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## ( I ) About Kshitij Software

### **Introduction:**

Kshitij Software is a business accounting/inventory software package designed keeping the Electronic appliances business in mind. Unlike other accounting software packages available in the market, Kshitij Software is a tailor-made solution for all of your accounting / inventory problems of your electronic showroom. All the required reports are generated within the software. This means, no more going back to editors and spreadsheets!

### **Special Features:**

Kshitij Software is extremely user-friendly and absolutely simple to use, without having accounting knowledge a user can operate the software. It is the only software that has full inventory and accounting within it, and offering great options. It has following friendly features.

- Fully customized invoicing with Chassis no. (Serial no.)
- Analysis of any Item / Model through graphs
- Different level of password for users
- Total power failure proof
- Multiple windows
- Pop-up calculator and reports
- Vat / Profit statement
- Item wise purchase sales analysis
- Chassis no. (Serial no.) wise tracking of purchase / sales
- Full receivable and payable analysis of purchase / sales bills
- Hire Purchase
- Tracking of Godown wise stocks

### **What can you do with Kshitij?**

Kshitij Software is ideal software for your accounting / inventory needs. Using this software package you can maintain up-to-date information of your day-to-day business transactions and also easily generate all types of accounting & MIS reports.

The activities that you can perform with Kshitij Software are broadly categorized into following along with their respective option.

### ***Financial Accounting:***

- Book Keeping ( Purchase, Sales, Purchase Return, Sales return, Cash, Bank & Journal Proper )
- Bill wise or party wise receivables & payables with aging analysis
- Cash flow statement

- Unlimited number of books, ledgers can be maintained
- Payment reminder letter to customer
- Group wise trial balance
- Bank reconciliation
- Monthly or Daily Cash & Bank summary
- Bank Pay in slip
- Confirmation letter for loan transaction
- Account to account transfer facility
- Online queries

### ***Purchase, Sales & Inventory Management:***

- Sales Order processing & Invoicing
- Chassiswise (Serial no.) wise Inventory management
- Stock reports with chassis no. (Serial no.) details
- Chassis no. (Serial no.) tracking
- Company wise complaint booking and job card printing
- Credit note & Debit note entry and printing
- Item wise or GP wise **VAT & CESS** calculation
- Item wise Purchase / Sales graph
- Godown wise stock report with chassis no. (Serial no.) Wise details.
- Godown to godown transfer facility
- Chassis replacement facility
- Purchase & Sales register with payment and chassis no. (Serial no.) wise detail
- Credit limit of every dealer or customer can be maintained
- Profit calculation on bill to bill basis
- User defined item codes & model codes
- User defined tax codes
- Item wise Purchase / Sales chart
- Monthly or daily purchase sale figure
- Monthly bank statement of stock
- Hire purchase entry & reports
- Proforma and Delivery Challan option
- Expense reports
- Price list ...

And there are many more options that can be used by you to manage your business effectively.

### **Who can use Kshitij Software?**

This user-friendly software has been designed keeping the electronic appliances distributor, dealer & retailers in mind. This software manages all peculiar accounting / inventory needs of electronic appliances business and hence any distributor, dealer or retailer can use this software for managing his business.

### **How to make the most of Kshitij Software?**

To make most use of software, read the getting started section first, which tells you to go about working with Kshitij Software. Then you can read the User guide which takes you through a quick tour of the activities that you can perform using the software.

## ( II ) Getting started:

### ***System requirement:***

The following are the minimum system requirements to run the software.

#### **Single user:**

##### **Hardware:**

Pentium - II or upper, with 64 MB ram, 500 MB free disk space, 1 floppy drive/ zip drive, and dot matrix printer.

##### **Software:**

Windows 98 Release II

#### **Multi-user LAN:**

Windows 2000 Server

### ***Starting the Kshitij Software:***

Click on KSC Icon which is available on the desktop

### ***Special keys in the software package:***

There are following type of special keys in software package.

- |           |   |
|-----------|---|
| <b>F4</b> | For Listing of any drop down box which is available                                 |
| <b>F8</b> | For exporting of any reports to excel/lotus 123 with specific user defined filename |

### ***Taking day to day backups:***

Insert the zip disk or cd in the drive, where backup needs to be taken.

Click on BKVF02 icon which is available on the desktop (*Where 02 is the financial year 2002-2003 of the software package*)

### **Training steps for software:**

1. Opening of accounts and items master
2. Purchase and sales bill entry

3. Cash and bank entry
4. Credit Note / Debit Note / Journal Entry
5. Viewing of all the reports and exporting

## ( III ) Master Menu:

### **Company Selection:**

This option is used to select the company.

**Step 1** Select the company by pressing the mouse click on the “OK” button or by pressing the alt + O key

### **Account Category:**

This option is used for creating of A/c's heads under balance sheet / profit & loss heads

**Step 1** Press the new button by pressing Alt-N key and then type the head code, after that type the description of that head code, then select the type of A/c .i.e. *balance sheet / profit & loss*, and then select asset / liability, or purchase / sale / income / expense, depending on the type of account, then select the sequence no. i.e. where you want to print this A/c in balance sheet / profit & loss A/c. After that press the save button by pressing Alt-S key to save the A/c.

### **Area Codes:**

This option is used to enter area master .i.e. *station name*, which will be useful to sort out the customers according to the area codes.

**Step 1** Press the new button by pressing Alt-N key and then type the initial character of the area, and then type the full area name, and press the save button by pressing Alt-S key.

**Ex:**

**Code:** DAD

**Description:** DADAR

**Code:** BAN

**Description:** BANDRA

### **Salesman Codes:**

This option is used to enter salesman details, which are working for your firm

**Step 1** Press the new button by pressing Alt-N key and then type the initial character of salesman name in the code field, and then type the full name with the address and telephone no., and after entering the details press the save button by pressing Alt-S key.

**Ex:**

**Salesman Code:** RAM

**Name:** RAMESH

**Salesman Code:** TEJ

**Name:** TEJAS

### **Party type Codes:**

This option is used to enter party type codes, which means you can create category of sales. This option will also be use full to you, for various reports such as outstanding, sales turn over, etc. in the specified category.

**Step 1** Press the new button by pressing Alt-N key and type the initial character of the sales category, and then type in the full name in description & finance co. option is to be ticked if the print out of bill mention the party type, after that press the save button by pressing Alt-S key.

**Ex:**

**Code:** CWF

**Code:** DEL

**Description:** CONTRYWIDE FINANCE  
**Finance Co:** Tick

**Description:** DEALER  
**Finance Co:**

## **Account Master:**

This option is used to create ledger heads. That are been used for the accounting.

**Step 1** Press Alt-N for new button and then press the F4 key for dropdown menu if you wish to enter initial for account name, then enter the desired name in the name column, after that select the category by pressing the F4 button to which the account is belonging. Then enter the address and telephone no's, for entering the BST & CST no. click on the other details form, after that select the details form, for saving the account press the save button.

**Ex:**

### **To Open Bank A/c:**

Press Alt-N key for new account master. Then press the F4 key for dropdown menu to select the initial for the account name, after that type the Bank name. Living Cust.Code blank, select the A/c category as Bank A/c, then enter address, telephone no. Then click on the other details to enter weekly off, details of the managers with extension no. in the account details block. And for saving the record click on the details menu and then press Alt-S key to save.

### **To Open Supplier A/c:**

Press Alt-N key for new supplier account master. Then press the F4 key for dropdown menu then select the initial for the account name, then type the supplier name. Living Cust. Code blank, Select the A/c category as supplier A/c, Enter address, and telephone no. Then click on the other details to enter weekly off, BST & CST No., and details of the managers with extension no. in the account details block. And for saving the record click on the details menu and then press Alt-S key to save.

### **To Open Customer A/c:**

Press Alt-N key for new customer account master. Then press the F4 key for dropdown menu then select the initial for the account name, then type the customer name. Enter the Cust. Code if you are maintaining account no's/ledger folio no's for the customer's if not then leave it blank, Select the A/c category as Customer A/c, Enter address, and telephone no. Then select the sales man name by pressing F4 key if you want to maintain sales man's wise turn over. After that select the area code & party type same way as above. Then click on the other details to enter weekly off, if any, and details of the customer in the account details block. And for saving the record click on the details menu and then press Alt-S key to save.

## **Company Master:**

This option is used to create brand name of company.

**Step 1** Press Alt-N key for new A/c. enter the brand company name, enter the other details and save the details by pressing Alt-S.

**Ex:**

**Co. Code:** ONI  
**Co. Name:** ONIDA

**Co. Code:** KEN  
**Co. Name:** KENWOOD

## **Item Types:**

This option is used to create products.

