inta ACC

USER MANUAL

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1. Introduction
Welcome to IntaACC

IntaACC is a complete accounting software that helps the users to manage and simplify daily accounting to a simple task. This product helps an organization to meet all their administrative and financial needs. It also reduces the manpower requirement, cost and waste of time; so that administrator, accountants and office bearers can maximize their efficiency.

1.1 Key features of IntaACC:

- Handles multi-currency
- Management Dash Board
- Option for setting multiple units for products
- Provides multi user environment
- Provides option for generating and printing of barcodes
- Maintain bill by bill details of parties
- Handles budgeting
- Automatic calculation of tax
- Option for setting price list
- Option for making print settings
- Option for Cheque Printing
- Provides manufacturing journal
- Recurring Transaction
- Keeping registers of all vouchers
- Keep records of damaged entries
- Option for transferring goods between Go downs and Branches
- Option for selecting the method for stock value calculation : we provide following methods :
- FIFO, Average cost method, Minimum Cost, Maximum Cost, Last purchase rate
- PDC cheque recording
- Option for adding printers
- Graphical User Interface with Context Sensitive Help
- Option for creating up to 1000 company database
- Option for creating branches under a company where accounts of each branch are handled separately
- Option to share Master data with other branch
- Option for viewing reports of different branches
- Option for setting default company so that default company will be loaded automatically at the time of starting system
- Option for setting different financial period, closed financial year can be opened if user wants to do so
- Approval level for important transactions
- Various settings which can be enabled or disabled at any time
- Audit log to captures all account activity
- Better back-up / restore facility so that users are free form issue of system crash
- Keeping address book / telephone directory for easy access
- Option for sending mail to vendors from system itself
- Short cut keys, key board navigation for easy access
- No special training is needed for running the system
- Paper usage can be completely eliminated by using this system

User management
- Option for creating different users with different privilege level for providing high level of security
- Option for blocking delinquent users
- Keep track of activities of each users

Reports:

- Powerful reports from each section
- Navigation form reports to lower level including the vouchers
- All financial reports like profit and loss , balance sheet etc are available
- The fields in reports can be decided by users
- Salesman reports
- Area , marketwise reports
- Reports of fast moving / slow moving items reported
- Option for exporting reports to excel , HTML

Reminders

- Reminders for order on due purchase or sales etc
- Product expiry report
- Low stock reminder
- Option for settings users own reminders
- Option for disabling reminder option

1.2Key deliverables

The key deliverables of IntaACC software are;

Speed – data entry is quicker than any manual processing.

Automatic document production – fast and accurate invoices, credit notes, purchase orders and printing statements are all done automatically.

Accuracy –it gives accurate data and doesn't leave any room for errors

Up- to-date information– the accounting records are automatically updated so account balances (e.g. customer accounts) will always be up-to-date.

Availability of information – the data is instantly available and can be made available to different users in different locations at the same time.

Management information – reports can be produced which will help management monitor and control the business, for example, the aged debtors analysis will show which customer accounts are overdue, trial balance, trading and profit and loss account and balance sheet.

Reconciliation – the user can prepare bank reconciliation either manually or automatically by uploading CSV file.

Legibility– the onscreen and printed data should always be legible and so will avoid errors caused by poor figures.

Efficiency – better use is made of resources and time; cash flow improves through better debt collection and inventory control.

Cost savings – computerized accounting programs reduce staff time doing accounts and reduce audit expenses as records are neat, up-to-date and accurate.

Reduce frustration – management can be on top of their accounts and thus reduce stress levels associated with what is not known.

The ability to deal in multiple currencies easily – this accounting package allows a business to trade in multiple currencies with ease. Problems associated with exchange rate changes are minimized.

IntaACC is complete accounting software to meet all accounting requirements of a company. It makes the whole process of accounting more straight forward and efficient. It allows multiple users to work concurrently without any problem

2 Main Modules Forms and Descriptions

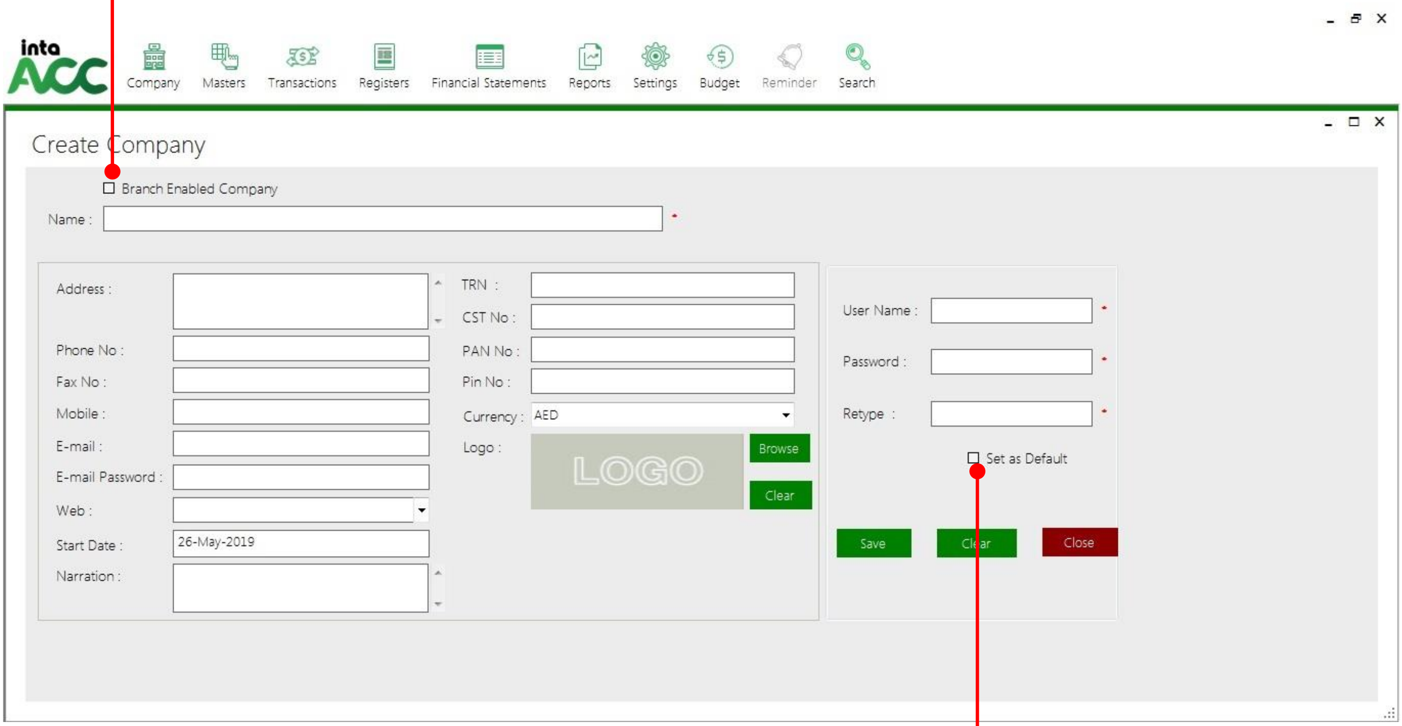
Getting started

2.1BEGIN BY CREATING YOUR COMPANY FILE

Click on **Company > Create.** A window appears as shown below,

This is for creating a new company data base. Here company details such as name, address, email, phone etc can be entered. A super power admin is created while creating company. We can upload logo of the company if any and can set the currency of the company.

This means whether the company has any other branch in any location. If company has Branch enabled the details entered through here are taken as main branch details and details of other branches can be entered through another window which is described later in this help.

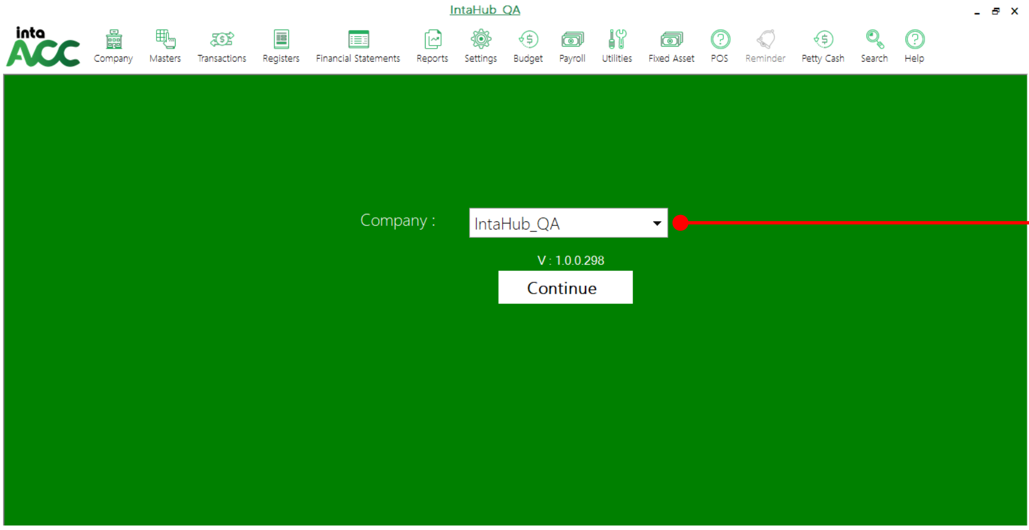


Default Company will be loaded automatically at the time of loading software, no need of selecting company from the list. Note:- Only one default company exists at a time in the system

2.2SELECT COMPANY

Click on **Company >Select Company**

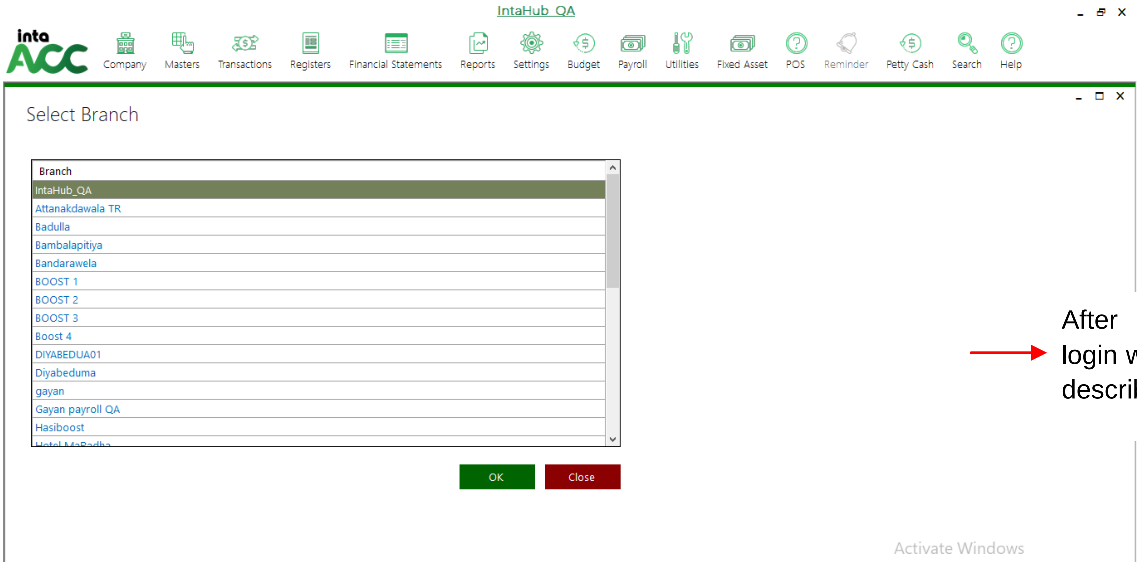
A window appears as shown below; this is the list of all available companies in system, from where one Branch or the Company can be selected. After selecting a company



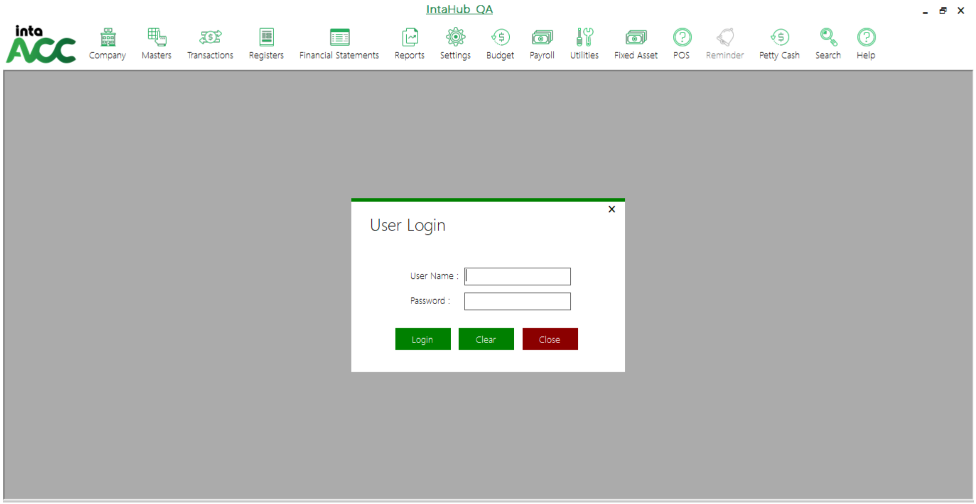
Select company from the list. And enter the User Name and Password then press Login

Note:- *Default Company will appear automatically*

After entering correct user name and password the user is entered into system, Window for selecting Branch is displayed for that company which has branches.



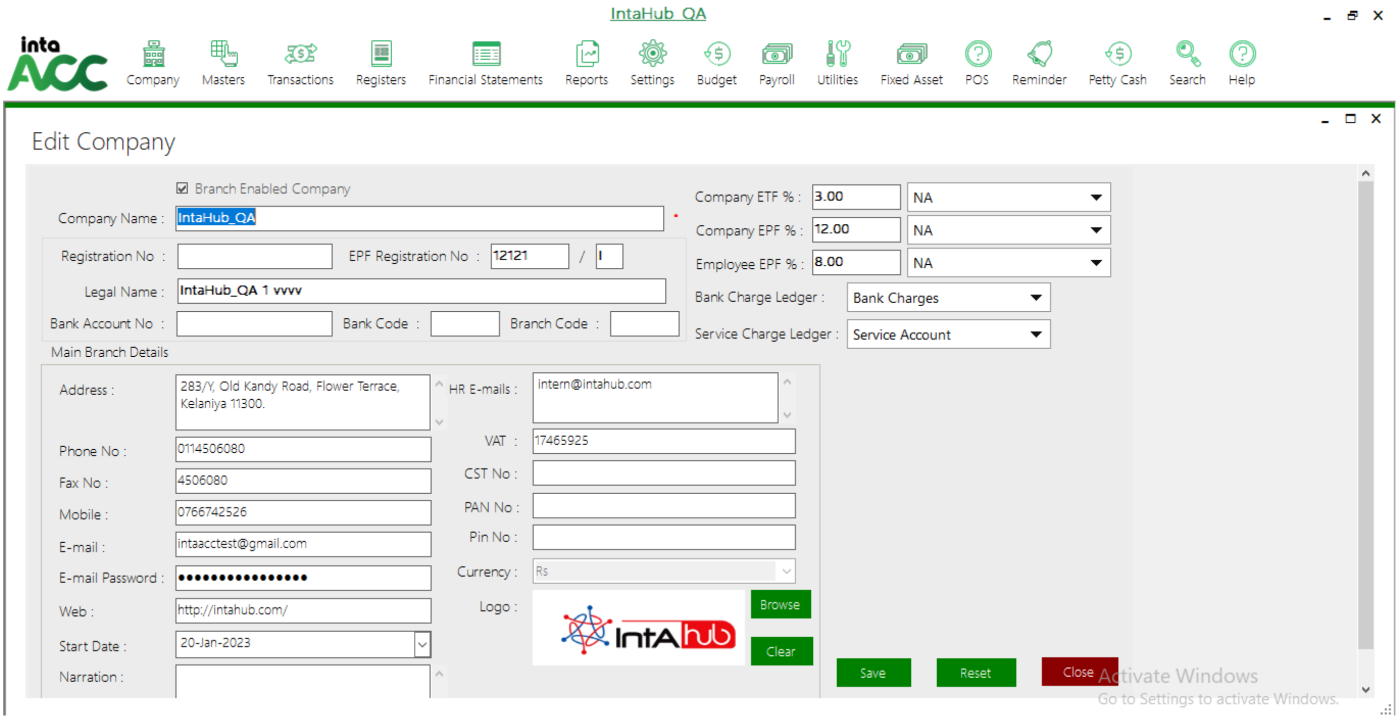
After selecting a Branch, login window is displayed as described below



2.3 EDIT COMPANY

Click on **Company > Edit Company.** A window appears as shown below,

This is for editing details of current company. Existing details of the company are displayed which can be edited by the user.



2.4DELETE COMPANY

Click on **Company > Delete.**

This is for deleting company database from system. Login window is displayed in order to provide maximum security. After checking the validity of user and asking confirmation, the current database is deleted from system.

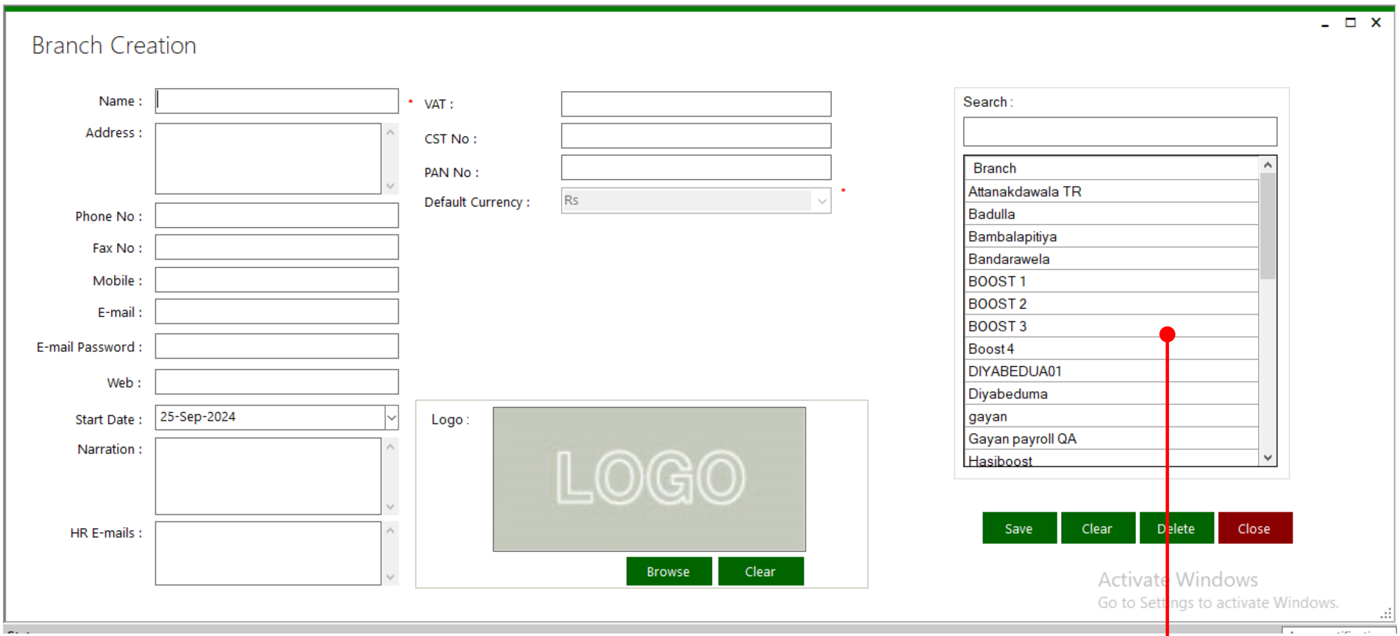
2.5BACKUP/ RESTORE COMPANY

Click on **Company > Backup / Restore**

This is for storing company database at another safe place and Restore to the System

2.6BRANCH

Click on **Company > Branch.** A window appears as shown below,



This is to create various branches of company.

All existing branches are shown here

- Click on the branch that you want to view.
- You can see the details of particular branch in corresponding fields.

This form is for:

- Adding a new Branch.
- Editing details of existing Branch.
- View details of existing Branch.
- Search details of Branch.

Add a new Branch

- Enter details such as branch name, address, email etc
- Currency of branch also can be selected here.
- Click on <**Save** > button to save.

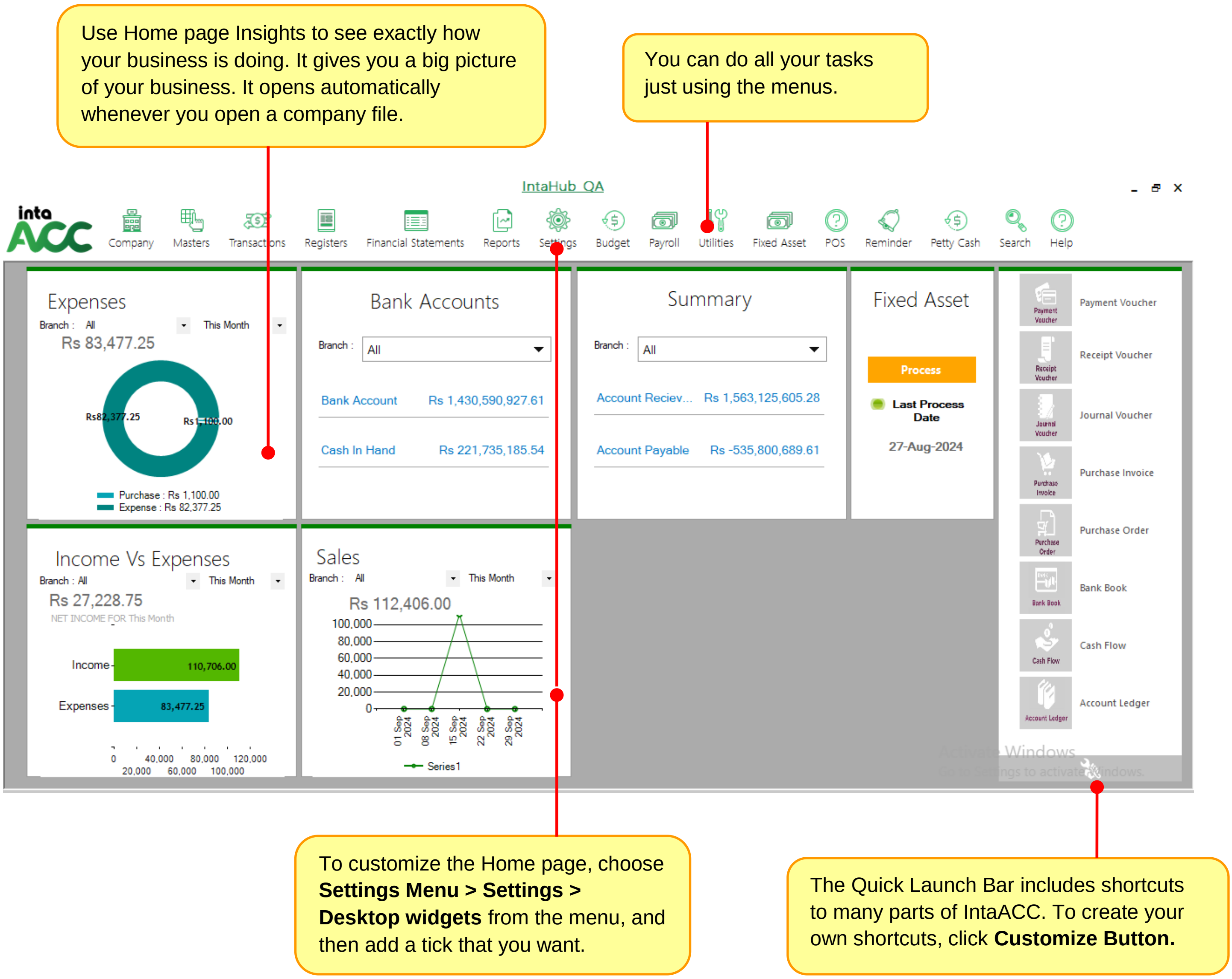
Edit details of Branch

- Select a row from register.
- Details of the selected branch will show in corresponding fields at left side of the form.
- Edit the details that you want.
- Click on <**Update** > button to save the changes.

Searching of Branch

Type the name of branch in search field. All branches starting with that name are displayed in list from where particular branch can be selected.

3 USING THE HOME PAGE WITH DASHBOARD TO MOVE AROUND IntaACC



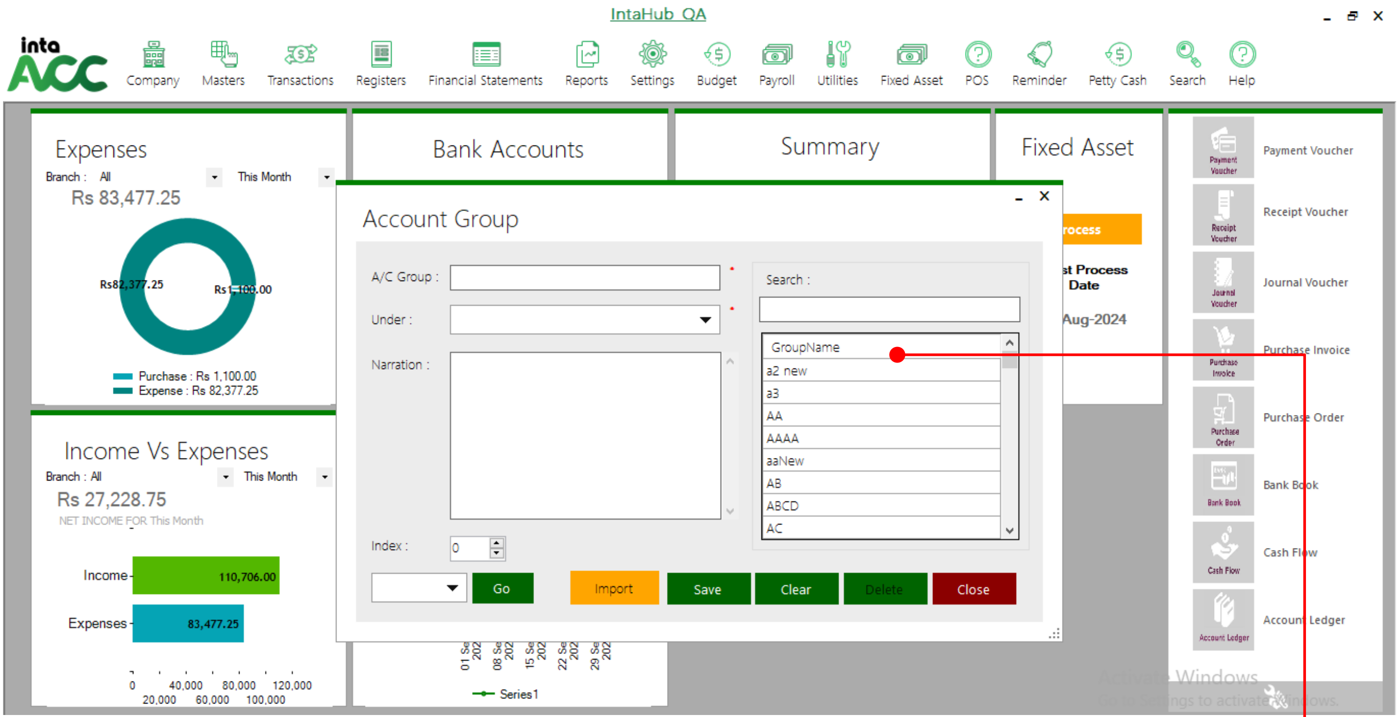
4 MASTERS

4.1 ACCOUNTS

4.1.1 CHART OF ACCOUNT GROUP

Click on **Masters > Accounts> Chart of Account Group.** A window appears as shown below:

This is to create various account groups. Almost all groups for transaction are in-built in this software. These in-built groups cannot be edited or deleted.



This form is for:

1. Adding a new Account Group.
2. Editing details of existing Account Group.
3. Deleting an existing Account Group.
4. View details of existing Account Group.
5. Search details of Account Group

All existing account groups are shown here.

- Click on the account group that you want to view.
- You can see the details of particular account group in corresponding fields

Add a new Account Group

- Enter details such as group name, under description in corresponding fields.

- Click on <**Save**> button to save.

Edit details of Account Group

- Select a row from register.
- Details of the selected group will show in corresponding fields at left side of the form.
- Edit the details that you want.
- Click on <**Update** > button to save the changes.

Delete an existing Account Group

- Select a row from register.
- Click on <**Delete** > button.
- Confirmation is asked for deletion.
- The selected group is deleted from the list if no reference exist for selected account group

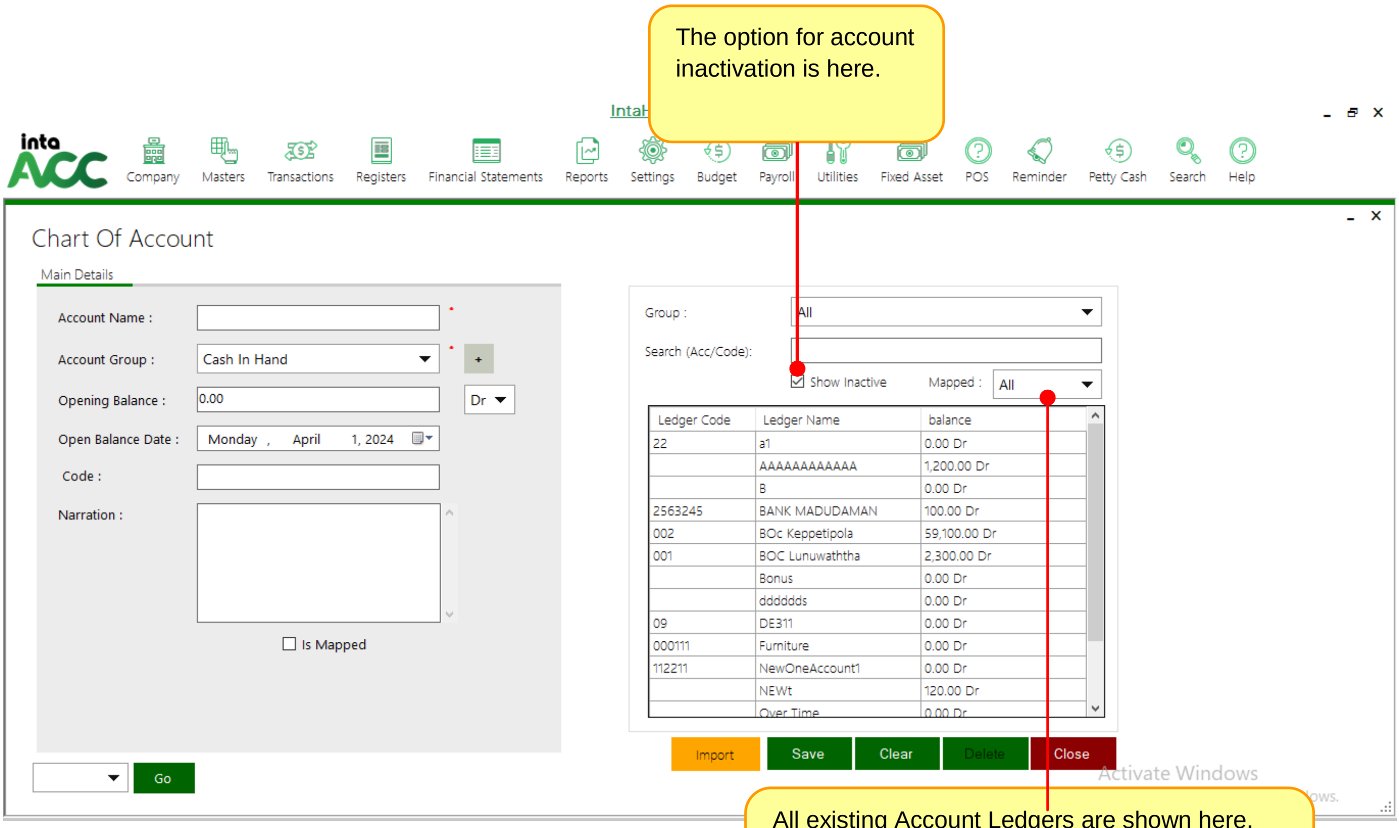
Searching of Account Group

Type the name of account group in search field. All account groups starting with that name are displayed in list from where particular group can be selected.

4.1.2 CHART OF ACCOUNT LEDGERS -SINGLE

Click on **Masters > Accounts > Chart of Account.** A window appears as shown below:

This is for creating various account ledgers under each group. A few in-built ledgers are already created, which cannot be edited or deleted.



This is the form for:

1. Adding a new Account Ledger.
2. Editing details of existing Account Ledger.
3. Deleting an existing Account Ledger if no transactions came under this ledger.
4. View details of existing Account Ledger.
5. Search details of Account Ledger
6. Option to inactivate Account

Add a new Account Ledger

- Enter details and settings in corresponding fields.
- Select the group under which the ledger belongs.
- Click on <**Save** > button to save.

Edit details of existing Ledger

- Select a row from register.
- Details of the selected ledger will be shown in corresponding fields at left side of the form.
- Edit the details that you want.
- Click on <**Update** > button to save the changes.

Delete an existing Ledger

- Select a row from register.
- Click on <**Delete** > button.
- Confirmation is asked for deletion.
- The selected ledger is deleted from the list if no reference exists for selected ledger.

Searching of Account Ledger

Type the name of account ledger in search field. All ledgers starting with that name are displayed in list from where particular ledger can be selected.

If you want to add new Account group that are not in the list, click on + , corresponding window will be opened, where you can add new entries.

- Interest calculation options is enabled only if these settings are enabled for company.

