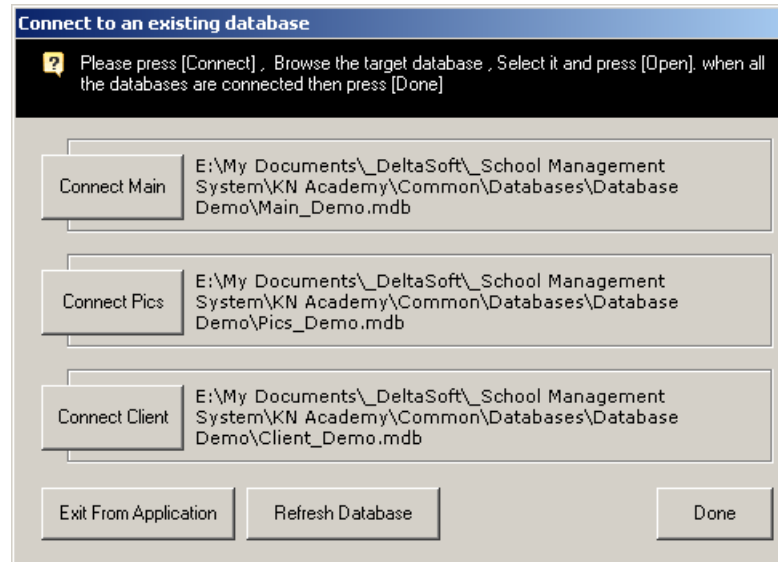


On first run connect all the databases



Enter login password



Main Menu

Click on given buttons to select different options :

Chart of Accounts

To create / edit the chart of accounts of a company

Financial Year

To create a new financial year and to set the opening balances of different accounts

Voucher

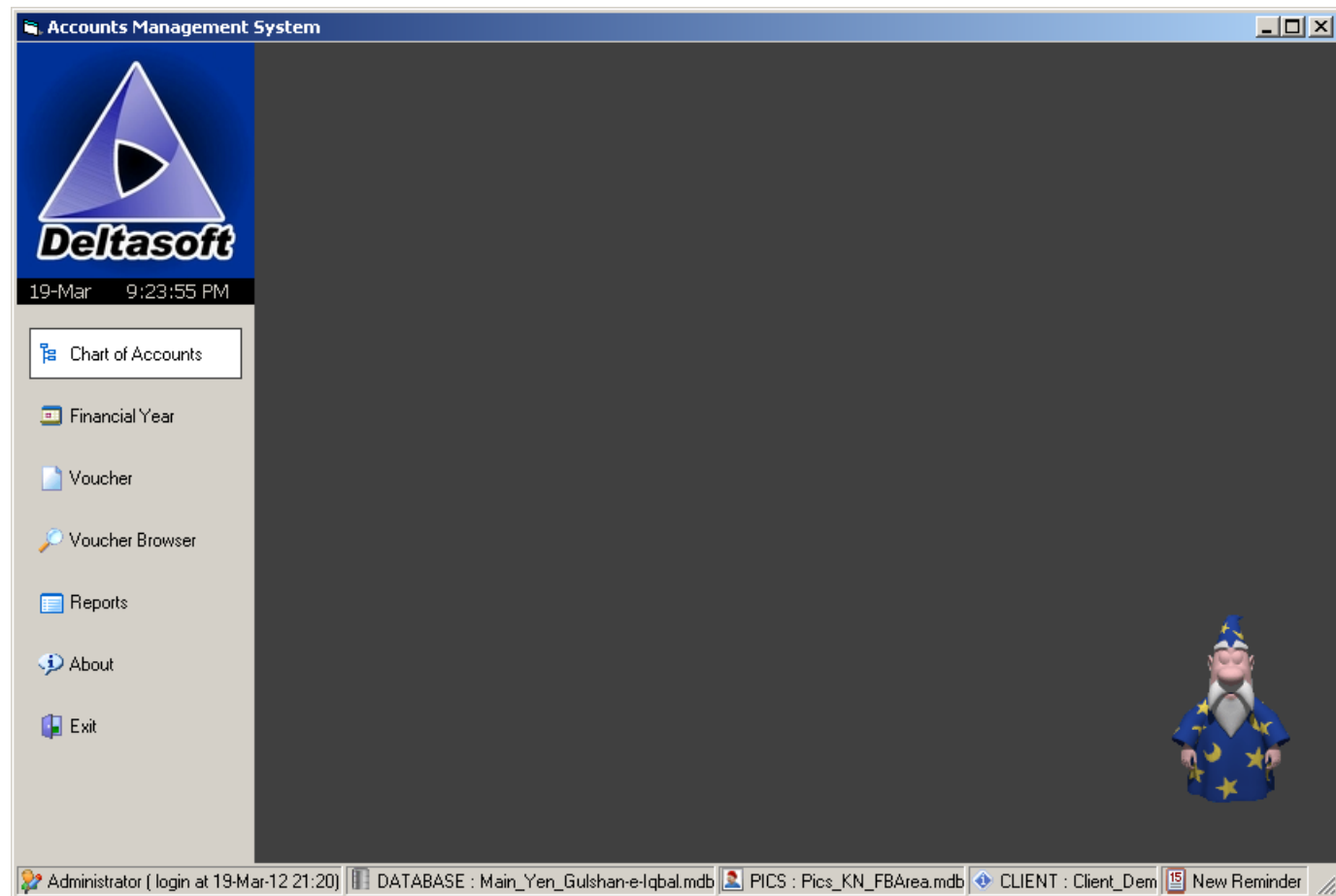
To create new vouchers or edit existing vouchers