**Step 1** Press Alt-N key for new A/c enters the item code, description and save the detail by entering Alt-S key.

**Ex:**

**Item code:** CTV

**Description:** COLOR TV

**Item code:** AUD

**Description:** AUDIO

## **Item Master:**

This option is used for creating models with descriptions and price.

**Step 1** Press Alt-N key for new entry, enter the model no. enter the description of that model no. starting with company name first, then press F4 key to select the company name to which the model belongs, again press F4 to select item type of that model. Now select the chassis wise stock if you want to maintain stock by serial no's, and if you don't want to maintain stock chassis wise then press the TAB key to leave it blank, after that select the cost item if want to maintain service item's (***.i.e. if you select the cost item then it will not show the stocks of that model***). Then enter the warranty, vat tax rate to which slab the model is purchased (***Imp: no need to maintain two different model no. for model with two different vat slab if you are maintaining that model with chassis no.***), R.O.Q (Reorder Level Quantity), enter the purchase price, customer price, margin, scheme, enter our price (a price below MRP & above MOP), NLC(net landing cost) and for saving the entry press Alt-S key.

**Ex:**

**Model:** 21IQ

**Description:** ONIDA 21"CTV.

**Company:** ONIDA

**Item type:** COLOUR TELEVISION

**Chasiswise:**

**Model:** 29D5P

**Description:** SAMSUNG 29" CTV PIP

**Company:** SAMSUNG

**Item type:** COLOUR TELEVISION

## **Godown Master:**

This option is used to enter godown details.

**Step 1** Press Alt-N key for new entry, enter the Godown code, then enter the godown name, address & tel.no and save the detail by pressing Alt-S key.

**Ex:**

**Godown code:** SHP

**Godown name:** SHOP

**Godown code:** G2

**Godown name:** BORIVALI

## **Credit Card Master:**

This option is used to make entry of credit card master.

**Step 1** Press Alt-N key for new entry, enter the credit card code & name of bank, address, tel.no. Select the Deposit bank A/c in which you want to pass the entry, and then select the expense A/c in which you want to pass the credit card charges, & save the detail by Alt-S key.

**EX:**

**Bank code:** BOB

**Name:** BANK OF BARODA

**Deposit Bank A/c:** DENA BANK

**Expense A/c:** CREDIT CARD EXP.

**Bank code:** CTB

**Name:** CITIBANK

**Deposit Bank A/c:** DENA BANK

**Expense A/c:** CREDIT CARD EXP

## **System Users:**

This option is used to create users that will be using package day to day basic.

**Step 1** Press Alt-N key for new entry, enter the user id. Then enter the name of the user, address, tel. no, after that tick on the option that you want user to access. And then save the entry by pressing Alt-S key.

**Ex:**

**User ID.:** RAJESH

**Name:** RAJESH DEWANI

**MASTER:**

**TRANSECTION ENTRY:**

**TRANSECTION EDIT:**

**REGISTER:**

**FINAL ACCOUNTS:**

## **User Authorization:**

This option is used for authorization of the users, it is same as user master, but this option is very much in details, i.e. you can allot right's to user for only doing specific work and not more then that.

**Step 1** Press the authorize button, and then select the user, and again press the authorize button, after that go to authorizations option, and just go on entering Y/N to which ever option you wish to allow user. After that select user option and again press authorize button to save by pressing Alt-S key.

## **Voucher No's:**

This option is used to create voucher no's that been used for internal auditing.

## **( IV ) VOUCHER:**

### **Cash Receipt:**

This option is used to enter the cash receipt that is given by the customer's.

**Step 1** Press Alt-N key to select new entry. Then press F4 to select the Cash A/c, then select the Customer A/c, enter the ref. no (manual cash receipt no.), date, amount.

**Step 2** As you press enter key, cursor reaches to bill no column (Alt-A), select the bill no by pressing F4 key, after that enter the amount in adjustment column, repeat the same procedure for more then single bill.

**Step 3** And if the receipt is on account, ignore Step 2 & press (Alt-O).

**Step 4** After completion press (Alt-O) & save the details by pressing Alt-S key.

**Ex:**

**Cash A/c:** Press F4 key

**Customer name:** Press F4, and select Manish

**Ref. No:** 74700

**Date:** 03/03/2002

**Amt.:** 500.00  
**Bill No.:** 2567 **Adjustment:** 500.00

## **Cash payment:**

This option is used to enter the payment made in mode of cash.

**Step 1** Press Alt-N key to select new entry. Then press F4 key to select the Cash A/c, then select the Supplier A/c or Expense A/c, enter the ref. no (manual cash voucher no.), date, amount.

**Step 2** As you press enter key, cursor reaches to bill no column (Alt-A), select the bill no by pressing F4, after that enter the amount in adjustment column, repeat the same procedure for more then single bill.

**Step 3** And if the payment is on account, ignore Step 2 & press (Alt-O).

**Step 4** After completion press (Alt-O) & save the details by pressing Alt-S key.

## **Multiple Cash Receipt:**

This option is used to enter multiple cash entries.

**Step 1** Press Alt-N to select new entry. Enter Date, select the Cash A/c. Now, press Alt-A key to add the customer/supplier name to which the voucher belong, enter the receipt/payment Amt. with the particular's if needed, then repeat the same procedure for other entries. To save the entries press Alt-S key.

**Ex:**

**Date:** 03/05/02

**Cash A/c:** Alt-F4 key

Alt-A key

Alt-F4 key

**Payment amt.:** 500. 00

**Particular:**

**Date:**

## **Bank Deposit:**

This option is used to enter Bank deposit entries.

**Step 1** Press Alt-N key to select new entry. Then press F4 key to select the Bank A/c, then select the Customer A/c, enter the Cheque. No., date, amount.

**Step 2** As you press enter key, cursor reaches to bill no column (Alt-A), select the bill no by pressing F4 key, after that enter the amount in adjustment column, repeat the same procedure for more then single bill.

**Step 3** And if the receipt is on account, ignore Step 2 & press (Alt-O).

**Step 4** After completion press (Alt-O) & save the details by pressing Alt-S key.

**Ex:**

**Bank A/c:** Press F4 key

**Customer name:** Press F4 key, and select Manish

**Cheque No:** 74700

**Date:** 03/03/2002

**Amt.:** 5000.00

**Bill No.:** 2567 **Adjustment:** 5000.00

## **Bank Withdrawal:**

This option is used to enter bank withdrawal entries.

**Step 1** Press Alt-N key to select new entry. Then press F4 key to select the Bank A/c, then select the Supplier A/c or Expense A/c, enter the Cheque. No., date, amount.

**Step 2** As you press enter key, cursor reaches to bill no column (Alt-A), select the bill no by pressing F4, after that enter the amount in adjustment column, repeat the same procedure for more then single bill.

**Step 3** And if the withdrawal is on account, ignore Step 2 & press (Alt-O).

**Step 4** After completion press (Alt-O) & save the details by pressing Alt-S key.

### **Ex:**

**Bank A/c:** Press F4 key

**Customer name:** Press F4 key, and select MIRC ELECTRONICS LTD.

**Cheque No:** 747034

**Date:** 01/04/2003

**Amt.:** 50000.00

**Bill No.:** 245567 **Adjustments:** 50000.00

## **Multiple Bank Entries:**

This option is used to enter multiple bank entries.

**Step 1** Press Alt-N key to select new entry. Enter Date, select the Bank A/c. Now, press Alt-A key to add the customer/supplier name to which the voucher belong, enter the receipt/payment Amt. with the particular's if needed, then repeat the same procedure for other entries. To save the entries press Alt-S key.

### **Ex:**

**Date:** 03/05/02

**Bank A/c:** Alt-F4 key

Alt-A key

Alt-F4 key

**Payment amt.:** 5000. 00

**Particular:**

**Date:**

## **Bounced Cheque:**

This option is used to enter bounced Cheque entry.

**Step 1** Press Alt-E key to select Edit entry. Select the bank name by pressing F4 key, then select the customer name pressing F4 key, after that select the voucher no. that has been bounced by pressing F4 key, then only change the date with bounced date, & then save by pressing Alt-S key.

## **Re-Deposit Bounced Cheque:**

This option is used to enter redeposit of bounced Cheque entry.

**Step 1** Press Alt-E key to select Edit entry. Select the bank name by pressing F4 key, then select the customer name pressing F4 key, after that select the voucher no. that has to be represented in the bank by pressing F4, then only change the date with the represent date, & then save by pressing Alt-S key.

## **CN/DN Menu:**

### **Credit Note on Sale:**

This option is used to enter Credit note on Sale, which is useful for discount, bydown, scheme, etc.

**Step 1** Press Alt-N key for new entry, select the Debit A/c by pressing F4 key which will be your discount/bydown/scheme A/c, then select the customer name by pressing (F4), enter the c/n no as dot(.) for automatic numbering, date, amount.