Inactivation of Account

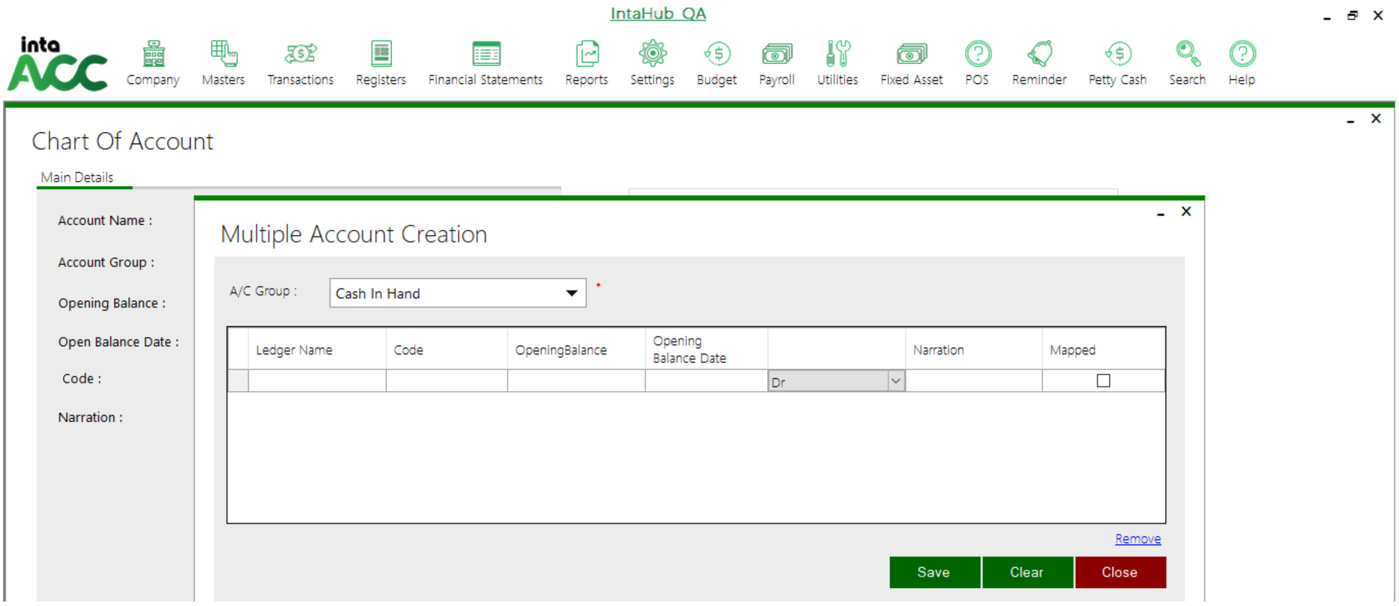
Select the Account which is need to inactivate and mark the inactive option and save.

If you want to search all accounts including inactive , select show inactive. All Accounts including inactive are displayed in list.

4.1.3 MULTIPLE ACCOUNT LEDGERS

Click on **Masters > Multiple Account Ledgers.** A window appears as shown below:

This is the option for creating multiple account ledgers at a time under a group.



Add a new Multiple Account Ledgers

- Select the account group under which you want to create ledgers.
- Give name of ledger, opening balance, narration. Click on <**Save**> to save details

To delete a row

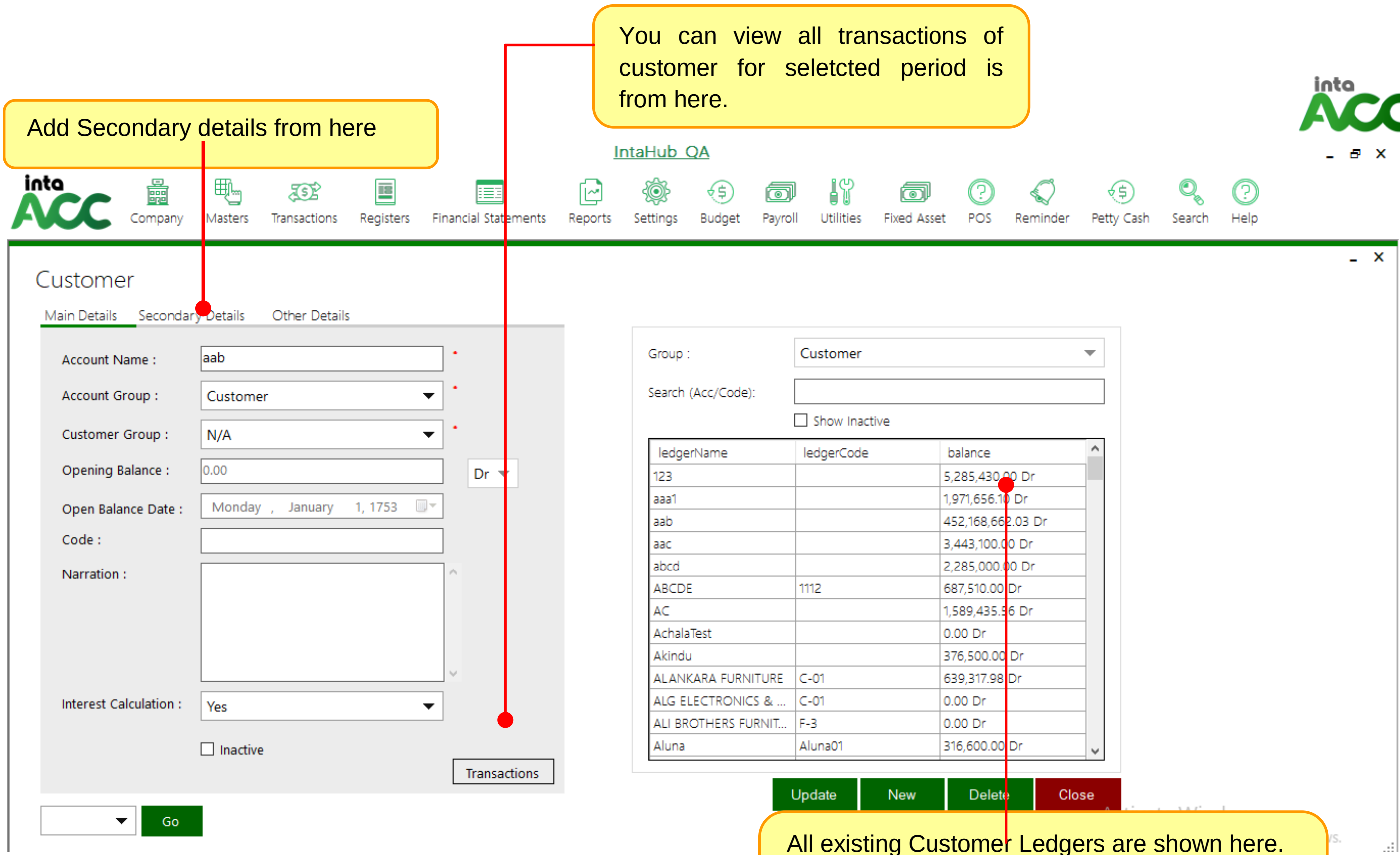
- Select row to remove from the list.
- Click on <**Remove**> button.
- Confirmation is asked for removal.

4.2 VENDOR/ CUSTOMER CREATION

4.2.1 CUSTOMER CREATION

Click on **Masters > Vendor / Customer - Customer.** A window appears as shown below:

This is to create Customer Ledger.



This is the form for:

- Adding a new Customer Ledger.
- Editing details of existing Customer Ledger.
- Deleting an existing Customer Ledger if no transactions came under this ledger.
- View details of existing Customer Ledger.
- Search details of Customer Ledger.
- Option to inactivate Account

Add a new Customer Ledger

- Enter details and settings in corresponding fields.
- Select the group under which the ledger belongs. (set as default)
- Click on <**Save** > button to save.

Edit details of existing Ledger

- Select a row from register.
- Details of the selected ledger will be shown in corresponding fields at left side of the form.
- Edit the details that you want.
- Click on <**Update** > button to save the changes.

Delete an existing Ledger

- Select a row from register.
- Click on <**Delete** > button.
- Confirmation is asked for deletion.
- The selected ledger is deleted from the list if no reference exists for selected ledger.

Searching of Customer Ledger

Type the name of customer ledger in search field. All ledgers starting with that name are displayed in list from where particular ledger can be selected.

Inactivation of Account

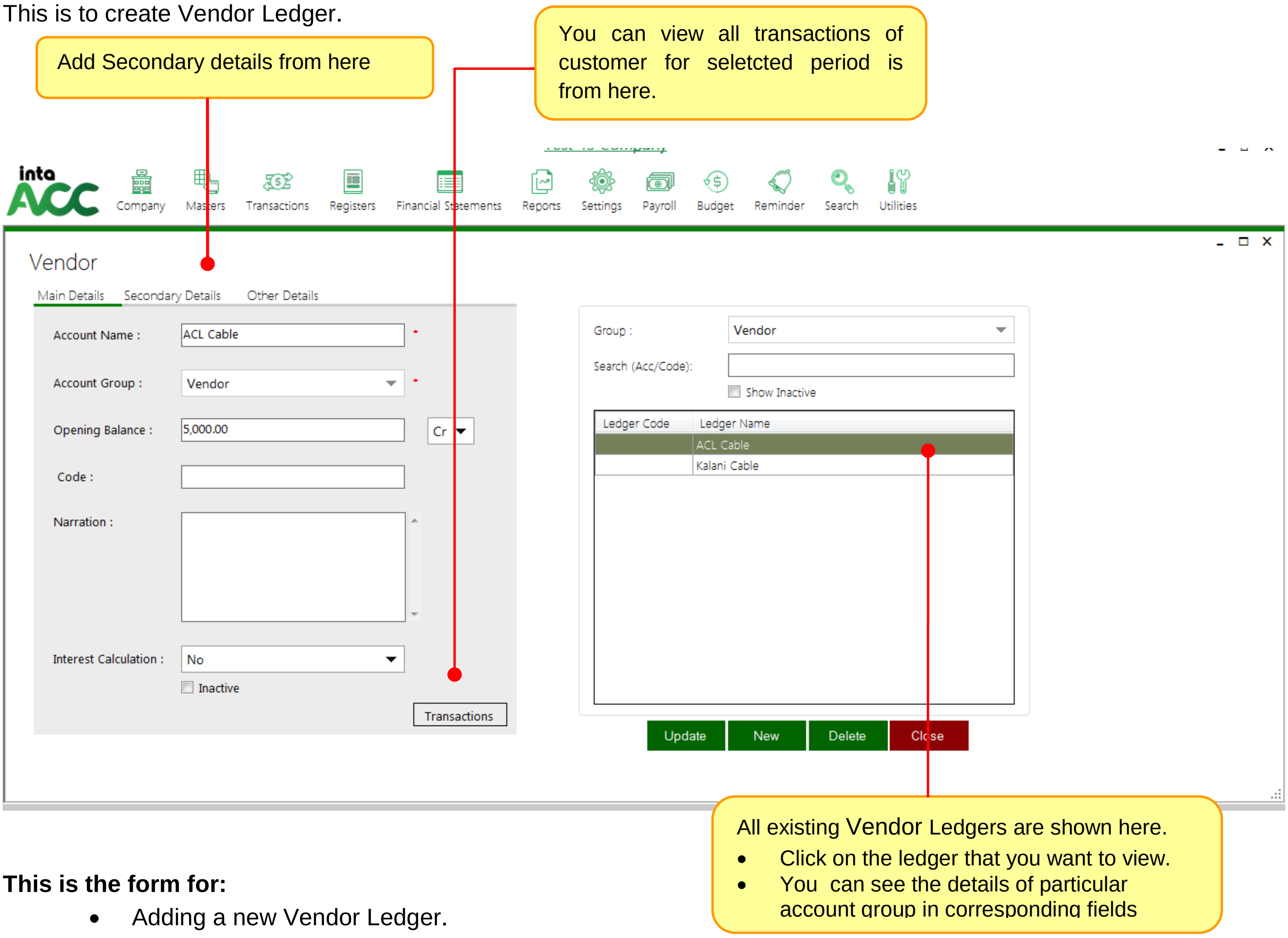
Select the Account which is need to inactivate and mark the inactive option and save.

If you want to search all accounts including inactive , select show inactive. All Accounts including inactive are displayed in list.

4.2.2 VENDOR CREATION

Click on **Masters > Vendor / Customer - Vendor.** A window appears as shown below:

This is to create Vendor Ledger.



This is the form for:

- Adding a new Vendor Ledger.
- Editing details of existing Vendor Ledger.
- Deleting an existing Vendor Ledger if no transactions came under this ledger.
- View details of existing Vendor Ledger.
- Search details of Vendor Ledger.
- Option to inactivate Account

Add a new Vendor Ledger

- Enter details and settings in corresponding fields.
- Select the group under which the ledger belongs. (set as default)
- Click on <**Save** > button to save.

Edit details of existing Ledger

- Select a row from register.
- Details of the selected ledger will be shown in corresponding fields at left side of the form.
- Edit the details that you want.
- Click on <**Update** > button to save the changes.

Delete an existing Ledger

- Select a row from register.
- Click on <**Delete** > button.
- Confirmation is asked for deletion.
- The selected ledger is deleted from the list if no reference exists for selected ledger.

Searching of Vendor Ledger

Type the name of Vendor ledger in search field. All ledgers starting with that name are displayed in list from where particular ledger can be selected

Inactivation of Account

Select the Account which is need to inactivate and mark the inactive option and save.

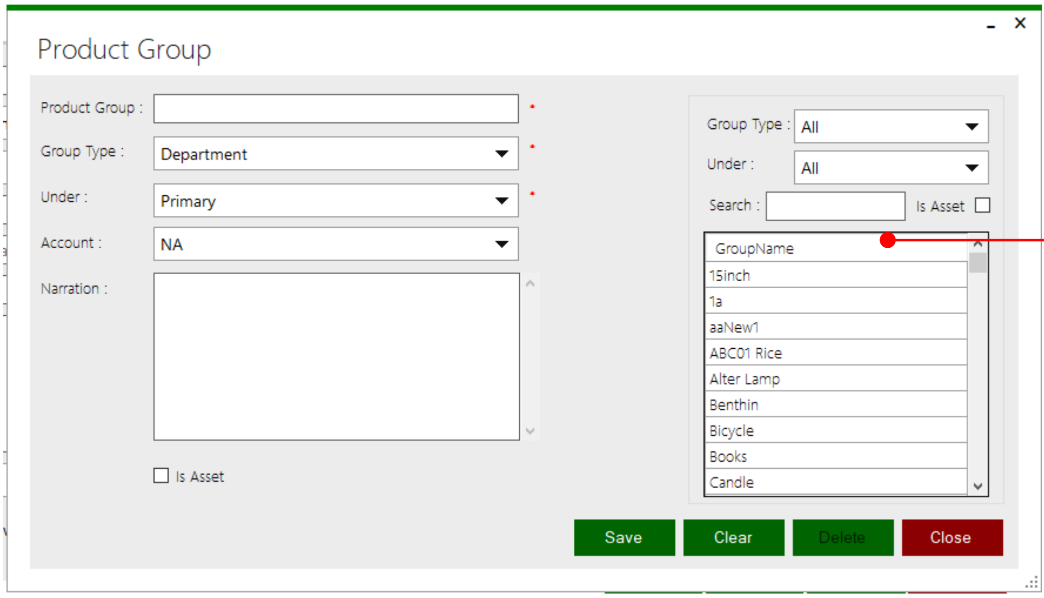
If you want to search all accounts including inactive , select show inactive. All Accounts including inactive are displayed in list.

4.3PRODUCT

4.3.1 PRODUCT GROUP

Click on **Masters > Products > Product Group.** A window appears as shown below:

This is to create various product groups.



All existing Product groups are shown here.
- Click on the Product group that you want to view.
- You can see the details of particular Product group in corresponding fields.

This form is for:

1. Adding a new Product Group.
2. Editing details of existing Product Group.
3. Deleting an existing Product Group.
4. View details of existing Product Group.
5. Search details of Product Group.

Add a new Product Group

- Enter details such as group name, description in corresponding fields.
- Click on <**Save** > button to save.

Edit details of Product Group

- Select a row from register.
- Details of the selected group will show in corresponding fields at left side of the form.
- Edit the details that you want.
- Click on <**Update** > button to save the changes.

Delete an existing Product Group

- Select a row from register.
- Click on <**Delete** > button.
- Confirmation is asked for deletion.
- The selected group is deleted from the list.

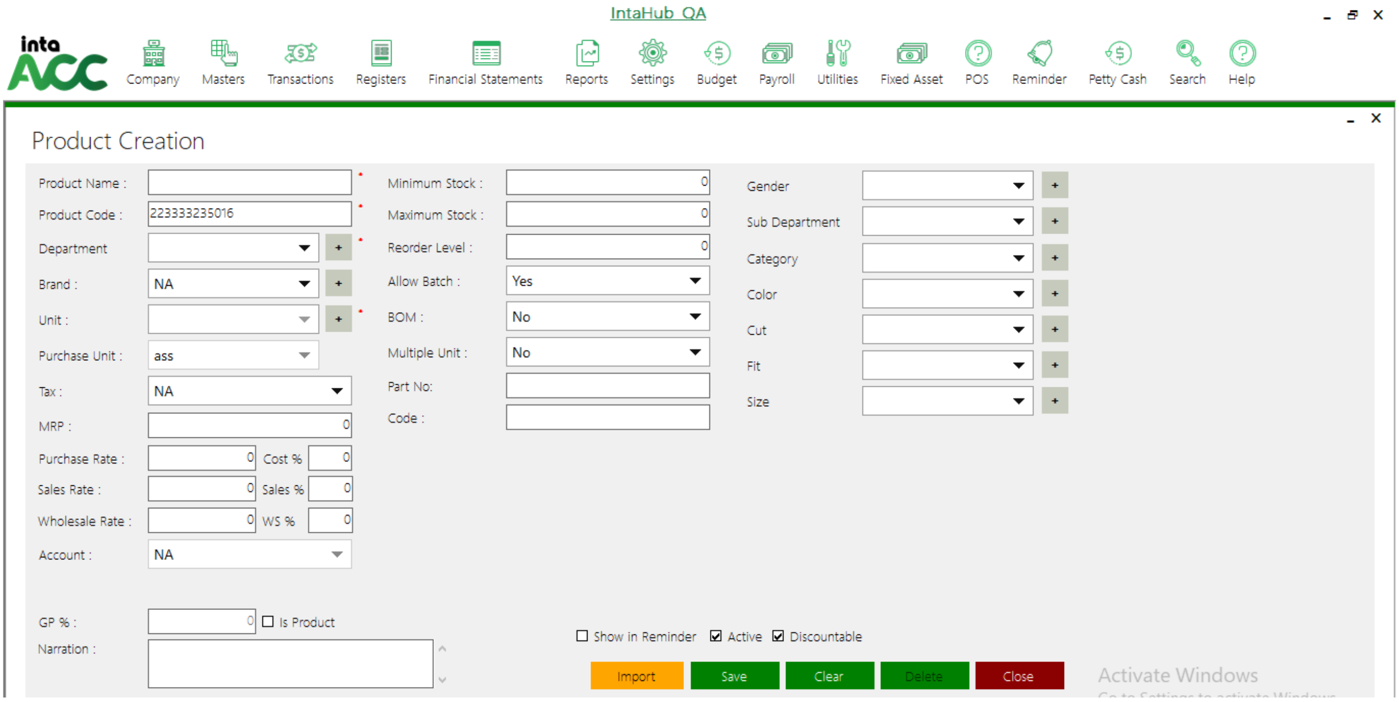
Searching of Product Group

Type the name of Product group in search field. All Product groups starting with that name are displayed in list from where particular product can be selected.

4.3.2 PRODUCT CREATION

Click on **Masters > Products > Product.** A window appears as shown below

This helps to store the details of products.



This form is for:

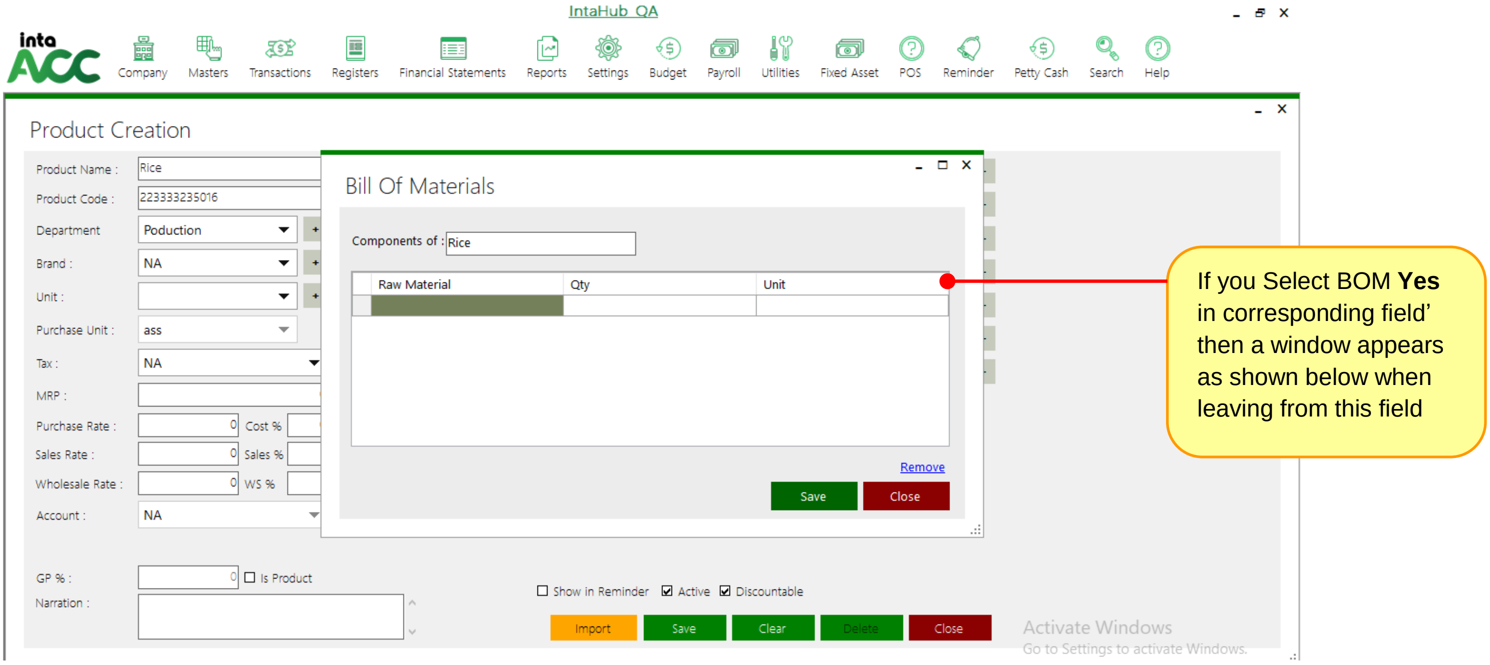
1. Adding a new Product.
2. Editing details of existing Product.
3. Deleting an existing Product.

Add a new Product

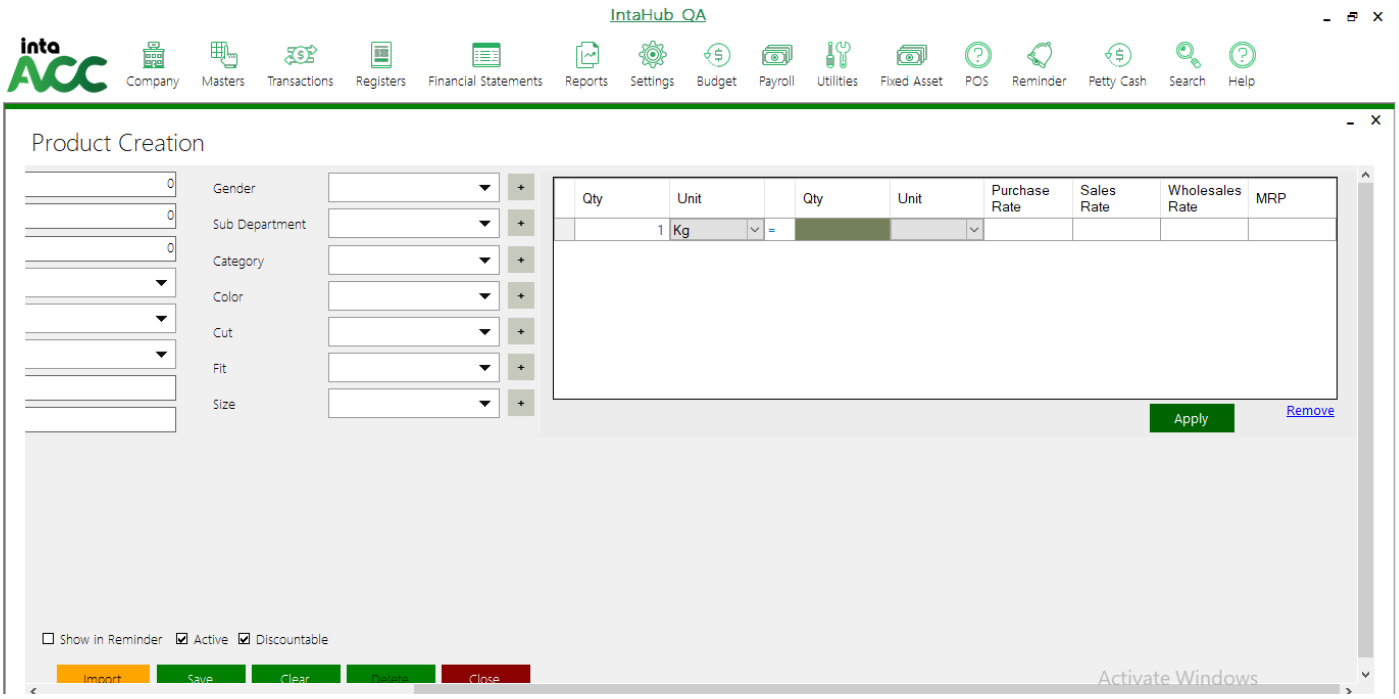
- If a product is in another branch and you want to add to this branch then
  - Select product name from the corresponding field.
  - Product code, Group, Brand and Unit will display. (This will be same in all branches, for the same product).
  - Select or enter other details.
- Or Else
  - Enter product name and product code in corresponding fields.
  - Select details such as group, unit etc. in corresponding fields.

- If **tax** is applicable select Tax and Tax Type.

  - Give corresponding details in **Bill Of Materials** window
  - Click on <**Save** > button in popup window to save.



- If **Multiple Unit** yes select Yes in corresponding field. Then a window appears as shown below when leaving from this field.

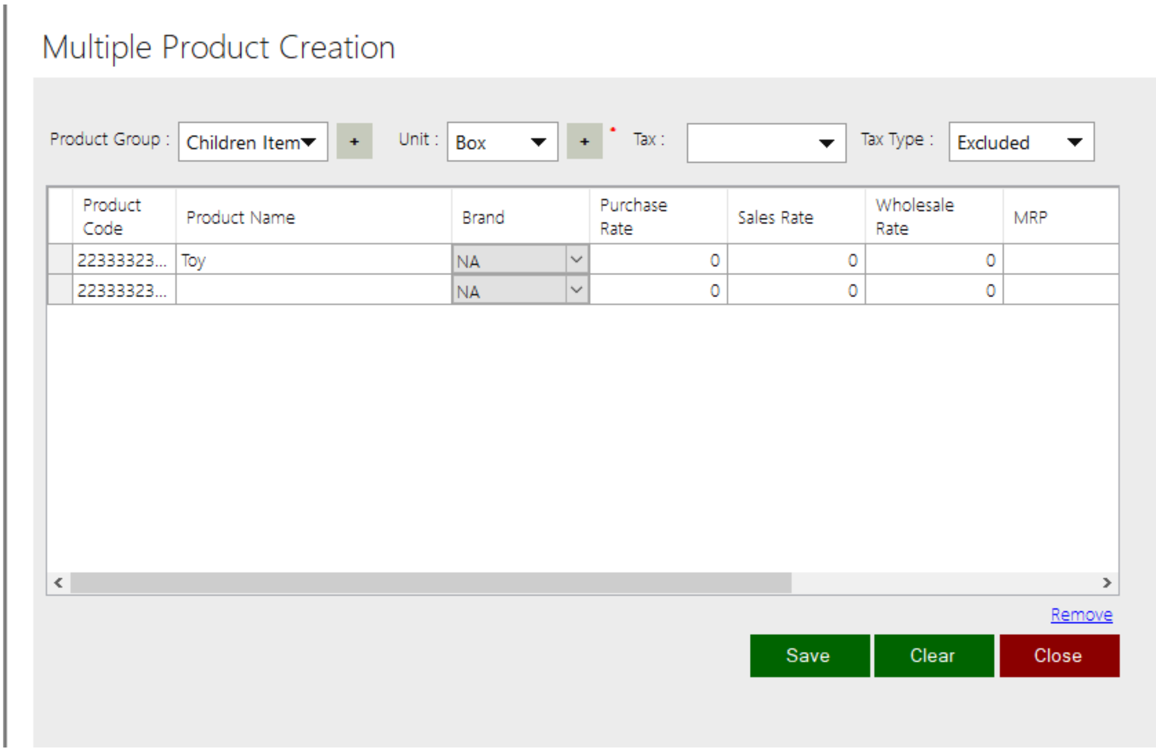


  - If default unit is a dozen then Multiple unit entry for number unit will be like 12 number =1 dozen.
  - Give corresponding details in Multiple unit window
  - Click on <**Apply** > button to save.

- If Opening stock yes select yes in corresponding field. Then can give opening stock details in below list. If yes only then list becomes enabled.
- Rate, unit will be unique for a product. So these cells in first row will be editable. For other rows this value will repeat and will be read only.
- Click on <**Save** > button to save.

4.3.3 Multiple Product Creation

Click on **Masters** > **Products** > **Multiple Product Creation.** Awindow appear as shown below. From here, you wll be able to create multiple products in one go which have same product group, unit, tax & tax type.

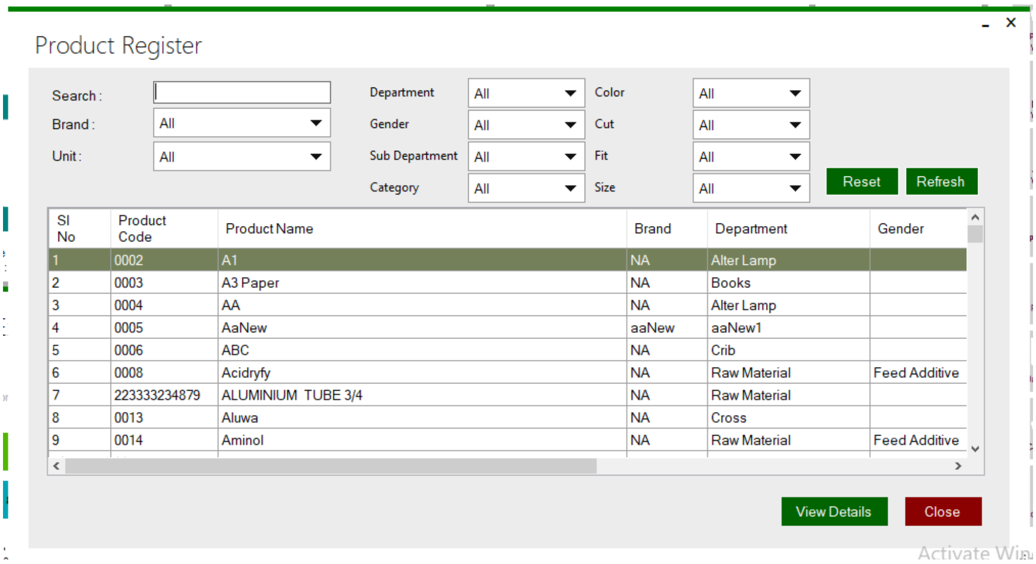


- Enter product details and then click on the SAVE button to save the products
- Click on the CLEAR button if you need to clear the table
- Click on the CLOSE button if ned to close the window
- You can remove any product line item by clicking on REMOVE option which has in the bottom

4.3.4 PRODUCT REGISTER

Click on **Masters > Products > Product Register.** A window appears as shown below,

It is the list of entire products in current financial year from where user can do filtration as they wish.



- Select a row from product register window. Corresponding product will show in product creation window.
- Entry to edit or delete can select from register or by selecting product from product name combo.

Edit details of Product

- Edit the details that you want.
- Click on <**Update** > button to save the changes.

Delete an existing Product

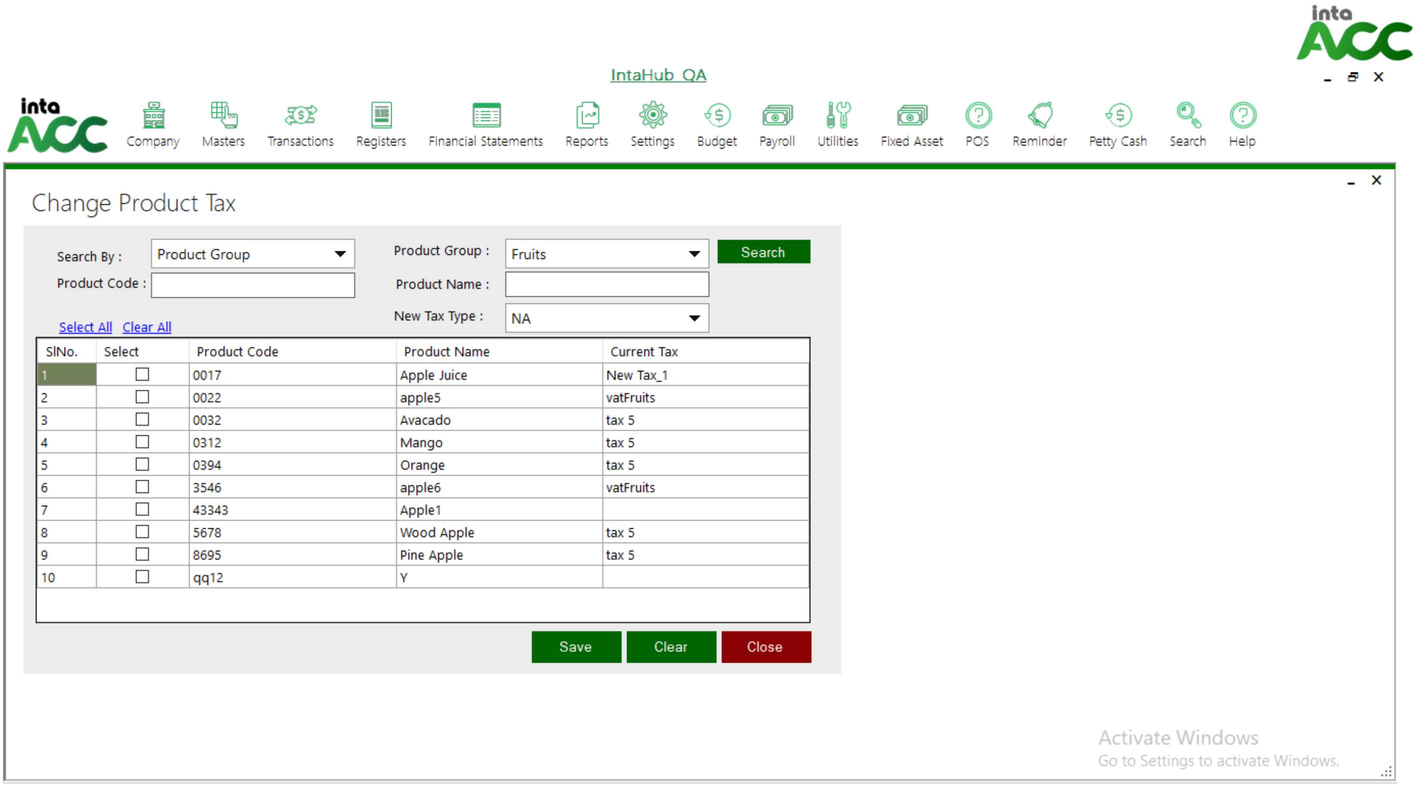
- Click on <**Delete** > button.
- Confirmation is asked for deletion.
- The selected product is deleted from the list if no reference exists for selected product in branch (deleted from company if no reference exists in any branch).

