale*
- *Multi Purchase*
- *Sale Return*
- *Purchase Return*
- *VAT Journal*
- 

#### *Tax Deducted at Source*

- *TDS Deduction*
- *TDS Submission*

#### *Single Entry System*

- *Combined Payment*
- *Combined Receipt*
- *Payment*
- *Receipt*
- *Journal*
- *Contra*
- *Debit Note*
- *Credit Note*
- *Issue St Form*
- *Receive ST Form*

*For information on the menu option, click the options. In all the vouchers there are some common buttons used. We will now discuss such buttons that are common to all the vouchers.*

## **Common Buttons**

*The common buttons can be are:*

- *New*
- *Delete*
- *Close*
- *Update*
- *Cancel*

*On selecting any of the vouchers under Transactions menu, certain buttons appear. Let us discuss these buttons in detail.*

### **New**

*This button allows you to enter the new transaction. To enter new transaction click on the New button.*

### **Delete**

*To delete a voucher, click the **Delete** button.*

*You cannot modify/delete a voucher in the conditions listed here:*

*Data has been frozen till the date of the voucher.*

*Sales Tax form has been issued/received against the voucher. In this case, all fields, except Party Name, Vch. Date, Vch. No. and Sale Type, can be modified but the voucher cannot be deleted.*

*User is not given the permission to modify/delete vouchers.*

### **Close**

*To exit from opened window, click the close button.*

### **Update**

*If you have modified any details of the transactions then you must click the Update button to save the changes.*

## Cancel

---

To cancel the transaction, click the cancel button.

# Inventory

As inventory usually refers to the value of stocks, as distinct from fixed assets so inventory vouchers means transactions related with the stock in the ordinary course of business like sale or Purchase.

In Inventory Vouchers there are two options:

- Sales
- Purchase

## Sales

---

You can enter the Sales voucher for the sales made in the business. You can enter sales related details by using the **Sales** voucher. To create, modify, or delete a **Sales** voucher, the **Transactions** menu provides the **Sales** option. To use the option, click **Transactions > Sales**.

On clicking the **Sales** option, three buttons are displayed. The buttons are:

- New
- Delete
- Close

## New

---

On clicking the new button all the data fields become active to enter the details of the sale transaction.. Given here is a screenshot of the New Sales window.

In the window there are various data fields and groups. The data fields and groups are:

- Party Information
- Transport Details

- Search
- Display Section

## **Party Information**

---

### **Date**

---

Specify the date of the Sales transaction.

### **Sale Type**

---

Select the Sale Type from the list that is displayed in the data field. **Sale Type** refers to the classification of sales on the basis of type of sale made i.e. local or central and the sales tax charged.

### **Voucher No.**

---

Depending on the settings in **Company > Voucher Numbering**, you can enter the voucher number manually, automatically, or not enter the voucher number at all. As per the settings in **Voucher Numbering**, specify the voucher number.

### **Account Name**

---

Select the account to be affected in the **Sales** voucher. You can select the account from the list that is displayed in the data field. In the list the accounts that fall under the groups, Sundry Debtors, Sundry Creditors, Cash-in-Hand and Bank Accounts are displayed.

### **Party Name**

---

Select the party to be affected in the Sales Voucher.

### **Items**

Enter the items to sell.

### **Amount**

---

Enter the amount of the Sales affected in the particular transaction.

### **VAT Amount**

---

Depending on the VAT %, VAT amount is calculated and displayed in this data field. You can change this value as per your requirement.

## **Round Off**

*To round off the total amount, mention the amount to be rounded off in this data field.*

## **Total Amount**

*Sum of the two amounts, taxable amount and VAT amount is displayed in this data field.*

## **Transport Details**

### **Transport (F4)**

*Enter the details about the transport used in the sales.*

### **GR RR No**

*Enter here the GR RR no.*

### **Vehicle No**

*Enter the Vehicle No. in this data field.*

## **Description of Goods**

*In this data field, enter the description of items that you have sold.*

## **Total Qty**

*In this data field, enter the quantity of goods sold that you want to display the Reporting.*

## **Narration**

*Specify the narration for the Sales transaction.*

## **Search**

*To search any voucher you can use the search option. You can search voucher with the help of four options. The four options are:*

- *Account Name- To search the vouchers of the particular account use the Account Name option.*

- *Party Name* - To search the vouchers of the particular Party use the *Party Name* option.
- *Voucher No.* - To search the vouchers of the particular number use the *Voucher No.* option.
- *Sale Type Name* - To search the vouchers of the particular Sale Type use the *Sale Type Name* option.

## **Display Section**

---

Under display section, you can view the list of searched vouchers.

- Click the **Save** button to save the **Sales** voucher.

## **Purchase**

---

You can enter the Sales voucher for the sales made in the business. You can enter sales related details by using the **Sales** voucher. To create, modify, or delete a **Sales** voucher, the **Transactions** menu provides the **Sales** option. To use the option, click **Transactions > Sales**.

On clicking the **Sales** option, three buttons are displayed. The buttons are:

- *New*
- *Delete*
- *Close*

## **New**

---

On clicking the new button all the data fields become active to enter the details of the purchase transaction.

Given here is a screenshot of the New Purchase window.

In the window there are various data fields and groups. The data fields and groups are:

- *Party Information*
- *Transport Details*
- *Search*
- *Display Section*

## ***Party Information***

---

### ***Date***

*Specify the date of the Purchase transaction.*

### ***Purchase Type***

*Select the Purchase Type from the list that is displayed in the data field. Purchase **Type** refers to the classification of sales on the basis of type of Purchase made i.e. local or central and the tax paid.*

### ***Voucher No.***

*Depending on the settings in **Company > Voucher Numbering**, you can enter the voucher number manually, automatically, or not enter the voucher number at all. As per the settings in **Voucher Numbering**, specify the voucher number.*

### ***Account Name***

*Select the account to be affected in the Purchase voucher. You can select the account from the list that is displayed in the data field. In the list the accounts that fall under the groups, Sundry Debtors, Sundry Creditors, Cash-in-Hand and Bank Accounts are displayed.*

### ***Party Name***

*Select the party to be affected in the Purchase Voucher.*

## **ITEMS INFORMATION**

### **Enter Items of Purchase Bill**

### ***Amount***

*Enter the amount of the Purchase affected in the particular transaction.*

### ***VAT Amount***

*Depending on the VAT %, VAT amount is calculated and displayed in this data field. You can change this value as per your requirement.*

### ***Round Off***

*To round off the total amount, mention the amount to be rounded off in this data field.*

### **Total Amount**

---

*Sum of the two amounts, taxable amount and VAT amount is displayed in this data field.*

### **Transport Details**

---

#### **Transport (F4)**

---

*Enter the details about the transport used in the Purchases.*

#### **GR RR No**

---

*Enter here the GR RR no.*

#### **Vehicle No**

---

*Enter the Vehicle No. in this data field.*

#### **Description of Goods**

---

*In this data field, enter the description of items that you have purchased.*

#### **Total Qty**

---

*In this data field, enter the quantity of goods Purchase that you want to display the Reporting.*

#### **Narration**

---

*Specify the narration for the Purchase transaction.*

#### **Search**

---

*To search any voucher you can use the search option. You can search voucher with the help of four options. The four options are:*

- *Account Name- To search the vouchers of the particular account use the Account Name option.*
- *Party Name - To search the vouchers of the particular Party use the Party Name option.*

- *Voucher No.* - To search the vouchers of the particular number use the *Voucher No.* option.
- *Purchase Type Name* - To search the vouchers of the particular *Purchase Type* use the *Purchase Type Name* option.

## **Display Section**

Under display section, you can view the list of searched vouchers.

- Click the **Save** button to save the **Purchase** voucher.

## **Multi Vat Transactions**

### **Multi Sale**

You can enter the Multi Sales voucher with the help of this option. To create, modify, or delete a Multi **Sales** voucher, the **Transactions** menu provides the Multi **Sale** option. To use the option, click **Transactions > Multi Sale**.

On clicking the **Multi Sale** option, three buttons are displayed. The buttons are:

- *New*
- *Delete*
- *Close*

### **New**

On clicking the new button all the data fields become active to enter the details of the **Multi Sale** transaction.

Given here is a screenshot of the New **Multi Sale** window.

In the window there are various data fields and groups. The data fields and groups are:

- *Party Information*
- *Multi VAT*
- *Charges*
- *Transport Details*

## ***Party Information***

---

### ***Date***

*Specify the date of the Sales transaction.*

### ***Voucher No.***

*Depending on the settings in **Company > Voucher Numbering**, you can enter the voucher number manually, automatically, or not enter the voucher number at all. As per the settings in **Voucher Numbering**, specify the voucher number.*

### ***Bill No***

*Specify the Bill No. in this data field.*

### ***Bill Date***

*Specify the Bill Date in this data field*

### ***Account Name***

*Select the account to be affected in the **Sales** voucher. You can select the account from the list that is displayed in the data field. In the list the accounts that fall under the groups, Sundry Debtors, Sundry Creditors, Cash-in-Hand and Bank Accounts are displayed.*

### ***Party Name***

*Select the party to be affected in the Sales Voucher.*

### ***Multi VAT***

### ***Sale Type***

*Select the Sale Type from the list that is displayed in the data field. **Sale Type** refers to the classification of sales on the basis of type of sale made i.e. local or central and the sales tax charged.*

### ***Sale Amount***

*Enter the amount of the Sales affected in the particular transaction.*

## ***VAT Amount***

---

*Depending on the VAT %, VAT amount is calculated and displayed in this data field. You can change this value as per your requirement.*

## ***Total Amount***

---

*Sum of the two amounts, taxable amount and VAT amount is displayed in this data field.*

## ***Charges Particulars***

---

*Select here the charges to be added or deducted from the sale amount from the list displayed.*

***+/-***

---

*Specify here whether the charges are to deducted or added.*

## ***Amount***

---

*Amount after adding and subtracting charges will display here.*

## ***Transport Details***

---

### ***GR RR No***

---

*Enter here the GR RR no.*

### ***Transport (F4)***

---

*Enter the details about the transport used in the sales.*

### ***Vehicle No***

---

*Enter the Vehicle No. in this data field.*

### ***Description of Goods***

---

*In this data field, enter the description of items that you have sold.*

### ***Total Qty***

---

*In this data field, enter the quantity of goods sold that you want to display the Reporting.*

## ***Narration***

---

*Specify the narration for the Sales transaction.*

## ***Net Amount***

---

*In this data field net amount of the transactions you have will display.*

- Click the **Save** button to save the Multi **Sale** voucher.