Voucher Browser

To search vouchers with different criteria

Reports

To view/print financial reports



Company Chart of Accounts

Each company has a set of many accounts to record its transactions which is called the Chart of Accounts of company. There are five types of accounts

CAPITAL	LIABILITIES	ASSETS	INCOME / REVENUE	EXPENSE
Investors / owners accounts. Such as : <ul style="list-style-type: none"> • Investment • Drawings Etc.	Payable Accounts Such as : <ul style="list-style-type: none"> • Loan from bank • Salaries of staff • Payable bills • Payable amount to suppliers Etc.	Fixed / Current Assets Such as : <ul style="list-style-type: none"> • Cash / Bank • Properties • Account Receivable 	Earnings Accounts Such as : <ul style="list-style-type: none"> • Tuition Fee • Service Charges • Annual Charges Etc.	Expenditure Accounts Such as : <ul style="list-style-type: none"> • Utility Bills • Staff Salaries • Office Expenses • Depreciation Expenses Etc.

Account Tree Levels There are four levels of each account	<u>TREE STRUCTURE</u> Level-1 : Account Type Level-2 : .. Account Group Level-3 : Account Sub Group Level 4 : Account	<u>EXAMPLE -1</u> ASSETS Current Assets Banks Faysal Bank	<u>EXAMPLE -2</u> REVENUE Main Income Student Fee Tuition Fee	<u>EXAMPLE -3</u> EXPENSES Utility Bills Phone / Mobile Bills Land lines head office
---	--	--	--	---

Chart of Accounts

Each account head is the part of four levels tree. i.e.

- 1- Account Type
- 2- Account Group
- 3- Sub Group
- 4- Account Head

Each level has a code for each value

Such as Account types has 01,02,03,04 and 05 codes.

Steps for creation

- 1. Create account groups
- 2. Create sub-groups under each group.
- 3. Finally create accounts under each sub-group.

Chart of Accounts

Please use RIGHT CLICK to display menu Close

Account Groups			Account Sub Groups		Accounts	
Type	Code	Name	Code	Name	Code	Name
Assets	10-01	Current Assets	001	Bank Accounts	00001	Bank Al-falah ...
Assets	10-02	Fixed Assets	002	Cash Accounts	00002	Bank Alhabib 3...
Liabilities	20-01	Account Pay...	003	Account Recei...		
Capital	30-01	Company				
Income	40-01	Main Income				
Income	40-02	Other Income				
Expenses	50-01	General Expe...				