To delete a row

- Select row to remove from the list
- Click on <**Remove** > button.
- Confirmation is asked for removal.
- The selected row is removed from the list.

4.3.5 CHANGE PRODUCT TAX

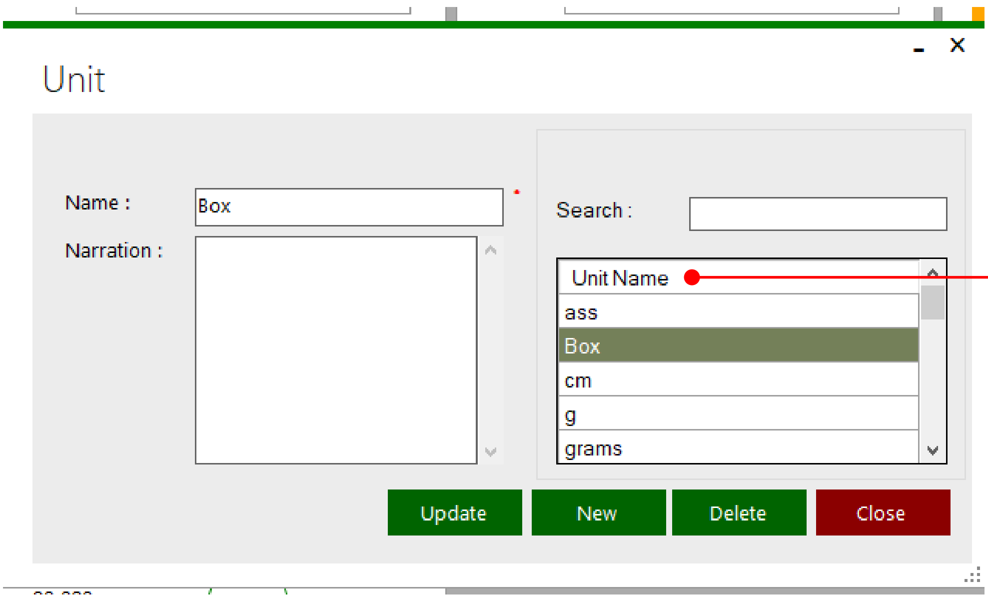
Click on **Masters > Products > Change product tax**. A window appears as shown below.



4.3.6 UNIT

Click on **Masters > Products > Unit.** A window appears as shown below:

This is to create various Units.



This form is for

- Adding a new Unit.
- Editing details of existing Unit.
- Deleting an existing Unit.
- View details of existing Unit.

All existing Units are shown here.

- Click on the Unit that you want to view.
- You can see the details of particular Unit in corresponding fields.

- Search details of Unit.

Add a new Unit

- Enter details such as Unit name, description in corresponding fields.
- Click on <**Save** > button to save.

Edit details of Unit

- Select a row from register.
- Details of the selected Unit will show in corresponding fields at left side of the form.
- Edit the details that you want.
- Click on <**Update** > button to save the changes.

Delete an existing Unit

- Select a row from register.
- Click on <**Delete** > button.
- Confirmation is asked for deletion.
- The selected unit is deleted from the list.

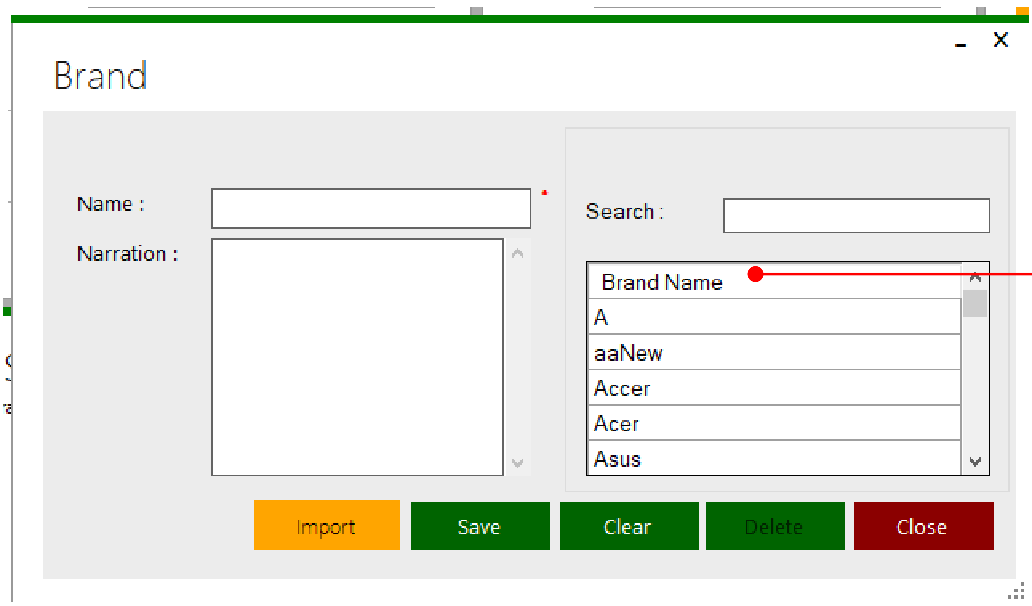
Searching of Unit

Type the name of Unit in search field. All Units starting with that name are displayed in list from where particular Unit can be selected.

4.3.7 BRAND

Click on **Masters >Products > Brand.** A window appears as shown below:

This is to create various Brands.



This form is for:

1. Adding a new Brand.
2. Editing details of existing Brand.
3. Deleting an existing Brand.
4. View details of existing Brand.
5. Search details of Brand.

All existing Brands are shown here.

- Click on the Brands that you want to view.
- You can see the details of particular Brand in corresponding fields.

Add a new Brand

- Enter details such as Brand name, description in corresponding fields.
- Click on <**Save** > button to save.

Edit details of Brand

- Select a row from register.
- Details of the selected Brand will show in corresponding fields at left side of the form.
- Edit the details that you want.
- Click on <**Update** > button to save the changes.

Delete an existing Brand

- Select a row from register.
- Click on <**Delete** > button.
- Confirmation is asked for deletion.
- The selected Brand is deleted from the list.

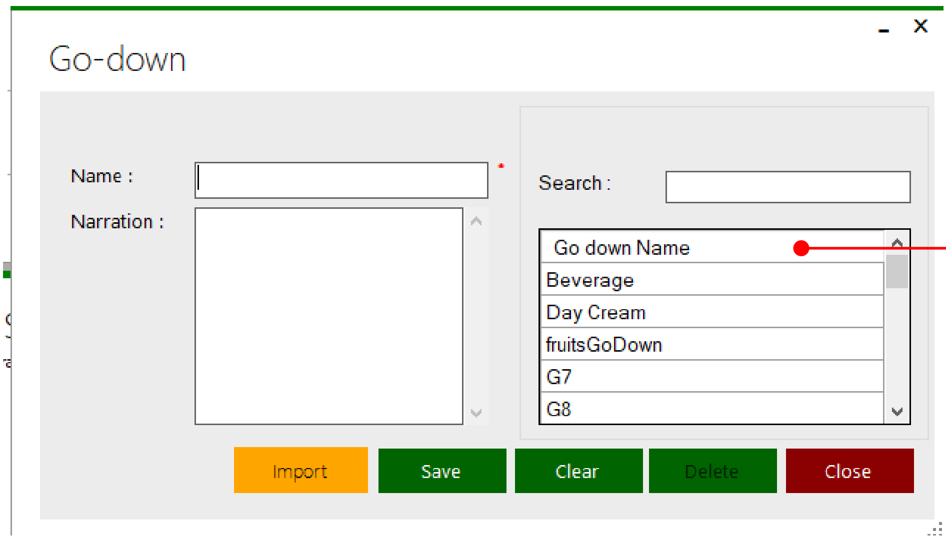
Searching of Brand

Type the name of Brand in search field. All Brands starting with that name are displayed in list from where particular Brand can be selected.

4.3.8 GO-DOWN

Click on **Masters > Products > Go-down.** A window appears as shown below:

This is to create various Go-downs



This form is for:

All existing Go-downs are shown here.

- Click on the Go-down that you want to view.
- You can see the details of particular Go-down in corresponding fields.

1. Adding a new Go-down.
2. Editing details of existing Go-down.
3. Deleting an existing Go-down.
4. View details of existing Go-down.
5. Search details of Go-down.

Add a new Go-down

- Enter details such as Go-down name, description in corresponding fields.
- Click on <**Save** > button to save.

Edit details of Go-down

- Select a row from register.
- Details of the selected Go-down will show in corresponding fields at left side of the form.
- Edit the details that you want.
- Click on <**Update** > button to save the changes.

Delete an existing Go-down

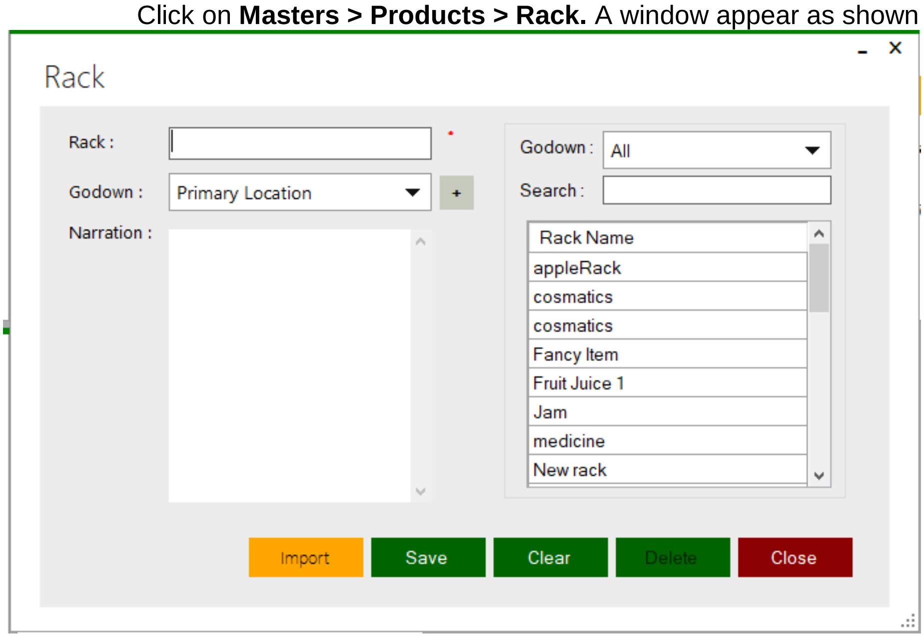
- Select a row from register.
- Click on <**Delete** > button.
- Confirmation is asked for deletion.
- The selected Go-down is deleted from the list.

Searching of Go-down

Type the name of Go-down in search field. All Go-downs starting with that name are displayed in list from where particular Go-down can be selected.

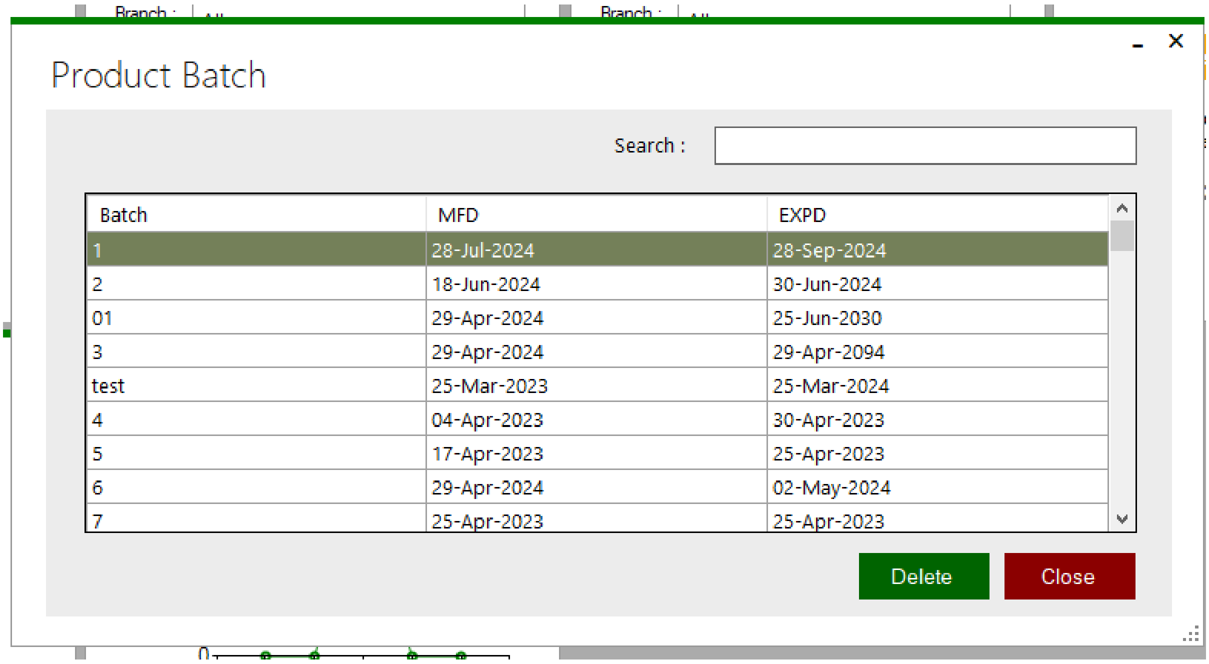
4.3.9 RACK

Click on **Masters > Products > Rack.** A window appear as shown below



4.3.10 BATCH

Click on **Masters > Products > Batch.** A window appears as shown below,



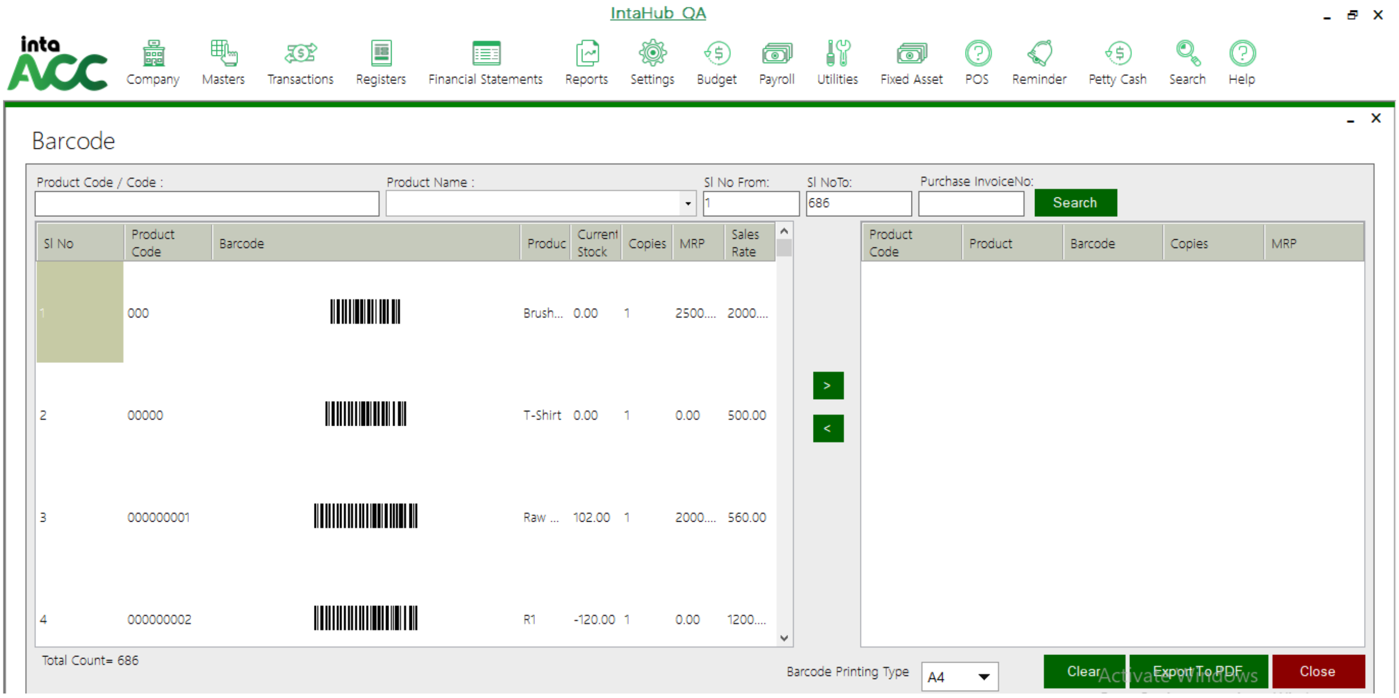
This is for showing all existing batch.

Unwanted batches can be deleted from here if no reference exists for that batch. Click on <Delete > button. Confirmation is asked for deletion. Selected batch is deleted from the list no reference exist for selected batch

4.3.11 BARCODE

Click on **Masters > Products > Barcode.** A window appears as shown below:

This is for showing barcode of entire products from where you can print barcode.

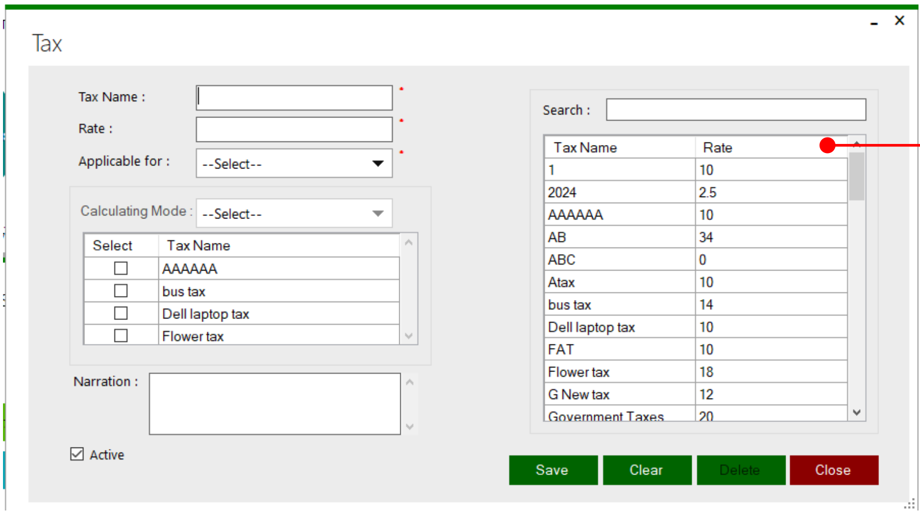


4.4 TAX

Click on **Masters > Tax.** A window appears as shown below:

This is to create various Taxes. Three types of taxes can be created in this form.

- Applicable for product : Vat@15% is an example of tax applicable for product.
- Applicable for bill : : This is classified into two types, they are Bill amount and Tax amount. . If Bill is selected in the applicable for combo then we can select Bill amount or Tax amount in calculating mode combo. CST and Cess are examples of tax applicable for Bill.
- Applicable for retail : This tax is applicable for retail.



All existing Taxes and their rates are shown here.

- Click on the Tax that you want to view.
- You can see the details of particular Tax in corresponding fields.

This form is for:

1. Adding a new Tax.
2. Editing details of existing Tax.
3. Deleting an existing Tax.
4. View details of existing Tax.
5. Search details of Tax.

Add a new Tax

- Enter details such as Tax name, Rate, Applicable for, description etc. in corresponding fields.
- Click on <**Save** > button to save.

Edit details of Tax

- Select a row from register.
- Details of the selected Tax will show in corresponding fields at left side of the form.
- Edit the details that you want.
- Click on <**Update** > button to save the changes.

Delete an existing Tax

- Select a row from register.
- Click on <**Delete** > button.
- Confirmation is asked for deletion.
- The selected Tax is deleted from the list.

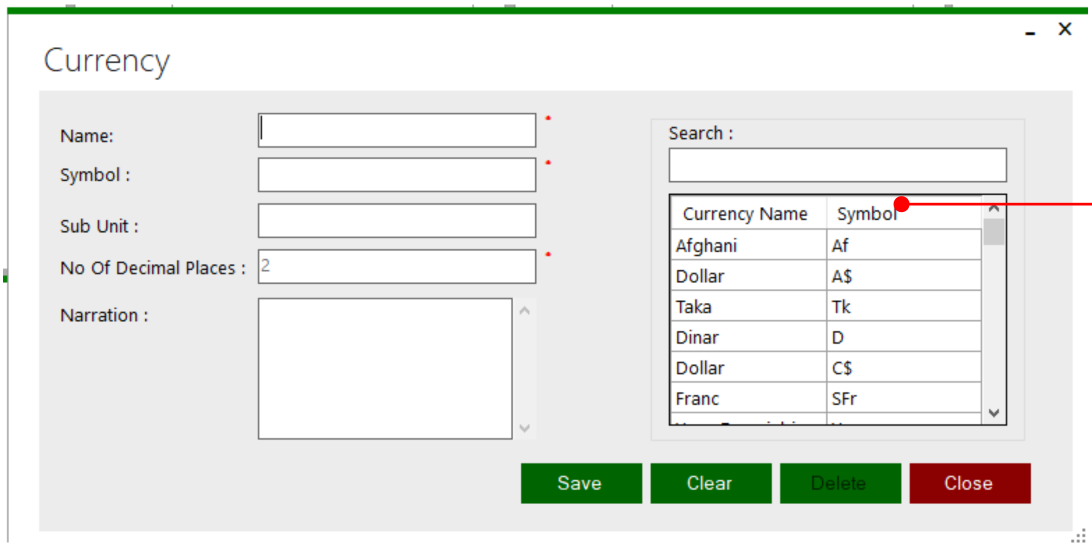
Searching of Tax

Type the name of Tax in search field. All Taxes starting with that name are displayed in list from where particular Tax can be selected.

4.5 NEW CURRENCY

Click on **Masters > New Currency.** A window appears as shown below:

This is to create various currencies.



All existing Currencies are shown here.

- Click on the Currency that you want to view.
- You can see the details of particular Currency in corresponding fields.

This form is for:

1. Adding a new Currency.
2. Editing details of existing Currency.
3. Deleting an existing Currency.
4. View details of existing Currency.
5. Search details of Currency.

Add a new Currency.

- Enter details such as currency name, symbol, description sub unit, decimal points etc.
- Decimal points is the number of decimal points to which you want to round off the amount
- Sub unit is the secondary unit of currency.
  For eg: For currency Rupees, Paisa is the subunit.
- Click on <**Save** > button to save.

Edit details of Currency

- Select a row from register.
- Details of the selected Currency will show in corresponding fields at left side of the form.
- Edit the details that you want.
- Click on <**Update** > button to save the changes.

Delete an existing Currency

- Select a row from register.
- Click on <**Delete** > button.
- Confirmation will ask for deletion.
- The selected Currency is deleted from the list if no reference exists for selected currency.

Searching of Currency

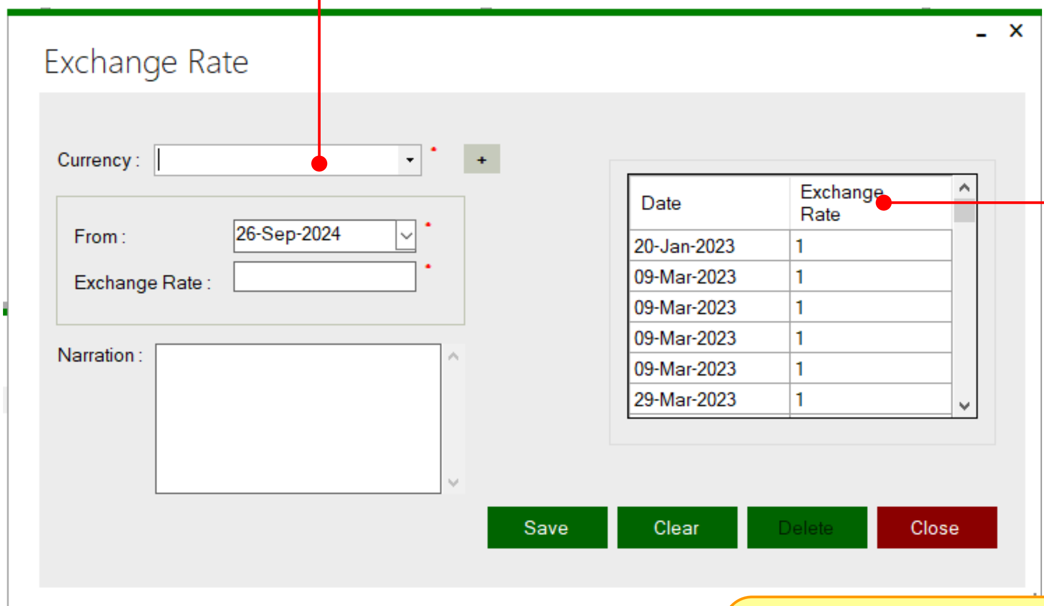
Type the name of Currency in search field. All Currencies starting with that name are displayed in list from where particular Currency can be selected.

4.6 CURRENCY EXCHANGE RATE

Click on **Masters > Currency > Exchange Rate.** A window appears as shown below:

This is to set exchange rate for various currencies.

First, select the currency from here



All exchange rates of the selected currency are listed in here.

- Click on the exchange rate that you want to view.
- You can see the details of particular Exchange rate in corresponding fields.

This form is for:

1. Setting Exchange rate for a currency.
2. Editing details of existing Exchange rate.
3. Deleting an existing Exchange rate.
4. View details of existing Exchange rate.

Add a new Exchange rate

- Enter details such as date, rate
- Click on <**Save** > button to save.

Edit details of Exchange rate

- Select a row from register.
- Details of the selected Exchange rate will show in corresponding fields at left side of the window.
- Edit the details that you want.
- Click on <**Update** > button to save the changes.

Delete an existing Exchange rate

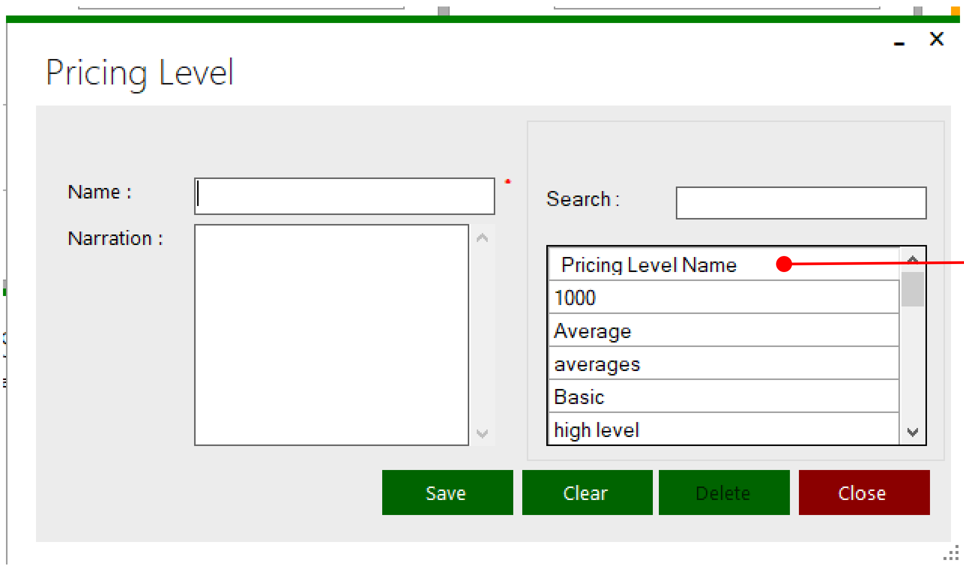
- Select a row from register.
- Click on <**Delete** > button.
- Confirmation is asked for deletion.
- The selected Exchange rate is deleted from the list if no reference exists for selected exchange rate.

Note: If you want to use new Currency, click on [+], corresponding window will be opened from where you can add new entries.

4.7 PRICING LEVEL

Click on **Masters > Pricing Level.** A window appears as shown below:

This is to create various Pricing levels.



All existing Pricing levels are shown in here.

- Click on the Pricing level that you want to view.
- You can see the details of particular Pricing level in corresponding fields.

This form is for:

1. Adding a new Pricing level.
2. Editing details of existing pricing level.
3. Deleting an existing Pricing level.
4. View details of existing pricing level.
5. Search details of pricing level.

Add a new Pricing Level

- Enter details such as pricing level name, description in corresponding fields.
- Click on <**Save** > button to save.

Edit details of Pricing Level

- Select a row from register.
- Details of the selected Pricing level will show in corresponding fields at left side of the form.
- Edit the details that you want.
- Click on <**Update** > button to save the changes.

Delete an existing Pricing Level

- Select a row from register.
- Click on <**Delete** > button.
- Confirmation is asked for deletion.
- The selected Pricing level is deleted from the list.

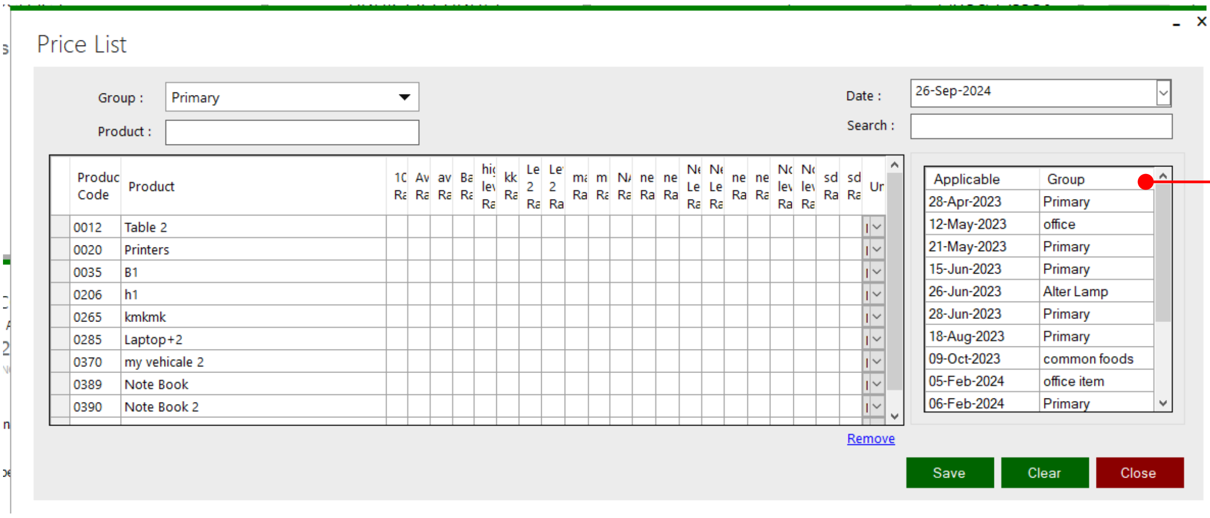
Searching of Pricing Level

Type the name of pricing level in search field. All Pricing levels starting with that name are displayed in list from where particular pricing level can be selected.

4.8 PRICE LIST

Click on **Masters > Price List.** A window appears as shown below,

This is for set prices for a product for different pricing levels created before.



This is the form for:

1. Setting new prices for a product for different pricing levels.
2. Editing prices set for a product for different pricing levels.
3. View prices set for a product.

All existing dates of price lists set for the selected product are shown in right side of the form.

- Click on the date that you want to view.
- You can see the details of particular price list set for selected product in corresponding fields.

Add a new Price list

- Select one product from product combo.
- Enter date in Date field.
- Set Prices for different Pricing levels.
- Click on <**Save** > button to save.

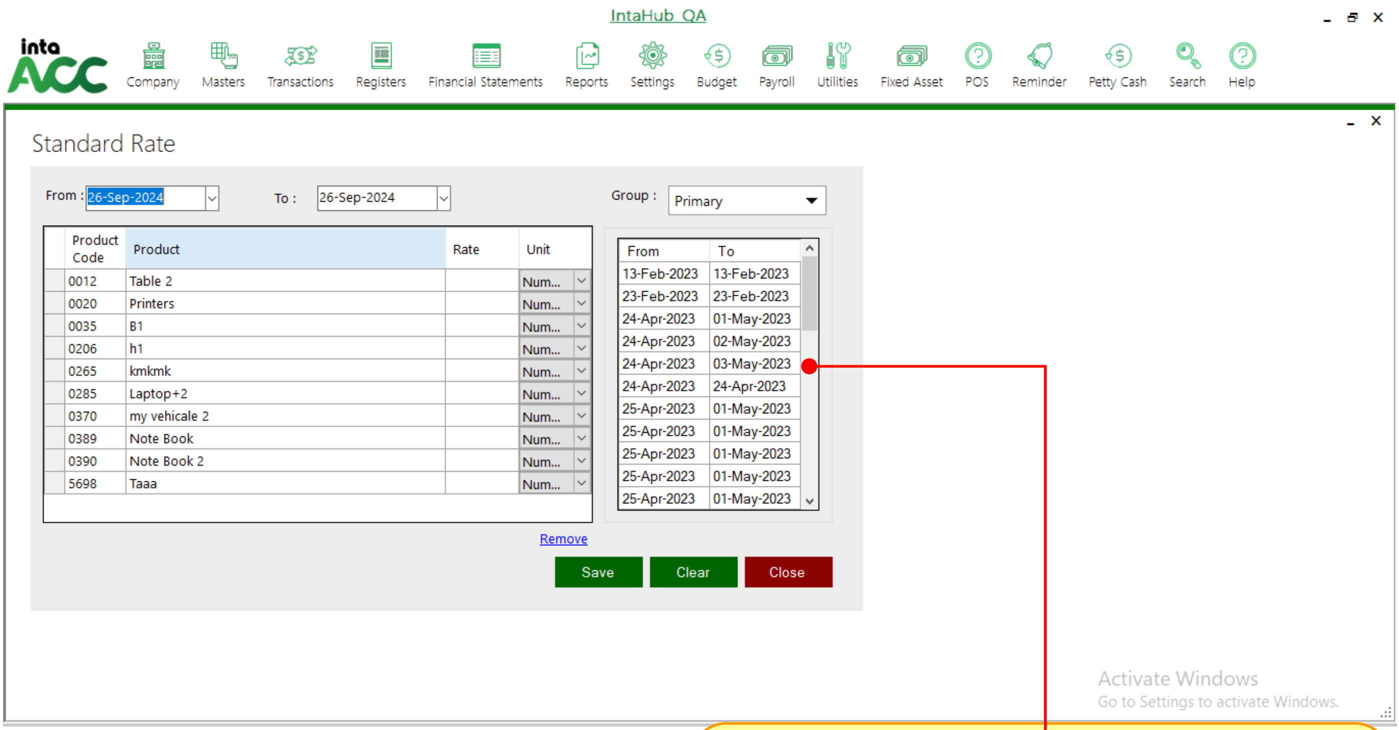
Edit details of existing Price list

- Select a date from register.
- Prices set for the selected date will be shown in corresponding fields at left side of the form.
- Edit the details that you want.
- Click on <**Update** > button to save the changes.