## ***Multi Purchase***

---

*You can enter the Multi Purchase voucher with the help of this option. To create, modify, or delete a Multi Purchase voucher, the **Transactions** menu provides the Multi Purchase **option**. To use the option, click **Transactions > Multi** Purchase.*

*On clicking the **Multi** Purchase **option**, three buttons are displayed. The buttons are:*

- *New*
- *Delete*
- *Close*

## ***New***

---

*On clicking the new button all the data fields become active to enter the details of the **Multi** Purchase transaction.*

*Given here is a screenshot of the New **Multi** Purchase window.*

*In the window there are various data fields and groups. The data fields and groups are:*

- *Party Information*
- *Multi VAT*
- *Charges*
- *Transport Details*

## ***Party Information***

---

## ***Date***

---

Specify the date of the Purchase transaction.

---

### ***Voucher No.***

Depending on the settings in **Company > Voucher Numbering**, you can enter the voucher number manually, automatically, or not enter the voucher number at all. As per the settings in **Voucher Numbering**, specify the voucher number.

---

### ***Purchase Bill No***

Specify the Bill No. in this data field.

---

### ***Purchase Bill Date***

Specify the Bill Date in this data field

---

### ***Account Name***

Select the account to be affected in the Purchase voucher. You can select the account from the list that is displayed in the data field. In the list the accounts that fall under the groups, Sundry Debtors, Sundry Creditors, Cash-in-Hand and Bank Accounts are displayed.

---

### ***Party Name***

Select the party to be affected in the Purchase Voucher.

---

### ***Multi VAT***

---

### ***Purchase Type***

Select the Purchase Type from the list that is displayed in the data field.

Purchase **Type** refers to the classification of sales on the basis of type of sale made i.e. local or central and the sales tax charged.

---

### ***Purchase Amount***

Enter the amount of the Sales affected in the particular transaction.

---

### ***VAT Amount***

Depending on the VAT %, VAT amount is calculated and displayed in this data field. You can change this value as per your requirement.

## **Total Amount**

---

*Sum of the two amounts, taxable amount and VAT amount is displayed in this data field.*

## **Charges**

---

### **Particulars**

---

*Select here the charges to be added or deducted from the sale amount from the list displayed.*

**+/-**

---

*Specify here whether the charges are to be deducted or added.*

### **Amount**

---

*Amount after adding and subtracting charges will display here.*

## **Transport Details**

---

### **GR RR No**

---

*Enter here the GR RR no.*

### **Transport (F4)**

---

*Enter the details about the transport used in the purchase of goods.*

### **Vehicle No**

---

*Enter the Vehicle No. in this data field.*

### **Description of Goods**

---

*In this data field, enter the description of items that you have purchased.*

### **Total Qty**

---

*In this data field, enter the total quantity of goods purchased that you want to display the Reporting.*

### **Narration**

---

*Specify the narration for the Purchase transaction.*

## **Net Amount**

---

In this data field net amount of the transactions you have will display.

- Click the **Save** button to save the Multi **Purchase** voucher.

## **Sale Return**

---

You can enter the Sales return transactions for the goods returned to your organization/company by your customers. You can enter Sales return related details by using the **Sales Return** voucher. To create, modify, or delete a **Sales Return** voucher, the **Transactions** menu provides the **Sales Return** option. To use the option, click **Transactions > Sale Return**.

On clicking the Sale Return **option**, three buttons are displayed. The buttons are:

- New
- Delete
- Close

## **New**

---

On clicking the new button all the data fields become active to enter the details of the Sale Return transaction.

Given here is a screenshot of the New Sale Return window.

In the window there are various data fields and groups. The data fields and groups are:

- Party Information
- Transport Details
- Search
- Display Section

## **Party Information**

---

### **Date**

---

Specify the date of the Sales Return transaction.

### **Sale Type**

---

Select the Sale Type from the list that is displayed in the data field. **Sale Type** refers to the classification of sales on the basis of type of sale made i.e. local or central and the sales tax charged.

### ***Voucher No.***

Depending on the settings in **Company > Voucher Numbering**, you can enter the voucher number manually, automatically, or not enter the voucher number at all. As per the settings in **Voucher Numbering**, specify the voucher number.

### ***Account Name***

Select the account to be affected in the **Sales Return** voucher. You can select the account from the list that is displayed in the data field. In the list the accounts that fall under the groups, Sundry Debtors, Sundry Creditors, Cash-in-Hand and Bank Accounts are displayed.

### ***Party Name***

Select the party to be affected in the Sales Return Voucher.

### ***Amount***

Enter the amount of the Sales Return affected in the particular transaction.

### ***VAT Amount***

Depending on the VAT %, VAT amount is calculated and displayed in this data field. You can change this value as per your requirement.

### ***Round Off***

To round off the total amount, mention the amount to be rounded off in this data field.

### ***Total Amount***

Sum of the two amounts, taxable amount and VAT amount is displayed in this data field.

### ***Transport Details***

## ***Transport (F4)***

---

*Enter the details about the transport used in the sales return.*

## ***GR RR No***

---

*Enter here the GR RR no.*

## ***Vehicle No***

---

*Enter the Vehicle No. in this data field.*

## ***Description of Goods***

---

*In this data field, enter the description of items that you have returned.*

## ***Total Qty***

---

*In this data field, enter the quantity of goods returned that you want to display the Reporting.*

## ***Narration***

---

*Specify the narration for the Sales Return transaction. In the narration you can also specify the reason of the sales return.*

## ***Search***

---

*To search any voucher you can use the search option. You can search voucher with the help of four options. The four options are:*

- *Account Name- To search the vouchers of the particular account use the Account Name option.*
- *Party Name - To search the vouchers of the particular Party use the Party Name option.*
- *Voucher No. - To search the vouchers of the particular number use the Voucher No. option.*
- *Sale Type Name - To search the vouchers of the particular Sale Type use the Sale Type Name option.*

## ***Display Section***

---

*Under display section, you can view the list of searched vouchers.*

- Click the **Save** button to save the **Sales** Return voucher.

## **Purchase Return**

---

You can enter the Purchase Return transactions for the goods returned by your organization/company to your suppliers. You can enter purchase return related details by using the **Purchase Return** voucher. To create, modify, or delete a **Purchase Return** voucher, the **Transactions** menu provides the **Purchase Return** option. To use the option, click **Transactions > Purchase Return**.

On clicking the Purchase Return **option**, three buttons are displayed. The buttons are:

- New
- Delete
- Close

## **New**

---

On clicking the new button all the data fields become active to enter the details of the Purchase Return transaction.

Given here is a screenshot of the New Purchase Return window.

In the window there are various data fields and groups. The data fields and groups are:

- Party Information
- Transport Details
- Search
- Display Section

## **Party Information**

---

### **Date**

---

Specify the date of the Purchase Return transaction.

### **Purchase Type**

---

Select the Purchase Type from the list that is displayed in the data field. Purchase **Type** refers to the classification of sales on the basis of type of Purchase made i.e. local or central and the tax paid.

---

### ***Voucher No.***

Depending on the settings in **Company > Voucher Numbering**, you can enter the voucher number manually, automatically, or not enter the voucher number at all. As per the settings in **Voucher Numbering**, specify the voucher number.

---

### ***Account Name***

Select the account to be affected in the Purchase Return voucher. You can select the account from the list that is displayed in the data field. In the list the accounts that fall under the groups, Sundry Debtors, Sundry Creditors, Cash-in-Hand and Bank Accounts are displayed.

---

### ***Party Name***

Select the party to be affected in the Purchase Return Voucher.

---

### ***Amount***

Enter the amount of the Purchase Return affected in the particular transaction.

---

### ***VAT Amount***

Depending on the VAT %, VAT amount is calculated and displayed in this data field. You can change this value as per your requirement.

---

### ***Round Off***

To round off the total amount, mention the amount to be rounded off in this data field.

---

### ***Total Amount***

Sum of the two amounts, taxable amount and VAT amount is displayed in this data field.

---

### ***Transport Details***

---

### ***Transport (F4)***

---

*Enter the details about the transport used in the Purchases.*

### ***GR RR No***

---

*Enter here the GR RR no.*

### ***Vehicle No***

---

*Enter the Vehicle No. in this data field.*

### ***Description of Goods***

---

*In this data field, enter the description of items that have returned to the suppliers.*

### ***Total Qty***

---

*In this data field, enter the quantity of goods returned to the suppliers that you want to display in the Reporting.*

### ***Narration***

---

*Specify the narration for the Purchase Return transaction.*

### ***Search***

---

*To search any voucher you can use the search option. You can search voucher with the help of four options. The four options are:*

- *Account Name- To search the vouchers of the particular account use the Account Name option.*
- *Party Name - To search the vouchers of the particular Party use the Party Name option.*
- *Voucher No. - To search the vouchers of the particular number use the Voucher No. option.*
- *Purchase Type Name - To search the vouchers of the particular Purchase Type use the Purchase Type Name option.*

### ***Display Section***

---

*Under display section, you can view the list of searched vouchers.*

- *Click the **Save** button to save the **Purchase** Return voucher.*

## VAT Journal

---

VAT Journal voucher helps you enter the details of special transactions where VAT is affected. Let us understand the special transactions with the help of an example. If you have a debit note where VAT is calculated then in VAT related reports such as VAT Summary this amount is not reflected. The reason is that VAT related reports take into account only the Sales/Purchase and Sales/Purchase Return transactions. For other transactions we have to enter VAT related details separately with the help of VAT Journal voucher. Once we have entered the special transactions in the VAT Journal voucher then the VAT related reports are automatically updated with these details.