**Step 2** As you press enter key, cursor reaches to bill no (Alt-A), select the bill no by pressing (Alt-F4), enter the amount in adjustment column, repeat the same procedure for more then single bill.

**Step 3** And if the credit note is on account, ignore Step 2 & press Alt-O key.

**Step 4** After completion press (Alt-O) & save the details by pressing Alt-S key.

### **Debit Note on Sale:**

This option is used to enter debit on Sale, which is useful for increasing the sales value/price difference.

**Step 1** Press Alt-N key for new entry, select the Credit A/c by pressing F4 key which will be your price difference A/c, then select the customer name by pressing (F4), enter the d/n no as dot(.) for automatic numbering, date, amount.

**Step 2** As you press enter key, cursor reaches to bill no (Alt-A), select the bill no by pressing (Alt-F4), enter the amount in adjustment column, repeat the same procedure for more then single bill.

**Step 3** And if the debit note is on account, ignore Step 2 & press (Alt-O).

**Step 4** After completion press (Alt-O), save the details by pressing Alt-S key.

### **Credit Note on Purchase:**

This option is used to enter credit note on purchase, which is useful for increasing the purchase value/price difference.

**Step 1** Press Alt-N key for new entry, select the debit A/c by pressing F4 key which will be your price difference A/c, then select the supplier name by pressing (F4), enter the d/n no as dot(.) for automatic numbering, date, amount.

**Step 2** As you press enter key, cursor reaches to bill no (Alt-A), select the bill no by pressing (Alt-F4), enter the amount in adjustment column, repeat the same procedure for more then single bill.

**Step 3** And if the credit note is on account, ignore Step 2 & press (Alt-O).

**Step 4** After completion press (Alt-O), save the details by pressing Alt-S key.

## **Debit Note on Purchase:**

This option is used to enter debit note on purchase, which is useful for discount, bydown, scheme, etc.

**Step 1** Press Alt-N key for new entry, select the credit A/c by pressing F4 key which will be your discount/bydown/scheme A/c, then select the supplier name by pressing (F4), enter the d/n no as dot(.) for automatic numbering, date, amount.

**Step 2** As you press enter key, cursor reaches to bill no (Alt-A), select the bill no by pressing (Alt-F4), enter the amount in adjustment column, repeat the same procedure for more then single bill.

**Step 3** And if the debit note is on account, ignore Step 2 & press (Alt-O).

**Step 4** After completion press (Alt-O), save the details by pressing Alt-S key.

## **Journal Entry:**

This option is used to enter journal entry, which is used for various accounting adjustment, such as depreciation, opening, etc.

**Step 1** Press Alt-N key for new entry, select the debit A/c by pressing F4 key which will be your price difference A/c, then select the credit A/c. by F4 key, enter the ref no as dot(.) for automatic numbering, date, amount.

**Step 2** As you press enter key, cursor reaches to bill no (Alt-A), select the bill no by pressing (Alt-F4), enter the amount in adjustment column, repeat the same procedure for more then single bill.

**Step 3** And if the journal entry is on account, ignore Step 2 & press (Alt-O).

**Step 4** After completion press (Alt-O), save the details by pressing Alt-S key.

## **Opening Balance:**

This option is used to enter the opening balance of the supplier/customer/asset/capital/etc.

**Step 1** Press Alt-N key to select new entry. Enter Date, select the Opening Balance A/c. Now, press Alt-A to add the customer/supplier/asset name to which the voucher belong, enter the debit/credit Amt. with the particular's if needed, then repeat the same procedure for other entries. To save the entries press Alt-S key.

**Ex:**

**Date:** 01/04/2002

**Opening Balance A/c:** Alt-F4 key

Alt-A key

Alt-F4 key

**Debit amt.:** 52500. 00

**Particular:**

**Date:**

## **Multiple Journal Entries:**

This option is used to enter the multiple journal entries of the supplier/customer/asset/capital/expense/etc.

**Step 1** Press Alt-N key to select new entry. Enter Date, select the Contra A/c. Now, press Alt-A key to add the customer/supplier/asset/expense/income/etc. name to which the voucher belong, enter the debit/credit Amt. with the particular's if needed, then repeat the same procedure for other entries. To save the entries press Alt-S key.

**Ex:**

**Date:** 11/04/2002

**Contra A/c:** Alt-F4 key

Alt-A key

Alt-F4 key

**Credit amt.:** 4600. 00

**Particular:**

**Date:**

### ***Expense Generation:***

This is a unique option by which you can automatically generate the cash expenses entry for a specific period. In this option you have to only specify the period and the amt. and rest all is done by the computer.

### **( V ) Invoice:**

#### ***Purchase Invoice:***

This option is used to enter purchase invoice. To enter the purchase bill please follow the steps.

**Step 1** If the customer is new then select the New A/c button, then press Alt-N key for new supplier account master. Then press the F4 key for dropdown menu, to select the initial for the account name, and then type the supplier name. Living Cust. Code blank, Select the A/c category as supplier A/c, Enter address, and telephone no. Then click on the other details to enter weekly off, BST & CST No., and details of the managers with extension no. in the account details block. And for saving the record click on the details menu and then press Alt-S key to save. To exit the account master option press (Alt-X).

**Step 2** Press new button by pressing (Alt-N), select the purchase A/c by F4, then select the supplier name by F4, and then enter the date, purchase bill no.

**Step 3** For entering items press (Alt-A), press F4 to select the model no., then enter the quantity, if the stock is maintain chasis wise it will ask you for entering chasis no. if not then the cursor will directly go to unit price column, if it is ask for the chasis no. then enter the chasis no. of that particular model, and if you wish to godown wise stock then select the godown, in which the chasis no. is going to be kept. And if the chasis no. is serial wise then press Alt-G to generate automatically the other chasis no.), then press Alt-O to quit the chasis no. option.

**Step 4** After that enter the unit price of that model, and if there are more then one items in that same bill press (Alt-A) to enter another model no., and then repeat the step 2. And if you want to delete wrong item then select the item and press (Alt-D).

**Step 5** If all items has been entered, then simply press (Alt-A) and then tab key to quit the items column, after that enter the discount, excise amt., TOC amt., ST%, SC%, TOT%, NTOC amt., company date, particulars if it is mentioned in the bill or you simply save the bill by pressing

(Alt-S) key. And as you press the save button voucher no. will be displayed and that you can write it down on the purchase bill for auditing purpose.

**Step 6** If the payment is made to supplier it can be entered by pressing Alt-P, select the payment mode (Bank A/c, Cash A/c, Credit Card A/c, Adjustment (Cash Discount, Model Discount, Scheme Discount, etc.).

### **For Bank A/c:**

Select the Bank payment mode by pressing the tab key, then select the bank name by F4, enter the Cheque no, date, amount, particular.

### **For Cash A/c:**

Select the Cash A/c by F4 key, enter the ref no as dot(.) for automatic ref. no., date, amount, particular.

### **For Credit Card A/c:**

Select the Credit Card A/c by F4 key, select the bank name by F4 key, enter the card no, ref no as swapping no, date, amount, particular.

### **For Adjustment A/c:**

Press Alt-A key to select the discount account in which you want pass the adjustment, then enter the amount which is belonging to that account, then enter the date, and particular for that account. If there are more then one adjustment press the (Alt-A) again, and then repeat the same. To delete any wrong account press (Alt-D).

After entering all the payment details, save the entry by pressing (Alt-S), as the entry is saved the payment voucher no. is generated automatically, then exit the payment mode by pressing (Alt-X). And then it will again come back to purchase bill option to exit press (Alt-X).

## **Sale Invoice:**

This option is used to enter sales invoice. To enter the sales bills please follow the steps.

**Step 1** If the customer is new then select the New A/c button, and then press Alt-N for new customer account master. Then press the F4 key for dropdown menu if you want to enter any initial for the account name, then type the customer name. Enter the Cust. Code if you are maintaining account no's/ledger folio no's for the customer's if not then leave it blank, Select the A/c category as customer A/c, Enter address, and telephone no. Then select the sales man name by pressing F4 key if you want to maintain sales man's wise turn over. After that select the area code & party type same way as above. Then click on the other details to enter weekly off, BST & CST No. if any, and details of the customer in the account details block. And for saving the record click on the details menu and then press Alt-S key to save. To exit the account master press (Alt-X).

**Step 2** Press new button by pressing (Alt-N), select the sales A/c by F4, then select the customer name by F4, and then enter the date, sales bill no. as dot (.) if you wish to generate automatic sales bill no. and if not then enter the sales bill no. manually.