4.9 STANDARD RATE

Click on **Masters > Standard Rate.** A window appears as shown below,

This is to set rates for products between two dates.



All existing dates of standard rate set are shown in right side of the form.

- Click on the row that you want to view.
- You can see the details of particular standard rates set for selected period in corresponding fields

This is the form for

1. Setting new prices for products between two dates.
2. Editing prices set for products between two dates.
3. View prices set for products between two dates.

Add new Standard Rates

- Enter From date and To date in Date field.
- Set Prices for different products.
- Click on <**Save** > button to save.

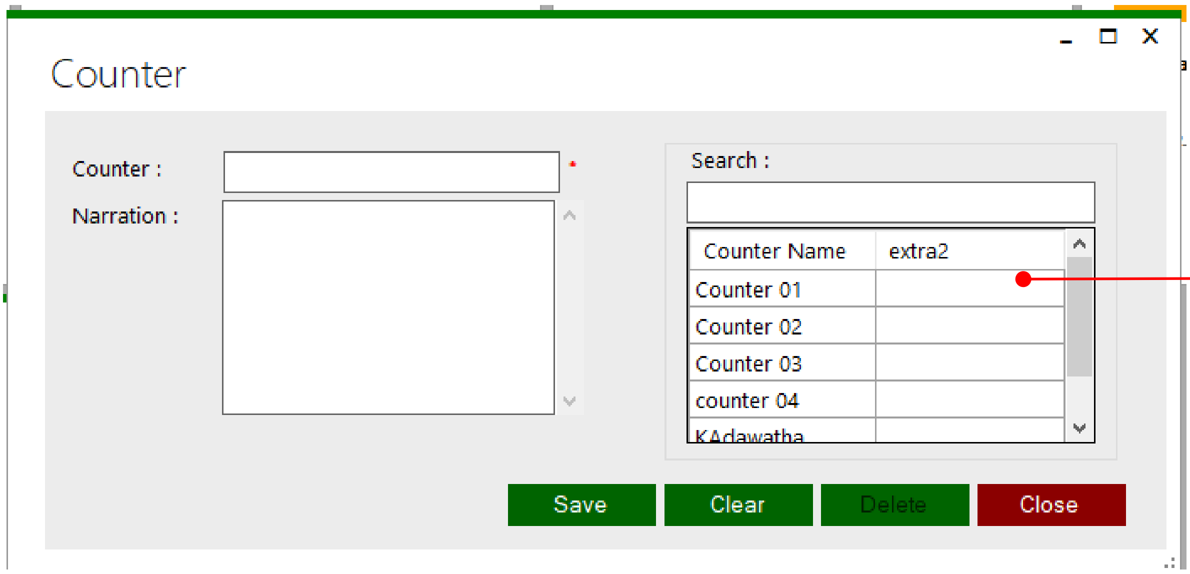
Edit details of existing Standard Rates

- Select a date from register.
- Prices set for the selected date will be shown in corresponding fields at left side of the form.
- Edit the details that you want.
- Click on <**Update** > button to save the changes.

4.10 COUNTER

Click on **Masters > Counter.** A window appears as shown below:

This is to create various counters



All existing Counters are shown in here

- Click on the Counter that you want to view.
- You can see the details of particular Counter in corresponding fields.

This form is for:

1. Adding a new Counter.
2. Editing details of existing Counter.
3. Deleting an existing Counter.
4. View details of existing Counter.
5. Search details of Counter.

Add a new Counter

- Enter details such as Counter name, description in corresponding fields.
- Click on <**Save** > button to save.

Edit details of Counter

- Select a row from register.
- Details of the selected Counter will show in corresponding fields at left side of the form.
- Edit the details that you want.
- Click on <**Update** > button to save the changes.

Delete an existing Counter

- Select a row from register.
- Click on <**Delete** > button.
- Confirmation is asked for deletion.
- The selected Counter is deleted from the list.

Searching of Counter

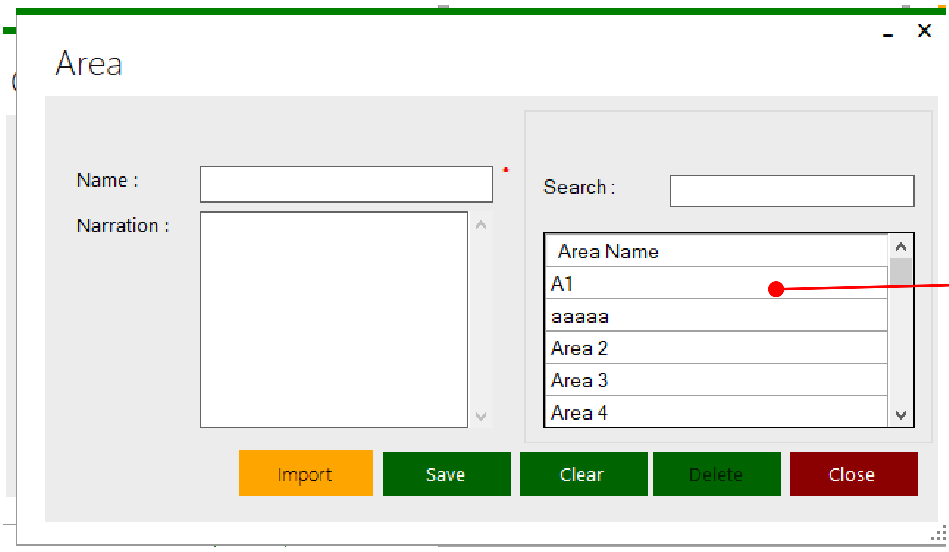
Type the name of Counter in search field. All Counters starting with that name are displayed in list from where particular Counter can be selected.

4.11 SALES

4.11.1 AREA

Click on **Masters > Sale > Area.** A window appears as shown below:

This is to create various areas.



All existing Areas are shown in here

- Click on the Area that you want to view.
- You can see the details of particular Area in corresponding fields.

This form is for:

1. Adding a new Area.
2. Editing details of existing Area.
3. Deleting an existing Area.
4. View details of existing Area.
5. Search details of Area.

Add a new Area

- Enter details such as Area name, description in corresponding fields.
- Click on <**Save** > button to save.

Edit details of Area

- Select a row from register.
- Details of the selected Area will show in corresponding fields at left side of the form.
- Edit the details that you want.
- Click on <**Update** > button to save the changes.

Delete an existing Area

- Select a row from register.
- Click on <**Delete** > button.
- Confirmation is asked for deletion.
- The selected Area is deleted from the list.

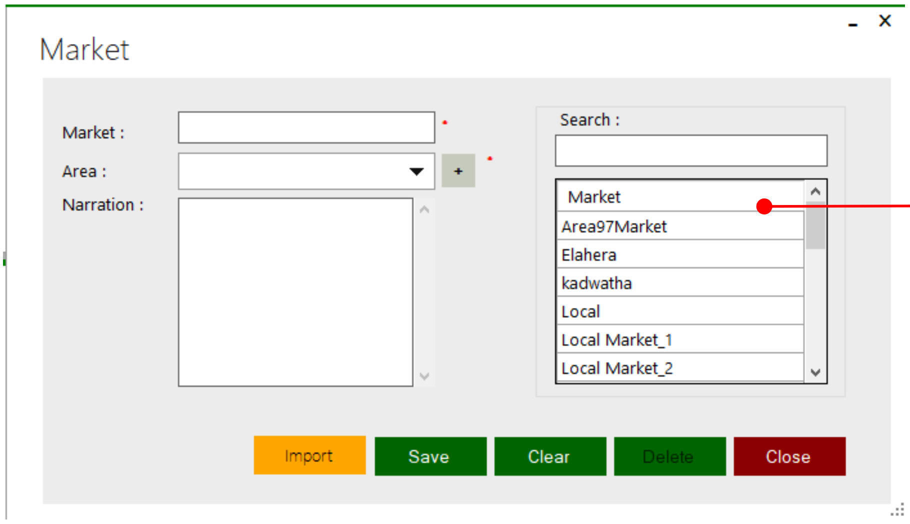
Searching of Area

Type the name of Area in search field. All Areas starting with that name are displayed in list from where particular Area can be selected.

4.11.2 MARKET

Click on **Masters > Sale > Market.** A window appears as shown below:

This is for entering market under various areas.



All existing Markets are shown in here.

- Click on the Market that you want to view.
- You can see the details of particular Market in corresponding fields.

This form is for:

1. Adding a new Market.
2. Editing details of existing Market.
3. Deleting an existing Market.
4. View details of existing Market.
5. Search details of Market.

Add a new Market

- Enter details such as name, area.
- Click on <**Save** > button to save.

Edit details of Market

- Select a row from register.
- Details of the selected Market will show in corresponding fields at left side of the form.
- Edit the details that you want.
- Click on <**Update** > button to save the changes.

Delete an existing Market

- Select a row from register.
- Click on <**Delete** > button.
- Confirmation is asked for deletion.
- The selected Market is deleted from the list no reference exists for selected market.

Searching of Market

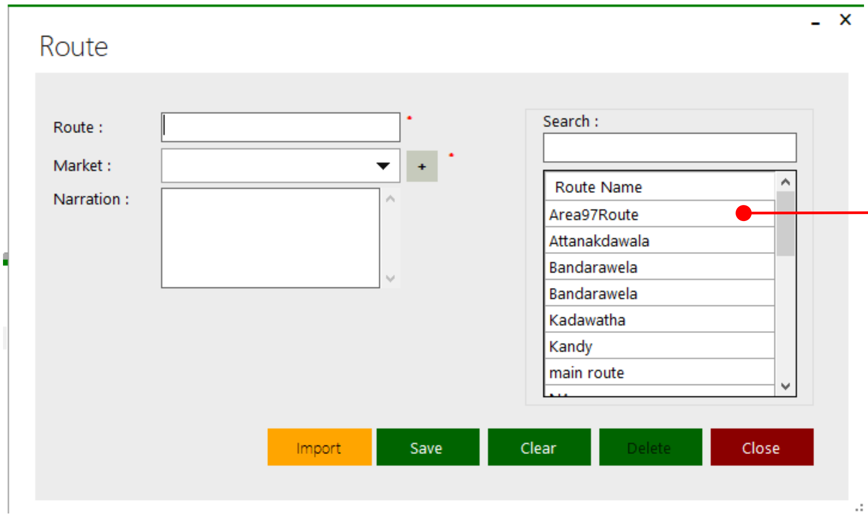
Type the name of Market in search field. All Markets starting with that name are displayed in list from where particular Market can be selected.

Note: If you want to add new area that is not in list, click on + ; corresponding window will be opened from where you can add new entries.

4.11.3 ROUTE

Click on **Masters > Sale > Route.** A window appears as shown below:

This is for entering routes under various markets.



This form is for:

- Adding a new Route.
- Editing details of existing Route.
- Deleting an existing Route.
- View details of existing Route.
- Search details of Route.

All existing Routes are shown in here.

- Click on the Route that you want to view.
- You can see the details of particular Route in corresponding fields.

Add a new Route

- Enter details such as name, market.
- Click on <**Save** > button to save.

Edit details of Route

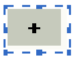
- Select a row from register.
- Details of the selected Route will show in corresponding fields at left side of the form.
- Edit the details that you want.
- Click on <**Update** > button to save the changes.

Delete an existing Route

- Select a row from register.
- Click on <**Delete** > button.
- Confirmation is asked for deletion.
- The selected Route is deleted from the list no reference exists for selected market.

Searching of Route

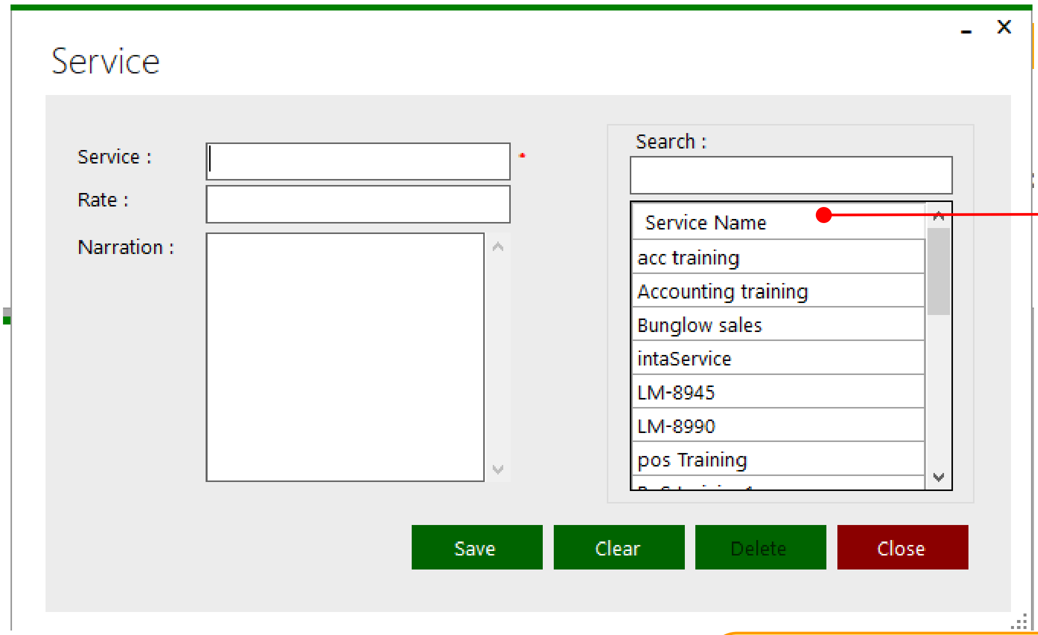
Type the name of Route in search field. All Routes starting with that name are displayed in list from where particular Route can be selected.

Note: If you want to add new market that is not in list, click on  ; corresponding window will be opened from where you can add new entries.

4.12 SERVICE

Click on **Masters > Service.** A window appears as shown below:

This is to create various Services you supply.



All existing Services are shown in here.

- Click on the Services that you want to view.
- You can see the details of particular Services in corresponding fields.

This form is for:

1. Adding a new Service.
2. Editing details of existing Services.
3. Deleting an existing Service.
4. View details of existing Service.
5. Search details of Service.

Add a new Services

- Enter details such as Service name, Rate.
- Click on <**Save** > button to save.

Edit details of Services

- Select a row from register.
- Details of the selected Service will show in corresponding fields at left side of the form.
- Edit the details that you want.
- Click on <**Update** > button to save the changes.

Delete an existing Services

- Select a row from register.
- Click on <**Delete** > button.
- Confirmation is asked for deletion.
- The selected Service is deleted from the list no reference exists for selected market.

Searching of Services

Type the name of Service in search field. All Services starting with that name are displayed in list from where particular Service can be selected.

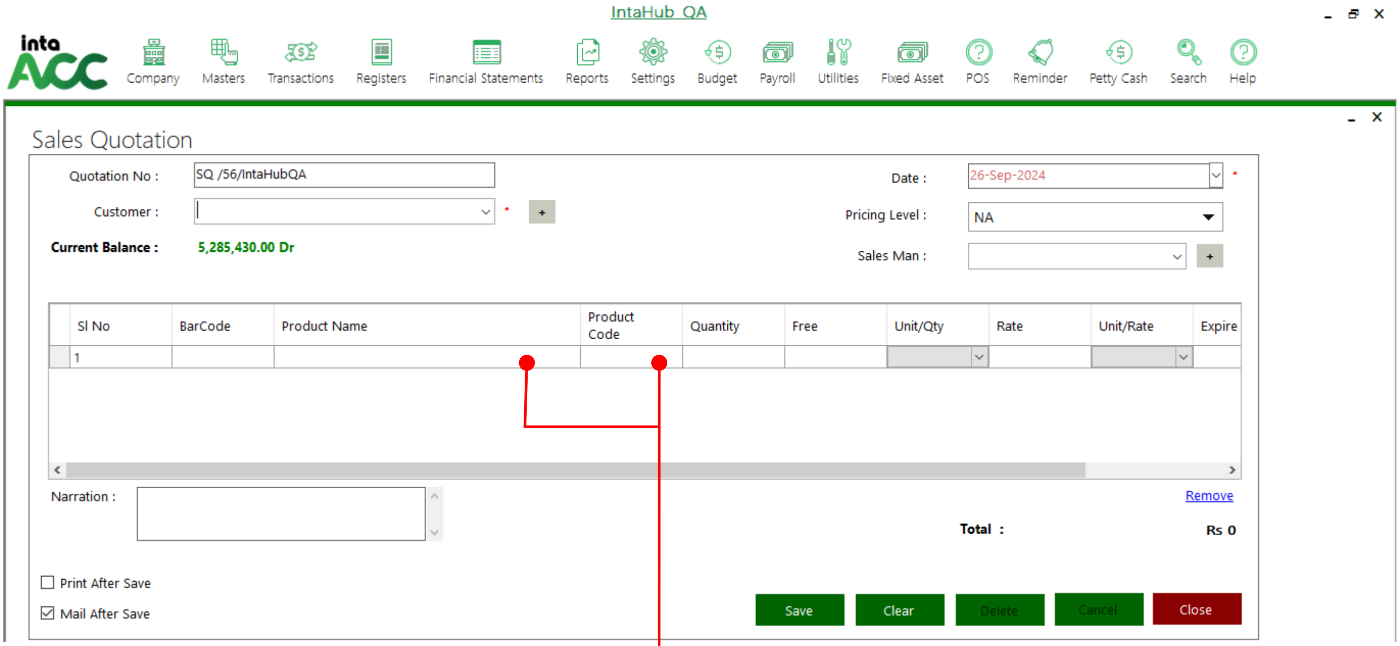
5 TRANSACTIONS

5.1CUSTOMER

5.1.1 SALES QUOTATION

Click on **Transactions > Customers >Sales Quotation.** A window appears as shown below,

This helps to store the information about the products Sales Quotation.



This form is for:

1. Adding a new Sales Quotation.
2. Editing details of existing Sales Quotation.
3. Deleting an existing Sales Quotation.

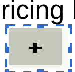
To find the product details,

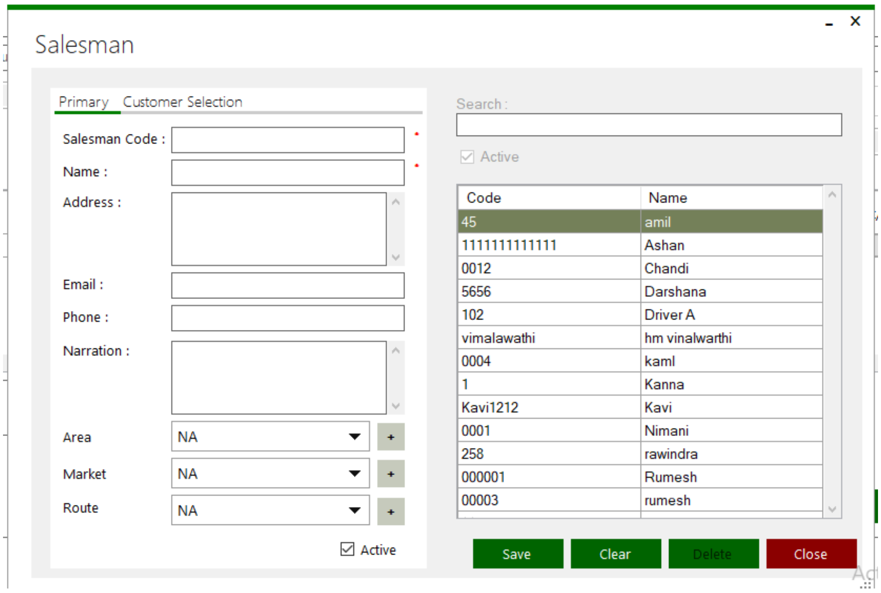
- Type the product name or code in the relevant row and select from the list.

  Or

- Click on product name and press < **Ctrl + F >**

Add a new Sales Quotation

- Quotation Number automatically generated.
- Select details such as date, Customer, pricing level, sales man and etc. in corresponding fields.
- Employee creation -Sales man, click on  button near to Sales man box then a window appears as shown below, enter all relevant details related to employee then Click on <**Save** > button to save.

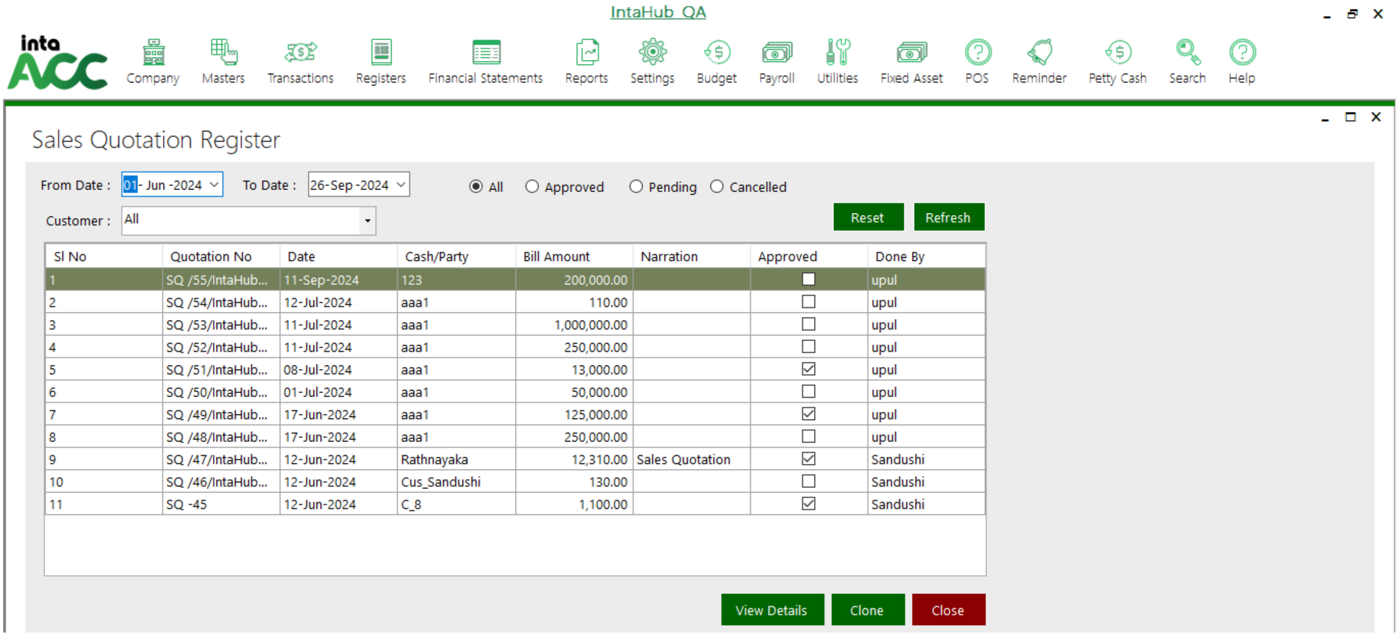


- For product details, type the product name or code in the column and select from the list or click on product name and press <**Ctrl + F>** to find the product.
- Select products from popup list and press <**Enter**> button or Double click on the Item. Popup list search with all cases are possible.
- Enter quantity, free quantity, rate in corresponding fields.
- Click on <**Save** > button to save

View details of existing Sales Quotation

Click on **Register > Customers > Sales Quotation.** A window appears as shown below,

It is the list of entire sales Quotation in current financial year from where user can do filtration as per their wish. Select a row from sales Quotation register window. Corresponding sales Quotation will show in sales Quotation window.



Edit details of Sales Quotation

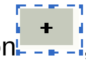
- Edit the details that you want.
- Click on <**Update** > button to save the changes.

Delete an existing Sales Quotation

- Click on <**Delete** > button.
- Confirmation is asked for deletion.
- The selected sales Quotation is deleted from the list if no reference exists for selected quotation.

To delete a row

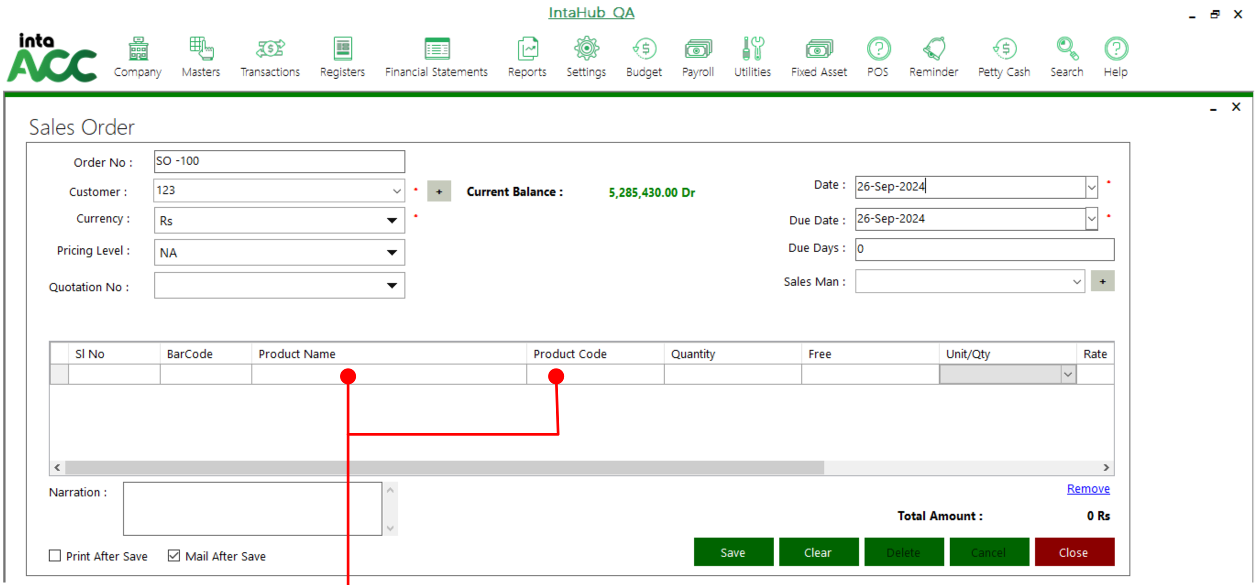
- Select row to remove from the list
- Click on <**Remove** > button.
- Confirmation is asked for removal.
- The selected row is removed from the list if no reference exists for selected row.

Note: If you want to use new Party, Pricing Level and Sales Man, click on , corresponding window will be opened from where you can add new entries.

5.1.2 SALES ORDER

Click on **Transactions > Customers >Sales Order.** A window appears as shown below,

This helps to store the information about the products Sales order.



To find the product details,

- ➢ Type the product name or code in the relevant row and select from the list.

  Or

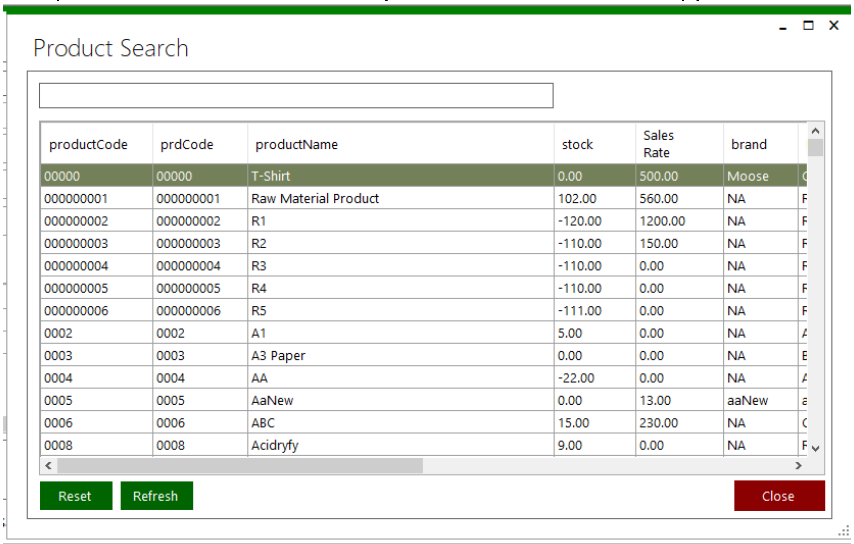
- ➢ Click on product name and press < **Ctrl + F >**

This form is for:

4. Adding a new Sales Order.
5. Editing details of existing Sales Order.
6. Deleting an existing Sales Order.

Add a new Sales Order

- Order Number automatically generated.
- Select details such as date, due date, cash/party, pricing level, sales man and currency etc. in corresponding fields.
- Employee creation -**Sales man**, click on + button near to Sales man box, enter all relevant details related to employee then Click on <**Save** > button to save.
- For product details, type the product name or code in the column and select from the list or click on product name and press <**Ctrl + F>** to find the product, then a window appears as shown below.



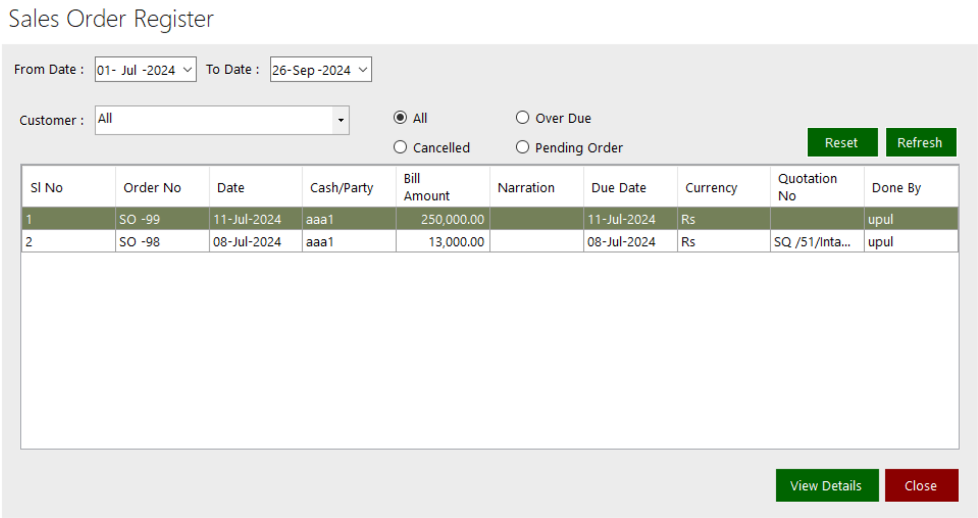
productCode	prdCode	productName	stock	Sales Rate	brand
00000	00000	T-Shirt	0.00	500.00	Moose
000000001	000000001	Raw Material Product	102.00	560.00	NA
000000002	000000002	R1	-120.00	1200.00	NA
000000003	000000003	R2	-110.00	150.00	NA
000000004	000000004	R3	-110.00	0.00	NA
000000005	000000005	R4	-110.00	0.00	NA
000000006	000000006	R5	-111.00	0.00	NA
0002	0002	A1	5.00	0.00	NA
0003	0003	A3 Paper	0.00	0.00	NA
0004	0004	AA	-22.00	0.00	NA
0005	0005	AaNew	0.00	13.00	aaNew
0006	0006	ABC	15.00	230.00	NA
0008	0008	Acidryfy	9.00	0.00	NA

- Select products from popup list and press <**Enter**> button or Double click on the Item. Popup list search with all cases are possible.
- Enter quantity, free quantity, rate in corresponding fields.
- Click on <**Save** > button to save

View details of existing Sales Order

Click on **Register > Customers > Sales Order.** A window appears as shown below,

It is the list of entire sales order in current financial year from where user can do filtration as per their wish. Select a row from sales order register window. Corresponding sales order will show in sales order window.



Edit details of Sales Order

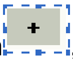
- Edit the details that you want.
- Click on <**Update** > button to save the changes.

Delete an existing Sales Order

- Click on <**Delete** > button.
- Confirmation is asked for deletion.
- The selected sales order is deleted from the list if no reference exists for selected order.

To delete a row

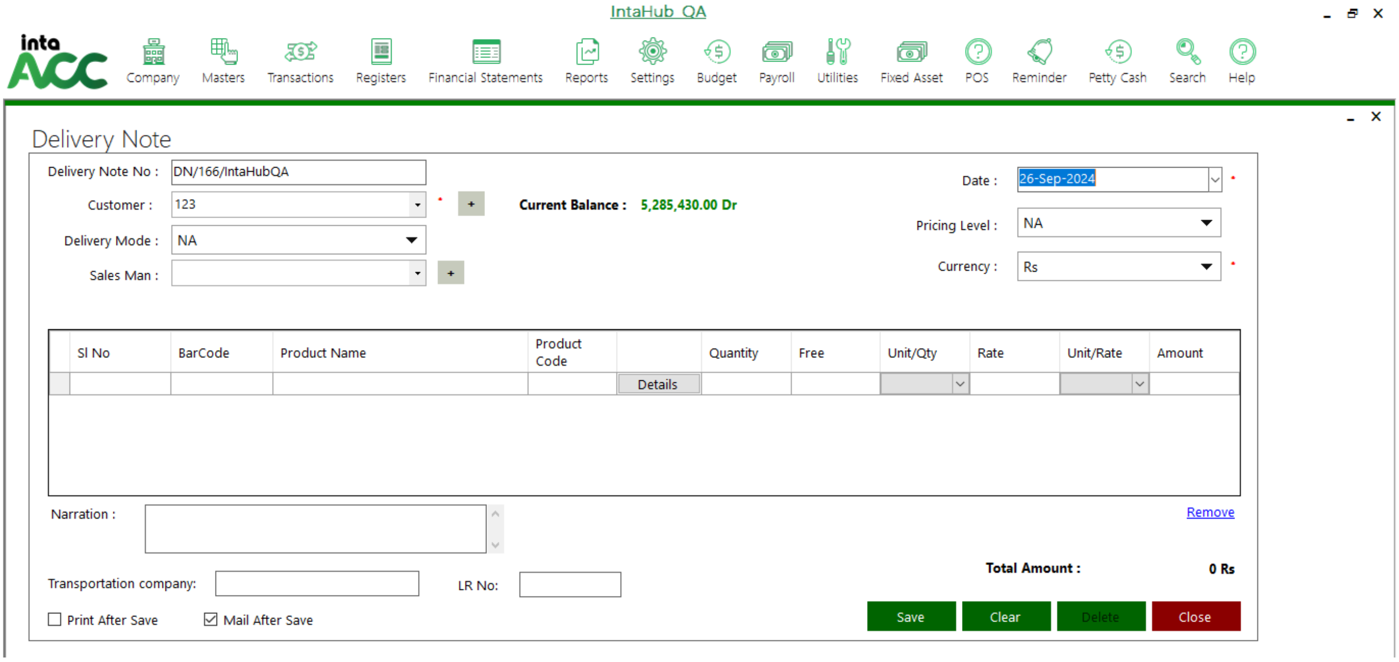
- Select row to remove from the list
- Click on <**Remove** > button.
- Confirmation is asked for removal.
- The selected row is removed from the list if no reference exists for selected row.

Note: If you want to use new Cash or Party, Pricing Level and Sales Man, click on , corresponding window will be opened from where you can add new entries.