To enter a VAT Journal, Transactions menu provides the VAT Journal option. Click Transactions > VAT Journal.

- On clicking the VAT Journal option, a VAT Journal window appears.

On clicking the VAT Journal **option**, three buttons are displayed. The buttons are:

- New
- Delete
- Close

## New

---

On clicking the new button all the data fields become active to enter the details of the VAT Journal transaction.

Given here is a screenshot of the VAT Journal window:

In the window there are various data fields and groups. The data fields and groups are:

- Voucher Information
- Transactions

## Voucher Information

---

### Date

Specify the date of the VAT Journal transaction.

## ***Transaction***

---

## ***Tax Increased/Decreased***

---

Select **Tax Increased** option if Input Tax is increased otherwise selects the **Tax Decreased** option.

## ***On Account of***

---

Select the reason of the tax increased or decreased from the list displayed in this data field.

## ***Amount***

---

Enter the amount of increased tax or decreased tax in this data field.

- Click on Add Item button to add the above detail to the VAT Journal voucher.

## ***Description***

---

You can write description in this data field.

## ***Long Narration***

---

After adding all the items of increase or decrease in tax, you can also mention the long narration in this data field.

## ***Total Amount***

---

Here net total of all the items added or deducted will be displayed.

- Click the **Save** button to save the VAT Journal voucher.

## ***Tax Deducted at Source***

---

## ***TDS Deduction***

---

## ***Combined Payment***

---

If you want to enter one or more payment entries under one voucher no & to quickly do the transaction of the Payment to the parties then you can use Combined Payment voucher.

To access this click *Transactions > Combined Payment*. On clicking the *Combined Payment - Combined Payments* window appears.

Given here is a screenshot of the *Combined Payment* window:

In the window there are various data fields and groups. The data fields and groups are:

- *Voucher Information*
- *Transactions*

### ***Voucher Information***

---

#### ***Date***

---

Specify the date of the *Payment Voucher* in this data field.

#### ***Voucher No.***

---

Depending on the settings in **Company > Voucher Numbering**, you can enter the voucher number manually, automatically, or not enter the voucher number at all. As per the settings in **Voucher Numbering**, specify the voucher number.

#### ***Payment Mode***

---

Specify here the mode of payment of the charges.

#### ***Transactions***

---

#### ***Account Name***

---

Select the account to be affected in the *Payment voucher*. You can select the account from the list that is displayed in the data field. In the list the accounts that fall under the groups, *Indirect Expenses*, *Direct Expense*, *Indirect Incomes*, and *Direct Income Accounts* are displayed.

#### ***Amount***

---

Specify here the amount of the payments.

#### ***Narration***

---

If you want to mention the short narration for each type of payment, you can specify that in this data field.

- Click on Add Item button to add the payment to the list.

### **Long Narration**

---

After adding all the details, to fill the narration for the combined entry, you can use this data field.

### **Total**

---

In the total column, the total of all the payments will be displayed.

- Click the **Save** button to save the Combined Payment voucher.

### **Combined Payment**

---

If you want to enter one or more receipt entries under one voucher no & to quickly do the transaction of the receipt from the parties then you can use Combined Receipt voucher.

To access this click Transactions > Combined Receipt. On clicking the Combined Receipt- Combined Receipt window appears.

Given here is a screenshot of the Combined Payment window:

In the window there are various data fields and groups. The data fields and groups are:

- Voucher Information
- Transactions

### **Voucher Information**

---

#### **Date**

---

Specify the date of the Receipt Voucher in this data field.

#### **Voucher No.**

---

Depending on the settings in **Company > Voucher Numbering**, you can enter the voucher number manually, automatically, or not enter the voucher number at all. As per the settings in **Voucher Numbering**, specify the voucher number.

### **Payment Mode**

---

Specify here the mode of receipt of the charges.

### **Transactions**

---

#### **Account Name**

---

Select the account to be affected in the receipt voucher. You can select the account from the list that is displayed in the data field. In the list the accounts that fall under the groups, Indirect Expenses, Direct Expense, Indirect Incomes, and Direct Income Accounts are displayed.

#### **Amount**

---

Specify here the amount of the payments.

#### **Narration**

---

If you want to mention the short narration for each type of receipt, you can specify that in this data field.

- Click on Add Item button to add the payment to the list.

#### **Long Narration**

---

After adding all the details, to fill the narration for the combined entry, you can use this data field.

#### **Total**

---

In the total column, the total of all the receipts will be displayed.

- Click the **Save** button to save the Combined Receipt voucher.

### **Financial Accounting**

---

Financial Accounts vouchers refer to the transactions in which there is no involvement of stock. These transactions are related with expenses, incomes, cash paid or received etc. Following are the type of accounting vouchers:

## **Payment**

---

Payment in accounting means payment made to the customers or suppliers either in the form of cash or cheque or DD.

To create, modify, or delete a **Payment** voucher, the **Transactions** menu provides the **Payment** option. To use the option, click **Transactions > Payment**.

On clicking the **Payment** option- **Payment** window appears.

In the window there are various data fields and groups. The data fields and groups are:

- Voucher Information
- Transactions

## **Voucher Information**

---

### **Date**

---

Specify the date of the Payment Voucher in this data field.

### **Voucher No.**

---

Depending on the settings in **Company > Voucher Numbering**, you can enter the voucher number manually, automatically, or not enter the voucher number at all. As per the settings in **Voucher Numbering**, specify the voucher number.

### **Transactions**

---

### **D/C**

---

Specify 'D' for debit or 'C' for credit in the data field. By default, 'D' for debit appears in the data field. You can change it as per your requirement.

## **Account Name**

---

Select the account to be affected in the payment voucher. You can select the account from the list that is displayed in the data field. In the list the accounts that fall under the groups, Indirect Expenses, Direct Expense, Indirect Incomes, Sundry Debtors, Sundry Creditors and Direct Income Accounts are displayed.

## **Amount**

---

Specify here the amount of the payments.

## **Short Narration**

---

Specify a short narration with a maximum of 40 characters for the payment transaction.

- Click on Add Item button to add the payment to the list.

## **Long Narration**

---

Specify the narration for the payment transaction.

## **Debit Total**

---

If you have specified 'D' in the D/C data field then the amount appears in this data field.

## **Credit (Rs.)**

---

If you have specified 'C' in the D/C data field then the amount appears in this data field.

- Click the **Save** button to save the **Payment** voucher.

## **Receipt**

---

Receipt in accounting means money received either in the form of cash or cheque or DD from the suppliers or customers.

To create, modify, or delete a Receipt voucher, the **Transactions** menu provides the Receipt option. To use the option, click **Transactions >** Receipt.

On clicking the Receipt option- Receipt window appears.

Given here is a screenshot of the Receipt window:

In the window there are various data fields and groups. The data fields and groups are:

- Voucher Information
- Transactions

### **Voucher Information**

---

#### **Date**

Specify the date of the Receipt Voucher in this data field.

#### **Voucher No.**

Depending on the settings in **Company > Voucher Numbering**, you can enter the voucher number manually, automatically, or not enter the voucher number at all. As per the settings in **Voucher Numbering**, specify the voucher number.

#### **Transactions**

---

#### **D/C**

Specify 'D' for debit or 'C' for credit in the data field. By default, 'D' for debit appears in the data field. You can change it as per your requirement.

#### **Account Name**

---

Select the account to be affected in the receipt voucher. You can select the account from the list that is displayed in the data field. In the list the accounts that fall under the groups, Indirect Expenses, Direct Expense, Indirect Incomes, Sundry Debtors, Sundry Creditors and Direct Income Accounts are displayed.

#### **Amount**

---

Specify here the amount of the receipt.

#### **Short Narration**

---

Specify a short narration with a maximum of 40 characters for the receipt transaction.

- Click on Add Item button to add the receipt to the list.

### **Long Narration**

---

Specify the narration for the Receipt transaction.

### **Debit Total**

---

If you have specified 'D' in the D/C data field then the amount appears in this data field.

### **Credit (Rs.)**

---

If you have specified 'C' in the D/C data field then the amount appears in this data field.

- Click the **Save** button to save the **Receipt** voucher.

## **Journal**

---

Journal Transactions are those transactions which you cannot categorize as Sale, Purchase, Receipt or Payment. In Journal Transactions both debited & credited accounts are Ledgers. For e.g.

Dr. Expense A/c

Cr. Outstanding Expense A/c

To create, modify, or delete a Journal voucher, the **Transactions** menu provides the Journal option. To use the option, click **Transactions >** Journal.

On clicking the Journal option- Journal window appears.

Given here is a screenshot of the Journal window:

In the window there are various data fields and groups. The data fields and groups are:

- *Voucher Information*
- *Transactions*

## ***Voucher Information***

---

### ***Date***

---

*Specify the date of the Journal Voucher in this data field.*

### ***Voucher No.***

---

*Depending on the settings in **Company > Voucher Numbering**, you can enter the voucher number manually, automatically, or not enter the voucher number at all. As per the settings in **Voucher Numbering**, specify the voucher number.*

### ***Transactions***

---

### ***D/C***

---

*Specify 'D' for debit or 'C' for credit in the data field. By default, 'D' for debit appears in the data field. You can change it as per your requirement.*

### ***Account Name***

---

*Select the account to be affected in the Journal voucher. You can select the account from the list that is displayed in the data field. In the list the accounts that fall under the groups, Indirect Expenses, Direct Expense, Indirect Incomes, Sundry Debtors, Sundry Creditors and Direct Income Accounts are displayed.*

### ***Amount***

---

*Specify here the amount of the Journal.*

### ***Short Narration***

---

*Specify a short narration with a maximum of 40 characters for the receipt transaction.*

- *Click on Add Item button to add the Journal to the list.*

### ***Long Narration***

---

*Specify the narration for the Journal transaction.*

## ***Debit Total***

---

*If you have specified 'D' in the D/C data field then the amount appears in this data field.*

## ***Credit (Rs.)***

---

*If you have specified 'C' in the D/C data field then the amount appears in this data field.*

- Click the **Save** button to save the Journal voucher.