New Account Group
 Edit Account Group
 Delete Account Group

 New Sub Group

To Create a New Account Group

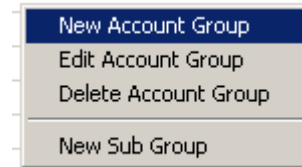
1. To create a Group (right click) on Groups List.
2. Select [New Account Group] from appeared popup menu
3. A form will be appeared.
4. Press [New] for new Group
5. Enter a Name
6. Select a Type
7. Confirm / enter a new Group Code
8. Enter Remarks if any
9. Press [Save]

To Edit an Account Group

1. (Double click) on target account group in the list.
OR (right click) on target group and select [Edit Account Group].
2. Group Form will be appeared.
3. Made desired changes and press [Save]

To Delete an Account Group

1. (Right click) on target account group in the list.
2. Select [Remove Account Group]



:: Account Group

New Account Group
Enter new data and press save.

Acc.Group ID

Group Name

Group Type ▼

Group Code

Remarks (If any)

To Create a New Account Sub-Group

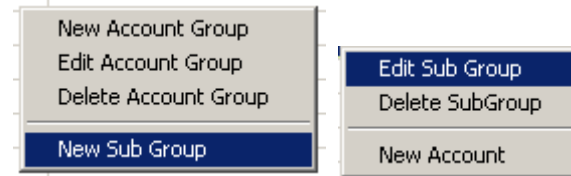
1. To create a Sub-Group under a Group. (right click) on parent Account Group.
2. Select [New Sub Group] from appeared popup menu
3. A form will be appeared
4. Press [New] for new Sub-Group
5. Enter a Name
6. Select parent Account Group
7. Confirm / enter a new Sub-Group Code
8. Enter Remarks if any
9. Press [Save]

To Edit an Account Sub-Group

1. (Double click) on target Account Sub-Group in the list.
OR (right click) on target Sub-Group and select [Edit Sub Group].
2. Sub-Group Form will be appeared.
3. Made desired changes and press [Save]

To Delete an Account Sub-Group

1. (Right click) on target Sub-Group in the list.
2. Select [Remove Sub Group]



:: Account Sub Group

New Account Sub Group
Enter new data and press save.

Acc.SubGroup ID

Sub Group Name

Acc. Group ▾

Sub Group Code

Remarks (If any)

To Create a New Account

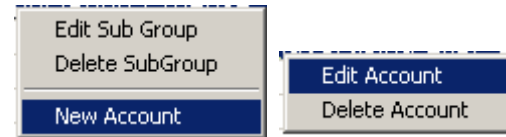
1. To create a Account under a Sub-Group. (right click) on parent Account Sub-Group.
2. Select [New Account] from appeared popup menu
3. A form will be appeared
4. Press [New] for new Account
5. Enter a Name
6. Select parent Account Sub-Group
7. Confirm / enter a new Account Code
8. Enter Remarks if any
9. Press [Save]

To Edit an Account

1. (Double click) on target Account in the list. OR (right click) on target Account and select [Edit Account].
2. Account Form will be appeared.
3. Made desired changes and press [Save]

To Delete an Account

1. (Right click) on target Account in the list.
2. Select [Remove Account]



Account

New Account

Enter new data and press save.

Account ID

Account Name

Acc. Sub Group

Account Code

Remarks (If any)

Financial Year

To create a new Financial Year press [...] button beside Financial Year Selection Combo

A new form will be appeared

Enter Title, From Date and To Date and press [Save]

Press [Close]

Import Accounts

On top bar press [import Accounts]

All account will be appeared in the list.

To change the opening balance on an account click on it.