5.1.3 DELIVERY NOTE

Click on **Transactions > Customers > Delivery Note.** A window appears as shown below,

This helps to store details of receive products without invoice from a vendor.

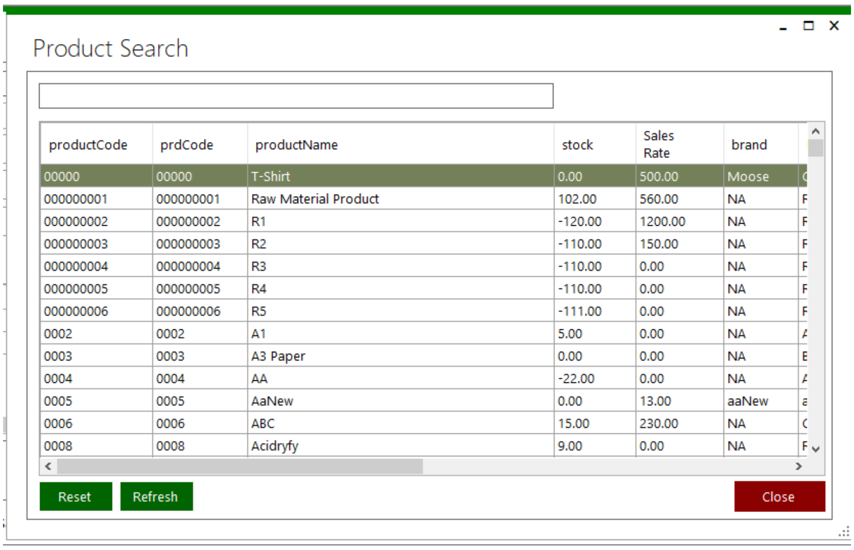


This form is for:

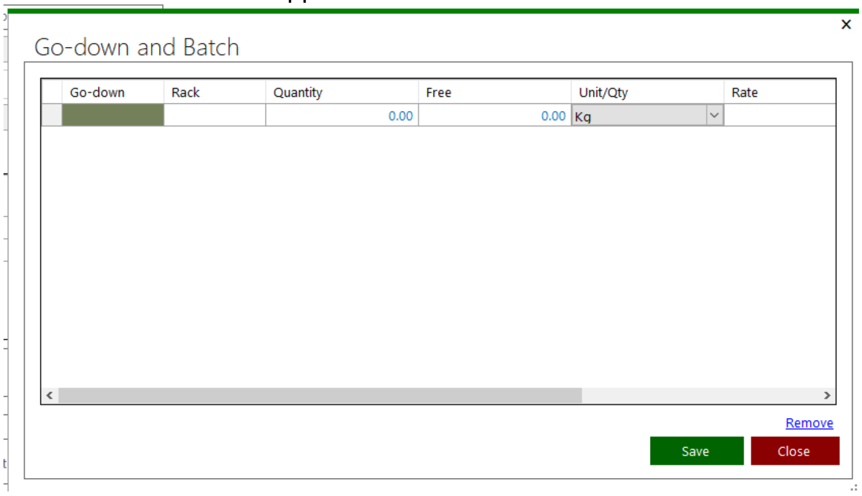
1. Adding a new Delivery Note.
2. Editing details of existing Delivery Note.
3. Deleting an existing Delivery Note.

Add a new Delivery Note

- Delivery Note Number automatically generated.
- Select details such as date, cash/party, pricing level, sales man and currency etc. in corresponding fields.
- Employee creation -**Sales man**, click on  button near to Sales man box, enter all relevant details related to employee then Click on <**Save** > button to save.
- If delivery note is against a sales order select corresponding order
- For product details, type the product name or code in the column and select from the list or click on product name and press <**Ctrl + F>** to find the product, then a window appears as shown below.



- Select products from popup list and press <**Enter**> button or Double click on the Item. Popup list search with all cases are possible.
- Enter quantity, free quantity, rate in corresponding fields.
- If selected product in a row has Batch or if company has Go-down then for entering corresponding details click <**Details**> button in that row. A window appears as shown below.

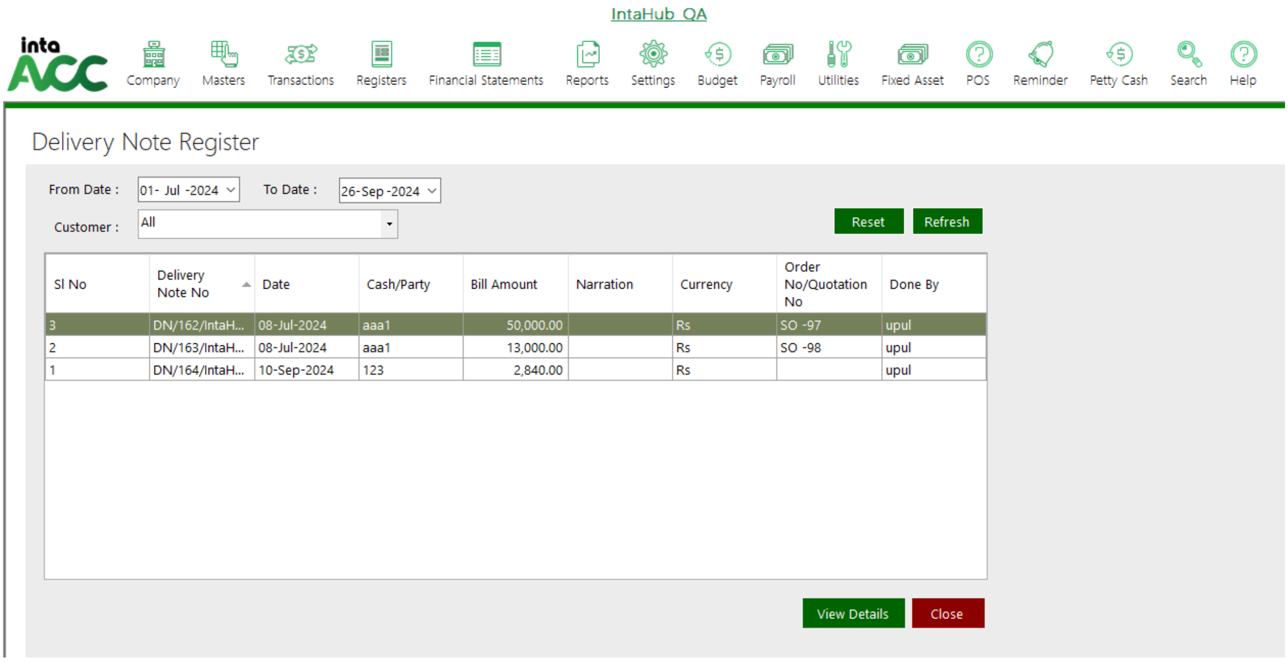


- If a row in delivery note window has this window then cell, except product code, in that row will be read only.
- Give corresponding details in Go-down and Batch window
- Click on <**Save** > button in popup window to save.
- Sum of quantity, sum free qty, rate will come in corresponding row of delivery note window.
- Click on <**Save** > button to save.

View details of existing Delivery Note

Click on **Register > Customers > Delivery Note.** A window appears as shown below,

It is the list of entire delivery note in current financial year from where user can do filtration as per their wish.



Select a row from delivery note register window. Corresponding delivery note will show in delivery note window.

Edit details of Delivery Note

- Edit the details that you want.
- Click on <**Update** > button to save the changes.

Delete an existing Delivery Note

- Click on <**Delete** > button.
- Confirmation is asked for deletion.
- The selected delivery note is deleted from the list if no reference exists for selected delivery note.

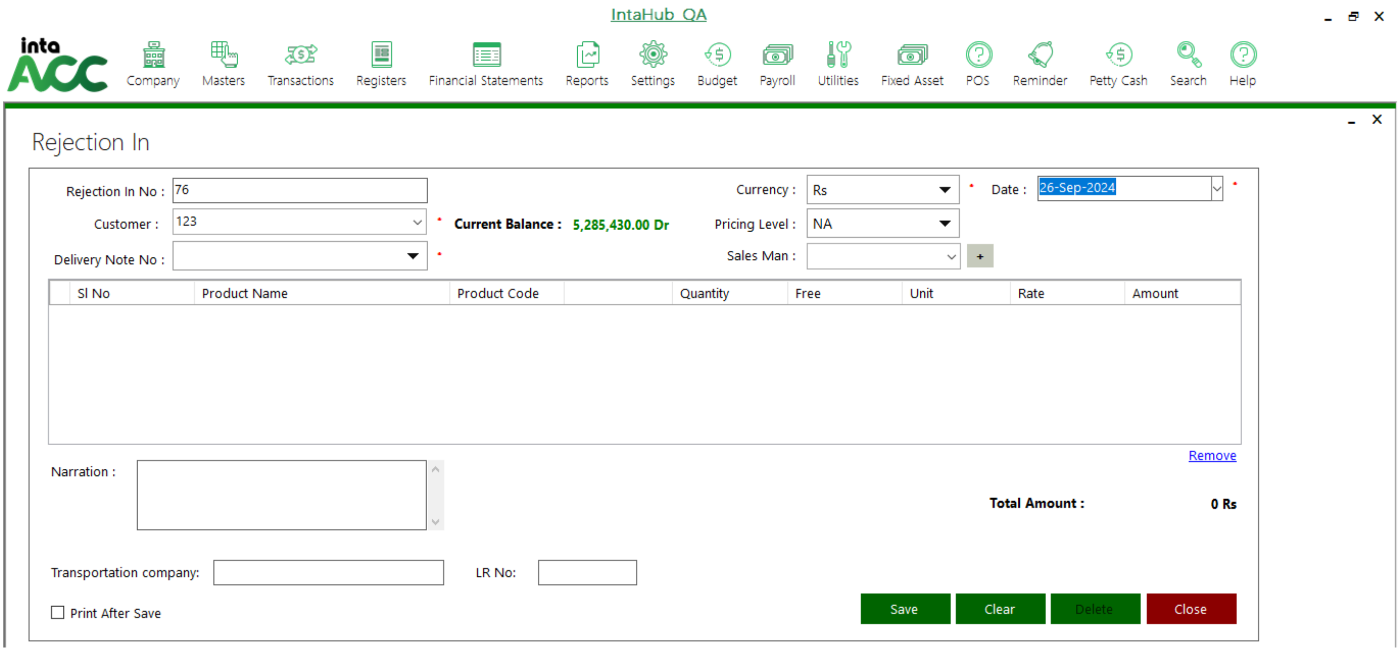
To delete a row

- Select row to remove from the list
- Click on <**Remove** > button.
- Confirmation is asked for removal.
- The selected row is removed from the list if no reference exists for selected row.

Note: If you want to use new Cash or Party click on + , corresponding window will be opened from where you can add new entries

5.1.4 REJECTION IN

Click on **Transactions > Customers > Rejection In.** A window appears as shown below,



This helps to store details of rejected products which are delivered without invoice.
This form is for:

1. Adding a new Rejection In.
2. Editing details of existing Rejection In.
3. Deleting an existing Rejection In.

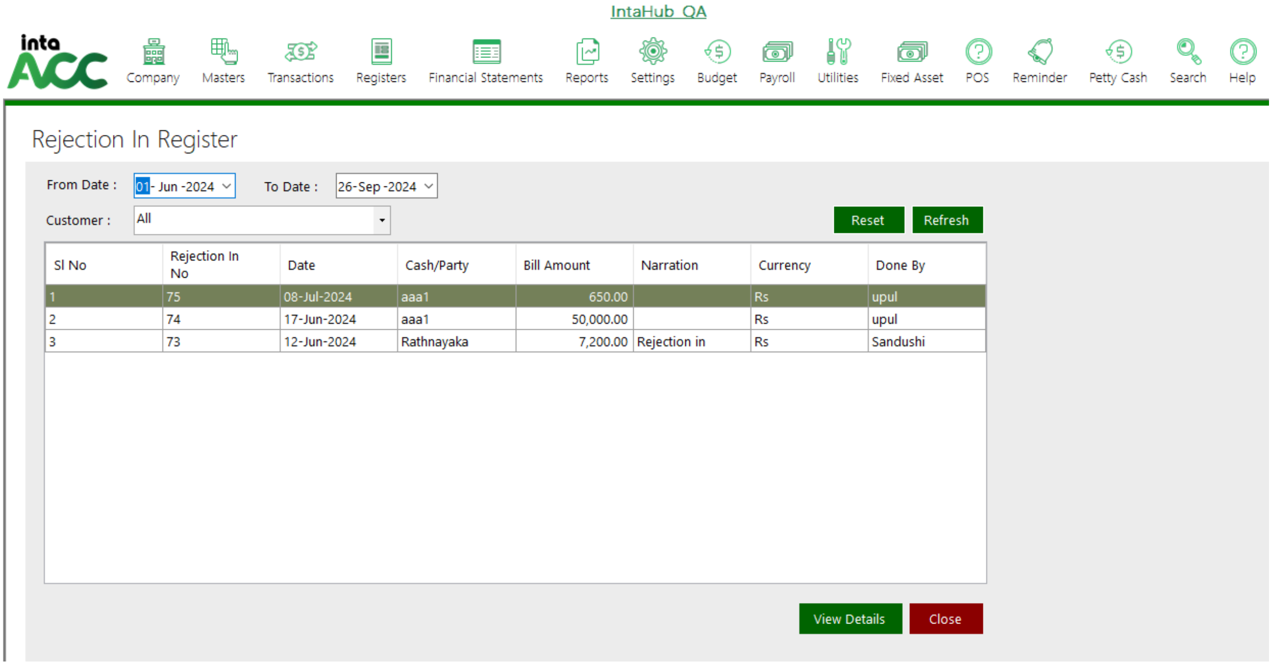
Add a new Rejection In

- Rejection in Number automatically generated.
- Select details such as date, cash/party and currency etc. in corresponding fields.
- Select delivery note number of rejecting products. Corresponding details will display.
- Only quantity, free quantities are editable.
- If selected product in a row has Batch or if company has Go-down then for entering corresponding details click <**Details**> button in that row.
- If a row in Rejection In window has this window then that row will be read only and only quantity and free quantity in this window are editable.
- Click on <**Save** > button in popup window to save.
- Sum of quantity, sum free quantity, rate will come in corresponding row of Rejection in window.
- Click on <**Save** > button to save.

View details of existing Rejection In

Click on **Register > Customers > Rejection In.** A window appears as shown below,

It is the list of entire Rejection In current financial year from where user can do filtration as per their wish.



Select a row from rejection in register window. Corresponding rejection in will show in rejection in window.

Edit details of Rejection In

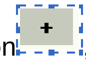
- Edit the details that you want.
- Click on <**Update** > button to save the changes.

Delete an existing Rejection In

- Click on <**Delete** > button.
- Confirmation is asked for deletion.
- The selected Rejection in is deleted from the list.

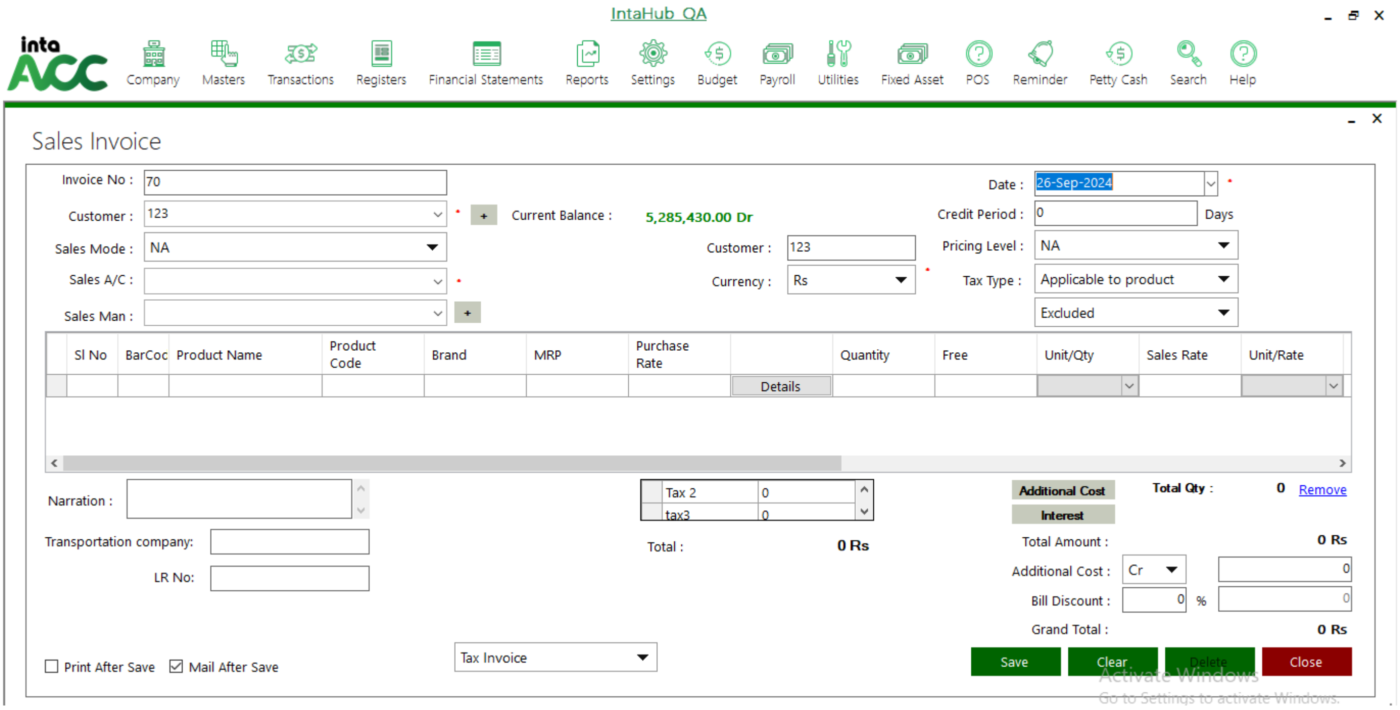
To delete a row

- Select row to remove from the list
- Click on <**Remove** > button.
- Confirmation is asked for removal.
- The selected row is removed from the list.

Note: If you want to use new Cash or Party click on , corresponding window will be opened from where you can add new entries.

5.1.5 SALES INVOICE

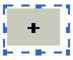
Click on **Transactions > Customers > Sales Invoice. <CTRL + F8>** A window appears as shown below,

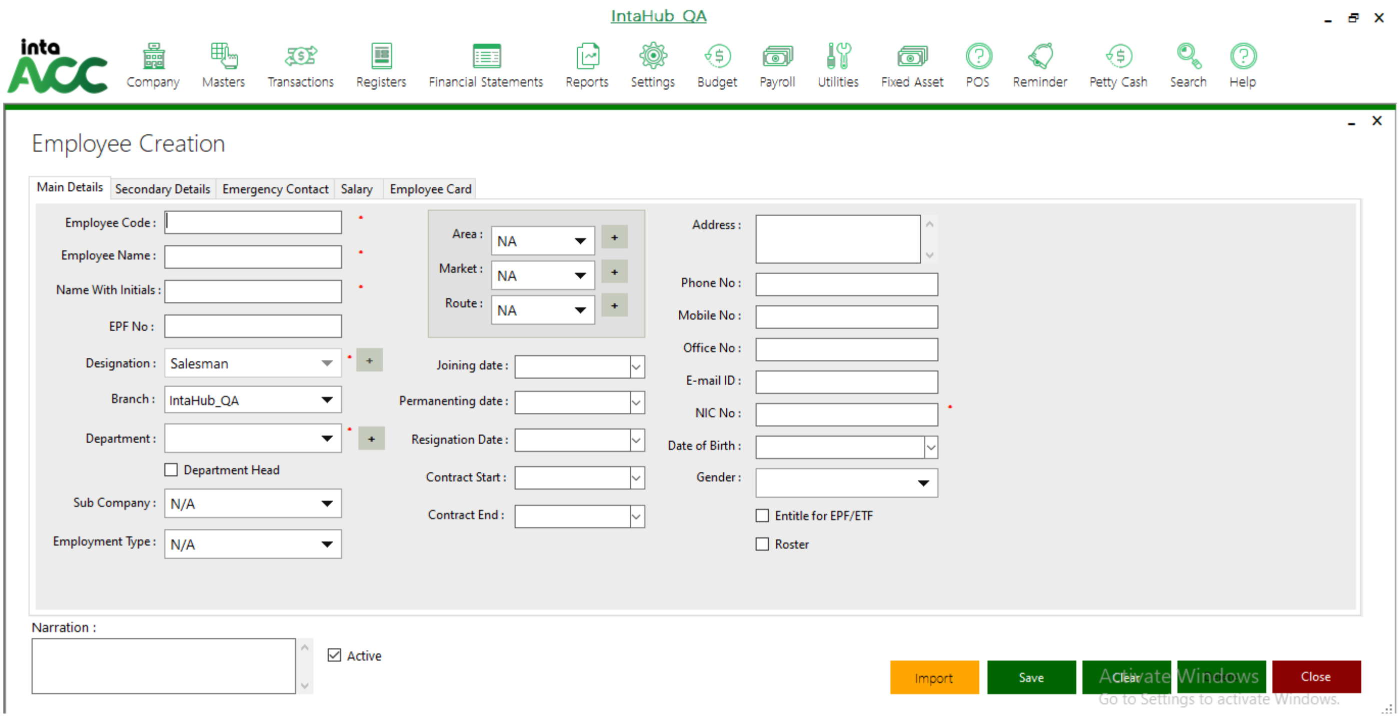


This helps to store details of sold products.
This form is for:

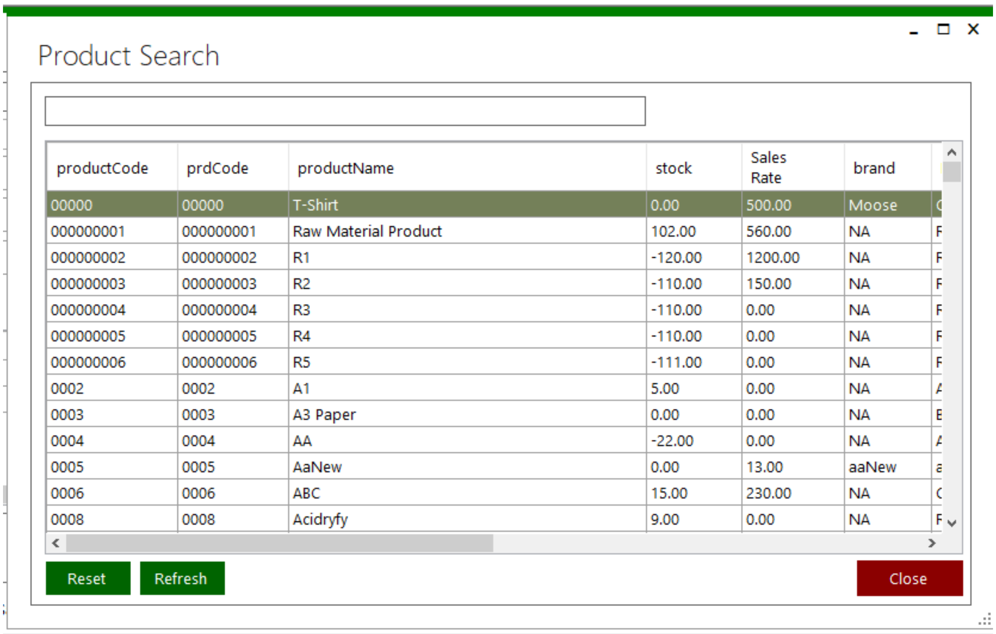
1. Adding a new Sales Invoice.
2. Editing details of existing Sales Invoice.
3. Deleting an existing Sales Invoice.

Add a new Sales Invoice

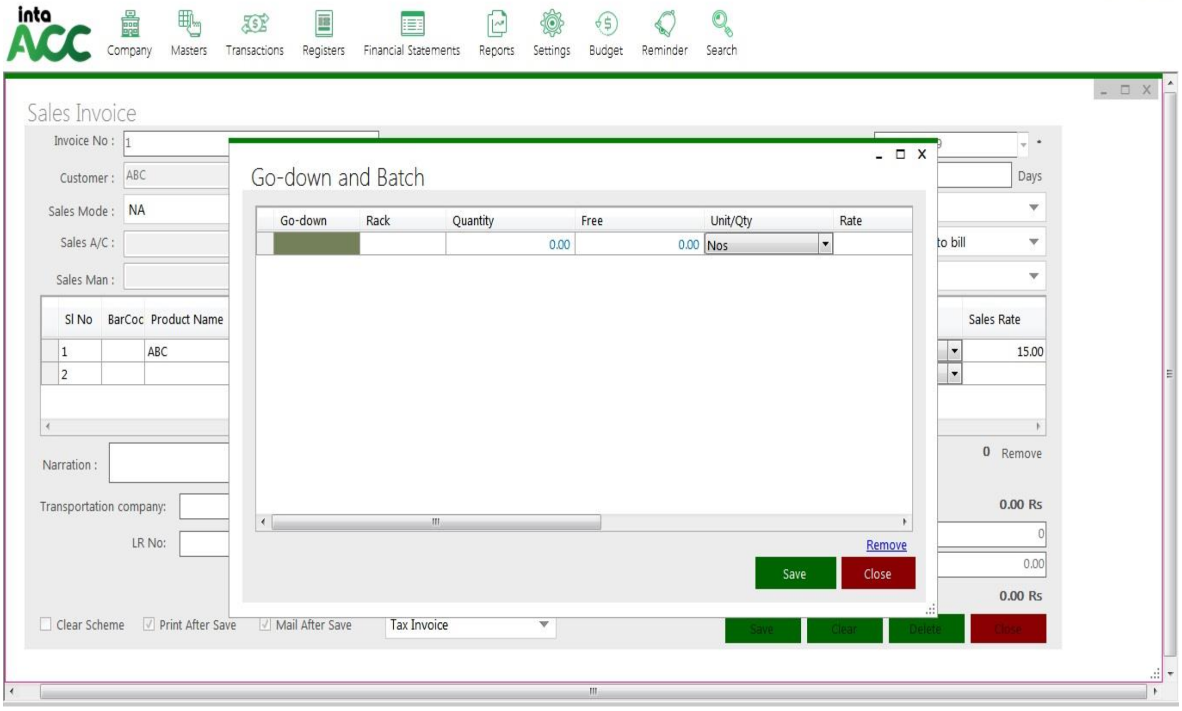
- Invoice Number automatically generated.
- Select details such as date, cash/party, sales account, pricing level, sales man and currency etc. and enter customer name in corresponding fields.
- Employee creation -**Sales man**, click on  button near to Sales man box, A window appears as shown below, enter all relevant details related to employee then Click on <**Save** > button to save.



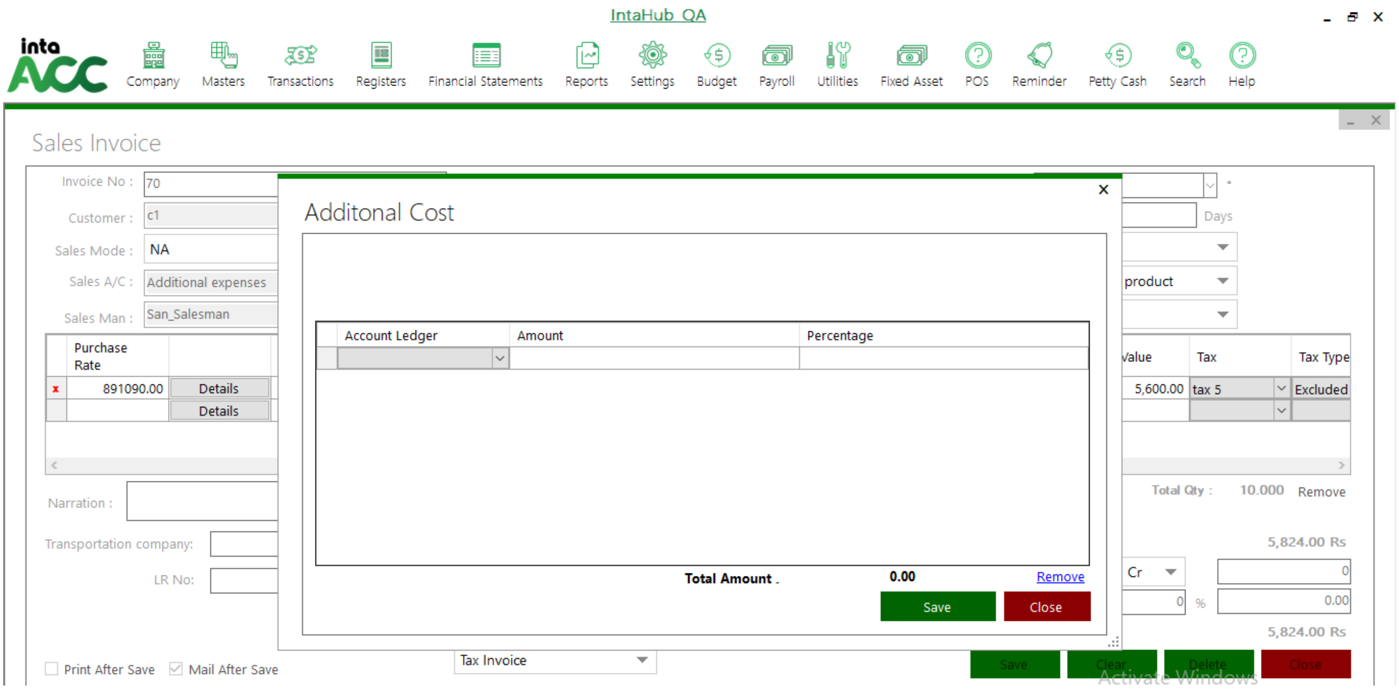
- If sales mode is Against Order select order number; or else if sales mode is Against Delivery Note select delivery note number. Corresponding details will display.
- If tax is applicable select Tax Type.
- For product details, type the product name or code in the column and select from the list or click on product name and press <**Ctrl + F**> to find the product, then a window appears as shown below



- Select products from popup list by clicking <**Select**> button .Popup list search with all cases are possible.
- If selected product in a row has Batch or if company has Go-down then for entering corresponding details click <**Details**> button in that row.
- A window appears as shown below.



- If a row in sales invoice window has this window then cells, except product code, tax, tax type, in that row will be read only.
- Give corresponding details in Go-down and Batch window
- Click on <**Save** > button in popup window to save.
- Sum of quantity, sum free qty, rate, discount will come in corresponding row of sales invoice window.
- Rate, unit, discount% will be unique for a product. So these cells in first row will be editable. For other rows this value will repeat and will be read only.
- To give additional cost click on <**Additional Cost**> button. A window appears as shown below.



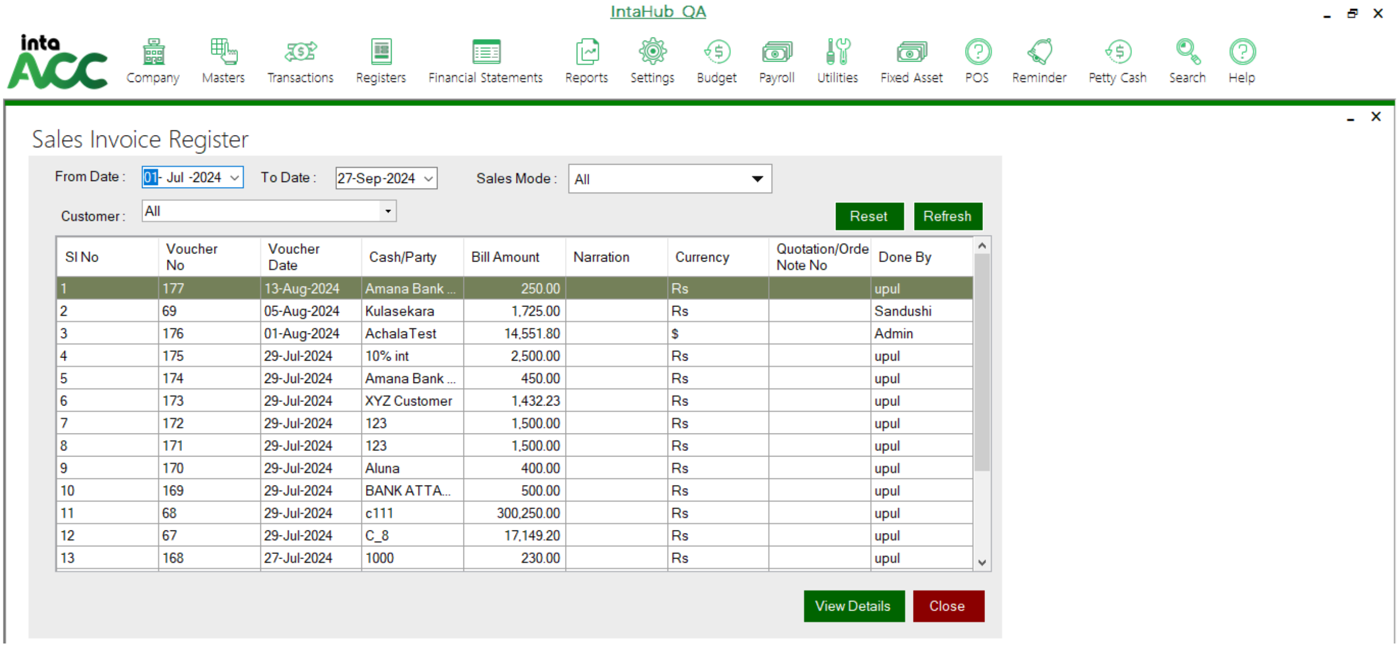
- Bank or cash field is visible only if you select Additional cost as **Dr**

- Give details of additional cost and click on <**Save**> button.
- Sum of additional cost amount will display in the additional cost field of sales invoice window.
- If Active interest calculation in Settings true and for a ledger under Sundry Creditors or Sundry Debtors group has interest calculation, then we can set interest to it.
- For this ,Select corresponding ledger in Cash/Party field of sales invoice
- Click on <**Interest**> button.
- Set interest and click on <**Save**> button.
- If bill discount applies, give it in Bill Discount field.
- Click on <**Save** > button to save.

View details of existing Sales Invoice

Click on **Register > Customers > Sales Invoice.** A window appears as shown below,

It is the list of entire sales invoice in current financial year from where user can do filtration as per their wish.



Select a row from sales invoice register window. Corresponding sales invoice will show in sales invoice window.

Edit details of Sales Invoice

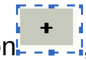
- Edit the details that you want.
- Click on <**Update** > button to save the changes.

Delete an existing Sales Invoice

- Click on <**Delete** > button.
- Confirmation is asked for deletion.
- The selected sales invoices deleted from the list if no reference exists for selected sales invoice.