## ***Contra***

---

*Contra entry is an entry in which either Cash Account or Bank Accounts are debited & credited. For e.g. Cash deposited in a Bank, Cash withdrawals from Bank.*

*To create, modify, or delete a Contra voucher, the **Transactions** menu provides the Contra. option. To use the option, click **Transactions >** Contra.*

*On clicking the Contra option- Contra window appears.*

*In the window there are various data fields and groups. The data fields and groups are:*

- *Voucher Information*
- *Transactions*

## ***Voucher Information***

---

### ***Date***

---

*Specify the date of the Contra Voucher in this data field.*

### ***Voucher No.***

---

Depending on the settings in **Company > Voucher Numbering**, you can enter the voucher number manually, automatically, or not enter the voucher number at all. As per the settings in **Voucher Numbering**, specify the voucher number.

## **Transactions**

---

### **D/C**

---

Specify 'D' for debit or 'C' for credit in the data field. By default, 'D' for debit appears in the data field. You can change it as per your requirement.

### **Account Name**

---

Select the account to be affected in the Contra voucher. You can select the account from the list that is displayed in the data field. In the list only the accounts that fall under the Account Groups, Cash-in-Hand and Bank Accounts are displayed.

### **Amount**

---

Specify here the amount of the Contra.

### **Short Narration**

---

Specify a short narration with a maximum of 40 characters for the Contra transaction.

- Click on Add Item button to add the Contra to the list.

### **Long Narration**

---

Specify the narration for the Contra transaction.

### **Debit Total**

---

If you have specified 'D' in the D/C data field then the amount appears in this data field.

### **Credit (Rs.)**

---

If you have specified 'C' in the D/C data field then the amount appears in this data field.

- Click the **Save** button to save the Contra voucher.

## **Debit Note**

---

Debit Note is a document for a debit raised against a party for various reasons other than the invoice sent to the party. To create, modify, or delete a Debit Note voucher, the **Transactions** menu provides the Debit Note option. To use the option, click **Transactions > Debit Note**.

On clicking the Debit Note option- Debit Note window appears.

In the window there are various data fields and groups. The data fields and groups are:

- Voucher Information
- Transactions

### **Voucher Information**

---

#### **Date**

---

Specify the date of the Debit Note in this data field.

#### **Voucher No.**

---

Depending on the settings in **Company > Voucher Numbering**, you can enter the voucher number manually, automatically, or not enter the voucher number at all. As per the settings in **Voucher Numbering**, specify the voucher number.

#### **Transactions**

---

#### **D/C**

---

Specify 'D' for debit or 'C' for credit in the data field. By default, 'D' for debit appears in the data field. You can change it as per your requirement.

#### **Account Name**

---

Select the account to be affected in the Debit Note. You can select the account from the list that is displayed in the data field. In the list the accounts that fall are determined by the value in the D/C data field. For example, if you have specified

'D' in the D/C data field then only the accounts that fall under the account groups, Sundry Debtors and Sundry Creditors are displayed.

### **Amount**

---

Specify here the amount of the Debit Note.

### **Short Narration**

---

Specify a short narration with a maximum of 40 characters for the receipt transaction.

- Click on Add Item button to add the Debit Note to the list.

### **Long Narration**

---

Specify the narration for the Debit Note.

### **Debit Total**

---

If you have specified 'D' in the D/C data field then the amount appears in this data field.

### **Credit (Rs.)**

---

If you have specified 'C' in the D/C data field then the amount appears in this data field.

- Click the **Save** button to save the Debit Note.

### **Credit Note**

---

Credit Note is a document for raising a credit against a Party for various reasons other than the bill already received from that party. To create, modify, or delete a Credit Note voucher, the **Transactions** menu provides the Credit Note option. To use the option, click **Transactions >** Credit Note.

On clicking the Credit Note option- Credit Note window appears.

Given here is a screenshot of the Credit Note window:

*In the window there are various data fields and groups. The data fields and groups are:*

- *Voucher Information*
- *Transactions*

## ***Voucher Information***

---

### ***Date***

---

*Specify the date of the Credit Note in this data field.*

### ***Voucher No.***

---

*Depending on the settings in **Company > Voucher Numbering**, you can enter the voucher number manually, automatically, or not enter the voucher number at all. As per the settings in **Voucher Numbering**, specify the voucher number.*

### ***Transactions***

---

### ***D/C***

---

*Specify 'D' for debit or 'C' for credit in the data field. By default, 'D' for debit appears in the data field. You can change it as per your requirement.*

### ***Account Name***

---

*Select the account to be affected in the Credit Note. You can select the account from the list that is displayed in the data field. In the list the accounts that fall are determined by the value in the D/C data field. For example, if you have specified 'C' in the D/C data field then only the accounts that fall under the Account Groups, Sundry Debtors and Sundry Creditors are displayed..*

### ***Amount***

---

*Specify here the amount of the Credit Note.*

### ***Short Narration***

---

*Specify a short narration with a maximum of 40 characters for the Credit Note.*

- *Click on Add Item button to add the receipt to the list.*

## Long Narration

---

Specify the narration for the Credit Note.

## Debit Total

---

If you have specified 'D' in the D/C data field then the amount appears in this data field.

## Credit (Rs.)

---

If you have specified 'C' in the D/C data field then the amount appears in this data field.

- Click the **Save** button to save the Credit Note.

## Issue ST Form

---

**Issue ST Form** voucher is used to enter records of sales tax declaration forms issued to parties at the time of sale or purchase. Generally, **Sales Tax Declaration** forms are issued at the time of making purchase. To enter **Forms Issued** details, **Transactions** menu provide **Issue ST Form** option. Click **Transactions** > **Issue ST Form**.

On clicking the **Issue ST Form** option, two buttons are displayed. The buttons are:

- New
- Close

## New

---

On clicking the new button all the data fields become active to enter the details of the **Issue ST Form**. Given here is a screenshot of the **Issue ST Form** window. In the window there are various data fields and groups. The data fields and groups are:

- Party Information
- Item Entry

## ***Party Information***

---

### ***Date***

Enter the date on which form is received.

### ***ST Form***

Select the name of the required form from the list that displays all the existing **ST Form** masters. In the above screenshot Form **C** is selected which is used for interstate transactions.

### ***Form No.***

Enter the number that is printed on the form. This is a unique number printed on the form you have received.

### ***Received from Authority On Party***

Select the name of the party from the list from whom you have received the form.

### ***Bill No***

Select the bill number against which the form is issued. The bill numbers are displayed for those vouchers for which **Issue ST Form voucher** amount is entered in the ST Form Details window in the relevant vouchers.

### ***Dated***

The voucher creation date of the selected **Bill No.** will be displayed in this data field. You cannot modify this date.

### ***Amount***

The **ST Form Issued** amount of the selected **Bill No.** will be displayed in this data field. **ST Form Issued** amount is the amount that is entered in the ST Form Details window that appears when you enter the relevant voucher. However you can make modifications in the amount as per your requirement.

### ***Narration***

Enter the narration for the voucher.

- After you have entered the appropriate details in all the data fields, click the Save button to save the Forms Received voucher. If you do not want to create a new **ST Form Issued** voucher then click the Cancel button.

## **Receive ST Form**

---

Receive ST Form voucher is used to enter records of sales tax declaration forms received from parties at the time of sale or purchase. Generally, Sales Tax Declaration forms are received at the time of making sales. To enter Receive ST Form details, **Transactions** menu provide Receive ST Form option. Click **Transactions** > Receive ST Form.

On clicking the Receive ST Form option, two buttons are displayed. The buttons are:

- New
- Close

## **New**

---

On clicking the new button all the data fields become active to enter the details of the Receive ST Form. Given here is a screenshot of the Receive ST Form window.

## **Date**

---

Enter the date on which form is received.

## **ST Form**

---

Select the name of the required form from the list that displays all the existing ST Form masters. In the above screenshot Form **C** is selected which is used for interstate transactions.

## **Received from Authority On Party**

---

Select the name of the party from the list from whom you have received the form.

## **Item Entry**

---

*In the Item Entry grid there are different data fields. The data fields are:*

- *Bill No.*
- *Dated*
- *Amount*

### ***Bill No***

---

*Select the bill number against which the form is received. The bill numbers are displayed for those vouchers for which Form Receivable amount is entered in the ST Form Details window in the relevant vouchers.*

### ***Dated***

---

*The voucher creation date of the selected **Bill No.** will be displayed in this data field. You cannot modify this date.*

### ***Amount***

---

*The form receivable amount of the selected **Bill No.** will be displayed in this data field. Form Receivable amount is the amount that is entered in the ST Form Details window that appears when you enter the relevant voucher. However you can make modifications in the amount as per your requirement.*

### ***Narration***

---

*Enter the narration for the voucher.*

- *After you have entered the appropriate details in all the data fields, click the Save button to save the Receive ST Form voucher. If you do not want to create a new Receive ST Form voucher then click the Cancel button.*

## ***Balance Sheet***

*Balance Sheet is a financial statement depicting the financial position of the business by listing the assets and liabilities as on a certain date. It depicts what the business owes and what it owns on a certain date. It is prepared from the accounts listed in the Trial Balance. The balances of the accounts are grouped as assets and liabilities and are arranged in a proper manner in the Balance Sheet.*

Further, the net profit or net loss calculated in the Profit & Loss account is posted in the Balance Sheet.