Its data will be appeared in top Details

Change them and press [Update]

Finally press [Save Changes]

The screenshot displays the 'Account Opening Balances on Start of Year' application. At the top, there is a toolbar with buttons for 'Refresh', 'Import Accounts', 'Save Changes', and 'Close'. Below the toolbar, the 'Financial Year' is set to '2011-2011'. The main area shows a table of account details. A modal dialog box titled 'Financial Year' is open, showing fields for 'ID' (1), 'Title' (2011-2011), 'From' (01-Jul-2011), and 'To' (30-Jun-2012). The background table lists the following accounts:

Type	Code	Title	Opening Bal	Type
Assets	10-01-001-00001	Bank Al-falah 1234-1	123540	Debit
Assets	10-01-001-00002		0	Debit
Assets	10-01-002-00001		0	Debit
Assets	10-01-003-00001			Debit
Assets	10-01-003-00002			Debit
Assets	10-01-003-00003			Debit
Assets	10-01-003-00004			Debit
Assets	10-01-003-00005			Debit
Assets	10-01-003-00006			Debit
Assets	10-01-003-00007			Debit
Assets	10-01-003-00008			Debit
Assets	10-01-003-00009			Debit
Assets	10-01-003-00010			Debit
Assets	10-02-001-00001			Debit
Assets	10-02-001-00002			Debit
Assets	10-02-001-00003			Debit
Liabilities	20-01-001-00001			Credit
Liabilities	20-01-002-00001			Credit
Capital	30-01-001-00001	Khalil Ahmed	200000	Credit
Capital	30-01-001-00002	Zeeshan Ahmed	0	Credit
Income	40-01-001-00001	Admission Fee	0	Credit
Income	40-01-001-00002	Examination Fee	0	Credit
Income	40-01-001-00003	Member Ship Fee	0	Credit
Income	40-01-001-00004	Tuition Fee	0	Credit
Income	40-01-001-00005	Computer Fee	0	Credit
Income	40-01-001-00006	Sports Fee	0	Credit

Vouchers

Vouchers are the document on which daily transactions are stored.

There are four types of vouchers

1. Journal Voucher (JV)
2. Bank Receiving Voucher (BRV)
3. Cash Receiving Voucher (CRV)
4. Bank Payment Voucher (BPV)
5. Cash Payment Voucher (CPV)

If any bank document is involved in the transaction then store its details with the voucher.

Double Entry System

In double entry account system one transactions will effect at least two accounts. The total of credit amount and total of debit amount must be equal.

Debit / Credit Rule

Accounts Type	Increase	Decrease
Capital Accounts	Credit	Debit
Liabilities Accounts	Credit	Debit
Income Accounts	Credit	Debit
Assets Accounts	Debit	Credit
Expenses Accounts	Debit	Credit

Some Examples

The software is designed according to the rules of standard accounting so an accountant can use it just like he creates vouchers in his daily routine. He don't need to learn how transactions are entered but some examples are mentioned here.

INVESTMENT		
Mr. Ali invested 50,000/- Cash in the Business (JV)		
Accounts	Debit	Credit
(Assets) Cash	50,000/-	
(Capital) Mr. Ali		50,000/-
	50,000/-	50,000/-

DRAWING		
Mr. Ali drew 10,000/- from the Business for personal use (JV)		
Accounts	Debit	Credit
(Capital) Mr. Ali	10,000/-	
(Assets) Cash		10,000/-
	10,000/-	10,000/-

CASH DEPOSIT TO BANK		
Deposit 60,000/- into Bank Account (JV)		
Accounts	Debit	Credit
(Assets) ABC Bank	60,000/-	
(Assets) Cash		60,000/-
	60,000/-	60,000/-

CHEQUES WIDRAW FROM BANK

Two cheques (35,000/- and 12,000/-) Cashed from Bank (JV)

Accounts	Debit	Credit
(Assets) Cash	47,000/-	
(Assets) ABC Bank		47,000/-
	47,000/-	47,000/-

SERVICE CHARGES COLLECTED AS CASH (CASH INCOME)