**Step 3** For entering items press (Alt-A), press F4 to select the model no., then enter the quantity, if the stock is maintain chasis wise it will ask you for entering chasis no. if not then the cursor

will directly go to unit price column, if it is ask for the chasis no. then select the chasis no. of that particular model by pressing F4 key, then press Alt-O to quit the chasis no. option.

**Step 4** After that enter the unit price of that model, and if there are more then one items in that same bill press (Alt-A) to enter another model no., and then repeat the step 3. And if you want to delete wrong item then select the item and press (Alt-D).

**Step 5** If all items has been entered, then simply press (Alt-A) and then tab key to quit the items column, after that enter the discount, excise amt., TOC amt., ST%, SC%, TOT%, NTOC amt., company date, particulars if it is mentioned in the bill or you simply save the bill by pressing (Alt-S) key. And as you press the save button voucher no. will be displayed and that you can write it down on the sales bill for auditing purpose.

**Step 6** If the receipt is made, it can be entered by pressing Alt-P, select the receipt mode (Bank A/c, Cash A/c, Credit Card A/c, Adjustment (Cash Discount, Model Discount, Scheme Discount, etc.).

### **For Bank A/c:**

Select the Bank Deposit mode by pressing the tab key, then select the bank name by F4, enter the Cheque no, date, amount, particular.

### **For Cash A/c:**

Select the Cash A/c by F4, enter the ref no as dot(.) for automatic ref. no., date, amount, particular.

### **For Credit Card A/c:**

Select the Credit Card A/c by F4, select the bank name by F4, enter the card no, ref no as swapping no, date, amount, particular.

### **For Adjustment A/c:**

Press (Alt-A) to select the discount account in which you want pass the adjustment, then enter the amount which is belonging to that account, then enter the date, and particular for that account. If there are more then one adjustment press the (Alt-A) again, and then repeat the same. To delete any wrong account press (Alt-D).

After entering all the payment details, save the entry by pressing (Alt-S), as the entry is saved the payment voucher no. is generated automatically, then exit the payment mode by pressing (Alt-X). And then it will again come back to sales bill option to exit press (Alt-X).

**Step 7** For printing the sales bill, press (Alt-F) and then

### ***Purchase Return Invoice:***

This option is used to enter purchase return invoice.

**Step 1** Press new button by pressing (Alt-N), select the purchase return A/c by F4, then select the supplier name by F4, and then enter the date, purchase return bill no which should start with "R" and then the purchase bill no. to which the return belongs.

**Step 2** For entering items press (Alt-A), press F4 to select the model no., then enter the quantity, if the stock is maintain chasis wise it will ask you for entering chasis no. if not then the cursor

will directly go to unit price column, if it is ask for the chasis no. then select the chasis no. of that particular model by pressing F4 key, then press Alt-O to quit the chasis no. option.

**Step 3** After that enter the unit price of that model, and if there are more then one items in that same bill press (Alt-A) to enter another model no., and then repeat the step 3. And if you want to delete wrong item then select the item and press (Alt-D).

**Step 4** If all items has been entered, then simply press (Alt-A) and then tab key to quit the items column, after that enter the discount, excise amt., TOC amt., ST%, SC%, TOT%, NTOC amt., company date, particulars if it is mentioned in the bill or you simply save the bill by pressing (Alt-S) key. And as you press the save button voucher no. will be displayed and that you can write it down on the purchase return bill for auditing purpose.

### **Sales Return Invoice:**

This option is used to enter sale return invoice.

**Step 1** Press new button by pressing (Alt-N), select the sales return A/c by F4, then select the customer name by F4, and then enter the date, sales return bill no which should start with "R" and then the sales bill no. to which the return belongs.

**Step 2** For entering items press (Alt-A), press F4 to select the model no., then enter the quantity, if the stock is maintain chasis wise it will ask you for entering chasis no. if not then the cursor will directly go to unit price column, if it is ask for the chasis no. then select the chasis no. of that particular model by pressing F4 key, then press Alt-O to quit the chasis no. option.

**Step 3** After that enter the unit price of that model, and if there are more then one items in that same bill press (Alt-A) to enter another model no., and then repeat the step 3. And if you want to delete wrong item then select the item and press (Alt-D).

**Step 4** If all items has been entered, then simply press (Alt-A) and then tab key to quit the items column, after that enter the discount, excise amt., TOC amt., ST%, SC%, TOT%, NTOC amt., company date, particulars if it is mentioned in the bill or you simply save the bill by pressing (Alt-S) key. And as you press the save button voucher no. will be displayed and that you can write it down on the sales return bill for auditing purpose.

**Step 5** If the payment is made to supplier it can be entered by pressing Alt-P, select the payment mode (Bank A/c, Cash A/c, Credit Card A/c, Adjustment (Cash Discount, Model Discount, Scheme Discount, etc.).

**Step 6** If the payment is made to customer it can be entered by pressing Alt-P, select the payment mode (Bank A/c, Cash A/c, Credit Card A/c, Adjustment (Cash Discount, Model Discount, Scheme Discount, etc.).

#### **For Bank A/c:**

Select the Bank payment mode by pressing the tab key, then select the bank name by F4, enter the Cheque no, date, amount, particular.

#### **For Cash A/c:**

Select the Cash A/c by F4, enter the ref no as dot(.) for automatic ref. no., date, amount, particular.

## **For Credit Card A/c:**

Select the Credit Card A/c by F4, select the bank name by F4, enter the card no, ref no as swapping no, date, amount, particular.

## **For Adjustment A/c:**

Press (Alt-A) to select the discount account in which you want pass the adjustment, then enter the amount which is belonging to that account, then enter the date, and particular for that account. If there are more than one adjustment press the (Alt-A) again, and then repeat the same. To delete any wrong account press (Alt-D).

After entering all the payment details, save the entry by pressing (Alt-S), as the entry is saved the payment voucher no. is generated automatically, then exit the payment mode by pressing (Alt-X). And then it will again come back to purchase bill option to exit press (Alt-X).

## **Opening Stocks:**

This option is used to enter the opening or old stock detail for all the item maintained with or without chassis.

**Step 1** Press new button by pressing (Alt-N), select the Purchase A/c by F4, then select the supplier name by F4, and then enter the date, opening stock bill no which should start with "OP" and then the last year purchase bill no. to which the stocks belongs.

**Step 2** Repeat the steps 2...5 of purchase bill

## **Stock Transfer:**

This option is used to create stock transfer entry from godown to godown.

**Step 1** Press Alt-N for new button. Enter the delivery challan no, date, select the model no (by F4), enter the quantity no, select the chassis no by F4 button, enter the unit price & select the godown where the transfer is taking place by F4, save by Alt-S key.

## **Proforma / Challan / Order:**

### **Invoice Proforma:**

This option is used to create Quotations for the customer

**Step 1** If the customer is new then select the New A/c button, and then press Alt-N for new customer account master. Then press the F4 key for dropdown menu if you want to enter any initial for the account name, then type the customer name. Enter the Cust. Code if you are maintaining account no's/ledger folio no's for the customer's if not then leave it blank, Select the A/c category as supplier A/c, Enter address, and telephone no. Then select the sales man name by pressing F4 key if you want to maintain sales man's wise turn over. After that select the area code & party type same way as above. Then click on the other details to enter weekly off, BST & CST No. if any, and details of the customer in the account details block. And for saving the record click on the details menu and then press Alt-S key to save. To exit the account master press (Alt-X).

**Step 2** Press Alt-N for new button. Select the Transaction type A/c as Proforma Invoice by F4, select the customer name by F4, and enter the date.

**Step 3** Press Alt-A select the item, enter the quantity, and then enter the amount

**Step 4** If there more then one items in the same invoice repeat the step 2, If all items has been entered, then simply press (Alt-A) and then tab key to quit the items column, after that enter the particular, less discount, excise amt., TOC amt., ST%, SC%, TOT%, NTOC amt, if applicable in the invoice or else simply save the invoice by Alt-S key.

## ***Delivery Challan:***

This option is used to enter delivery challan.

**Step 1** Repeat all steps of the Proforma invoice, but the only difference will be to select the transaction type a/c as Delivery Challan.

## ***Sales Order:***

This option is used to enter sales order.

**Step 1** Repeat all steps of the Proforma invoice, but the only difference will be to select the transaction type a/c as Sales Order.

**Step 2** If the receipt is made then repeat the step 6 of the sales invoice.

## ***Print Invoice:***

This option is used to reprint single/multiple voucher of all the types.

**Step 1** Select the voucher no's to be printed from List column & then click on the voucher option, then press Alt-P to print, Alt-F to file, & Alt-X to exit.

## ***Print Proforma / Challan / Order:***

This option is used to print Proforma / challan / order voucher.

**Step 1** Select the voucher no's to be printed from List column & then click on the voucher option, then press Alt-P to print, Alt-F to file, & Alt-X to exit..

