INSTRUCTIONS

ITEM ENTRY

Fill the items details in Item Entry Form.

You can edit the details except the Item Code and the Item fields of the selected item by double click.

MISC.

Fill in your Company name, Customer name, Supplier name and Address to generate Invoice, Bill Of Supply, Delivery Challan, Purchase Order and Quotation.

Filled details can be edited by selecting and double clicking details.

You can also make entry of Round Off amount.

PURCHASE ORDER/QUOTATION/DELIVERY CHALLAN

Company name, Customer name, Supplier name and Address must be saved in Misc. Form to generate the Purchase Order, Quotation and Delivery Challan.

For Purchase Order select Supplier's Name(filled in Misc. Form) then select Item Code and insert Quantity, choose State or Interstate Purchase and insert other terms, then click on Add Button, if you do not want to add more items then Click on Save Button. You can view the Purchase Order by Clicking on Generate Purchase Order Button.

For Quotation select Customer's Name(filled in Misc. Form) then select Item Code and insert Quantity, choose State or Interstate Sale and insert other terms,

then click on Add Button, if you do not want to add more item then Click on Save Button. You can view Quotation by Clicking on Generate Quotation Button.

For Delivery Challan select Consignee's(Customer) Name(filled in Misc. Form) then select Item Code and insert Quantity, choose State or Interstate and insert other terms,

then Click on Add Button, if you do not want to add more item then Click on Save Button. You can view Delivery Challan by Clicking on Generate Delivery Challan Button.

EDIT IN PURCHASE,PURCHASE RETURN,SALES,SALES RETURN,RECEIPT,PAYMENT,ETC.

Edit of saved entry in Purchase, Purchase Return, Sales, Sales Return, Receipt, Payments, etc. is not allowed instead you can use Reverse Button to make reverse entry.

If you save a wrong entry then you can use Reverse Button after filling form with the same details. It will show minus figure. Then fill the correct entry again.

PURCHASE,PURCHASE RETURN

Select Credit or Cash, if Credit purchase then select/type Ledger name.

Select Item Code and insert quantity, select State or Interstate and enter Narration(optional) and Ref(optional) then Click on Add Button thereafter Save it.

You can view the details in Purchase Details or Purchase Return Details.

SALE

Select Invoice or Bill Of Supply, Select Credit or Cash, if Credit Sale then type or select Ledger name, if Cash Sale then type or select Customer name. If Invoice/Bill of Supply is required then Customer name and Address must be filled in Misc. Form.

Insert Challan No. and date(if any),Place of Supply then select Item Code and insert quantity, select State or Interstate(for Invoice Sale) and enter Narration(optional) and Ref(optional).

If you do not want to add more items then Click on Quick Save Button or Click on Add Button and insert other items thereafter Save it.

You can view the details in Sales Details.

SALES RETURN

Select Credit or Cash, if Credit Sales Return then enter Ledger name.

Select Item Code and insert quantity, select State or Interstate and insert Narration(optional) and Ref(optional) then Click on Add Button thereafter Save it.

You can view the details in Sales Return Details .

RECEIPT,PAYMENT

Select Ledger, Mode, Category and insert amount, optionally you can insert Narration and Ref. You can also create Sub Category such as rent etc. and details can be viewed in Sub Category Details.

If you do not want to add more items then Click on Quick Save Button or Click on Add Button and insert more entries thereafter Save it.

You can view the details in Receipt Details or Payment Details.

GST PAYMENT

You can make entry of GST payment separately.

CASH DEPOSIT/WITHDRAWN

You can make entry of Cash Deposit to bank or Withdrawn from bank by typing bank name and inserting amount.

OPENING ENTRY

You can insert Opening Balance of Ledger, Cash, Bank, Stocks.

OTHER TRANSACTIONS

You can make entry where mode(Cash, Bank, Wallets, etc.) transaction is not involved. Such as Discount Allowed, Discount Received, Bad Debt, Depreciation etc. You can view details using Other Transaction Details.

GST STATEMENT

You can view details of IGST,SGST,CGST between the selected Dates.

PURCHASE_SALE SUMMARY

Total amount of Purchase, Purchase Return, Sales, Sales Return can be viewed between the selected Dates.

STOCKS DETAILS

You can view the stocks (Purchase including Opening Entry, Purchase Return, Sales, Sales Return) during the period by selecting the Item Code and Dates.

STOCKS ITEMS SUMMARY

You can view the total stocks and average purchase price of items between the selected Dates. Stocks Value is calculated according to average purchase price of item between the selected Dates.

Stock value of the item will not show, if there is no purchase during the selected period.

DEBTORS AND CREDITORS

Get the details by selecting the Dates and then Click on View.

LEDGER DETAILS

You can get the details by selecting Ledger Name and Dates then Click on View.

LEDGER SUMMARY

Get Total Balance of Ledger between the selected period. You can also view Current Balance of Ledger.

SUB CATEGORY DETAILS

You can get the details by selecting Sub_Category Name and Dates then Click on View.

MODE DETAILS

You can get the details by selecting Mode(Cash, Bank, Wallets, etc.) and Dates then Click on View. You can also view Current Balance of selected Mode.

BALANCE DETAILS

Select Dates and get summary of Other transaction, Sales, Purchase, Sales Return, Purchase Return, GST and Current Stocks of Items, Current Cash/Bank/Wallets Balance.

MODE SUMMARY

You can get summary of Mode(Cash, Bank, Wallets, etc.) between the selected Dates. You can also view Current Balance of Mode.

CATEGORY DETAILS

You can get details by selecting Category or Other Category and Dates then Click on View. You will not get Opening balance in Other Category, however you will get debit and credit details between the selected periods.

CATEGORY SUMMARY

Get Total Balance of Category between the selected period. You can also view Current Balance of Category.

BALANCE SHEET AND TRADING AND PROFIT & LOSS ACCOUNT

Insert Opening Stock and Closing Stock value into the "Insert Box". You can calculate according to your method with the help of "Stock Item Summary" and "Stock Details". The inserted value is not saved. You can just view it to know the Closing Stock value and Gross Profit.

Select Accounting Period then Click on View.

You can also transfer Net Profit/Loss to Capital Account by Click on "Profit/Loss Transfer to Capital Account" Button in Balance Sheet. It should be transferred at the beginning of next Financial Year.

TRIAL BALANCE

Select Accounting Period then insert Opening Stock Value into the "Insert Box" and Click on View. If Trial Balance differ you should check if Profit/Loss amount has been transferred to Capital Account.

BACKUP/RESTORE

For BackUp, select location where you want to BackUp then Click on BACKUP Button.

For Restore, select BackUp location then restore location where you installed this App. Click on RESTORE Button.