Student Fee is Collected (3000 Admission Fee, 1500 Tuition Fee)

Accounts	Debit	Credit
(Assets) Cash	4,500/-	
(Income) Admission Fee		3,000/-
(Income) Tuition Fee		1,500/-
	45,000/-	45,000/-

STUDENT FEE IS CHARGED IN START OF MONTH (CREDIT INCOME)

Students are cahrged as fee of month of june (JV)

Accounts	Debit	Credit
(Assets) Account Recievable	12,000/-	
(Income) Tuition Fee		12,000/-
	12,000/-	12,000/-

STUDENT PAID FEE IN BANK

Students paid fee of month (BRV)

Accounts	Debit	Credit
(Assets) ABC Bank	12,000/-	
(Assets) Account Recievable		12,000/-
	12,000/-	12,000/-

PURCHASE OF PROPERTY

Purchased Office Furniture (Cost 33,000/-) by Cheque (BPV)

Accounts	Debit	Credit
(Assets) Furniture	33,000/-	
(Assets) ABC Bank		33,000/-
	33,000/-	33,000/-

PROPERTY DEPRICIATED

Office Furniture is depriciated 10% (Cost 3,300/-) (JV)

Accounts	Debit	Credit
(Expenses) Depriciation Expense	3,300/-	
(Assets) Furniture		3,300/-
	3,300/-	3,300/-

ISSUED THREE CHEQUES FOR UTILITY BILL EXPENSES

Issued 12,000/- cheque for phone bill expenses, 3,000/- cheque for Gas Bill and 4,300/- for electricity expenses (BPV)

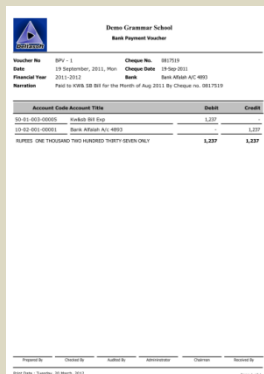
Accounts	Debit	Credit
(Expense) Phone Bill Expenses	12,000/-	
(Expense) Gas Bill Expenses	3,000/-	
(Expense) Electricity Bill Expenses	4,300/-	
(Assets) ABC Bank		19,300/-
	19,300/-	19,300/-

Note

For more transaction please consult an accountant or contact us.

Vouchers

1. Press Voucher on main menu
2. Press New to create a new voucher.
3. Select Financial Year and Voucher Type
4. Enter Voucher Number, Date , Narration and Bank Document Details if any.
5. Enter Accounts, Amounts and Debit/Credit.
6. Press [Update]
7. Finally press [Save]
8. By default vouchers status is un posted. But once a voucher is posted it is locked.
9. Print



Voucher
X

New Save Print First Prv Next Last Close

ID Voucher: Find

Financial Year:

Voucher Type:

Number: Find

Voucher Date:

Narration:

Bank Document
 Type:
 Bank:
 Number:
 Date:

ID	Account Code	Account Title	Amount	Debit / Credit
9	10-01-002-00001	Cash	2215	Credit

Update New Remove

ID	Code	Name	Amount	Type
10	50-01-001-00001	General Purchase	715	Debit
8	50-01-001-00001	General Purchase	1500	Debit
9	10-01-002-00001	Cash	2215	Credit

Posted

Debit

Credit

Voucher Browser

1. Enter a criteria :
 - Dates
 - Status
 - Voucher type
 - Amount range
 - Narration words
 - Cheque Number
 - Cheque Date
2. to search selective vouchers press [Find Matched Recs]
3. To view a voucher double click on the row.
4. To print selective vouchers right click on the list to display the selection menu.
5. The press [Print Checked]