## ***Chasis Replacement:***

This option is used to replace the defective chasis no. of purchase / sales.

**Step 1** Select the old chasis no. to be replaced by searching from the List column, then click on the details, to enter the replacement date and enter new chasis no, for saving press (Alt-S).

## **( VI ) Edit:**

### ***Cash Receipt:***

This option is used to edit / delete the cash receipt.

#### **To Edit:**

**Step 1** Press Alt-E to edit, select the cash A/c by F4, then select the customer A/c by F4, after that select the voucher no by F4, as you select the voucher no the complete content of receipt will be displayed, edit the thing required & press Alt-S to save.

**Step 2** Suppose if the receipt was made on account / advance, and now if you want to adjust the bill no's. then repeat the step 2 of the cash receipt option while editing.

#### **To Delete:**

**Step 1** Press Alt-D to delete, select the cash A/c by F4, then select the customer A/c by F4, after that select the voucher no by F4 as you select the voucher no the complete content of receipt will

be displayed, for deleting the voucher press Alt-S to save, and as you select the save button, message will appear to delete the voucher (Yes/No).

### **Cash Payment:**

This option is used to edit / delete the cash payment.

#### **To Edit:**

**Step 1** Press Alt-E to edit, select the cash A/c by F4, then select the supplier A/c by F4, after that select the voucher no by F4, as you select the voucher no the complete content of payment will be displayed, edit the thing required & press Alt-S to save.

**Step 2** Suppose if the payment was made on account / advance, and now if you want to adjust the bill no's., repeat the step 2 of the cash payment option while editing.

#### **To Delete:**

**Step 1** Press Alt-D to delete, select the cash A/c by F4, then select the supplier A/c by F4, after that select the voucher no by F4 as you select the voucher no the complete content of payment will be displayed, for deleting the voucher press Alt-S to save, and as you select the save button, message will appear to delete the voucher (Yes/No).

### **Bank Deposit:**

This option is used to edit / delete the deposit voucher.

#### **To Edit:**

**Step 1** Press Alt-E to edit, select the Bank A/c by F4, then select the customer A/c by F4, after that select the voucher no by F4, as you select the voucher no the complete content of deposit will be displayed, edit the thing required & press Alt-S to save.

**Step 2** Suppose if the deposit was made on account / advance, and now if you want to adjust the bill no's., repeat the step 2 of the cash deposit option while editing.

#### **To Delete:**

**Step 1** Press Alt-D to delete, select the Bank A/c by F4, then select the customer A/c by F4, after that select the voucher no by F4 as you select the voucher no the complete content of deposit will be displayed, for deleting the voucher press Alt-S to save, and as you select the save button, message will appear to delete the voucher (Yes/No).

### **Bank Withdrawals:**

This option is used to edit / delete the payment voucher.

#### **To Edit:**

**Step 1** Press Alt-E to edit, select the Bank A/c by F4, then select the customer A/c by F4, after that select the voucher no by F4, as you select the voucher no the complete content of withdrawal will be displayed, edit the thing required & press Alt-S to save.

**Step 2** Suppose if the withdrawal was made on account / advance, and now if you want to adjust the bill no's., repeat the step 2 of the cash withdrawal option while editing.

#### **To Delete:**

**Step 1** Press Alt-D to delete, select the Bank A/c by F4, then select the customer A/c by F4, after that select the voucher no by F4 as you select the voucher no the complete content of withdrawal will be displayed, for deleting the voucher press Alt-S to save, and as you select the save button, message will appear to delete the voucher (Yes/No).

## **CN/DN Menu:**

### **Credit note (Sale):**

This option is used to edit / delete credit note on sale.

#### **To Edit:**

**Step 1** Press Alt-E to edit, select the Debit A/c by F4, then select the customer A/c by F4, after that select the voucher no. by F4, and as you select the voucher no the complete content of credit note will be displayed, edit the thing required & press Alt-S to save.

**Step 2** Suppose if the credit note was made on account / advance, and now if you want to adjust the bill no's., repeat the step 2 of the cash credit note option while editing.

#### **To Delete:**

**Step 1** Press Alt-D to delete, select the Debit A/c by F4, then select the customer A/c by F4, after that select the voucher no by F4 as you select the voucher no the complete content of credit note will be displayed, for deleting the voucher press Alt-S to save, and as you select the save button, message will appear to delete the voucher (Yes/No).

### **Debit note (Sale):**

This option is used to edit / delete Debit note on sale.

#### **To Edit:**

**Step 1** Press Alt-E to edit, select the Credit A/c by F4, then select the customer A/c by F4, after that select the voucher no by F4, as you select the voucher no the complete content of debit note will be displayed, edit the thing required & press Alt-S to save.

**Step 2** Suppose if the debit note was made on account / advance, and now if you want to adjust the bill no's., repeat the step 2 of the cash debit note option while editing.

#### **To Delete:**

**Step 1** Press Alt-D to delete, select the Credit A/c by F4, then select the Customer A/c by F4, after that select the voucher no by F4 as you select the voucher no the complete content of debit note will be displayed, for deleting the voucher press Alt-S to save, and as you select the save button, message will appear to delete the voucher (Yes/No).

### **Credit Note (Purchase):**

This option is used to edit / delete Credit note on Purchase.

#### **To Edit:**

**Step 1** Press Alt-E to edit, select the Debit A/c by F4, then select the Supplier A/c by F4, after that select the voucher no by F4, as you select the voucher no the complete content of credit note will be displayed, edit the thing required & press Alt-S to save.

**Step 2** Suppose if the credit note was made on account / advance, and now if you want to adjust the bill no's., repeat the step 2 of the cash credit note option while editing.

#### **To Delete:**

**Step 1** Press Alt-D to delete, select the Debit A/c by F4, then select the Supplier A/c by F4, after that select the voucher no by F4 as you select the voucher no the complete content of credit note will be displayed, for deleting the voucher press Alt-S to save, and as you select the save button, message will appear to delete the voucher (Yes/No).

## **Debit Note (Purchase):**

This option is used to edit / delete Debit note on Purchase.

### **To Edit:**

**Step 1** Press Alt-E to edit, select the Credit A/c by F4, then select the Supplier A/c by F4, after that select the voucher no by F4, as you select the voucher no the complete content of debit note will be displayed, edit the thing required & press Alt-S to save.

**Step 2** Suppose if the debit note was made on account / advance, and now if you want to adjust the bill no's., repeat the step 2 of the cash debit note option while editing.

### **To Delete:**

**Step 1** Press Alt-D to delete, select the Credit A/c by F4, then select the Supplier A/c by F4, after that select the voucher no by F4 as you select the voucher no the complete content of debit note will be displayed, for deleting the voucher press Alt-S to save, and as you select the save button, message will appear to delete the voucher (Yes/No).

## **Journal Entry:**

This option is used to edit / delete journal entry, which is used for various accounting adjustment, such as depreciation, opening, etc.

### **To Edit:**

**Step 1** Press Alt-E for edit entry, select the debit A/c by pressing F4 which will be your price difference A/c or any other A/c, then select the credit A/c. by F4, select the voucher no. by F4, and as you select the voucher no the complete content of receipt will be displayed, edit the thing required & Alt-S to save the entry.

### **To Delete:**

**Step 2** Press Alt-D for delete entry, select the debit A/c by pressing F4 which will be your price difference A/c, then select the credit A/c. by F4, select the voucher no by F4 as you select the voucher no the complete content of receipt will be displayed, now as save (Alt-S), the thing required gets deleted.

## **Opening Debit Balance:**

This option is used to edit / delete opening balance of debit side.

### **To Edit:**

**Step 1** Press Alt-E for edit entry, select the debit A/c by pressing F4 which will be your customer A/c or any other A/c, then select the credit A/c as opening balance by F4, select the voucher no. by F4, and as you select the voucher no the complete content of voucher is displayed, edit the thing required & then press Alt-S to save the entry.

### **To Delete:**

**Step 2** Press Alt-D for delete entry, select the debit A/c by pressing F4 which will be your customer A/c, then select the credit A/c as opening balance by F4, select the voucher no by F4 as you select the voucher no the complete content of the voucher is displayed, now to delete the voucher press (Alt-S).

## **Opening Credit Balance**

This option is used to edit / delete opening balance of credit side.

### **To Edit:**

**Step 1** Press Alt-E for edit entry, select the credit A/c by pressing F4 which will be your supplier A/c or any other A/c, then select the debit A/c as opening balance by F4, select the voucher no. by F4, and as you select the voucher no the complete content of voucher is displayed, edit the thing required & then press Alt-S to save the entry.

**To Delete:**

**Step 2** Press Alt-D for delete entry, select the credit A/c by pressing F4 which will be your supplier A/c, then select the debit A/c as opening balance by F4, select the voucher no by F4 as you select the voucher no the complete content of the voucher is displayed, now to delete the voucher press (Alt-S).