To view the Balance Sheet report, click Display > Balance Sheet option.

The data fields that appear in the Balance Sheet window are:

### ***At the End of***

---

Select the date from the list displayed in the data field at the end of which you want to generate the **Balance Sheet** report.

- After specifying the date in the data field, click the Ok button. On clicking the Ok button, a Balance Sheet window appears.

In the Balance Sheet window there are two columns. The columns are:

- **Liabilities** - This column displays all the Primary Account Groups that have accounts with credit balance. In addition, it displays the net profit, if any, calculated in the Profit & Loss Account. The Primary Account Groups that are displayed in this column are:
  - Profit for the period
  - Capital Account
  - Current Liabilities
  - Diff. in Op. Bal. (credit balance)
  - Any other user-defined Primary Group with a credit balance
- **Assets** - This column displays all the Primary Account Groups that have accounts with debit balance. In addition, it displays the net loss, if any, calculated in the Profit & Loss Account. The Primary Account Groups that are displayed in this column are:
  - Loss for the period
  - Fixed Assets
  - Current Assets
  - Diff. in Op. Bal. (debit balance)
  - Any other user-defined Primary Group with a debit balance

At the top right corner of the **Balance Sheet** window, there are two buttons:

- Print

- Close

# Profit & Loss A/c

To Generate the Profit & Loss A/c statement for the ABC Ltd. Go to the Display menu > Profit & Loss option. The statement should not contain any accounts that have zero balances and should have only two heads namely, income and expense. Profit & Loss A/c statement displays the net profit/loss incurred by the organization for a specified period.

On selecting the Profit & Loss option, Profit & Loss Account window appears.

## **At the End of**

---

Select the date from the list displayed in the data field at the end of which you want to generate the Profit & Loss Account.

- After specifying the date in the data field, click the Ok button. On clicking the Ok button, Profit & Loss Account window appears for the specified period.

In the Profit & Loss A/c window there are two columns. The columns are:

- **Expenses** - This column displays Account Groups that has accounts with debit balance. The Account Groups that are displayed in this column are:
  - Expenses (Indirect)
  - Expenses (Indirect) – Expenses are the outflow of assets or money that result in an increase in liabilities.
  - Net Profit for the period- It is the excess of total revenue of the business over the total expenses.
- **Incomes** - This column displays Account Groups that has accounts with credit balance. The Account Groups that are displayed in this column are:
  - Gross Profit for the period
  - Income (Indirect)
  - Net Loss for the period- It is incurred when expenses exceed the revenues.

At the top right corner of the Profit & Loss A/c window, there are two buttons:

- *Print*
- *Close*

# *Trading Account*

*Trading Account aims at arriving at the gross profit or gross loss of the business on actual and direct Trading Operations. The Gross Profit or Gross Loss is the difference between the 'Cost of Goods Sold' and the proceeds of their 'sales' without any deductions of expenses and general establishment costs etc.*

*All the charges that directly affect the Cost of goods sold have to be included and charged to the Trading Account to arrive at the Gross Profit or Loss for the period.*

*A Trading Account gives the information about the following:*

- *Closing Stock Value*
- *Gross Profit Value*
- *Gross Loss Value*

*To generate a Trading Account:*

- 1. Select Trading Account option from the Display menu.*
  - 2. Enter the required details in the fields*
- *At the End of- Select the date from the list displayed in the data field at the end of which you want to generate the Trading Account report.*

*After specifying the date in the data field, click the Ok button. On clicking the Ok button, Trading Account statement appears for the specified period.*

*In the Trading Account statement there are two columns. The columns are:*

- **Expenses** - *This column displays Account Groups that has accounts with debit balance. The Account Groups that are displayed in this column are:*
  - *Opening Stock – It will display the value of the stock at the beginning of the year.*

- *Purchases Account – It will display the purchases accounts of different purchase type. For e.g. in the above screenshot Purchase Vat 4% and Purchase Retail 4% are displayed.*
- *Gross Profit- It will display the gross profit for the period.*
- *Expense – Direct or Mfg. expenses charged for the period are displayed in this column.*
- **Incomes** - *This column displays Account Groups that has accounts with credit balance. The Account Groups that are displayed in this column are:*
  - *Sales Accounts - It will display the sales accounts of different sale type. For e.g. in the above screenshot Sale Vat 4%, Sale Vat 12.5% and Sale Retail 4% are displayed.*
  - *Income - Direct incomes received for the period are displayed in this column.*
  - *Closing Stock – Compute the value of Closing Stock by double clicking on the Closing Stock or pressing Enter button. On doing this, Closing Stock Entry Form will appear.*
- *In the Closing Stock Entry Form, specify the value of the closing stock for each month.*
- *At the top right corner of the Profit & Loss A/c window, there are two buttons:*
  - *Print*
  - *Close*

## **Trial Balance**

*The Trial Balance is a list of account balances that displays the credit and debit balances of all accounts on a particular date. It establishes the arithmetical accuracy of the transaction details posted to the books of account from the documents. It summarizes the account information in a tabular format. To prepare the Trial Balance, the debit and the credit balances are written in two separate columns, which are placed right next to each other, while the account name is written in the name of account column.*

*To view the Trial Balance report, click Display > Trial Balance. On clicking the Trial Balance option, a list of options is displayed. The options are:*

- *Closing Trial - Alphabetical*
- *Closing Trial - Grouped*
- *Opening Trial - Alphabetical*
- *Opening Trial - Grouped*
- *Consolidated Trail - Alphabetical*
- *Consolidated Trail - Grouped*

### *Closing Trial - Alphabetical*

---

On selecting this option, an **Alphabetical Trial Balance** appears having the closing debit and credit balances.

The data fields that appear in the **Trial Balance** Closing window are:

#### **Report Date**

---

Select the date from the list displayed in the data field up to which you want to generate the **Trial Balance**.

- After specifying the date in the data field, click the Ok button. On clicking the Ok button, **Trial Balance** Closing window appears.

After specifying the date in the data field, click the Ok button. On clicking the Ok button, a Trial Balance window appears. In the Trial Balance window there are various columns. The columns are:

- **Name** - This column displays the name of the account.
- **City** - This column displays the city of the Sundry Debtors, Creditors etc.
- **Debit Bal.** - This column displays the debit balance of the account.
- **Credit Bal.** - This column displays the credit balance of the account.

At the top right corner of the Trial Balance window, there are two buttons:

- *Print*
- *Close*

### *Closing Trial - Grouped*

---

**Closing Trial - Grouped** report displays the closing balances of All Accounts/Account Groups.

The data fields that appear in the **Trial Balance** Grouped window are:

### **Report Date**

---

Select the date from the list displayed in the data field up to which you want to generate the **Trial Balance**.

- After specifying the date in the data field, click the Ok button. On clicking the Ok button, **Trial Balance** Grouped window appears.

After specifying the date in the data field, click the Ok button.

On clicking the Ok button, a Trial Balance window appears. In the Trial Balance window there are various columns. The columns are:

- **Name** - This column displays the name of the Account/Account Group.
- **City** - This column displays the city of the Sundry Debtors, Creditors etc.
- **Debit Bal.** - This column displays the debit balances of the account.
- **Credit Bal.** - This column displays the credit balances of the account.

At the top right corner of the Trial Balance window, there are two buttons:

- Print
- Close

## *Opening Trial - Alphabetical*

---

**Opening Trial - Alphabetical** report displays the opening balances of all the accounts arranged in alphabetical order.

The data fields that appear in the **Trial Balance** Opening window are:

### **Report Date**

---

Select the date from the list displayed in the data field up to which you want to generate the **Trial Balance**.

- After specifying the date in the data field, click the Ok button. On clicking the Ok button, **Trial Balance** Opening window appears.

After specifying the date in the data field, click the Ok button.

On clicking the Ok button, a Trial Balance **Opening** window appears. In the Trial Balance **Opening** window there are various columns. The columns are:

- **Name** - This column displays the name of the Account/Account Group.
- **City** - This column displays the city of the Sundry Debtors, Creditors etc.
- **Debit Bal.** - This column displays the debit balances of the account.
- **Credit Bal.** - This column displays the credit balances of the account.

At the top right corner of the Trial Balance **Opening** window, there are two buttons:

- Print
- Close

### *Opening Trial - Hierarchical*

---

**Opening Trial - Hierarchical** report displays the opening balances of all the accounts arranged in hierarchy of their Account Group.

The data fields that appear in the **Trial Balance** Opening window are:

#### **Report Date**

---

Select the date from the list displayed in the data field up to which you want to generate the **Trial Balance**.

- After specifying the date in the data field, click the Ok button. On clicking the Ok button, **Trial Balance** Opening - Grouped window appears.

After specifying the date in the data field, click the Ok button.

On clicking the Ok button, a Trial Balance **Opening** - Grouped window appears. In the Trial Balance **Opening** - Grouped window there are various columns. The columns are:

- **Name** - This column displays the name of the Account/Account Group.
- **City** - This column displays the city of the Sundry Debtors, Creditors etc.
- **Debit Bal.** - This column displays the debit balances of the account.
- **Credit Bal.** - This column displays the credit balances of the account.

At the top right corner of the Trial Balance **Opening** - Grouped window, there are two buttons:

- Print
- Close

### *Consolidated Trial- Alphabetical*

---

**Consolidated** report displays opening and closing balances along with the debit and credit balances of an account. The report displays the accounts alphabetically.

The data fields that appear in the **Trial Balance Consolidated** window are:

#### ***From Date***

---

Enter the starting date from which the balances are to be considered.

#### ***To Date***

---

Specify the ending date up to which the entries are to be considered.

- After specifying the dates in the data field, click the Ok button. On clicking the Ok button, **Trial Balance Consolidated** window appears.