S.No	On Date	V Code	Narration	Amount	Chq. No.	Chq. Date
1	2-Mar-11	BPV-74	Being the payment against cash B/P	500	832247	02-Nov-11
1	12-Dec-11	BPV-84	Being the Payment against staff salaries for the month of Dec-2011	6,750	080222	12-Dec-11
1	11-Jan-12	BPV-134	Being the Payment against Teacher Salary for the month of Jan-2012	6,750	080228	11-Jan-12
1	12-Jan-12	BPV-135	Being the Payment against Teacher Salary for the month of Jan-2012	170,000	080229	12-Jan-12
1	13-Jan-12	BPV-137	Being the Payment against Cash Payment for the Month Jan-2012 by cheque	50,000	106826	13-Jan-12
1	30-Jan-12	BPV-169	Being the Payment against Cash Payment for the Month Jan-2012 by cheque	2,158	0803745	30-Jan-12
1	30-Jan-12	BPV-170	Being the Payment against Cash Payment for the Month Jan-2012 by cheque	18,360	-	30-Jan-12
1	1-Feb-12	BPV-180	Being the Payment against Transportation Charges for the month of Feb-2012	500	0803756	01-Feb-12
1	18-Feb-12	BPV-208	Being the Payment against Bank Payment for the month of Feb-2012	20,000	0803763	18-Feb-12
1	18-Feb-12	BPV-209	Being the Payment against Bank Payment for the month of Feb-2012	20,000	0803762	18-Feb-12
1	18-Feb-12	BPV-210	Being the Payment against Bank Payment for the month of Feb-2012	1,700	-	18-Feb-12
1	17-Feb-12	BPV-206	Being the Payment against Cash Payment for the Month Feb-2012 by Cheque	8,999	-	17-Feb-12
1	25-Feb-12	BPV-202	Being the Payment against Teacher Salary for the Month Feb-2012 by Cheque	188,000	106827	25-Feb-12
1	25-Feb-12	BPV-202	Being the Payment against Teacher Salary for the Month Feb-2012 by Cheque	634,346	-	25-Feb-12
1	25-Feb-12	BPV-203	Being the Payment against Teacher Salary for the Month Feb-2012 by Cheque	13,770	-	25-Feb-12
1	25-Feb-12	BPV-204	Being the Payment against Teacher Salary for the Month Feb-2012 by Cheque	27,500	-	25-Feb-12
1	2-Mar-12	BPV-306	Being the Payment against Bank Payment for the month of Mar-2012	1,174	080708	02-Mar-12
1	3-Mar-12	BPV-414	Being the Payment against Cash Payment for the Month Mar-2012 by Cheque	515	0807001	07-Mar-12
1	7-Mar-12	BPV-413	Being the Payment against Cash Payment for the Month Mar-2012 by Cheque	1,100	0807004	07-Mar-12
1	9-Mar-12	BPV-416	Being the Payment against Cash Payment for the Month Mar-2012 by Cheque	312,710	-	09-Mar-12

Vouchers

Criteria

Financial Year: 2011-2012

Period: Not Posted Posted

Voucher Type: Bank Payment V

Amount B/w: to

Narration Like:

Cheque Number:

Cheque Date: 20-Mar-2012

Find Matched Recs

Print Checked

Print Summary

Close

FYear	OnDate	VCode	Narration	Amount	ChqNo	ChqDate	
<input type="checkbox"/>	2011-2012	02-Jul-11	BPV- 189	Being the PAYm...	9750	0804...	02-Jul-11
<input type="checkbox"/>	2011-2012	02-Jul-11	BPV- 193	Being the PAYm...	12000	0804...	02-Jul-11
<input type="checkbox"/>	2011-2012	02-Jul-11	BPV- 194	Amount Transf...	500000	2079...	02-Jul-11
<input type="checkbox"/>	2011-2012	05-Jul-11	BPV- 197	Being the PAYm...	7100	0804...	05-Jul-11
<input type="checkbox"/>	2011-2012	05-Jul-11	BPV- 199	Being the PAYm...	8400	0804...	05-Jul-11
<input type="checkbox"/>	2011-2012	05-Jul-11	BPV- 206	Being the PAYm...	25000	0804...	05-Jul-11
<input type="checkbox"/>	2011-2012	05-Jul-11	BPV- 216	Being the PAYm...	12500	0807...	05-Jul-11
<input type="checkbox"/>	2011-2012	05-Jul-11	BPV- 220	Being the PAYm...	6000	0807...	05-Jul-11
<input type="checkbox"/>	2011-2012	05-Jul-11	BPV- 224	Being the PAYm...	6609	0807...	05-Jul-11
<input type="checkbox"/>	2011-2012	06-Jul-11	BPV- 196	Being the PAYm...	8018	080449	06-Jul-11
<input type="checkbox"/>	2011-2012	06-Jul-11	BPV- 200	Being the PAYm...	8110	0804...	06-Jul-11
<input type="checkbox"/>	2011-2012	06-Jul-11	BPV- 201	Being the PAYm...	7475	0804...	06-Jul-11
<input type="checkbox"/>	2011-2012	09-Jul-11	BPV- 203	Being the PAYm...	25000	0804...	09-Jul-11
<input type="checkbox"/>	2011-2012	11-Jul-11	BPV- 198	Being the PAYm...	9950	0804...	11-Jul-11
<input type="checkbox"/>	2011-2012	12-Jul-11	BRV- 3	Received Regis...	500	-	-
<input type="checkbox"/>	2011-2012	20-Jul-11	BPV- 222	Being the PAYm...	3880	0807...	20-Jul-11
<input type="checkbox"/>	2011-2012	20-Jul-11	BRV- 4	Received Regis...	500	-	-
<input type="checkbox"/>	2011-2012	21-Jul-11	BPV- 202	Being the PAYm...	3000	0807...	21-Jul-11
<input type="checkbox"/>	2011-2012	21-Jul-11	BPV- 207	Being the PAYm...	6000	0817...	21-Jul-11
<input type="checkbox"/>	2011-2012	21-Jul-11	BPV- 208	Being the PAYm...	6000	0817...	21-Jul-11
<input type="checkbox"/>	2011-2012	21-Jul-11	BPV- 218	Being the PAYm...	6000	0807...	21-Jul-11
<input type="checkbox"/>	2011-2012	21-Jul-11	BPV- 219	Being the PAYm...	9000	0807...	21-Jul-11
<input type="checkbox"/>	2011-2012	21-Jul-11	BPV- 223	Being the PAYm...	6000	0807...	21-Jul-11
<input type="checkbox"/>	2011-2012	22-Jul-11	BPV- 37	Being the PAYm...	12000	0807...	02-Nov-11
<input type="checkbox"/>	2011-2012	22-Jul-11	BPV- 225	Being the PAYm...	1500	0807...	22-Jul-11
<input type="checkbox"/>	2011-2012	24-Jul-11	BPV- 195	Being the PAYm...	7000	0807...	24-Jul-11
<input type="checkbox"/>	2011-2012	25-Jul-11	BPV- 205	Being the PAYm...	8500	0807...	25-Jul-11
<input type="checkbox"/>	2011-2012	25-Jul-11	BRV- 5	Received Regis...	500	-	-
<input type="checkbox"/>	2011-2012	26-Jul-11	BRV- 6	Received Regis...	1000	-	-
<input type="checkbox"/>	2011-2012	27-Jul-11	BPV- 209	Being the PAYm...	10855	0807...	27-Jul-11
<input type="checkbox"/>	2011-2012	27-Jul-11	BPV- 210	Paid to M/S SE...	3780	0807...	27-Jul-11
<input type="checkbox"/>	2011-2012	27-Jul-11	BPV- 211	Paid to Staff In...	10193	0807...	27-Jul-11
<input type="checkbox"/>	2011-2012	27-Jul-11	BPV- 212	Paid to staff S...	564006	0807...	27-Jul-11
<input type="checkbox"/>	2011-2012	27-Jul-11	BPV- 213	Paid to M/S EO...	18060	0807...	27-Jul-11

Reports

To View Financial Reports

Select Criteria

- Financial year
- Date period
- Posted / UnPosted

Press [Target Report]