**Edit Invoice:**

**Purchase invoice:**

This option is used to edit / delete the purchase invoice.

**To Edit:**

**Step 1** Press Alt-E for edit, select the Purchase A/c by pressing F4, then select the supplier A/c. by F4, after that select the voucher no. by F4, and as you select the voucher no the complete content of voucher will be displayed.

**Step 2** Now you can change the date, invoice no., you can also add more models in the same bill, for adding the model's repeat the step 3 of the purchase bill, and if you want to delete a particular model then select that model, and change the quantity to zero, and also delete the chasis no. if the stock is maintain chasis wise. Or else change what ever is required and then save the editing by pressing (Alt-S).

**To Delete:**

**Step 3** Press Alt-D for delete, select the Purchase A/c by pressing F4, then select the supplier A/c by F4, after that select the voucher no. by F4, and as you select the voucher no. the complete content of voucher will be displayed, and to delete the voucher press (Alt-S).

**Sale invoice:**

This option is used to edit / delete the sales invoice.

**To Edit:**

**Step 1** Press Alt-E for edit, select the Sales A/c by pressing F4, then select the Customer A/c. by F4, after that select the voucher no. by F4, and as you select the voucher no the complete content of voucher will be displayed.

**Step 2** Now you can change the date, invoice no., you can also add more models in the same bill, for adding the model's repeat the step 3 of the sales bill, and if you want to delete a particular model then select that model, and change the quantity to zero, and also delete the chasis no. if the stock is maintain chasis wise. Or else change what ever is required and then save the editing by pressing (Alt-S).

**To Delete:**

**Step 3** Press Alt-D for delete, select the Sales A/c by pressing F4, then select the Customer A/c by F4, after that select the voucher no. by F4, and as you select the voucher no. the complete content of voucher will be displayed, and to delete the voucher press (Alt-S).

**Purchase Return Invoice:**

This option is used to edit / delete the purchase return invoice.

**To Edit:**

**Step 1** Press Alt-E for edit, select the Purchase return A/c by pressing F4, then select the supplier A/c. by F4, after that select the voucher no. by F4, and as you select the voucher no the complete content of voucher will be displayed.

**Step 2** Now you can change the date, invoice no., you can also add more models in the same bill, for adding the model's repeat the step 3 of the purchase bill, and if you want to delete a particular model then select that model, and change the quantity to zero, and also delete the chasis no. if the stock is maintain chasis wise. Or else change what ever is required and then save the editing by pressing (Alt-S).

**To Delete:**

**Step 3** Press Alt-D for delete, select the Purchase return A/c by pressing F4, then select the supplier A/c by F4, after that select the voucher no. by F4, and as you select the voucher no. the complete content of voucher will be displayed, and to delete the voucher press (Alt-S).

**Sale Return invoice:**

This option is used to edit / delete the sales return invoice.

**To Edit:**

**Step 1** Press Alt-E for edit, select the Sales return A/c by pressing F4, then select the Customer A/c. by F4, after that select the voucher no. by F4, and as you select the voucher no the complete content of voucher will be displayed.

**Step 2** Now you can change the date, invoice no., you can also add more models in the same bill, for adding the model's repeat the step 3 of the sales bill, and if you want to delete a particular model then select that model, and change the quantity to zero, and also delete the chasis no. if the stock is maintain chasis wise. Or else change what ever is required and then save the editing by pressing (Alt-S).

**To Delete:**

**Step 3** Press Alt-D for delete, select the Sales return A/c by pressing F4, then select the Customer A/c by F4, after that select the voucher no. by F4, and as you select the voucher no. the complete content of voucher will be displayed, and to delete the voucher press (Alt-S).

**Opening Stock:**

This option is used to edit / delete the Opening Stock.

**To Edit:**

**Step 1** Press Alt-E for edit, select the Purchase A/c by pressing F4, then select the Supplier A/c. by F4, after that select the voucher no. by F4, and as you select the voucher no the complete content of voucher will be displayed.

**Step 2** Now you can change the date, invoice no., you can also add more models in the same bill, for adding the model's repeat the step 3 of the sales bill, and if you want to delete a particular model then select that model, and change the quantity to zero, and also delete the chasis no. if the stock is maintain chasis wise. Or else change what ever is required and then save the editing by pressing (Alt-S).

**To Delete:**

**Step 3** Press Alt-D for delete, select the Purchase A/c by pressing F4, then select the Supplier A/c by F4, after that select the voucher no. by F4, and as you select the voucher no. the complete content of voucher will be displayed, and to delete the voucher press (Alt-S).

## **Proforma / Challan / Order:**

This option is used to edit / delete Proforma/Challan/Quotation.

### **To Edit:**

**Step 1** Press Alt-E for edit button, select the transaction type by F4, then select the customer name by F4, after that select the voucher no by F4, and as you select the voucher no the complete content of voucher will be displayed, edit the thing required & to save the editing press (Alt-S).

### **To delete:**

**Step 2** Press Alt-D for delete button select the transaction by pressing F4, then select the customer by F4, after that select the voucher no by F4, and as you select the voucher no the complete content of voucher will be displayed, now to delete the entry press (Alt-S).

## **Challan to Bill:**

This option is used to enter Challan to Bill.

**Step 1** Press Alt-E for editing, select the Purchase A/c by pressing F4, then select the supplier A/c. by F4, after that select the voucher no by F4, as you select the voucher no the complete content of voucher will be displayed.

**Step 2** Now you can enter invoice no. that has come for the specific model, and after entering all the invoice no. press (Alt-S) to save.

## **( VII ) A/c Books:**

### **Cash Book:**

This option is used to display or print the Cash book transactions entered via Voucher menu or Bill Menu. This option will display Cash Receipt & Payment transactions with Opening Balance, Days total, Months total & Final total & Closing Balance for the specified Cash A/c & period.

**Step 1** Enter the from date, to date, then select the cash a/c by pressing F4, then press (Alt-O) to display the cash book.

**Step 2** Suppose if you want only the transaction of a specific a/c then go to contra a/c option and select the a/c by F4, it will then display only that transaction that has been taken place in that a/c.

**Step 3** To edit a particular voucher from the cash book itself, select the voucher no. that is to be edited and then just press (Alt-E) to edit the voucher, and after that repeat the steps of cash receipt/payment edit mode.

### **Bank Book:**

This option is used to display or print the Bank book transactions entered via Data Entry menu or Bill Menu. This option will display Cheque Deposit & Withdrawal transactions with Opening Balance, Days total, Months total & Final total & Closing Balance for the specified Bank A/c & period.

**Step 1** Repeat all the same steps of cash book, but the only difference will to select the bank a/c.

## **Purchase Book:**

This option is used to display or print the purchase transaction detail entered via Data Entry menu or Bill Menu. This option will display Purchase Bills with Days total, Months total & Final total for the specified Purchase A/c & period.

**Step 1** Enter the from date, to date, then select the purchase a/c by pressing F4, then press (Alt-O) to display the purchase book.

**Step 2** Suppose if you want only the transaction of a specific supplier then go to contra a/c option and select the supplier by F4, it will then display only that transaction that has been taken place in that a/c.

**Step 3** To edit a particular bill from the purchase book itself, select the voucher no. that is to be edited and then just press (Alt-E) to edit the voucher, and after that repeat the steps of purchase invoice edit mode.

## **Sales Book**

This option is used to display or print the sales transaction detail entered via Data Entry menu or Bill Menu. This option will display Sales Bills with Days total, Months total & Final total for the specified Sales A/c & period.

**Step 1** Repeat all the same steps of purchase book, but the only difference will to select the sales a/c, and instead of supplier a/c select the customer a/c, for editing repeat the steps of sales invoice edit mode.

## **Purchase Return Book**

This option is used to display or print the purchase return transactions detail entered via Data Entry menu or Bill Menu. This option will display Purchase Return Bills with Days total, Months total & Final total for the specified Purchase Return A/c & period.

**Step 1** Repeat all the same steps of purchase book, but the only difference will to select the purchase return a/c

## **Sales Return Book**

This option is used to display or print the sales return transaction detail entered via Data Entry menu or Bill Menu. This option will display Sales Return Bills with Days total, Months total & Final total for the specified Sales Return A/c & period.

**Step 1** Repeat all the same steps of purchase book, but the only difference will to select the sales return a/c

## **Cash and Bank Slips**

This is a cash and bank slips menu by which you can take out printout of all the cash and bank slips.

## **Bank Deposit Slip**

This option is used to display/print the slips of a particular bank a/c for a specified period, and this option can also be used for the list of all the cheques that are made on account.