After entering data in the data fields, click the Ok button. On clicking the Ok button, Trial Balance **Consolidated** window appears. In the Trial Balance

**Consolidated** window there are various columns. The columns are:

- **Name** - This column displays the name of the account.

- **City** - This column displays the city of the Sundry Debtors, Creditors etc.
- **Opening Debit.** - This column displays the opening debit balances of the account.
- **Opening Credit** - This column displays the opening credit balances of the account.
- **Closing Debit.** - This column displays the closing debit balance of the account.
- **Closing Credit** - This column displays the closing credit balance of the account

At the top right corner of the Trial Balance **Consolidated** window, there are two buttons:

- Print
- Close

### *Consolidated Trial- Grouped*

---

**Consolidated** report displays opening and closing balance along with the debit and credit balances of an account. The report displays the accounts in the hierarchy of their Account Group. The data fields that appear in the **Trial Balance Consolidated** window are:

#### ***From Date***

---

Enter the starting date from which the balances are to be considered.

#### ***To Date***

---

Specify the ending date up to which the entries are to be considered.

- After specifying the dates in the data field, click the Ok button. On clicking the Ok button, **Trial Balance Consolidated** window appears.

After entering data in the data fields, click the Ok button. On clicking the Ok button, Trial Balance **Consolidated** window appears. In the Trial Balance **Consolidated** window there are various columns. The columns are:

- **Name** - This column displays the name of the account.
- **City** - This column displays the city of the Sundry Debtors, Creditors etc.
- **Opening Debit.** - This column displays the opening debit balances of the account.
- **Opening Credit** - This column displays the opening credit balances of the account.
- **Closing Debit.** - This column displays the closing debit balance of the account.
- **Closing Credit** - This column displays the closing credit balance of the account

At the top right corner of the Trial Balance **Consolidated** window, there are two buttons:

- *Print*
- *Close*

## **Amount Payable**

Amount Payable report displays the credit balance of party accounts that fall under the Sundry Debtor/Creditor Account Group as on a specified date. In general course of business, the accounts of the parties may not stand fully settled at all times. Some balance in the account generally exists. A credit balance in a party account signifies that this much amount is payable to the party. Amount Payable Statement displays a list of all the parties having credit balance.

The data fields that appear in the Amount Payable Statement are:

### **Report Date**

Select the date from the list displayed in the data field at the end of which you want to generate the Amount Payable Statement report.

- *After specifying the date in the data field, click the Ok button. On clicking the Ok button, Outstanding Payable Statement appears.*

*In the Outstanding Payable there are various columns. The columns are:*

- **Name** - *This column displays the name of the account which has the balance payable.*
- **City** - *This column displays the city of the parties.*
- **Balance** - *This column displays the account balance.*

*At the top right corner of the Outstanding Payable statement, there are two buttons:*

- *Print*
- *Close*

*For more information, click the buttons.*

## ***Amount Receivable***

*Amount Receivable statement displays the debit balance of party accounts that fall under the Sundry Debtor/Creditor Account Group as on a specified date. In general course of business, the accounts of the parties may not stand fully settled at all times. Some balance in the account generally exists. A debit balance in a party account signifies that how much amount is receivable from the party. Amount Receivable report displays a list of all the parties having debit balance.*

*The data fields that appear in the Amount Receivable Statement are:*

### ***Report Date***

*Select the date from the list displayed in the data field at the end of which you want to generate the Amount Receivable Statement report.*

- *After specifying the date in the data field, click the Ok button. On clicking the Ok button, Outstanding Receivable Statement appears.*

*In the, Outstanding Receivable there are various columns. The columns are:*

- **Name** - *This column displays the name of the account which has the balance payable.*
- **City** - *This column displays the city of the parties.*
- **Balance** - *This column displays the account balance.*

*At the top right corner of the Outstanding Receivable statement, there are two buttons:*

- *Print*
- *Close*

*For more information, click the buttons.*

## ***Amount Payable Grouped***

*Amount Payable Grouped statement displays the credit balance of the Sundry Debtor/Creditor Account Group as on a specified date. In general course of business, the accounts of the parties may not stand fully settled at all times. Some balance in the account groups generally exists. A credit balance in an account group signifies that this much amount is payable to the account particular group. Amount Payable Grouped Statement displays a list of all the account groups and parties falling under that group.*

*The data fields that appear in the Amount Payable Grouped Statement are:*

### ***Report Date***

*Select the date from the list displayed in the data field at the end of which you want to generate the Amount Payable Grouped Statement report.*

- *After specifying the date in the data field, click the Ok button. On clicking the Ok button, Outstanding Payable Grouped Statement appears.*

*In the Outstanding Payable Grouped there are various columns. The columns are:*

- **Name** - *This column displays the name of the account group and parties falling under that group which has the balance payable.*

- *City* – This column displays the city of the parties.
- *Balance* - This column displays the account balance.

At the top right corner of the Outstanding Payable Grouped statement, there are two buttons:

- *Print*
- *Close*

For more information, click the buttons.

## ***Amount Receivable***

Amount Receivable Grouped statement displays the debit balance of Account Groups such as Sundry Creditors, Sundry Debtors as on a specified date. In general course of business, the accounts of the parties may not stand fully settled at all times. Some balance in the account generally exists. A debit balance in an account group signifies that how much amount is receivable from the Sundry Creditors and Sundry Debtors. Amount Receivable Grouped report displays a list of all the account groups having debit balance.

The data fields that appear in the Amount Receivable Grouped Statement are:

### ***Report Date***

Select the date from the list displayed in the data field at the end of which you want to generate the Amount Receivable Grouped Statement report.

- After specifying the date in the data field, click the Ok button. On clicking the Ok button, Outstanding Receivable Grouped Statement appears.

In the Outstanding Receivable Grouped there are various columns. The columns are:

- *Name* - This column displays the name of the account group and parties falling under that group which has the balance payable.
- *City* – This column displays the city of the parties.
- *Balance* - This column displays the account balance.

At the top right corner of the Outstanding Receivable Grouped statement, there are two buttons:

- *Print*
- *Close*

For more information, click the buttons.

## Cash/Bank Book

**Cash/Bank Book** statement displays the cash/bank transactions of the organization sequentially for a specified date range. This report helps us to know the cash/bank balance with the organization at any given point of time.

The data fields that appear in the **Cash/Bank Book** statement are:

### **Account Name**

Select the account for which you want to generate the Cash/Bank Book statement.

### **From Date**

Specify the starting date from which the vouchers are to be considered.

### **To Date**

Specify the ending date up to which the vouchers are to be considered.

After specifying the data in the various data fields, click the Ok button. On clicking the Ok button, Cash/Bank Book statement appears.

In the Cash/Bank Book statement there are various columns. The columns:

- **Date** - This column display the date of the voucher.
- **Type** - This column displays the type of the voucher. For example, if the voucher is a Payment voucher then the type will be Payment.
- **Name** - This column displays the name/particulars of the account.
- **Payment** - This column displays the amount of payment made from the account.
- **Receipt** - This column displays the amount received in the account.
- **Balance** - This column displays the balance amount in the account.

At the top right corner of the **Cash/Bank Book** statement, there are two buttons:

- *Print*
- *Close*

## **Daily Cash Balance**

Daily Cash Balance report displays Cash balance for the specified date range. On selecting the Daily Cash Balances option, Daily Cash Balance window appears.

- ***From Date***

---

*Specify the starting date from which the Cash balance will be displayed.*

- ***To Date***

---

*Specify the ending date up to which the Cash balance will be displayed.*

- ***Show***

---

*Under this data field, the three options are listed. The options are:*

- *Cash Balance going negative only – To view the details of the daily cash balance going negative.*
- *Cash Balance going positive only - To view the details of the daily cash balance going positive.*
- *Daily Cash Balance (+ve & -ve) - To view the details of the daily cash balance both positive and negative.*

*After specifying the data in the data fields, click the Ok button. On clicking the Ok button, Daily Cash Balance statement appears for the specified period.*

*In the Daily Balances window there are various columns. The columns are:*

- **Date** - *This column displays the date for which the balance is displayed.*
- **Balance** - *This column displays the balance of the account.*

## **Day Book**

Day Book report displays all the accounting transactions of the organization sequentially for a specified date range.

The data fields that appears in the Day Book window:

### **From Date**

Specify the starting date from which the vouchers are to be considered.

### **To Date**

Specify the ending date up to which the vouchers are to be considered.

After specifying the date, click the Ok button. On clicking the Ok button, a Day Book window appears. The columns are:

- **Date** - This column display the date of the voucher.
- **Type** - This column displays the type of the voucher. For example, if the voucher is a Sales voucher then the type will be Sale.
- **Account** - This column displays the name of the account.
- **Debit** - This column displays the debit amount of the voucher.
- **Credit** - This column displays the credit amount of the voucher.
- **Long Narration** - This column displays the long narration for the voucher.

At the top right corner of the Day Book window, there are two buttons:

- Print
- Close

For more information, click the buttons.

## **Debit Note Register**

Debit Note Register displays all the transactions recorded using the Debit Note voucher of raising a debit note such as for purchase return, extra amount receivable from customer and so on by the organization sequentially for a specified date range.

To view the Debit Note Register, click Display > Debit Note Register option.