To View a Ledger

- Enter the initials of an Account Code or Account Code.
- Select the target account form appeared list.
- Press [Account Ledger]

Reports

Financial Year

Period

From Date

To Date

Posted : Yes No

Account Code Account Title

PREVIEW OF SOME REPORTS

Date	Transaction No.	Description	Debit	Credit	Balance
2011-01-01	001	Balance Forward		1,500	1,500
2011-01-05	002	Bank of America	1,500		
2011-01-10	003	Bank of America		1,500	1,500
2011-01-15	004	Bank of America	1,500		
2011-01-20	005	Bank of America		1,500	1,500
2011-01-25	006	Bank of America	1,500		
2011-01-30	007	Bank of America		1,500	1,500
2011-02-05	008	Bank of America	1,500		
2011-02-10	009	Bank of America		1,500	1,500
2011-02-15	010	Bank of America	1,500		
2011-02-20	011	Bank of America		1,500	1,500
2011-02-25	012	Bank of America	1,500		
2011-03-01	013	Bank of America		1,500	1,500
2011-03-05	014	Bank of America	1,500		
2011-03-10	015	Bank of America		1,500	1,500
2011-03-15	016	Bank of America	1,500		
2011-03-20	017	Bank of America		1,500	1,500
2011-03-25	018	Bank of America	1,500		
2011-03-30	019	Bank of America		1,500	1,500
2011-03-31	020	Bank of America	1,500		
Totals			15,000	15,000	15,000

Account Code	Account Title	Debit	Credit
4010-001-0000	Life Fee	2,500	
4010-001-0000	Life Fee		76,250
4010-001-0000	Bank of America		30,000
4010-001-0000	Bank of America	30,000	
4010-001-0000	Life Fee		1,000
4010-001-0000	Accounting Equip. Cost	2,500	
4010-001-0000	Accounting Equip. Cost		25,000
4010-001-0000	Annual Fundraising Expense	40,000	
4010-001-0000	Annual Fundraising Expense		1,000
4010-001-0000	Cleaning Expense	200	
4010-001-0000	Cash / Short / Pay / Balance Expense	10,000	
4010-001-0000	Charitable Contribution Expense	1,000	
4010-001-0000	Donation Expense	8,000	
4010-001-0000	Event Fundraising Expense	7,500	
4010-001-0000	Entertainment Expense	20,000	
4010-001-0000	Legal & Professional Fee	30,000	
4010-001-0000	Life Insurance	1,000	
4010-001-0000	Water Filter / Meter Expense	1,000	
4010-001-0000	Event Fundraising Exp	1,000	
4010-001-0000	Recreation Expense	500	
4010-001-0000	Temporary Staff Salaries Expense	20,000	
4010-001-0000	Salary & Wages Expense	4,000	
4010-001-0000	Supplies Expense	5,000	
4010-001-0000	Commuter	1,000	
4010-001-0000	Printing Expense	100,000	
4010-001-0000	Life Insurance	500	
4010-001-0000	REDACTED / Not Bill Exp	300	
Totals		150,000	150,000

Account Code	Account Title	Balance
4010-001-0000	Admission Fee	0
4010-001-0000	Life Fee	5,000
4010-001-0000	Security Deposit	0
4010-001-0000	Water Fee	4,000,000
4010-001-0000	Bank of America	4,000,000
Expenses		4,000,000
4010-001-0000	Consulting Expense	4,750
4010-001-0000	Interest Expense	2,000
Net Income		4,000,000

Account Code	Account Title	Balance
4010-001-0000	Admission Fee	0
4010-001-0000	Life Fee	5,000
4010-001-0000	Security Deposit	0
4010-001-0000	Water Fee	4,000,000
4010-001-0000	Bank of America	80,000
Assets		4,085,000
4010-001-0000	Security Deposit	10,000
Liabilities		10,000
Net Assets		4,075,000
Net Income		4,075,000
Net Capital		4,075,000