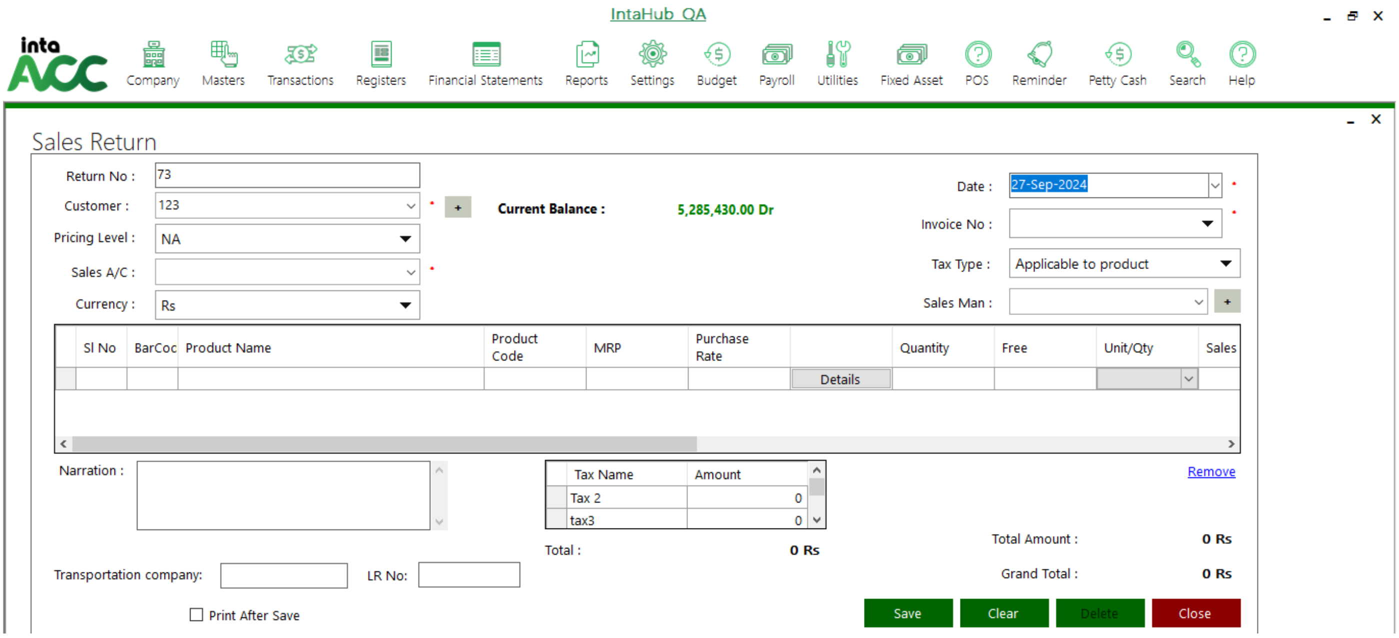
To delete a row

- Select row to remove from the list
- Click on <**Remove** > button.
- Confirmation is asked for removal.
- The selected row is removed from the list if no reference exists for selected row.

Note: If you want to use new Cash or Party click on , corresponding window will be opened from where you can add new entries

5.1.6 SALES RETURN

Click on **Transactions > Customers > Sales Return.** A window appears as shown below.



This helps to store details of returned products after sale.
This form is for:

1. Adding a new Sales Return.
2. Editing details of existing Sales Return.
3. Deleting an existing Sales Return.

Add a new Sales Return

- Return Number automatically generated.
- Select details such as date, cash/party, sales account, pricing level, sales man and currency etc. in corresponding fields.
- If tax is applicable select Tax Type
- If return is against invoice select invoice number. Corresponding details will display.
    1. Product selection search will be disabled and cannot add more products to this selection.
    2. Only can edit quantity (less than or equal to invoice quantity) rate, free quantity (less than or equal to invoice free quantity) fields. (If Batch or Go-down exists this is applicable in popup window and cells, except product code in row corresponding to this in this form, will be read only).

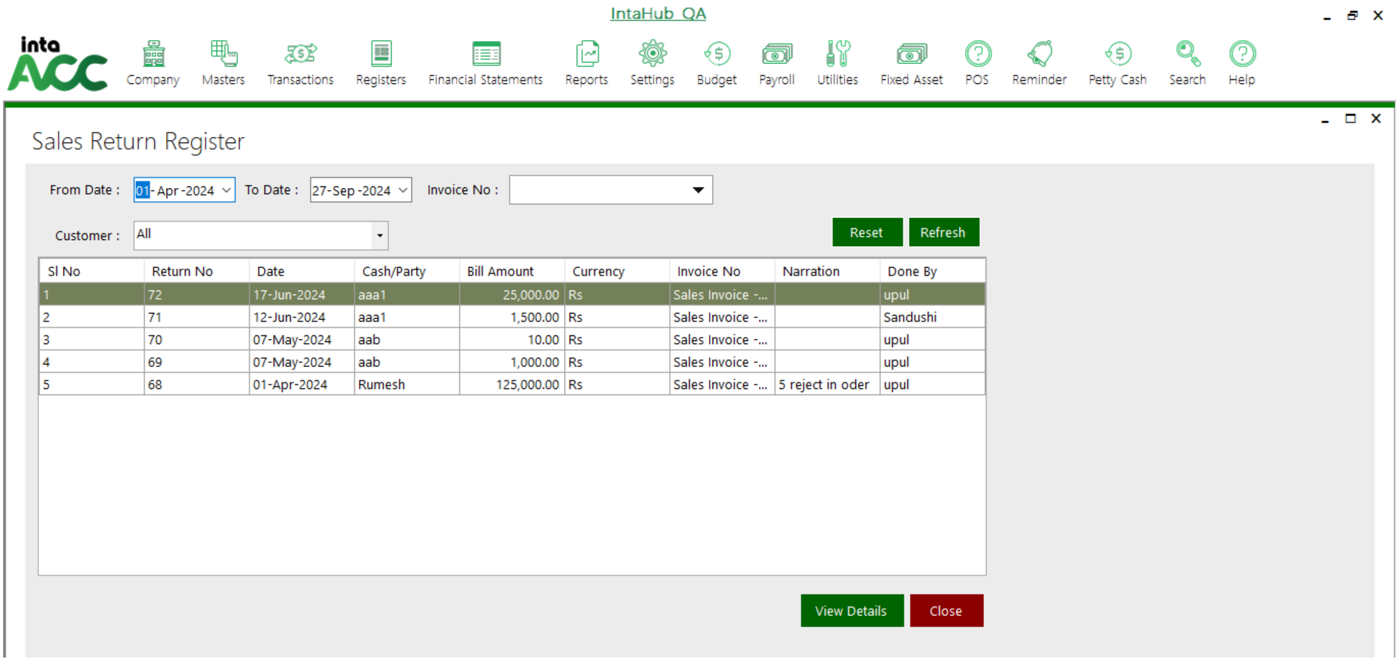
- Or else for product details, type the product name or code in the column and select from the list or click on product name and press <**Ctrl + F**> to find the product.
- Select products from popup list by clicking <**Select**> button .Popup list search with all cases is possible.
- If selected product in a row has Batch or if company has Go-down then for entering corresponding details click <**Details**> button in that row.
- If a row in sales return window has this window then cells except product code, tax, tax type in that row will be read only.
- Give corresponding details in Go-down and Batch window
- Click on <**Save** > button in popup window to save.
- Sum of quantity, sum free qty, rate and discount will come in corresponding row of sales return window.

- Rate, unit, discount% will be unique for a product. So these cells in first row will be editable. For other rows this value will repeat and will be read only.
- Click on <**Save** > button to save.

View details of existing Sales Return

Click on **Register > Customers > Sales Return.** A window appears as shown below,

It is the list of entire sales return in current financial year from where user can do filtration as per their wish.



Select a row from sales return register window. Corresponding sales return will show in sales return window.

Edit details of Sales Return

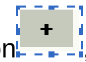
- Edit the details that you want.
- Click on <**Update** > button to save the changes.

Delete an existing Sales Return

- Click on <**Delete** > button.
- Confirmation is asked for deletion.
- The selected Sales Return is deleted from the list.

To delete a row

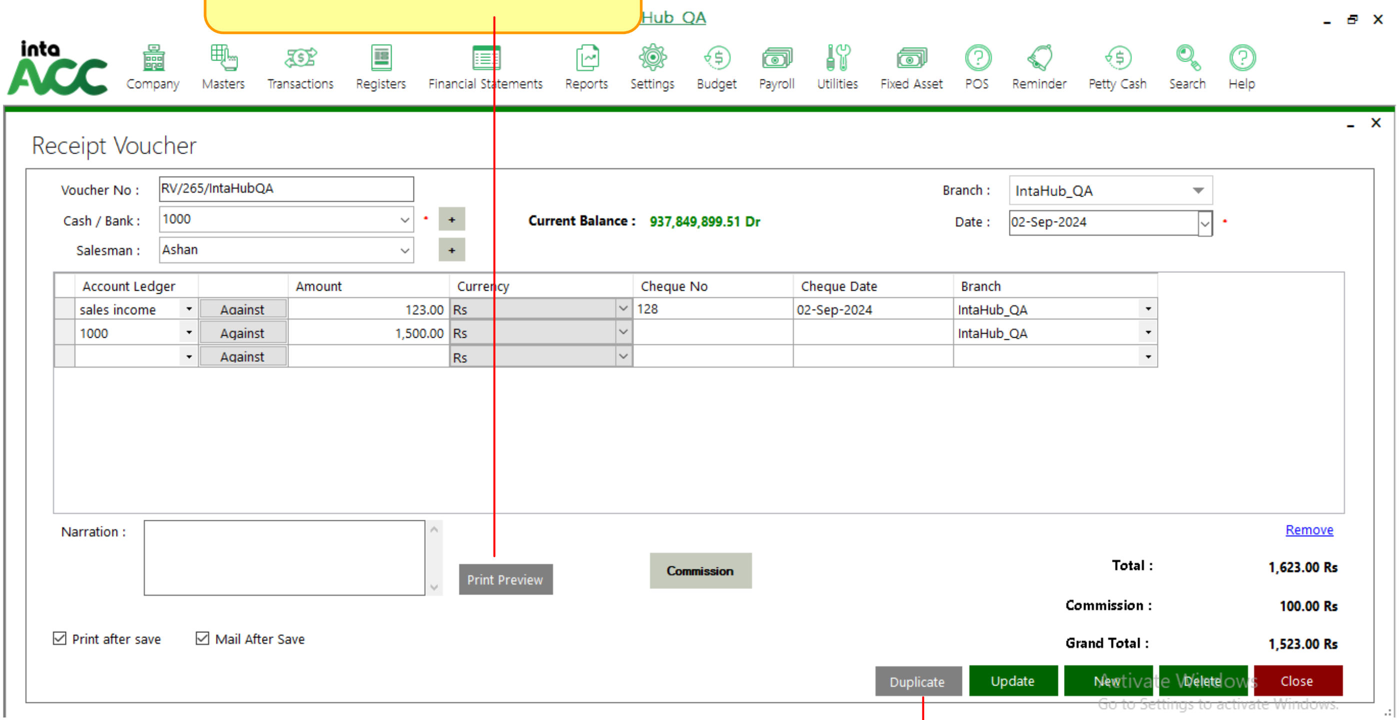
- Select row to remove from the list
- Click on <**Remove** > button.
- Confirmation is asked for removal.
- The selected row is removed from the list.

Note: If you want to use new Cash or Party click on , corresponding window will be opened , where you can add new entries.

5.1.7 RECEIPT VOUCHER

Click on **Transactions > Customers > Receipt Voucher. <CTRL + F6 >** a window appears as shown below,

Click on <Print Preview> to Receipts Voucher Before Print it.



This is to enter the details of all cash and bank receipts.

1. Adding a new receipt voucher.
2. Editing details of existing receipt voucher.
3. Deleting an existing receipt voucher.

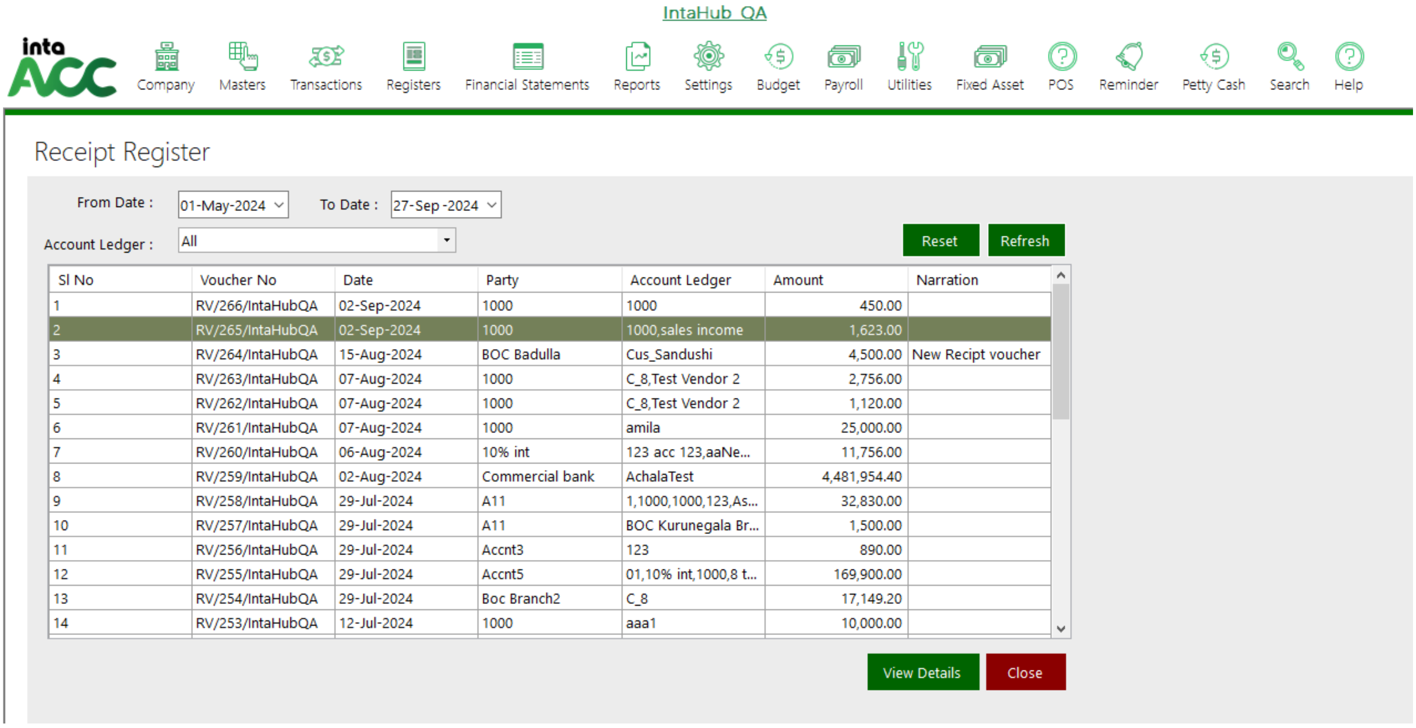
Click on <Duplicate> to get copy of already entered Receipt Voucher

Add a new Receipt Voucher

- Voucher number automatically generated.
- Select date.
- Select Bank/Cash account.
- Select Accounts from which receive cash.
- Enter amount to be receive.
- Select currency.
- Enter description.
- Click on <**Save** > button to save.

View details of existing Receipt Voucher

Click on **Register > Customers > Receipt Register.** A window appears as shown below; it is the list of entire contra vouchers in current financial year from where user can do filtration as per their wish.



Sl No	Voucher No	Date	Party	Account Ledger	Amount	Narration
1	RV/266/IntaHubQA	02-Sep-2024	1000	1000	450.00	
2	RV/265/IntaHubQA	02-Sep-2024	1000	1000,sales income	1,623.00	
3	RV/264/IntaHubQA	15-Aug-2024	BOC Badulla	Cus_Sandushi	4,500.00	New Recipt voucher
4	RV/263/IntaHubQA	07-Aug-2024	1000	C_8,Test Vendor 2	2,756.00	
5	RV/262/IntaHubQA	07-Aug-2024	1000	C_8,Test Vendor 2	1,120.00	
6	RV/261/IntaHubQA	07-Aug-2024	1000	amila	25,000.00	
7	RV/260/IntaHubQA	06-Aug-2024	10% int	123 acc 123,aaNe...	11,756.00	
8	RV/259/IntaHubQA	02-Aug-2024	Commercial bank	AchalaTest	4,481,954.40	
9	RV/258/IntaHubQA	29-Jul-2024	A11	1,1000,1000,123,As...	32,830.00	
10	RV/257/IntaHubQA	29-Jul-2024	A11	BOC Kurunegala Br...	1,500.00	
11	RV/256/IntaHubQA	29-Jul-2024	Accnt3	123	890.00	
12	RV/255/IntaHubQA	29-Jul-2024	Accnt5	01,10% int,1000,8 t...	169,900.00	
13	RV/254/IntaHubQA	29-Jul-2024	Boc Branch2	C_8	17,149.20	
14	RV/253/IntaHubQA	12-Jul-2024	1000	aaa1	10,000.00	

Select a row from receipt register window. Corresponding voucher will show in receipt voucher window.

Edit details of existing Receipt Voucher

- Edit the details that you want.
- Click on <**Update** > button to save the changes.

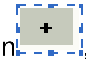
Delete an existing Receipt Voucher

- Click on <**Delete** > button.
- Confirmation will ask for deletion.
- The selected voucher will delete from the list if no reference exists for selected receipt.

To delete a row

- Select row to remove from the list.
- Click on <**Remove** > button.
- Confirmation is asked for removal.

- The selected row is removed from the list if no reference exists for selected row.

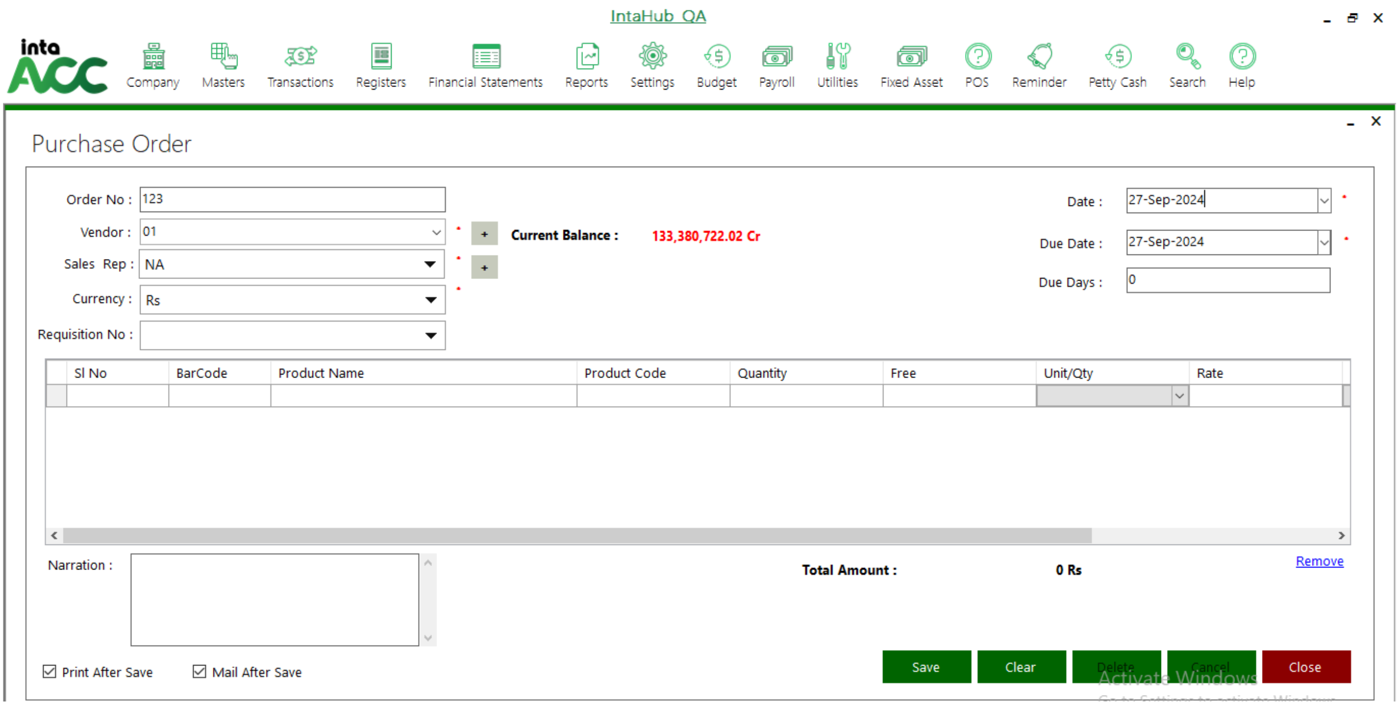
Note: If you want to use new Cash or Party, click on , corresponding window will be opened from where you can add new entries.

On clicking against button party balance pop up will appear, if bill by bill enabled for the branch and bill by bill set for the selected ledger. You can enter amount as New or against reference. Select any one of reference. If the selected reference is against, then bills to receive will be displayed. Enter amount in amount field. The currency will be the same as the selected bill. If the selected reference is New, enter amount in amount field and select currency. For new reference, you can set interest by clicking interest button. Then a popup will appear and you can set interest for different periods. Click on <**Save**> button to save interest parameters. Click on <**Save**> button to save party balance.

5.2VENDORS

5.2.1 PURCHASE ORDER

Click on **Transactions >Vendors > Purchase Order.** A window appears as shown below,



This helps to store the information about the products purchase order.

This form is for:

1. Adding a new Purchase Order.
2. Editing details of existing Purchase Order.
3. Deleting an existing Purchase Order.

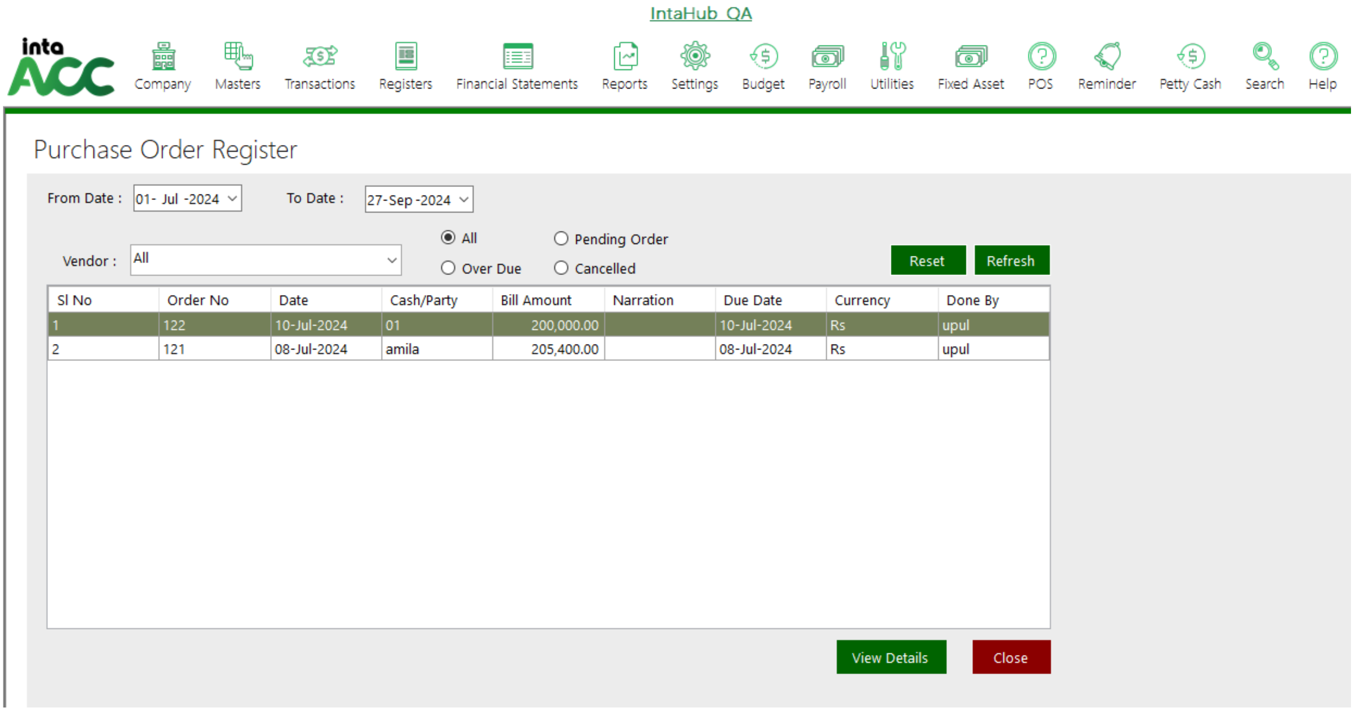
Add a new Purchase Order

- Order Number automatically generated.
- Select details such as date, due date, cash/party and currency etc. in corresponding fields.
- For product details select product code from the list or click on <Search> button.
- Select products from popup list by clicking <**Select**> button .Popup list search with all cases is possible.
- Enter quantity, free quantity, rate in corresponding fields.
- Click on <**Save** > button to save.

View details of existing Purchase Order

Click on **Register > Vendors > Purchase Order.** A window appears as shown below,

It is the list of entire purchase order in current financial year from where user can do filtration as per their wish.



Select a row from purchase order register window. Corresponding purchase order will show in purchase order window.

Edit details of Purchase Order

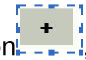
- Edit the details that you want.
- Click on <**Update** > button to save the changes.

Delete an existing Purchase Order

- Click on <**Delete** > button.
- Confirmation is asked for deletion.
- The selected Purchase Order is deleted from the list if no reference exists for selected order.

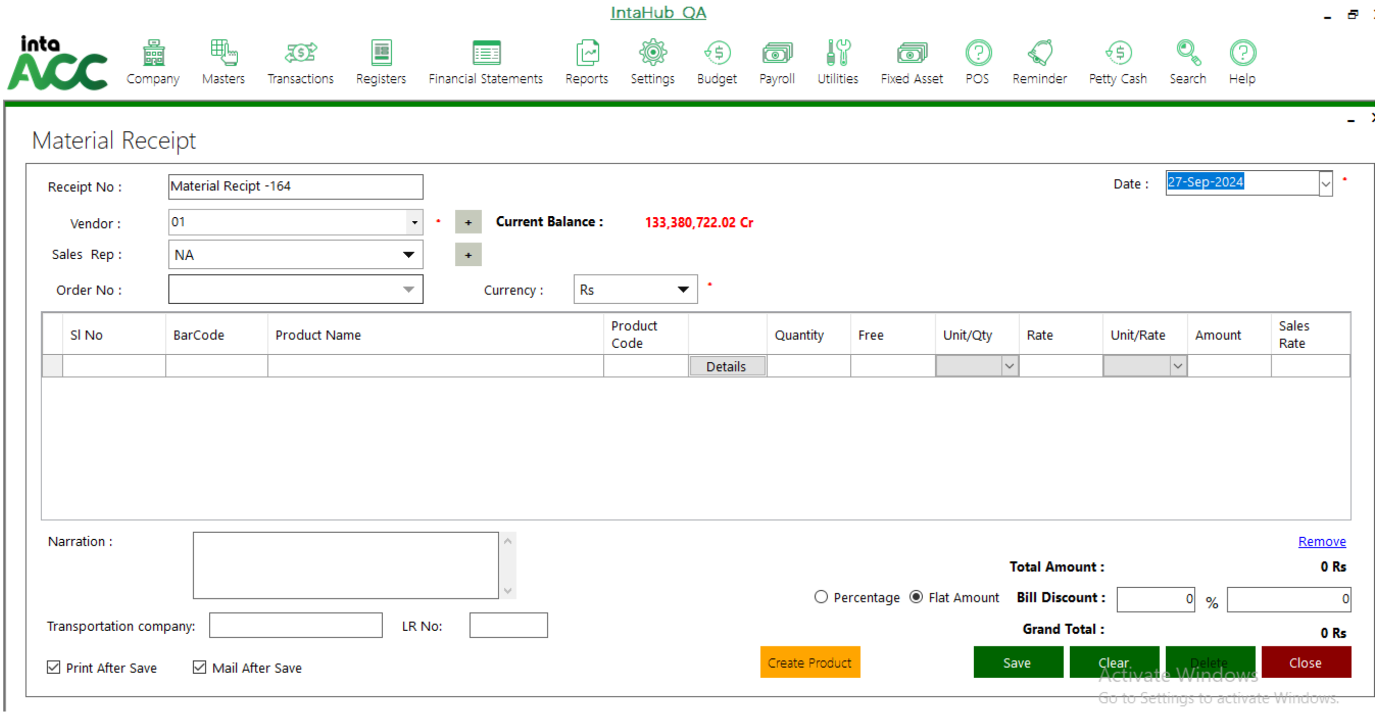
To delete a row

- Select row to remove from the list
- Click on <**Remove** > button.
- Confirmation is asked for removal.
- The selected row is removed from the list if no reference exists for selected row.

Note: If you want to use new Cash or Party, click on , corresponding window will be opened from where you can add new entries.

5.2.2 MATERIAL RECEIPT

Click on **Transactions > Vendors > Material Receipt.** A window appears as shown below,



This helps to store details of receive products without invoice from a vendor.
This form is for:

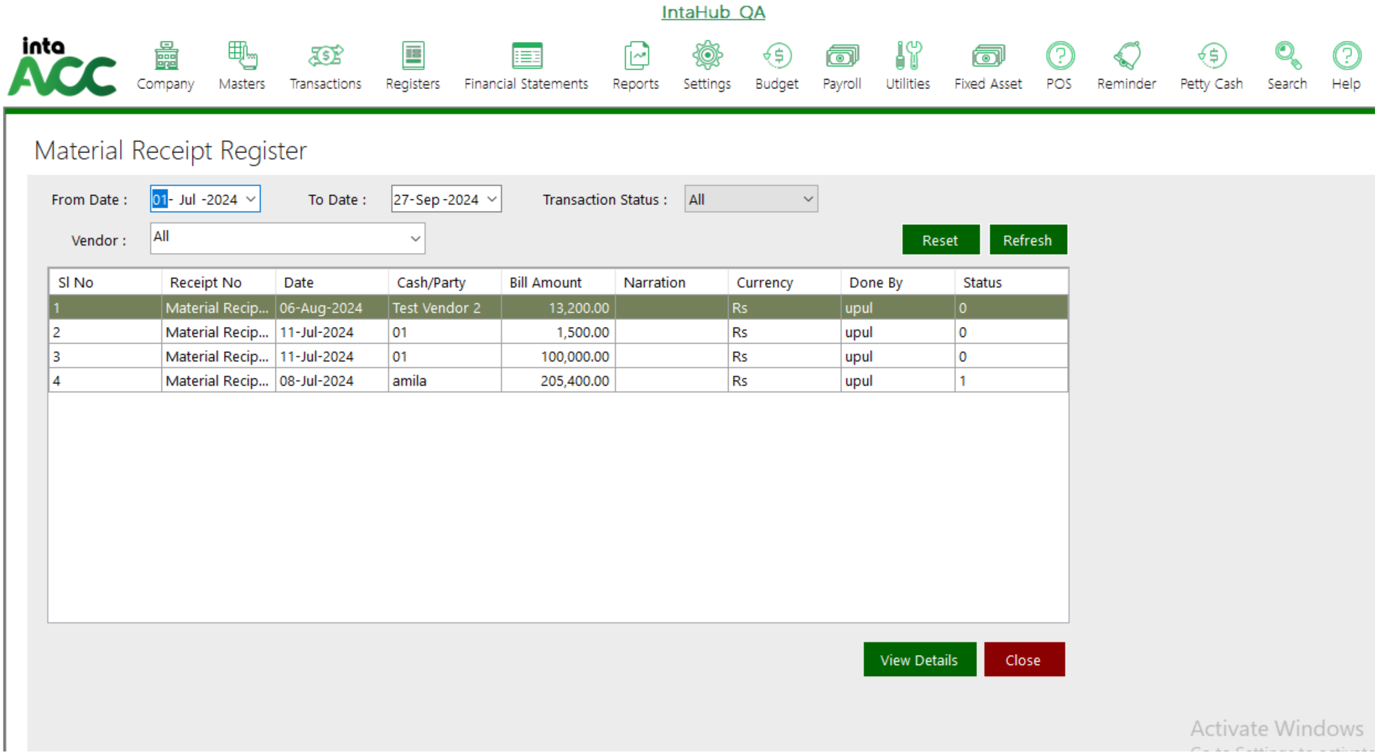
1. Adding a new Material Receipt.
2. Editing details of existing Material Receipt.
3. Deleting an existing Material Receipt.

Add a new Material Receipt

- Receipt Number automatically generated.
- Select details such as date, cash/party and currency etc. in corresponding fields.
- If receipt is against a purchase order select corresponding order
- For product details select product code from the list or click on <**Search**> button.
- Select products from popup list by clicking <**Select**> button .Popup list search with all cases is possible.
- Enter quantity, free quantity, rate in corresponding fields.
- If selected product in a row has Batch or if company has Go-down then for entering corresponding details click <**Details**> button in that row.
- If a row in Material Receipt window has this window then cell, except product code, in that row will be read only.
- Give corresponding details in Go-down and Batch window.
- Click on <**Save** > button in popup window to save.
- Sum of quantity, sum free qty, rate will come in corresponding row of Material Receipt window.
- Click on <**Save** > button to save.

View details of existing Material Receipt

Click on **Register > Vendors > Material Receipt.** A window appears as shown below; it is the list of entire material receipt current financial year from where user can do filtration as per their wish



Select a row from Material Receipt register window. Corresponding Material Receipt will show in Material Receipt window.

Edit details of Material Receipt

- Edit the details that you want.
- Click on <**Update** > button to save the changes.

Delete an existing Material Receipt

- Click on <**Delete** > button.
- Confirmation is asked for deletion.
- The selected Material Receipt is deleted from the list if no reference exists for selected receipt.