**Bank Withdrawal Slip**

This option is used to print / display the withdrawal slips for our reference, for a given period. And this option can also be used for the list all the cheques that are made on account.

**Cash Receipt Slip**

This option is used to print / display all cash receipt entry for a given period that you have passed through the cash receipt option. And this option can also be used for the list all the receipt that are made on account.

**Cash Payment Slip**

This option is used to print / display all cash payment entry for a given period that you have passed through the cash payment option. And this option can also be used for the list all the payment that are made on account.

***Bank Reconciliation:***

This menu has a set of options to enter or display or print the Bank reconciliation.

**Bank Reconciliation Entry:**

This option is used to enter or display the cheque wise bank clearance date for all the cheques issued or deposited between the specified period.

**Bank Reconciliation Report:**

This option is used to display or print the Bank reconciliation statement for the specified period.

**Pending Reconciliation Report:**

This option is used to display or print the pending Bank reconciliation for the specified period.

**Bank Reconciliation Summary:**

This option is used to display or print the Bank reconciliation summary for the specified period.

**Pending Bounced Cheque Report:**

This option is used to display or print the pending cheques .i.e. all the cheques that were deposited but not cleared or issued but not honored between the specified period.

**Pending Re-Deposited Cheque Report:**

This option is used to display or print the pending re-deposited cheques .i.e. all the cheques that were re-deposited for re-clearance.

***Credit Card Reconciliation:***

This option is used to display or print the credit card reconciliation for specified period.

## ( VIII ) Registers:

### ***Purchase Register:***

This option is used to display purchase bill detail along with item detail entered via Bill menu for the specified Make, Item, Model, range of date, Supplier, range of Purchase Invoices.

### ***Co. date Register:***

This option is used to display Co. date bill detail along with item detail entered via Bill menu for the specified Make, Item, Model, range of date, Supplier, range of Purchase Invoices.

### ***Purchase Return Register:***

This option is used to display purchase return bill detail along with item detail entered via Bill menu for the specified Make, Item, Model, range of date, Supplier, range of Purchase Invoices.

### ***Sales Register:***

This option is used to display sales bill detail along with item detail entered via Bill menu for the specified Make, Item, Model, range of date, Customer, range of Sales Invoices.

### ***Sales Return Register:***

This option is used to display sales return bill detail along with item detail entered via Bill menu for the specified Make, Item, Model, range of date, Customer, range of Sales Invoices.

### ***Item wise Purchase – Sales:***

This option is used to display or print Makewise , Item wise Opening Stocks, Purchases, Sales & Closing stocks for the specified Make, Item, Model or dates.

### ***Item wise stock – Sales:***

This option is used to display or print Makewise , Item wise Opening Stocks, Sales & Closing stocks for the specified Make, Item, Model or dates.

### ***Chasiswise Movement:***

This option is used to display or print Make wise, Item wise, chasis no for a specified make, item, model, chasis, date, party to whom sold or from whom buyied with the bill no & amount.

### ***Chassis Replacement:***

This option is a used to replace the Chassis of purchase from supplier with another chassis of same model.

**Data wise purchase/sale report:**

This option is used to display date wise purchase/sale movement, which is also useful for internal audit.

**Chasis Wise Stock Register:**

This option is used to display chasis wise stock movement, item quantity, amount.

**Stock Summary Register:**

This option is used to display stock with item, quantity, total quantity amount.

**Inventory Below ROL:**

This option is used to display sales return register with invoice no, party name, quantity, amount.

**Proforma / Challan / Order:****Pending Proforma Register:**

This option is used to display pending proforma register with voucher no, party name, quantity, amount.

**Pending Challan Register:**

This option is used to display pending challan register with voucher no, party name, quantity, amount.

**Pending Sales Order Register:**

This option is used to display pending sales order register with voucher no, party name, quantity, amount.

**Executed Proforma Register:**

This option is used to display pending proforma register with voucher no, party name, quantity, amount.

**Executed Challan Register:**

This option is used to display pending challan register with voucher no, party name, quantity, amount.

**Executed Sales Order Register:**

This option is used to display pending sales order register with voucher no, party name, quantity, amount.

**Customer Complaint:****Complaint Register:**

This Option is used for getting out the list of complaint that you have attended for that day. In this you are having option of taking print out of a particular company and also you can specify the division of the brands.

## **Complaint Closing:**

Complaint closing is used when you get the feed back from the company that the complaint has been attended.

## **Pending Complaint Register:**

This Option is used for display the pending complaint register & print of the job card.

## **Closed Complaint Register:**

This option is used to close the pending complaint.

## **( I X ) Final Accounts:**

### **Trial Balance:**

This option is used to display or print trial balance as of any period. And in this option if you want to see a particular party ledger, then you only select that party by moving the cursor and then press “L” and the ledger is displayed.

### **Balance Sheet:**

This option is used to display or print the Companies Balance Sheet as of any period, with option of closing stock.

### **Profit & Loss A/c:**

This option is used to display or print Trading A/c & Profit & Loss A/c as of any period, with option of closing stock.

### **BS & PL Schedules:**

This menu option is used to display or print the Balance Sheet & profit & loss schedules to be attached along with Balance sheet Viz.

## **( X ) MIS Report:**

### **Cash Flow:**

This option is used to display or print the Cash flow Summary & detail account category wise & account wise as of any date.

### **Cash Summary:**

This option is used to display or print the monthly or daily summary of Cash receipt & payment along with opening & closing balance. This statement can be used for daily or monthly cash reconciliation.

**Bank Summary:**

This option is used to display or print the monthly or daily summary of Cheque receipt & payment along with opening & closing balance. This statement can be used for daily or monthly cash reconciliation.

**Purchase/Sale Summary:**

This option is used to display / print, purchase/ sale, purchase return/ sale return summary.

**Party Wise Purchase Above:**

This option is used to display/print party wise purchase gross amount, return amount, net amount.

**Party Wise Sales Above:**

This option is used to display/print party wise sale gross amount, return amount, net amount.

**Party Wise/Item Wise Statistics:**

This option is used to compare party wise monthly sale / purchase of item.

**Sales Summary (QTY):**

This option is used to display/print the monthly quantity sale summary of customer with item, make, model no & description.

**Sales Return Summary (QTY):**

This option is used to display/print the monthly quantity sale return summary of customer with item, make, model no & description.

**Purchase Summary (QTY):**

This option is used to display/print the monthly quantity purchase summary of supplier with item, make, model no & description.

**Purchase Return Summary (QTY):**

This option is used to display/print the monthly quantity purchase return summary of supplier with item, make, model no & description.

**Sales Summary (Amt):**

This option is used to display/print the monthly sale summary of customer in terms of amount with item, make, model no & description.

**Sales Return Summary (Amt):**

This option is used to display/print the monthly sale return summary of customer in terms of amount with item, make, model no & description.

**Purchase Summary (Amt):**

This option is used to display/print the monthly purchase summary of supplier in terms of amount with item, make, model no & description.

**Purchase Return Summary (Amt):**

This option is used to display/print the monthly purchase return summary of supplier in terms of amount with item, make, model no & description.

**Item wise/Party wise Statistics:**

This option is used to compare Item wise monthly sale / purchase by party.

**Sales Summary (QTY):**

This option is used to display/print the monthly quantity sale summary of customer with model no, make, item, description, Tot Qty.

**Sales Return Summary (QTY):**

This option is used to display/print the monthly quantity sale return summary of customer with model no, make, item, description, Tot Qty.

**Purchase Summary (QTY):**

This option is used to display/print the monthly quantity purchase summary of supplier with model no, make, item, description, Tot Qty.

**Purchase Return Summary (QTY):**

This option is used to display/print the monthly quantity purchase return summary of supplier with model no, make, item, description, Tot Qty.

**Sales Summary (Amt):**

This option is used to display/print the monthly sale summary of customer in terms of amount with model no, make, item, description, Tot Qty.

**Sales Return Summary (Amt):**

This option is used to display/print the monthly sale return summary of customer in terms of amount with model no, make, item description, Tot Qty.

**Purchase Summary (Amt):**

This option is used to display/print the monthly purchase summary of supplier in terms of amount with model no, make, item, description, Tot Qty.

**Purchase Return Summary (Amt):**

This option is used to display/print the monthly purchase return summary of supplier in terms of amount with Model no, make, item, description, Tot Qty.

## **Item Wise Summary:**

### **Item Wise Purchase:**

This option is used to display/print item wise total purchase quantity & amount with model, make, item, description.

### **Item Wise Purchase Return:**

This option is used to display/print item wise total purchase return quantity & amount with model, make, item, description.

### **Item Wise Sale:**

This option is used to display/print item wise total sale quantity & amount with model, make, item, description.

### **Item Wise Sale Return:**

This option is used to display/print item wise total sale return quantity & amount with model, make, item, description.