The data fields that appear in the Debit Note Register are:

**From Date**

*Specify the starting date from which the vouchers are to be considered.*

**To Date**

*Specify the ending date up to which the vouchers are to be considered.*

*After specifying the data in the various data fields, click the Ok button. On clicking the Ok button, Debit Note Register Statement appears.*

*In the Debit Note Register statement there are various columns. The columns are:*

- **Date** - *This column displays the date of the voucher.*
- **Name** - *This column displays the name of the account affected in the voucher.*
- **Debit** - *This column displays the Debit amount of the voucher.*
- **Credit** - *This column displays the Credit amount of the voucher.*
- **Long Narration** - *This column displays the Long narration of the voucher.*

*At the top right corner of the Debit Note Register Statement, there are two buttons:*

- *Print*
- *Close*

*For more information, click the buttons.*

## ***Credit Note Register***

*Credit Note Register report displays all the transactions recorded using the Credit Note voucher of raising a credit note such as for sale return, extra amount payable to supplier and so on by the organization sequentially for a specified date range.*

*To view the Credit Note Register, click Display > Credit Note Register option.*

*The data fields that appear in the Credit Note Register are:*

**From Date**

*Specify the starting date from which the vouchers are to be considered.*

**To Date**

*Specify the ending date up to which the vouchers are to be considered.*

*After specifying the data in the various data fields, click the Ok button. On clicking the Ok button, Credit Note Register Statement appears.*

*After specifying the data in the various data fields, click the Ok button. On clicking the Ok button, a Credit Note Register Statement appears. In the Credit Note Register window there are various columns. The columns are:*

- **Date** - *This column displays the date of the voucher.*
- **Account** - *This column displays the name of the account affected in the voucher.*
- **Debit** - *This column displays the Debit amount of the voucher.*
- **Credit** - *This column displays the Credit amount of the voucher.*
- **Long Narration** - *This column displays the Long narration of the voucher.*

*At the top right corner of the Credit Note Register Statement, there are two buttons:*

- *Print*
- *Close*

*For more information, click the buttons.*

## ***Display***

*After you have created the masters for the company, defined the configuration settings, and entered the transactions for the company, the next step is to view the reports based on your requirement. Viewing reports means viewing the data entered in the vouchers and masters in an organized and systematic manner. For viewing different reports, the Display menu provides the following options:*

- *Balance Sheet*
- *Profit and Loss*
- *Trading Account*
- *Trial Balance*
- *Day Book*
- *Ledger*
- *Cash/Bank Book*

- *Account Books*
- *Outstanding Analysis*
- *Interest Calculation - On Balance*
- *Interest Calculation - Cumulative*
- *Simple Interest*
- *Depreciation Chart*
- *Daily Cash Balance*
- *Sales Tax Reports*
- *VAT Reports*
- *TDS Reports*
- *Monthly Summary*
- *User Log*

*For information on the menu option, click the options.*

*At the top left corner of each report, three buttons appear. The buttons are:*

- *Ok*
- *Print*
- *Close*

**Ok**

*After selecting the date, click the **Ok** button to display the report in the window,.*

**Print**

*To print the information, click the **Print** button.*

**Close**

*To Exit from the opened report, click the Close button.*

*To view the detail of a column in any report either double-click the column or select the column and press the Enter key in the Report window. This will open another window that will help you view the details. For example, in the Balance Sheet double-click the 'Net Profit for the period' field to view the details of the profit computation.*

## **Journal**

Journal Register displays all the transactions recorded using the Journal voucher such as sale/purchase of fixed assets, appropriation of profit/loss, adjustment of bad debts and so on by the organization sequentially for a specified date range.

To view the Journal Register, click Display > Journal Register option.

The data fields that appear in the Journal Register are:

### **From Date**

Specify the starting date from which the vouchers are to be considered.

### **To Date**

Specify the ending date up to which the vouchers are to be considered.

After specifying the date, click the Ok button. On clicking the Ok button, Journal Register appears.

In the Journal Register there are various columns. The columns are:

- **Date** - This column displays the date of the voucher.
- **Account** - This column displays the name of the account affected in the voucher.
- **Debit** - This column displays the debit amount of the voucher.
- **Credit** - This column displays the credit amount of the voucher.
- **Long Narration** - This column displays the long narration for the voucher

At the top right corner of the Journal Register statement, there are two buttons:

- Print
- Close

For more information, click the buttons.

## **Ledger**

Ledger Statement displays account-wise information relating to all the transactions of the organization sequentially for a specified date range.

The data fields that appear in the Ledger Statement are:

### **Account Name**

---

Select the account for which you want to generate the Ledger Statement from the list displayed in the data field.

### **From Date**

---

Specify the starting date from which the vouchers are to be considered.

### **To Date**

---

Specify the ending date up to which the vouchers are to be considered.

After specifying the data in the various data fields, click the **Ok** button. On clicking the **Ok** button, **Ledger Statement** appears.

In the, **Ledger Statement** there are various columns. The columns are:

- **Date** - This column display the date of the voucher.
- **Type** - This column displays the type of the voucher. For example, if the voucher is a **Sales** voucher then the type will be **Sale**.
- **Voucher Id** - This column displays the voucher/bill number.
- **Name** - This column displays the name of the account affected in the voucher other than the account for which the **Ledger** statement is generated.
- **Debit** - This column displays the debit amount of the voucher.
- **Credit** - This column displays the credit amount of the voucher.
- **Balance** - This column displays the account balance. To calculate the account balance, the debit amount is deducted from the opening balance while the credit amount is added to the opening balance. The resultant amount is the closing balance for the account.
- **Long Narration** - This column displays the Long narration of the voucher.

At the top right corner of the **Ledger** statement, there are two buttons:

- *Print*
- *Close*

*For more information, click the buttons.*

## **Monthly Summary**

*Monthly Summary report displays month-wise opening balance, totals of debit entries and credit entries and the closing balance of an Account.*

*The data fields that appear in the Monthly Summary statement are:*

### **Account**

*Select the account for which you want to generate the Monthly Summary from the list displayed in the data field.*

*After selecting the account, click the **Ok** button. On clicking the **Ok** button, Monthly Summary appears.*

*On clicking the Ok button, Account Monthly Summary window appears. In the Monthly Summary window there are various columns. The columns are:*

- **Opening Bal.** - *This column displays the month-wise opening balance of the account.*
- **Account** - *This column displays the name of the accounts for which the summary is displayed.*
- **Debit** - *This column displays the month-wise total of all the debit entries in the account.*
- **Credit** - *This column displays the month-wise total of all the credit entries in the account.*
- **Closing Bal.** - *This column displays the month-wise closing balance of the account. Closing balance is calculated based on the opening balance and the total of debit and credit entries in a month.*

*At the top right corner of the Account Monthly Summary, there are two buttons:*

- *Print*
- *Close*

*For more information, click the buttons.*

## ***Payment***

Payment Statement *displays all the transactions for payment through cash/ bank by the organization sequentially for a specified date range.*

*To view the Payment Statement, click Display > Payment option.*

*The data fields that appear in the Payment Statement are:*

### ***From Date***

*Specify the starting date from which the vouchers are to be considered.*

### ***To Date***

*Specify the ending date up to which the vouchers are to be considered.*

*After specifying the date, click the Ok button. On clicking the Ok button, Payment Statement appears.*

*After specifying the data in the various data fields, click the Ok button. On clicking the Ok button, Payment statement appears. In the Payment statement there are various columns. The columns are:*

- **Date** - *This column displays the date of the voucher.*
- **Account** - *This column displays the name of the account affected in the voucher.*
- **Debit** - *This column displays the debit amount of the voucher.*
- **Credit** - *This column displays the credit amount of the voucher.*
- **Long Narration** - *This column displays the Long narration for the voucher.*

*At the top right corner of the Payment statement, there are two buttons:*

- *Print*
- *Close*

*For more information, click the buttons.*

## ***Combined Payment***

Combined Payment Statement *displays all the transactions of the combined payment through cash/ bank by the organization sequentially for a specified date range.*

*To view the Combined Payment Statement, click Display > Combined Payment option.*

*The data fields that appear in the Combined Payment Statement are:*

### ***From Date***

---

*Specify the starting date from which the vouchers are to be considered.*

### ***To Date***

---

*Specify the ending date up to which the vouchers are to be considered.*

*After specifying the date, click the Ok button. On clicking the Ok button, Combined Payment Statement appears.*

*After specifying the data in the various data fields, click the Ok button. On clicking the Ok button, Combined Payment statement appears. In the Combined Payment statement there are various columns. The columns are:*

- **Date** - *This column displays the date of the voucher.*
- **Account** - *This column displays the name of the accounts affected in the voucher.*
- **Debit** - *This column displays the debit amount of the voucher.*
- **Credit** - *This column displays the credit amount of the voucher.*
- **Long Narration** - *This column displays the Long narration for the voucher.*

*At the top right corner of the Combined Payment statement, there are two buttons:*

- *Print*
- *Close*

*For more information, click the buttons.*

***Purchase Register***

Purchase Register report displays both the cash and credit purchase transactions. It contains information regarding the bill number, date, party, amount and so on of all the purchase transactions.

The data fields that appear in the Purchase Register Statement are:

### **From Date**

---

Specify the starting date from which the vouchers are to be considered.

### **To Date**

---

Specify the ending date up to which the vouchers are to be considered.

After specifying the data in the various data fields, click the **Ok** button. On clicking the **Ok** button, Purchase Register appears.

In the, Purchase Register **Statement** there are various columns. The columns are:

- **Date** - This column displays the date of the voucher.
- **Type** - This column displays the type of the Purchase Type used in the voucher. For example, in the Type column, VAT Purchase 4% is displayed.
- **Vch No** - This column displays the voucher/bill number.
- **Amt** - This column displays the purchase amount.
- **Vat Amount** - This column displays the tax amount.
- **Total Amount** - This column displays the total amount of the voucher.
- **Purchase Bill No**- This column displays the Purchase Bill No.
- **Purchase Bill Date** – This column displays the date mentioned in purchase bill.

At the top right corner of the Purchase Register **Statement**, there are two buttons:

- *Print*
- *Close*

For more information, click the buttons.

## **Multi Purchase Register**

Multi Purchase Register statement displays both the multi purchase transactions. It contains information regarding the bill number, date, party, amount and so on of all the purchase transactions. To make modifications in the transaction, double click on the selected transaction.