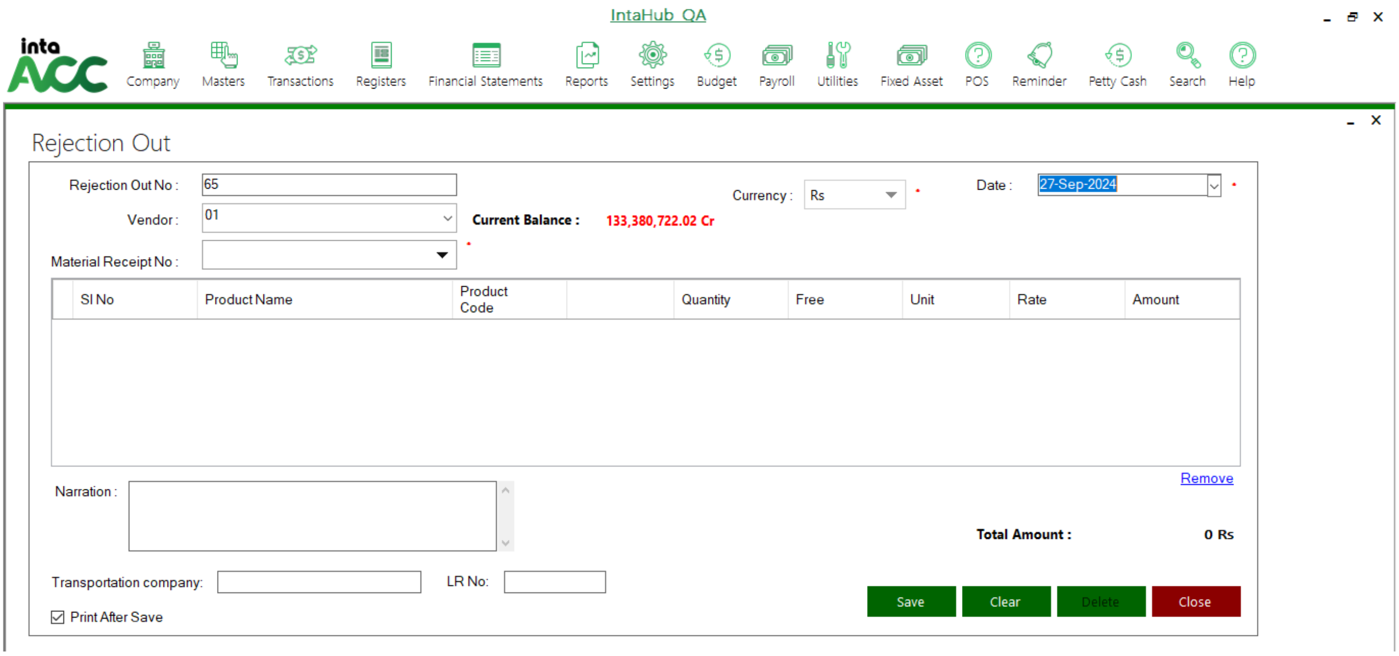
To delete a row

- Select row to remove from the list.
- Click on <**Remove** > button.
- Confirmation is asked for removal.
- The selected row is removed from the list if no reference exists for selected row.

Note: If you want to use new Cash or Party, click on + , corresponding window will be opened from where you can add new entries.

5.2.3 REJECTION OUT

Click on **Transactions > Vendors > Rejection Out.** A window appears as shown below,



This helps to store details of rejected products which are received without invoice.
This form is for:

1. Adding a new Rejection Out.
2. Editing details of existing Rejection Out.
3. Deleting an existing Rejection Out.

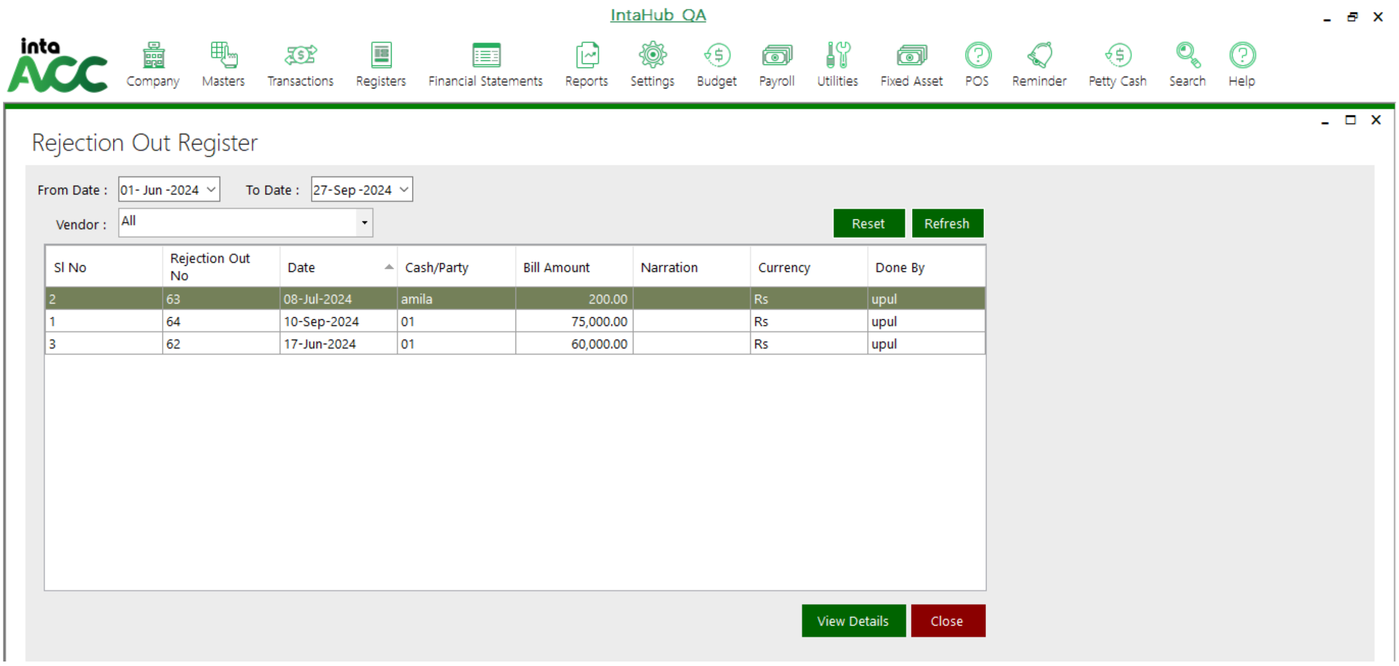
Add a new Rejection Out

- Rejection out Number automatically generated.
- Select details such as date, cash/party and currency etc. in corresponding fields.
- Select Material Receipt number of rejecting products. Corresponding details will display.
- Only quantity, free quantities are editable.
- If selected product in a row has Batch or if company has Go-down then for entering corresponding details click <**Details**> button in that row.
- If a row in Rejection Out window has this window then that row will be read only and only quantity and free quantity in Go-down and Batch window are editable.
- Click on <**Save** > button in popup window to save.
- Sum of quantity, sum free qty, rate will come in corresponding row of Rejection Out window.
- Click on <**Save** > button to save.

View details of existing Rejection Out

Click on **Register > Vendors > Rejection Out.** A window appears as shown below,

It is the list of entire Rejection Out in current financial year from where user can do filtration as per their wish.



Select a row from Rejection out register window. Corresponding rejection out will show in Rejection out window.

Edit details of Rejection Out

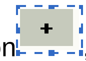
- Edit the details that you want.
- Click on <**Update** > button to save the changes.

Delete an existing Rejection Out

- Click on <**Delete** > button.
- Confirmation is asked for deletion.
- The selected Rejection Out is deleted from the list.

To delete a row

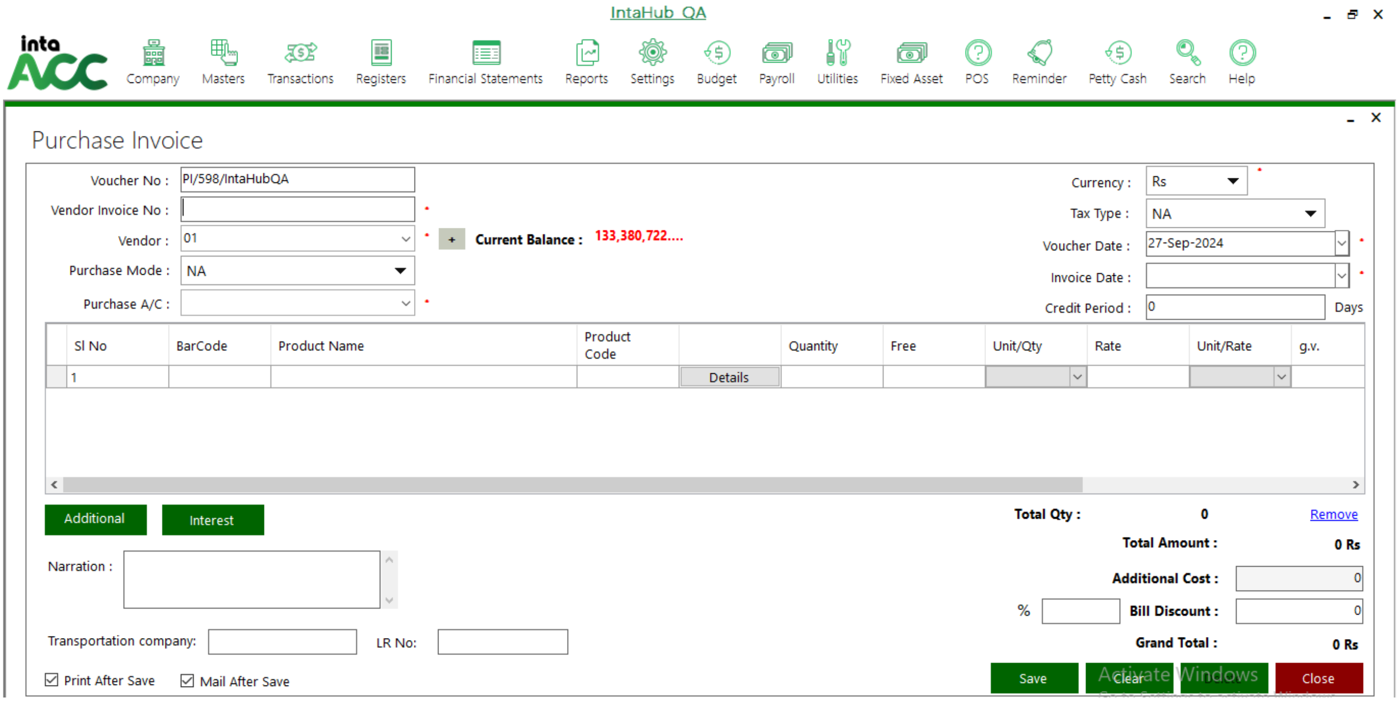
- Select row to remove from the list
- Click on <**Remove** > button.
- Confirmation is asked for removal.
- The selected row is removed from the list.

Note: If you want to use new Cash or Party click on , corresponding window will be opened from where you can add new entries

5.2.4 PURCHASE INVOICE

Click on **Transactions > Vendors > Purchase Invoice. < CTRL + F9 >** A window appears as shown below,

This helps to store details of purchased products.



This form is for:

1. Adding a new Purchase Invoice.
2. Editing details of existing Purchase Invoice.
3. Deleting an existing Purchase Invoice.

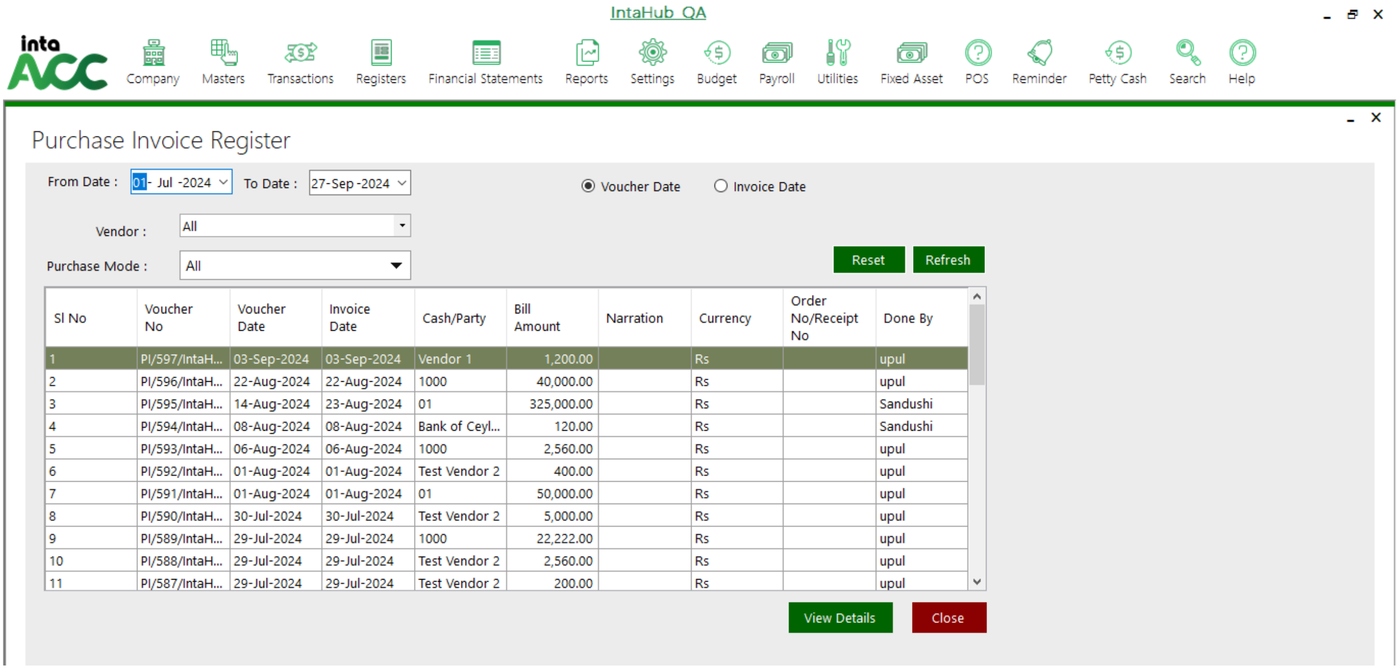
Add a new Purchase Invoice

- Voucher Number automatically generated.
- Enter vendor invoice number.
- Select details such as voucher date, invoice date, cash/party, purchase account and currency etc. in corresponding fields.
- If purchase mode is Against Order select order number; or else if purchase mode is Against Receipt select Material Receipt number, Corresponding details will display.
- If tax is applicable select Tax Type.
- For product details select product code from the list or click on <**Search**> button.
- Select products from popup list by clicking **<Select**> button .Popup list search with all cases is possible.
- If selected product in a row has Batch or if company has Go-down then for entering corresponding details click <**Details**> button in that row..
- If a row in purchase invoice window has this window then cells, except product code, tax, tax type, in that row will be read only.
- Give corresponding details in Go-down and Batch window
- Click on <**Save** > button in popup window to save.
- Sum of quantity, sum free qty, rate, and discount will come in corresponding row of purchase invoice window.
- Rate, unit, discount% will be unique for a product. So these cells in first row will be editable. For other rows this value will repeat and will be read only.
- To give additional cost click on <**Additional Cost**> button.

- Give details of additional cost and click on <**Save**> button.
- Sum of additional cost amount will display in the additional cost field of purchase invoice window.
- If Active interest calculation in Settings true and for a ledger under Sundry Creditors or Sundry Debtors group has interest calculation, then we can set interest to it.
- For this, select corresponding ledger in Cash/Party field of purchase invoice.
- Click on <**Interest**> button. A window appears as shown below.
- Set interest and click on <**Save**> button.
- If has bill discount give it in Bill Discount field.
- Click on <**Save** > button to save.

View details of existing Purchase Invoice

Click on **Register > Vendors > Purchase Invoice.** A window appears as shown below; it is the list of entire Purchase Invoice in current financial year from where user can do filtration as per their wish.



Select a row from Purchase Invoice register window. Corresponding Purchase Invoice will show in Purchase Invoice window.

Edit details of Purchase Invoice

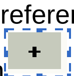
- Edit the details that you want.
- Click on <**Update** > button to save the changes.

Delete an existing Purchase Invoice

- Click on <**Delete** > button.
- Confirmation is asked for deletion.
- The selected Purchase Invoice is deleted from the list if no reference exists for selected Purchase Invoice.

To delete a row

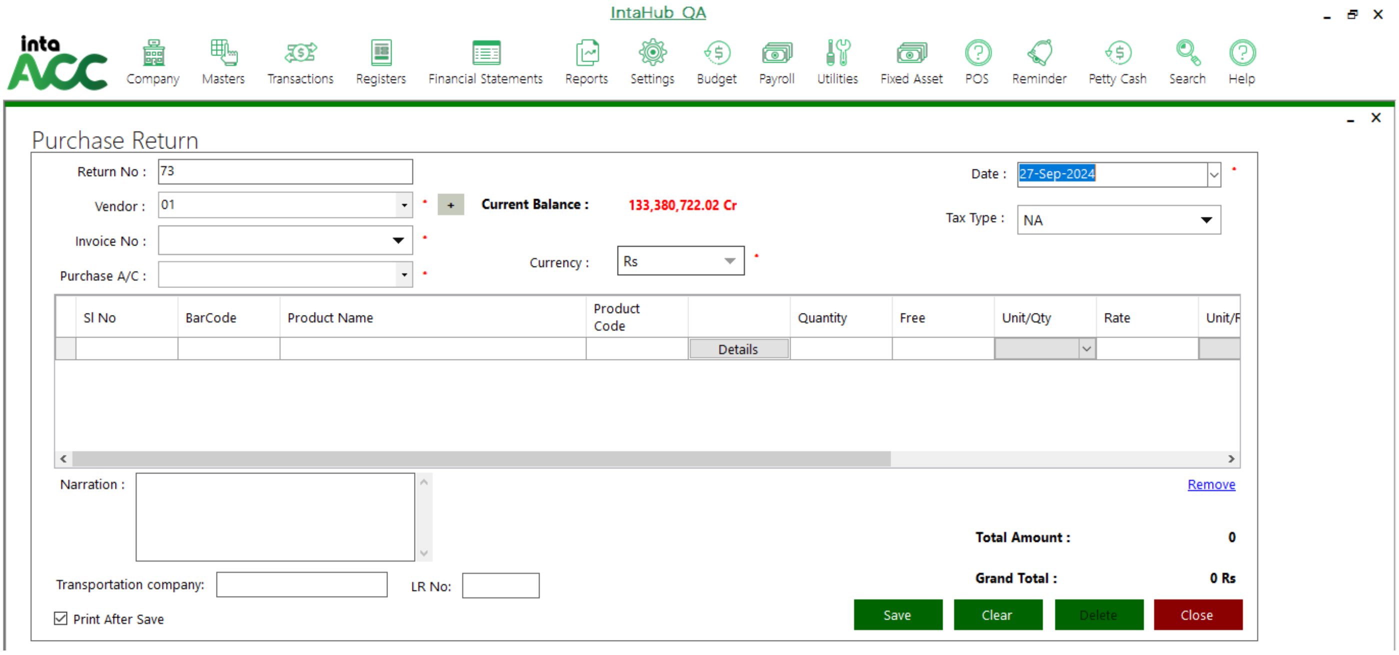
- Select row to remove from the list
- Click on <**Remove** > button.
- Confirmation is asked for removal.
- The selected row is removed from the list if no reference exists for selected row.

Note: If you want to use new Cash or Party click on , corresponding window will be opened from where you can add new entries.

5.2.5 PURCHASE RETURN

Click on **Transactions > Vendors > Purchase Return.** A window appears as shown below,

This helps to store details of returned products after purchase.



This form is for:

1. Adding a new Purchase Return.
2. Editing details of existing Purchase Return.
3. Deleting an existing Purchase Return.

Add a new Purchase Return

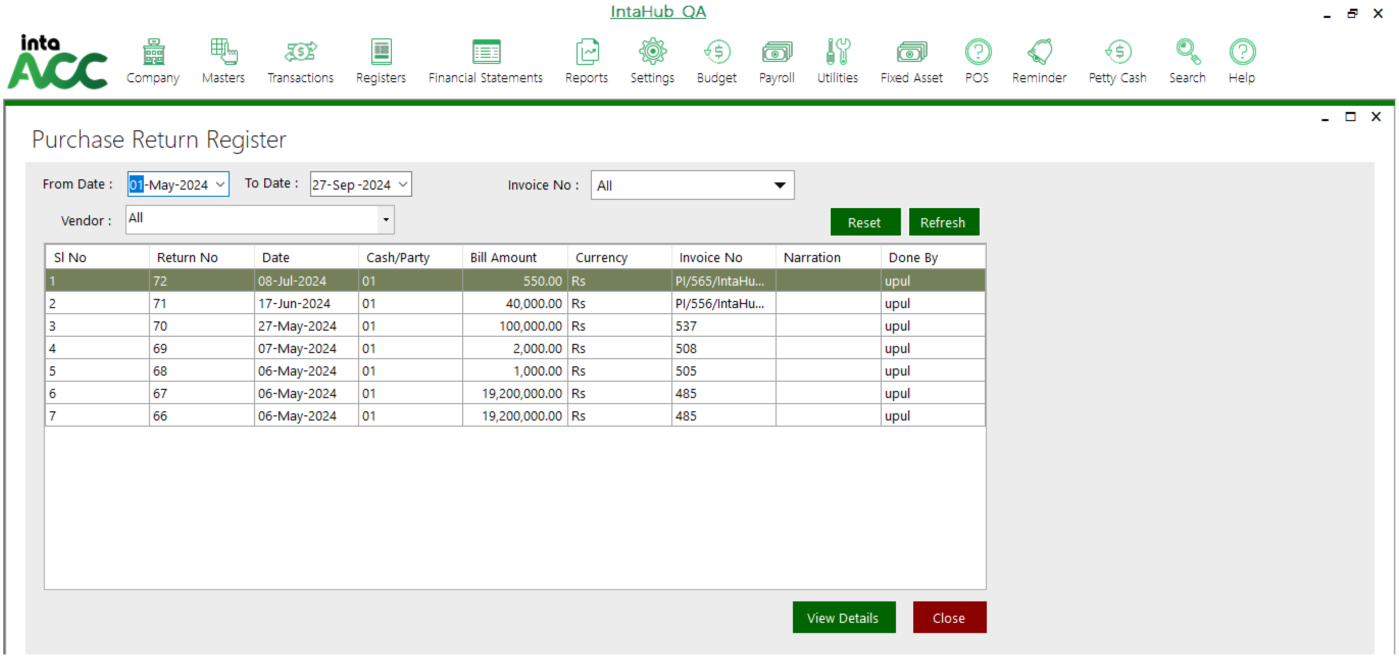
- Return Number automatically generated.
- Select details such as date, cash/party, purchase account and currency etc. in corresponding fields.
- If tax is applicable select Tax Type
- If return is against invoice select invoice number. Corresponding details will display.
    1. Product selection search will be disabled and cannot add more products to this selection.
    2. Only can edit quantity (less than or equal to invoice quantity) rate, free quantity (less than or equal to invoice free quantity) fields.(If Batch or Go-down exists this is applicable in popup window and cells except product code in row corresponding to this in this form, will be read only).
- Or else for product details select product code from the list or click on <**Search**> button.
- Select products from popup list by clicking **<Select**> button .Popup list search with all cases is possible.
- If selected product in a row has Batch or if company has Go-down then for entering corresponding details click <**Details**> button in that row.
- If a row in purchase return window has this window then cells except product code, tax, tax type in that row will be read only.
- Give corresponding details in Go-down and Batch window.
- Click on <**Save** > button in popup window to save.
- Sum of quantity, sum free qty, rate and discount will come in corresponding row of purchase return window.

- Rate, unit, discount% will be unique for a product. So these cells in first row will be editable. For other rows this value will repeat and will be read only.
- Click on <**Save** > button to save.

View details of existing Purchase Return

Click on **Register > Vendors > Purchase Return.** A window appears as shown below,

It is the list of entire Purchase Return in current financial year from where user can do filtration as per their wish.



Sl No	Return No	Date	Cash/Party	Bill Amount	Currency	Invoice No	Narration	Done By
1	72	08-Jul-2024	01	550.00	Rs	PI/565/IntaHu...		upul
2	71	17-Jun-2024	01	40,000.00	Rs	PI/556/IntaHu...		upul
3	70	27-May-2024	01	100,000.00	Rs	537		upul
4	69	07-May-2024	01	2,000.00	Rs	508		upul
5	68	06-May-2024	01	1,000.00	Rs	505		upul
6	67	06-May-2024	01	19,200,000.00	Rs	485		upul
7	66	06-May-2024	01	19,200,000.00	Rs	485		upul

Select a row from Purchase Return register window. Corresponding Purchase Return will show in Purchase Return window.

Edit details of Purchase Return

- Edit the details that you want.
- Click on <**Update** > button to save the changes.

Delete an existing Purchase Return

- Click on <**Delete** > button.
- Confirmation is asked for deletion.
- The selected Purchase Return is deleted from the list.

To delete a row

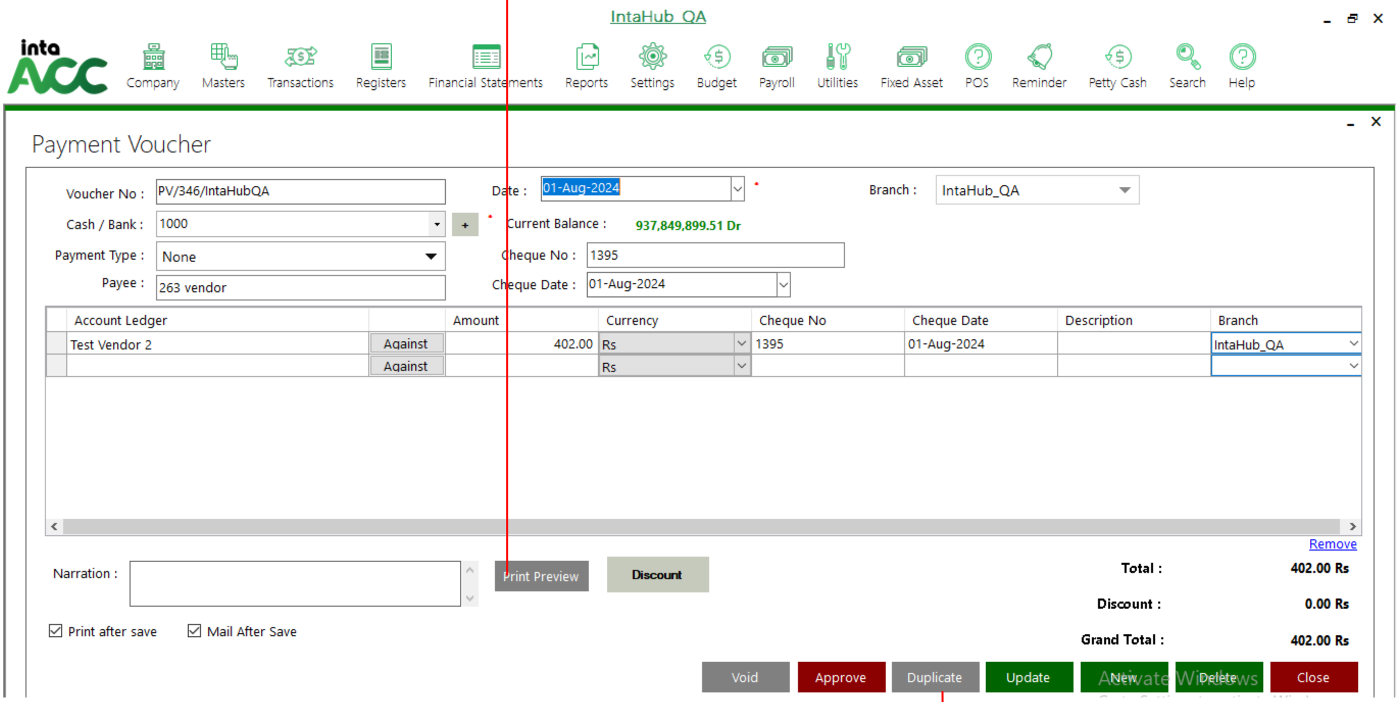
- Select row to remove from the list
- Click on <**Remove** > button.
- Confirmation is asked for removal.
- The selected row is removed from the list.

Note: If you want to use new Cash or Party click on + , corresponding window will be opened from where you can add new entries.

5.2.6 PAYMENT VOUCHER

Click on **Transactions > Vendors > Payment Voucher.** **< CTRL + F5 >** a window appears as shown below,

Click on <Print Preview> to Payment Voucher Before Print it.



This is to enter the details of all cash and bank payments.

1. Adding a new Payment Voucher.
2. Editing details of existing Payment Voucher.
3. Deleting an existing Payment Voucher.

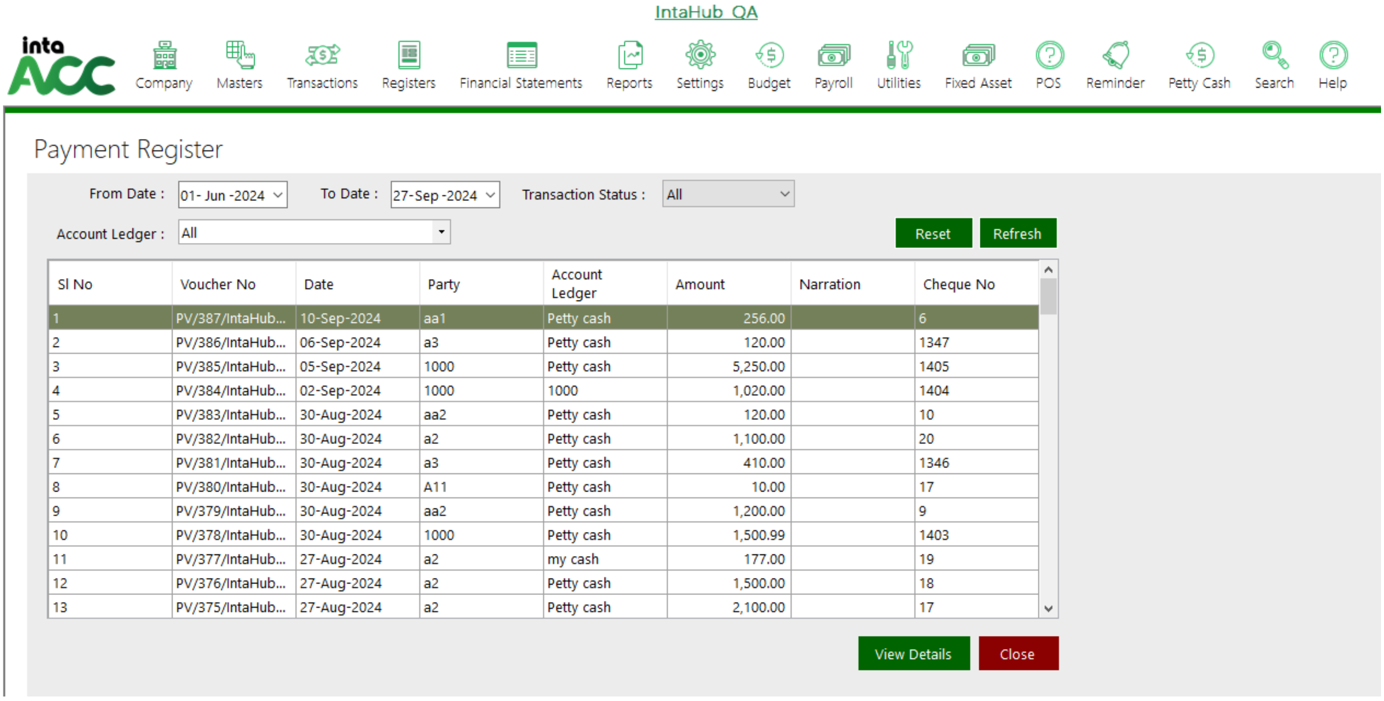
Add a new Payment Voucher

- Voucher number automatically generated.
- Select date.
- Select Bank/Cash account.
- Select Accounts to which pay cash.
- Enter amount to be paid.
- Select currency.
- Enter description
- Click on <**Save** > button to save.

Click on <Duplicate> to get copy of already entered Payment Voucher

View details of existing Payment Register

Click on **Register > Vendors > Payment Register.** A window appears as shown below; it is the list of entire payment vouchers in current financial year from where user can do filtration as per their wish.



Sl No	Voucher No	Date	Party	Account Ledger	Amount	Narration	Cheque No
1	PV/387/IntaHub...	10-Sep-2024	aa1	Petty cash	256.00		6
2	PV/386/IntaHub...	06-Sep-2024	a3	Petty cash	120.00		1347
3	PV/385/IntaHub...	05-Sep-2024	1000	Petty cash	5,250.00		1405
4	PV/384/IntaHub...	02-Sep-2024	1000	1000	1,020.00		1404
5	PV/383/IntaHub...	30-Aug-2024	aa2	Petty cash	120.00		10
6	PV/382/IntaHub...	30-Aug-2024	a2	Petty cash	1,100.00		20
7	PV/381/IntaHub...	30-Aug-2024	a3	Petty cash	410.00		1346
8	PV/380/IntaHub...	30-Aug-2024	A11	Petty cash	10.00		17
9	PV/379/IntaHub...	30-Aug-2024	aa2	Petty cash	1,200.00		9
10	PV/378/IntaHub...	30-Aug-2024	1000	Petty cash	1,500.99		1403
11	PV/377/IntaHub...	27-Aug-2024	a2	my cash	177.00		19
12	PV/376/IntaHub...	27-Aug-2024	a2	Petty cash	1,500.00		18
13	PV/375/IntaHub...	27-Aug-2024	a2	Petty cash	2,100.00		17

Select a row from Payment Register window. Corresponding voucher will show in Payment Register window.

Edit details of existing Payment Voucher

- Edit the details that you want.
- Click on <**Update** > button to save the changes.

Delete an existing Payment Voucher

- Click on <**Delete** > button.
- Confirmation will ask for deletion.
- The selected voucher will delete from the list if no reference exists for selected payment.

To delete a row

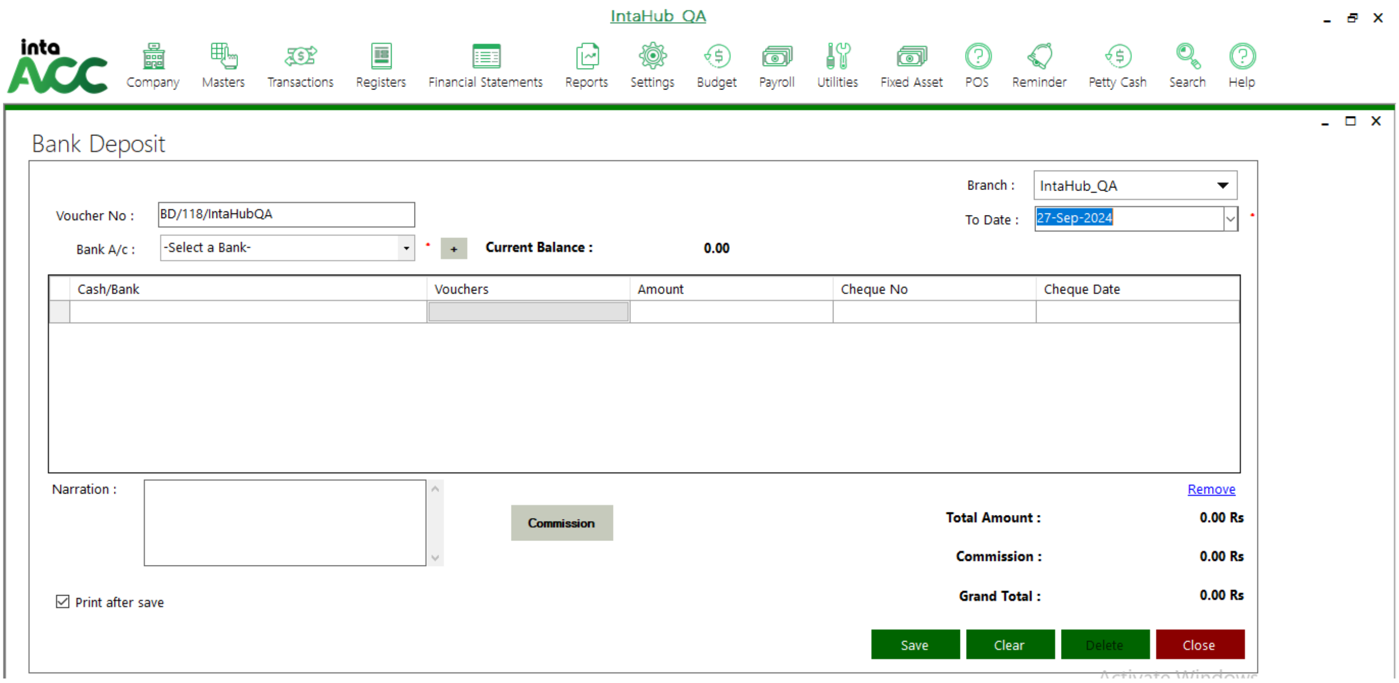
- Select row to remove from the list.
- Click on <**Remove** > button.
- Confirmation is asked for removal.
- The selected row is removed from the list if no reference exists for selected row.