## **( XI ) Ledger:**

### **Ledger Account:**

This option is used to display/print ledger of selected account.

**Step 1** Select the ledger A/c by pressing F4, or select party type / area / salesman / A/c Category, also you can display ledger by defining the date period to display Alt-D.

**Step 2**

### **Bill Wise Ledger (Debtors):**

This option is used to display/print bill wise debtor's ledger.

**Step 1** Select the ledger A/c by pressing F4, or select party type / area / salesman / A/c Category, also you can display ledger by defining the date period & defining the out standing to, & display by pressing Alt-D.

**Step 2** To print the bill wise ledger press Alt-P, File (Alt-F) option is to view the print model of ledger.

### **Bill Wise Ledger (Creditors):**

This option is used to display/print bill wise Creditor's ledger.

**Step 1** Select the ledger A/c by pressing F4, or select party type / area / salesman / A/c Category, also you can display ledger by defining the date period & defining the out standing to, & display by pressing Alt-D.

**Step 2** To print the bill wise ledger press Alt-P, File (Alt-F) option is to view the print model of ledger.

### **Ledger summary:**

This option is used to display/print Ledger summary to get credit/ debit of same A/c.

**Step 1** Select the ledger A/c by pressing F4, or select party type / area / salesman / A/c Category, also you can display ledger by defining the date period & defining the out standing to, & display by pressing Alt-D.

**Step 2** After displaying the ledger summary, also you can display ledger by selecting the option Ledger A/c by pressing F4. To print the ledger press Alt-P, File (Alt-F) option is to view the print model of ledger.

### **Combined Ledger summary:**

This option is used to display/print Combined Ledger summary to get credit / debit of same A/c.

**Step 1** Select the ledger A/c by pressing F4, or select party type / area / salesman / A/c Category, also you can display ledger by defining the date period & defining the out standing to, & display by pressing Alt-D.

**Step 2** After displaying the combined ledger summary, also you can display ledger by selecting the option Ledger A/c by pressing F4. To print the ledger press Alt-P, File (Alt-F) option is to view the print model of ledger.

### **Hire Purchase Ledger A/c.:**

This option is used to display/print Hire purchase ledger of particular A/c.

**Step 1** Select the ledger A/c by pressing F4, or select party type / area / salesman / A/c Category, also you can display ledger by defining the date period & defining the out standing to, & display by pressing Alt-D.

**Step 2** After displaying the ledger, also you can Cross check ledger with other A/c by selecting the option Contra A/c by pressing F4. Also you can edit the voucher, make the entries of bank receipt or cash receipt.

#### **Edit Voucher (Alt-E):**

To edit voucher repeat the steps of edit sales invoice.

#### **Cash Receipt (Alt-C):**

For cash receipt follow the steps of Cash Receipt.

#### **Bank Receipt (Alt-B):**

For Bank receipt follow the steps of Bank Receipt.

**Step 3** To print the hire purchase ledger A/c press Alt-P, File (Alt-F) option is to view the print model of ledger.

### **Pending Installment Register:**

This option is used to display/print pending installment register.

**Step 1** Select the ledger A/c by pressing F4, or select party type / area / salesman / A/c Category, also you can display ledger by defining the date period & defining the out standing to, & display by pressing Alt-D.

**Step 2** To print the pending installment register press Alt-P, File (Alt-F) option is to view the print model of ledger.

### **Account's Receivable:**

This option is used to display/print receivable bill amount & out standing amount.

**Step 1** Select the ledger A/c by pressing F4, or select party type / area / salesman / A/c Category, also you can select model, company, item type, also you can display ledger by defining the date

period & defining the out standing to, also the option is allotted weather to include the on account payment or not & display by pressing Alt-D.

**Step 2** After displaying the account's receivable, also you can display ledger by selecting the option Ledger A/c by pressing F4, to print ledger press Alt-P, File (Alt-F) option is to view the print model of ledger.

### ***Account's payable:***

This option is used to display/print payable bill amount &out standing amount.

**Step 1** Select the ledger A/c by pressing F4, or select party type / area / salesman / A/c Category, also you can select model, company, item type, also you can display ledger by defining the date period & defining the out standing to, also the option is allotted weather to include the on account payment or not & display by pressing Alt-D.

**Step 2** After displaying the account's payable, also you can display ledger by selecting the option Ledger A/c by pressing F4, to print ledger press Alt-P, File (Alt-F) option is to view the print model of ledger.

### ***Receivable Ageing:***

This option is used to display/print account wise receivable with ageing.

**Step 1** Select the ledger A/c by pressing F4, or select party type / area / salesman / A/c Category, also you can display ledger by defining the date period & defining the out standing to, & display by pressing Alt-D.

**Step 2** To print the receivable ageing press Alt-P, File (Alt-F) option is to view the print model of ledger.

### ***Payable Ageing:***

This option is used to display/print account wise payable with ageing.

**Step 1** Select the ledger A/c by pressing F4, or select party type / area / salesman / A/c Category, also you can display ledger by defining the date period & defining the out standing to, & display by pressing Alt-D.

**Step 2** To print the payable ageing press Alt-P, File (Alt-F) option is to view the print model of ledger.

### ***Party wise Receivables:***

This option is used to display/print party wise receivables with ageing.

**Step 1** Select the ledger A/c by pressing F4, or select party type / area / salesman / A/c Category, also you can display ledger by defining the date period & defining the out standing to, & display by pressing Alt-D.

**Step 2** To print the party wise receivable press Alt-P, File (Alt-F) option is to view the print model of ledger.

### ***Party wise Payables:***

This option is used to display/print party wise payables with ageing.

**Step 1** Select the ledger A/c by pressing F4, or select party type / area / salesman / A/c Category, also you can display ledger by defining the date period & defining the out standing to, & display by pressing Alt-D.

**Step 2** To print the party wise payable press Alt-P, File (Alt-F) option is to view the print model of ledger.

### **Bill wise Receivables:**

This option is used to display/print bill wise receivables with ageing.

**Step 1** Select the ledger A/c by pressing F4, or select party type / area / salesman / A/c Category, also you can display ledger by defining the date period & defining the out standing to, & display by pressing Alt-D.

**Step 2** To print the bill wise receivable press Alt-P, File (Alt-F) option is to view the print model of ledger.

### **Bill wise Payables:**

This option is used to display/print bill wise payables with ageing.

**Step 1** Select the ledger A/c by pressing F4, or select party type / area / salesman / A/c Category, also you can display ledger by defining the date period & defining the out standing to, & display by pressing Alt-D.

**Step 2** To print the bill wise payable press Alt-P, File (Alt-F) option is to view the print model of ledger.

### **Price List:**

This option is used to display/print company wise, item wise price list with/without dealer price.

### **Customer Label:**

This option is used to display/print customer label.

**Step 1** Select the ledger A/c by pressing F4, or select party type / area / salesman / A/c Category, also you can display ledger by defining the date period & defining the out standing to, & display by pressing Alt-D.

**Step 2** To print the customer label press Alt-P.

### **Telephone Directory:**

This option is used to display/print party telephone numbers.

**Step 1** Select the ledger A/c by pressing F4, or select party type / area / salesman / A/c Category, also you can display ledger by defining the date period & defining the out standing to, & display by pressing Alt-D.

**Step 2** To print the telephone directory press Alt-P.

## ( XII ) Utilities:

### **Calculator:**

This option is used to calculate the sum.

### **Clock:**

This option is used to display clock & calendar.

**Default Printer:**

This option is used to set up the settings of printer.

**A/C Transfer:**

This option is used to transfer the account from one to another.

**Step 1** Select the From Account by pressing F4, then select To Account by pressing F4,& select the Voucher No by pressing F4,& press Transfer (Alt-T) key.

**Rebuilt Utilities:**

This option is used to Rebuilt / Reindex all data located in files.

**Step 1** select the option by Enter key (for Yes) or Tab key (for No),& select Alt-O to process the rebuilt option.

**Regenerate Voucher Nos.:**

This option is used to regenerate the voucher no. once the voucher no is regenerated cannot revert back original nos.

**Step 1** select the Transaction type by pressing F4, & Alt-O to regenerate the voucher nos.

**Delete Unused A/c Codes:**

This option is used to delete the non used A/c codes. Select the Ok so unused codes gets deleted.

**Migrate Old Data Base:**

This option is used to copy old data.

**Step 1** select the option by Enter key (for Yes) or Tab key (for No),& select Alt-O to process the migrate of old data base.

**Transfer Data Out:**

This option is used to copy the data from your machine & transfer it to other.

**Transfer Data In:**

This option is used to copy the data from other machine & transfer it to other.

**System Utility:**

This option is used to change password of system utility.

**Send Email:**

This option is used to send email to users.