The data fields that appear in the Multi Purchase Register Statement are:

### **From Date**

Specify the starting date from which the vouchers are to be considered.

### **To Date**

Specify the ending date up to which the vouchers are to be considered.

After specifying the data in the various data fields, click the **Ok** button. On clicking the **Ok** button, Multi Purchase Register appears.

In the, Multi Purchase Register **Statement** there are various columns. The columns are:

- **Date** - This column displays the date of the voucher.
- **Vch No** - This column displays the voucher/bill number.
- **Account** – This column displays the details of the party/account affected in the transaction.
- **Purchase Type** - This column displays the type of the Purchase Type used in the voucher. For example, in the Purchase Type column, VAT Purchase 4% is displayed.
- **Purchase Amt** - This column displays the purchase amount.
- **Vat Amount** - This column displays the tax amount.
- **Total Amount** - This column displays the total amount of the voucher.

At the top right corner of the Multi Purchase Register **Statement**, there are two buttons:

- *Print*

- Close

For more information, click the buttons.

## **Purchase Return Register**

Purchase Return Register report displays both the cash and credit purchase return transactions. It contains information regarding the bill number, date, party, amount and so on of all the purchase return transactions.

The data fields that appear in the Purchase Register Statement are:

### **From Date**

Specify the starting date from which the vouchers are to be considered.

### **To Date**

Specify the ending date up to which the vouchers are to be considered.

After specifying the data in the various data fields, click the **Ok** button. On clicking the **Ok** button, Purchase Return Register appears.

In the, Purchase Register **Statement** there are various columns. The columns are:

- **Date** - This column displays the date of the voucher.
- **Type** - This column displays the type of the Purchase Type used in the voucher. For example, in the Type column, VAT Purchase 4% is displayed.
- **Vch No** - This column displays the voucher/bill number.
- **Party** - This column displays the party/account affected in the voucher.
- **Amt** - This column displays the purchase return amount.
- **Vat Amount** - This column displays the tax amount.
- **Total Amount** - This column displays the total amount of the voucher.
  
- **Purchase Bill No**- This column displays the Purchase Bill No.
- **Purchase Bill Date** – This column displays the date mentioned in purchase bill.

At the top right corner of the Purchase Register **Statement**, there are two buttons:

- *Print*
- *Close*

*For more information, click the buttons.*

## ***Receipt***

Receipt Statement *displays all the transactions for receipt through cash/bank by the organization sequentially for a specified date range.*

*To view the Receipt Statement, click Display > Receipt option.*

*The data fields that appear in the Receipt Statement are:*

### ***From Date***

*Specify the starting date from which the vouchers are to be considered.*

### ***To Date***

*Specify the ending date up to which the vouchers are to be considered.*

*After specifying the date, click the Ok button. On clicking the Ok button, Receipt Statement appears.*

*In the Receipt Statement there are various columns. The columns are:*

- *Date - This column displays the date of the voucher.*
- *Account - This column displays the name of the account affected in the voucher.*
- *Debit - This column displays the debit amount of the voucher.*
- *Credit - This column displays the credit amount of the voucher.*
- *Long Narration - This column displays the Long narration for the voucher.*

*At the top right corner of the Receipt Statement , there are two buttons:*

- *Print*
- *Close*

*For more information, click the buttons.*

## ***Combined Receipt***

Combined Receipt Statement *displays all the transactions of combined receipt through cash/bank by the organization sequentially for a specified date range.*

*To view the Combined Receipt Statement, click Display > Combined Receipt option.*

*The data fields that appear in the Combined Receipt Statement are:*

### ***From Date***

*Specify the starting date from which the vouchers are to be considered.*

### ***To Date***

*Specify the ending date up to which the vouchers are to be considered.*

*After specifying the date, click the Ok button. On clicking the Ok button, Combined Receipt Statement appears.*

*In the Combined Receipt Statement there are various columns. The columns are:*

- *Date - This column displays the date of the voucher.*
- *Account - This column displays the name of the account affected in the voucher.*
- *Debit - This column displays the debit amount of the voucher.*
- *Credit - This column displays the credit amount of the voucher.*
- *Long Narration - This column displays the Long narration for the voucher.*

*At the top right corner of the Combined Receipt Statement, there are two buttons:*

- *Print*
- *Close*

*For more information, click the buttons.*

## ***Sales Register***

Sales Register report displays both the cash and credit sales transactions. It contains information regarding the bill number, date, party, amount and so on of all the sales transactions.

The data fields that appear in the Sales Register Statement are:

### **From Date**

---

Specify the starting date from which the vouchers are to be considered.

### **To Date**

---

Specify the ending date up to which the vouchers are to be considered.

After specifying the data in the various data fields, click the **Ok** button. On clicking the **Ok** button, Sales Register appears.

In the, Sales Register **Statement** there are various columns. The columns are:

- **Date** - This column displays the date of the voucher.
- **Type** - This column displays the type of the Purchase Type used in the voucher. For example, in the Type column, VAT Sale 4% is displayed.
- **Vch** - This column displays the voucher/bill number.
- **Party** - This column displays the party affected in the sales transaction.
- **Sale Amt** - This column displays the Sales amount.
- **Vat Amount** - This column displays the tax amount.
- **Total Amount** - This column displays the total amount of the voucher.
- **Transport Details** - In other columns if you have entered the transport details that will be displayed here.

At the top right corner of the Sales Register **Statement**, there are two buttons:

- Print
- Close

For more information, click the buttons.

## **Multi Sales Register**

Multi Sales Register statement displays the multi sales transactions. It contains information regarding the bill number, date, party, amount and so on of all the sales transactions.

The data fields that appear in the Sales Register Statement are:

### **From Date**

---

Specify the starting date from which the vouchers are to be considered.

### **To Date**

---

Specify the ending date up to which the vouchers are to be considered.

After specifying the data in the various data fields, click the **Ok** button. On clicking the **Ok** button, Multi Sales Register appears.

In the, Sales Register **Statement** there are various columns. The columns are:

- **Date** - This column displays the date of the voucher.
- **Type** - This column displays the type of the Purchase Type used in the voucher. For example, in the Type column, VAT Sale 4% is displayed.
- **Vch** - This column displays the voucher/bill number.
- **Party** - This column displays the party affected in the sales transaction.
- **Sale Amt** - This column displays the Sales amount.
- **Vat Amount** - This column displays the tax amount.
- **Total Amount** - This column displays the total amount of the voucher.

At the top right corner of the Multi Sales Register **Statement**, there are two buttons:

- Print
- Close

For more information, click the buttons.

## **Sales Return Register**

Sales Return Register report displays both the cash and credit sales return transactions. It contains information regarding the bill number, date, party, amount and so on of all the sales return transactions.

The data fields that appear in the Sales Return Register Statement are:

### **From Date**

---

Specify the starting date from which the vouchers are to be considered.

### **To Date**

---

Specify the ending date up to which the vouchers are to be considered.

After specifying the data in the various data fields, click the **Ok** button. On clicking the **Ok** button, Sales Return Register appears.

In the Sales Register **Statement** there are various columns. The columns are:

- **Date** - This column displays the date of the voucher.
- **Sale Type** - This column displays the type of the Sales Type used in the voucher. For example, in the Type column, VAT Sales 4% is displayed.
- **Vch No** - This column displays the voucher/bill number.
- **Party** - This column displays the party/account affected in the voucher.
- **Sale Amt** - This column displays the Sales return amount.
- **Vat Amount** - This column displays the tax amount.
- **Total Amount** - This column displays the total amount of the voucher.
- **Transport Details**- In the other columns transport details are displayed.

At the top right corner of the Sales Register **Statement**, there are two buttons:

- Print
- Close

For more information, click the buttons.

### **User Log**

---

User Log report displays the details about the users such as their user name, log in number, time and so on so that the one can have the eye on the users.

To view the User Log, click Display > User Log option.

In the User Log Table there are various columns. The columns are:

- **Log In No.** - It displays how many times a user has logged in sequentially.
- **User Id-** It displays the User Id of the user.
- **User Name -** It displays the user name which he has specified at the time of creating of user.
- **Log in Time -** It displays the log in time of the user.
- **Log Out -** It displays the log out time of the user.
- **Log in Date -** It displays the Log in date of the user.

To exit from the opened window, click the close button.

## **Utilities**

Utilities menu in the E General software provides you the facilities of Calculator, Calendar, and Conversion House to make your calculations fast and simpler.

To use these utilities open the company and go to the utilities menu.

The following are the options in the utilities menu:

- Calculator
- Calendar
- Conversion House

## **Calculator**

Calculator option in the utilities menu helps the user to avoid the manual calculations and use of other appliances.

To use this utility, go to the utilities menu> Calculator.

On clicking Calculator option, calculator will open up to make the calculations simple.

## **Calendar**

Calendar option in the utilities menu works as an alarm which helps you to check the dates of collecting and making payments. It will reduce the burden of

*remembering and checking dates and time. Calendar option will build your image in the minds of your suppliers and helps you to be punctual.*

*To use this utility, go to the utilities menu > Calendar.*

*On clicking Calendar option, Calendar will open up and will help to match with the time.*

## ***Conversion House***

*Sometimes it becomes very difficult to convert the centimeters into meters and milliliter into liter and so on. Conversion House option in the utilities menu helps you to do these calculations in a friction of seconds. It will sustain you mental energy and saves time.*

*To use this utility, go to the utilities menu > Conversion House.*

*On clicking Conversion House option, Conversion House will open up and will help to match with the time.*

*The different types of conversions available in Conversion House option are:*

- *Distance*
- *Temperature*
- *Time*
- *Mass*
- *Volume*
- *Area*

*In the above figure, Mass option is used.*

*For e.g. in the above figure , to convert the 1500g into Kg, t,oz,lb,st etc. you just need to enter the amt into the gram column and others will convert automatically.*

*To copy the results to the clipboard, click the  button. To exit from the conversions click the Close button.*