Note: If you want to use new Cash or Party, click on, corresponding window will be opened from where you can add new entries.

On clicking against button party balance pop up will appear, if bill by bill enabled for the branch and bill by bill set for the selected ledger. You can enter amount as New or against reference. Select any one of reference. If the selected reference is against, then bills to be paid will be displayed. Enter amount in amount field. The currency will be the same as the selected bill. If the selected reference is New, enter amount in amount field and select currency. For new reference, you can set interest by clicking interest button. Then a popup will appear and you can set interest for different periods. Click on <**Save**> button to save interest parameters. Click on <**Save**> button to save party balance.

5.3 BANK DEPOSIT

Click on **Transactions > Bank Deposit,** a window appears as shown below,



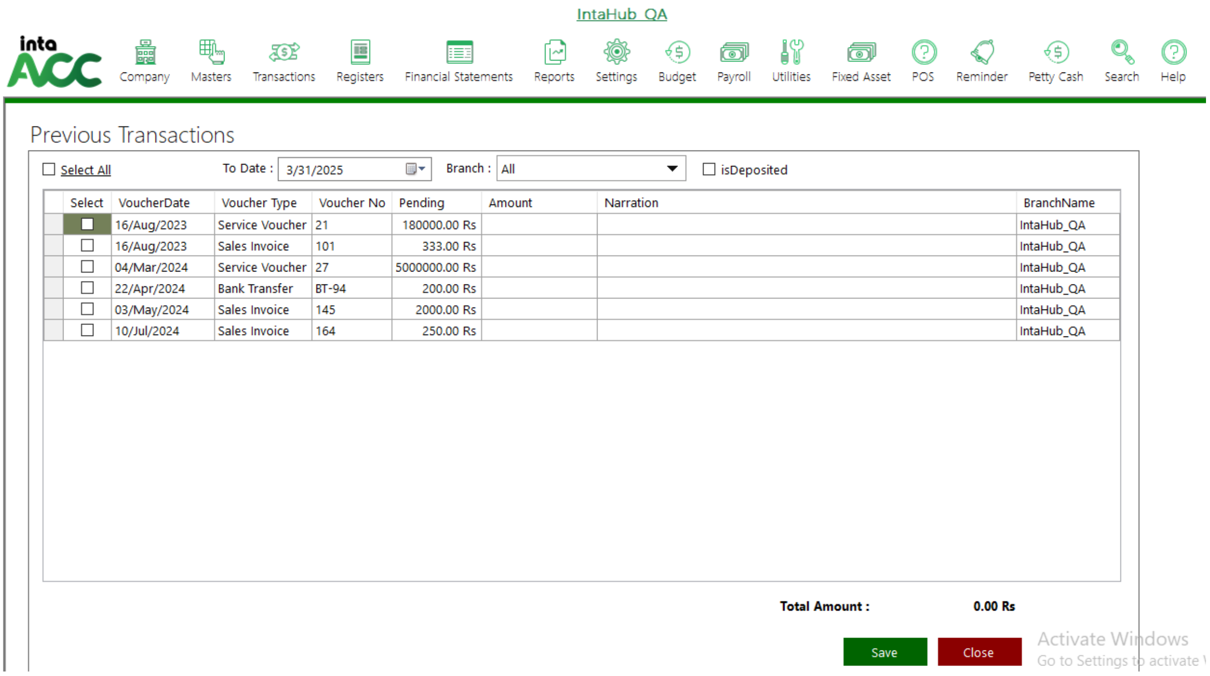
This helps to store the information about the bank deposit

This form is for:

1. Adding a new Bank Deposit.
2. Editing details of existing Bank Deposit.
3. Deleting an existing Bank Deposit.

Add a new Bank Deposit

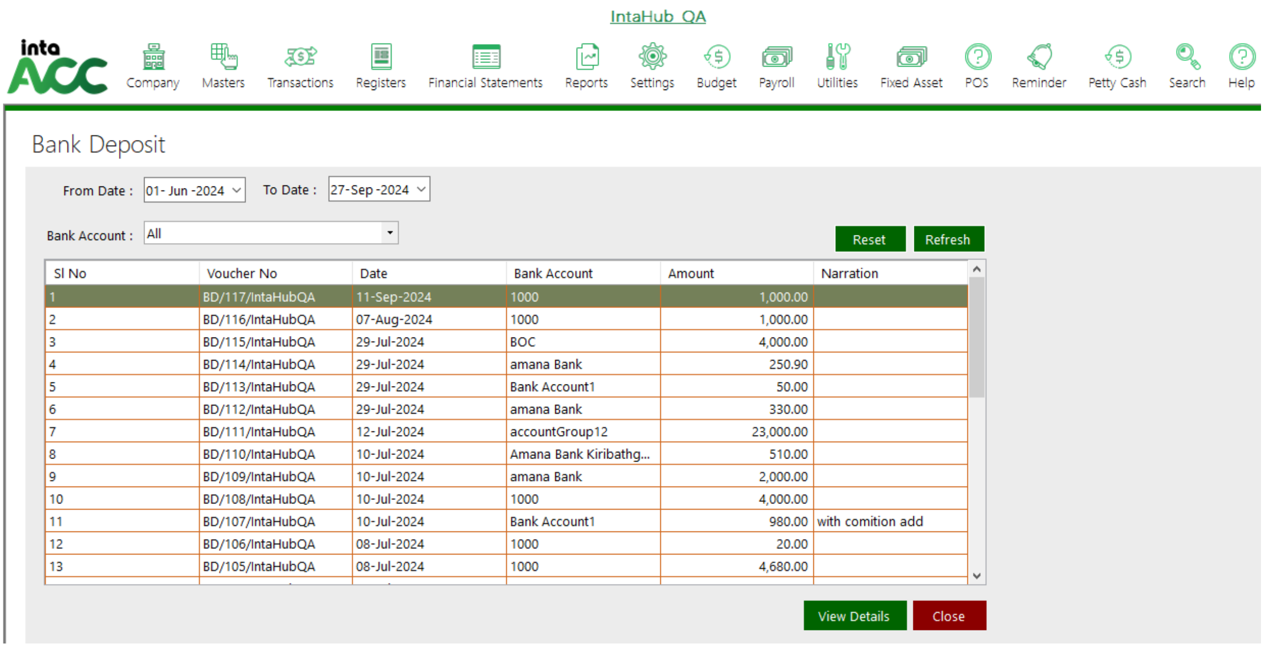
- Voucher Number automatically generated.
- Select details such as date, bank account etc. in corresponding fields, also select whether deposit is going to do
- Select cash/bank , once you select ledger Account , it appear show Voucher and then once you clieck on it, below window to select voucher and have to select vouchers .
- The amount deposit automatically fill with amount filed with selected vochers
- Enter cheque no, date for bank account
- Click on <**Save** > button to save.



View details of existing Bank Deposit Register

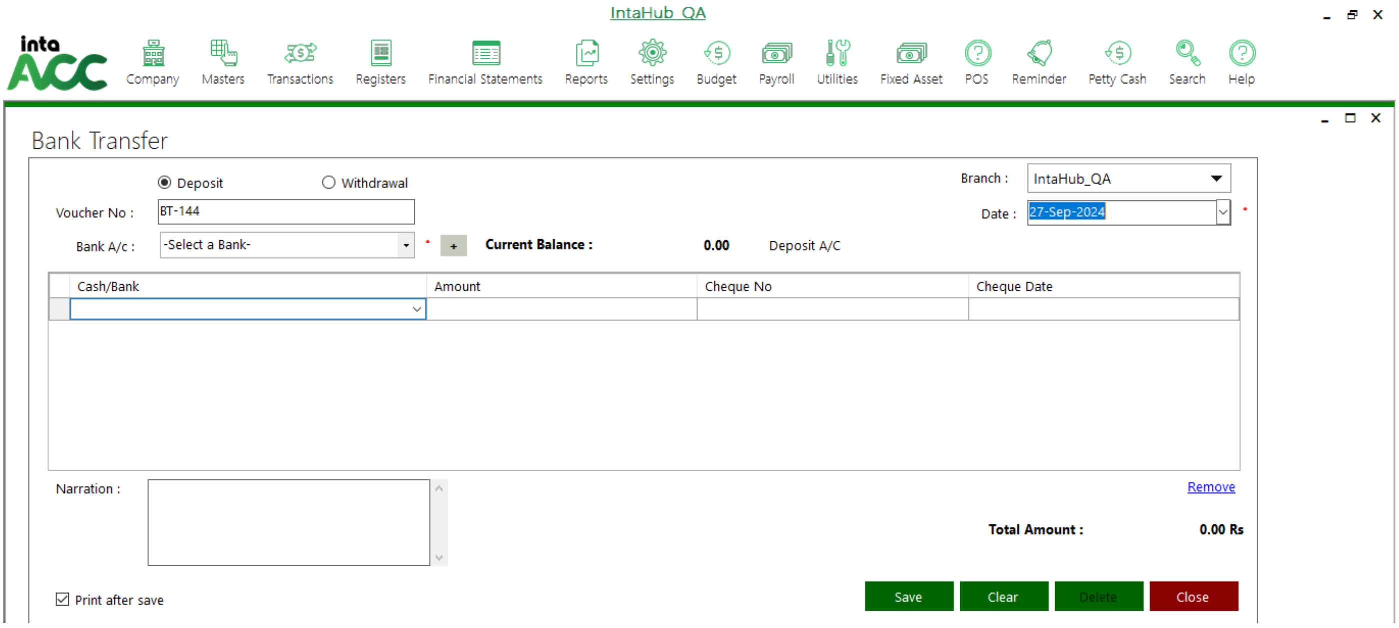
Click on **Register > Bank Deposit.** A window appears as shown below,

It is the list of entire bank transfer in current financial year from where user can do filtration as per their wish.



5.4BANK TRANSFER

Click on **Transactions > Bank Transfer. < CTRL + F4 >** a window appears as shown below,



This helps to store the information about the bank Transfer From and To

This form is for:

4. Adding a new Bank Transfer.
5. Editing details of existing Bank Transfer.
6. Deleting an existing Bank Transfer.

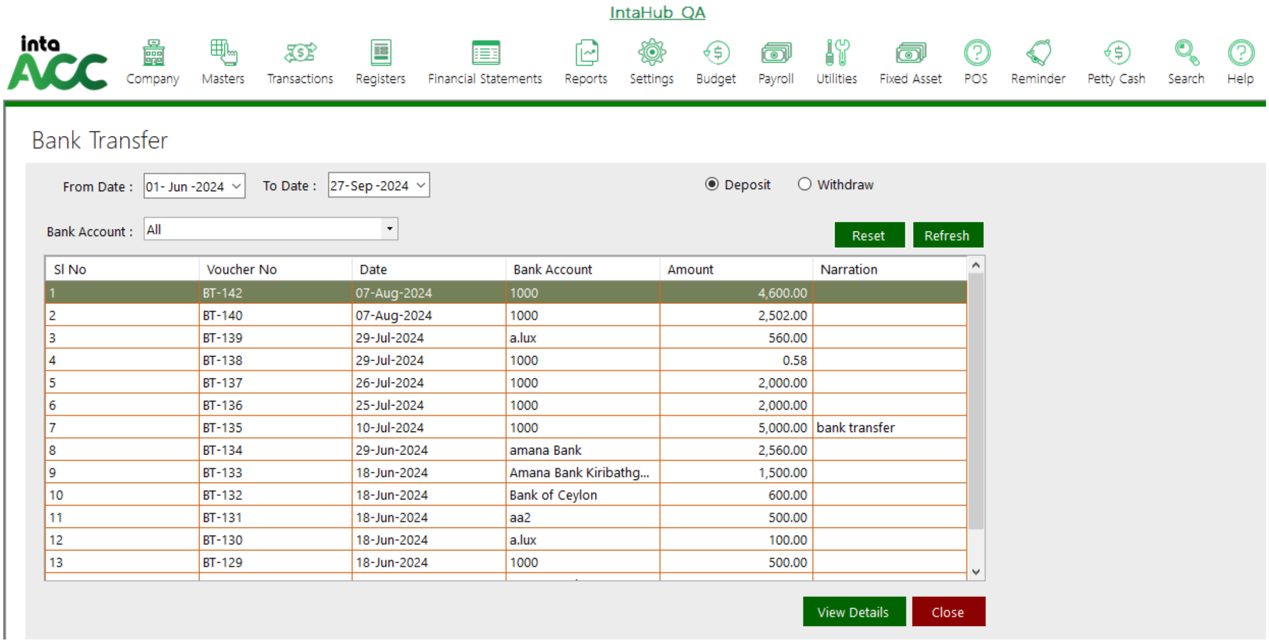
Add a new Bank Transfer

- Voucher Number automatically generated.
- Select details such as date, bank account etc. in corresponding fields, also select whether deposit or withdrawal is going to do
- Select cash/bank , enter amount in corresponding fields
- Enter cheque no, date for bank account
- Click on <**Save** > button to save.

View details of existing Bank Transfer

Click on **Register > Bank Transfer.** A window appears as shown below,

It is the list of entire bank transfer in current financial year from where user can do filtration as per their wish.



Select a row from Bank Transfer register window. Corresponding Bank Transfer details will show in Bank Transfer window.

Edit details of bank transfer

- Edit the details that you want.
- Bank Transfer cannot be edited if reference exist (bank reconciliation)
- Click on <**Update** > button to save the changes.

Delete an existing bank transfer

- Click on <**Delete** > button.
- Confirmation is asked for deletion.
- The selected Bank Transfer is deleted from the list if no reference exists for selected Bank Transfer.

To delete a row

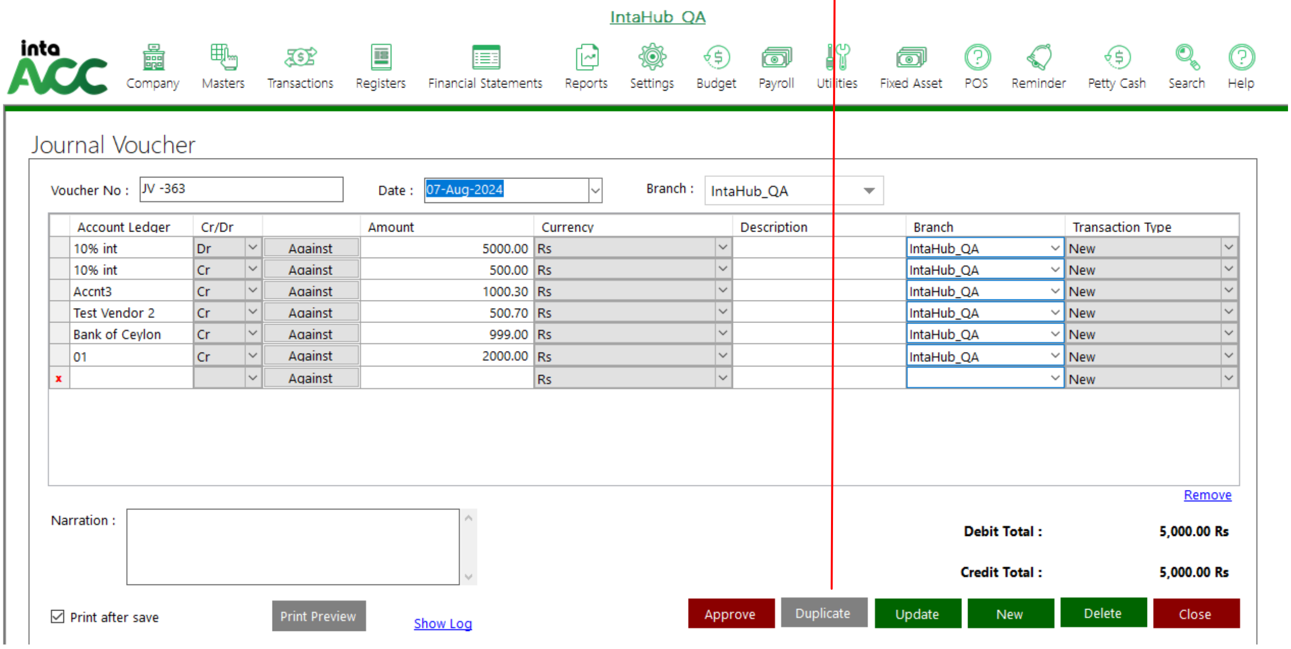
- Select row to remove from the list
- Click on <**Remove** > button.
- Confirmation is asked for removal.
- The selected row is removed from the list if no reference exists for selected row.

Note: If you want to use new Bank Account, click on, corresponding window will be opened from where you can add new entries.

5.5 JOURNAL VOUCHER

Click on <Duplicate> to get copy of already entered Journal Voucher

Click on **Transactions > Journal Voucher. <CTRL + F7 >** a window appears as shown below,



This is for all adjustments. Both payment and receipt can be done in this form. To save Journal Voucher, debit amount and credit amount must be equal.

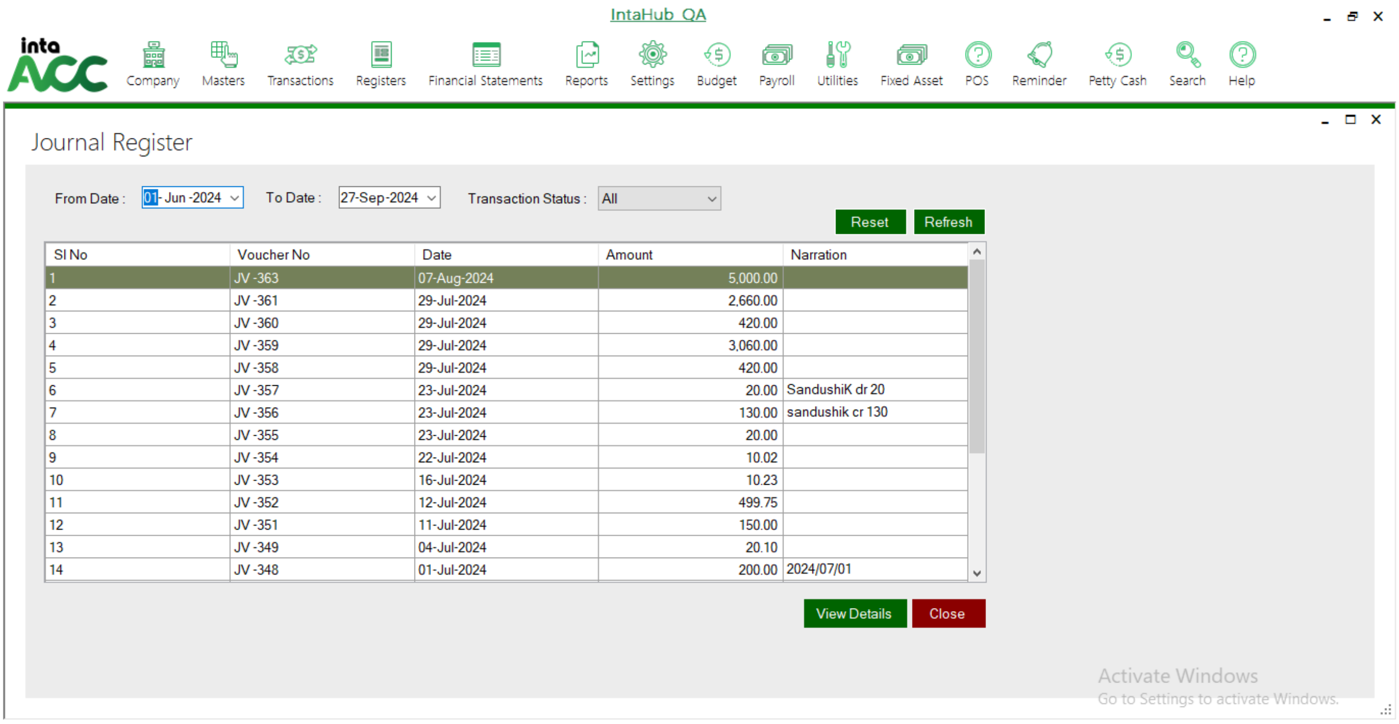
1. Adding a new Journal Voucher.
2. Editing details of existing Journal Voucher.
3. Deleting an existing Journal Voucher.

Add a new Journal Voucher

- Voucher number automatically generated.
- Select date.
- Select Accounts to which pay cash or from which receive cash.
- Select Dr or Cr.
- Enter amount.
- Select currency.
- Enter description
- Click on <**Save** > button to save.

View details of existing Journal Register

Click on **Register > Journal Register.** A window appears as shown below; it is the list of entire contra vouchers in current financial year from where user can do filtration as per their wish.



Select a row from Journal Register window. Corresponding voucher will show in Journal Register window.

Edit details of existing Journal Voucher

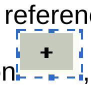
- Edit the details that you want.
- Click on <**Update** > button to save the changes.

Delete an existing Journal Voucher

- Click on <**Delete** > button.
- Confirmation will ask for deletion.
- The selected voucher will delete from the list if no reference exists for selected journal.

To delete a row

- Select row to remove from the list.
- Click on <**Remove** > button.
- Confirmation is asked for removal.
- The selected row is removed from the list if no reference exists for selected row.

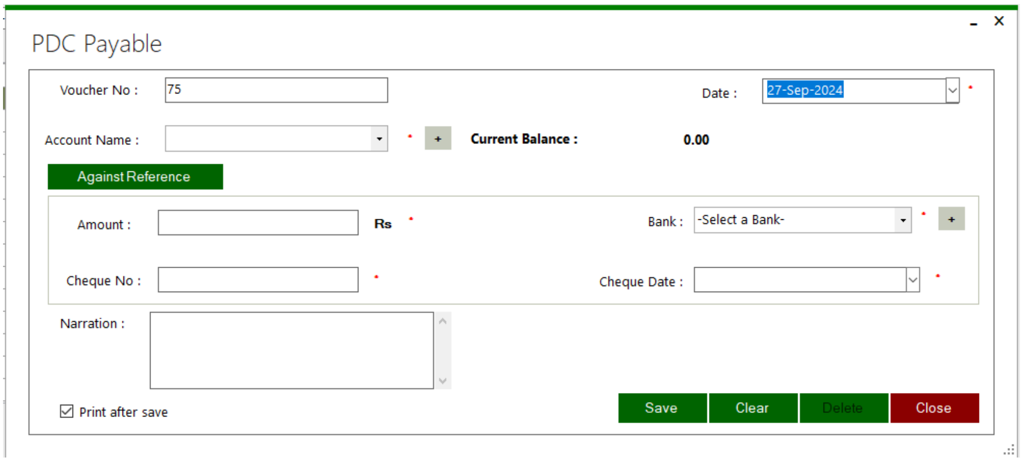
Note: If you want to use new Cash or Party, click on 

, corresponding window will be opened from where you can add new entries.

On clicking against button party balance pop up will appear, if bill by bill enabled for the branch and bill by bill set for the selected ledger. You can enter amount as New or Against reference. Select any one of the references. If the selected reference is against, then bills to be paid or bills to be received will be displayed. Enter amount in amount field. The currency will be the same as the selected bill. If the selected reference is New, enter amount in amount field and select currency. Click on <**Save**> button to save party balance.

5.6 PDC PAYABLE

Click on **Transactions > PDC Payable.** A window appears as shown below,



This is to enter the details of all postdated cheques giving to ledgers under sundry creditors or sundry debtors.

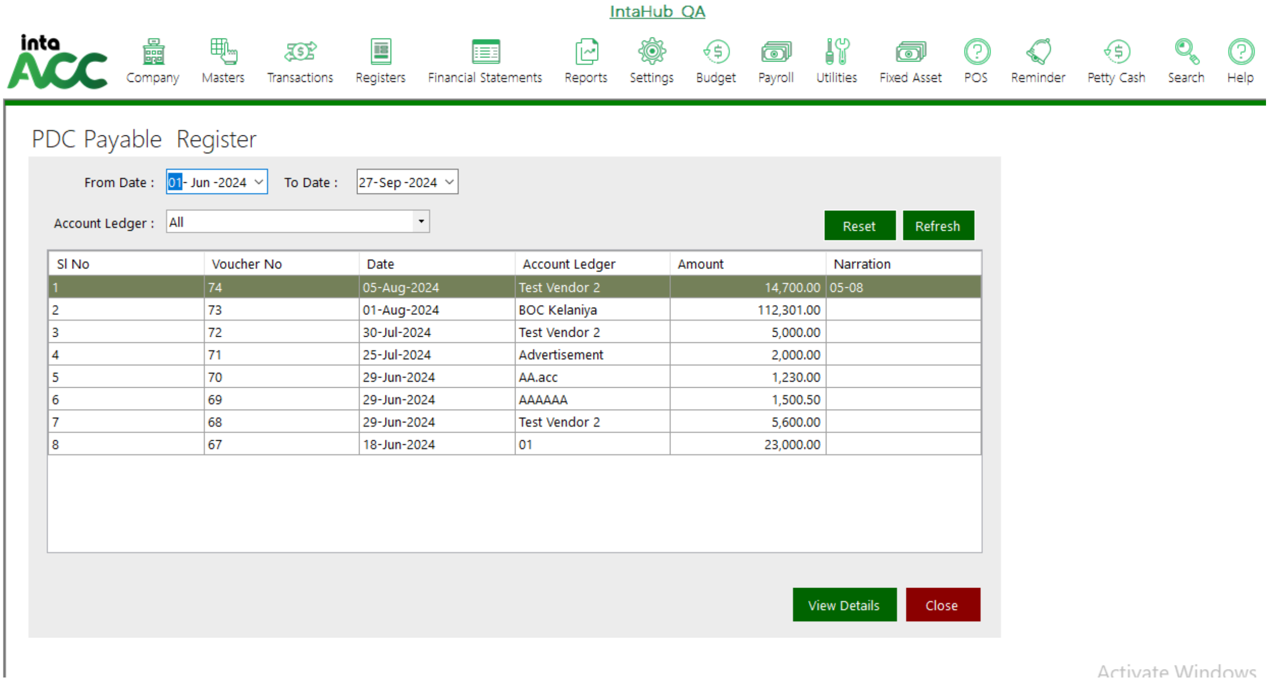
1. Adding a new PDC Payable.
2. Editing details of existing PDC Payable.
3. Deleting an existing PDC Payable.

Add a new PDC Payable

- Voucher number automatically generated.
- Select date.
- Select account ledger to whom cheque giving.
- Enter amount to be paid.
- Select bank account.
- Enter cheque number.
- Enter cheque date.
- Enter description.
- Click on <**Save** > button to save.

View details of existing PDC Payable

Click on **Register > PDC Payable.** A window appears as shown below. It is the list of entire interest receivables in current financial year from where user can do filtration as per their wish.



Select a row from PDC Payable register window. Corresponding voucher will show in PDC Payable window.

Edit details of existing PDC Payable

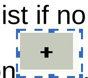
- Edit the details that you want.
- Click on <**Update** > button to save the changes.

Delete an existing PDC Payable

- Click on <**Delete** > button.
- Confirmation will ask for deletion.
- The selected voucher will delete from the list if no reference exists for selected PDC Payable.

To delete a row

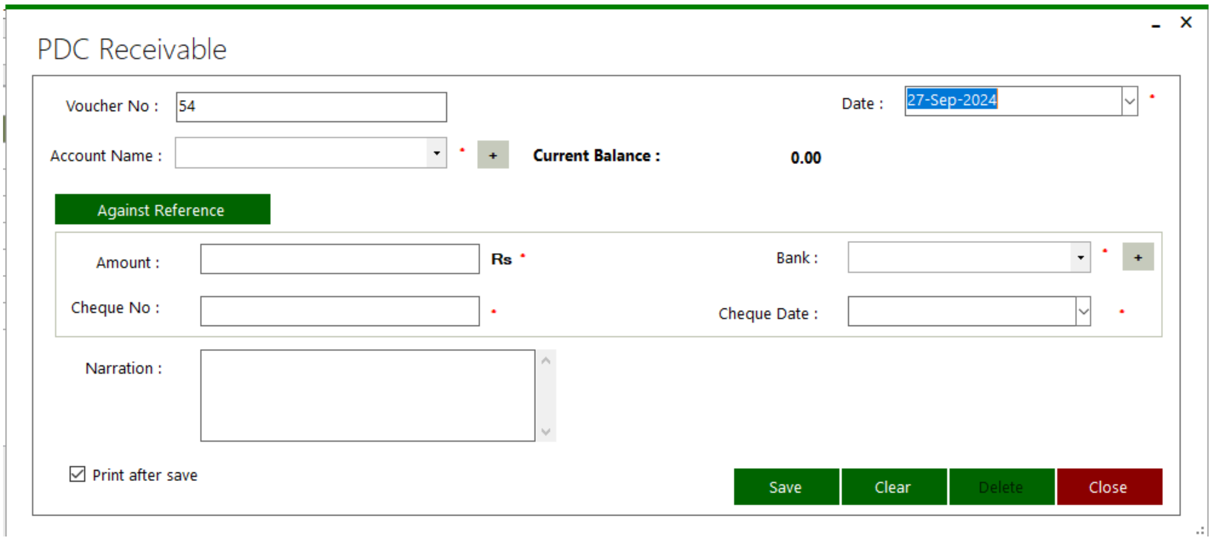
- Select row to remove from the list.
- Click on <**Remove** > button.
- Confirmation is asked for removal.
- The selected row is removed from the list if no reference exists for selected row.

Note: If you want to use new ledger, click on , corresponding window will be opened from where you can add new entries.

On clicking against button party balance pop up will appear, if bill by bill enabled for the branch and bill by bill set for the selected ledger. You can enter amount as New or against reference. Select any one of reference. If the selected reference is against, then bills to be paid will be displayed. Enter amount in amount field. The currency will be the same as the selected bill. If the selected reference is New, enter amount in amount field and select currency. Click on <**Save**> button to save party balance.

5.7PDC RECEIVABLE

Click on **Transactions > PDC Receivable.** A window appears as shown below,



This is to enter the details of all post dated cheques receiving from ledgers under sundry creditors or sundry debtors.

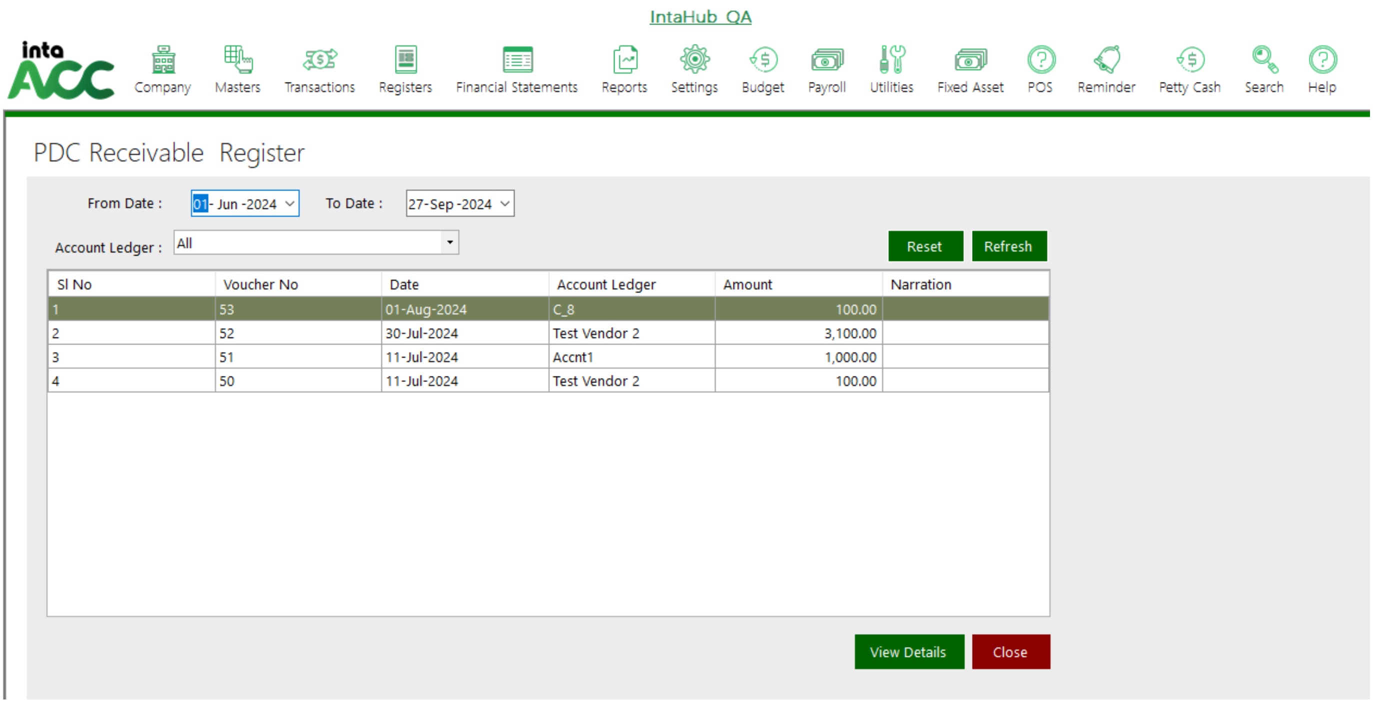
1. Adding a new PDC Receivable.
2. Editing details of existing PDC Receivable.
3. Deleting an existing PDC Receivable.

Add a new PDC Receivable

- Voucher number automatically generated.
- Select date.
- Select account ledger from whom cheque receiving.
- Enter amount.
- Select bank account.
- Enter cheque number.
- Enter cheque date.
- Enter description.
- Click on <**Save** > button to save.

View details of existing PDC Receivable

Click on **Register >PDC Receivable.** A window appears as shown below. It is the list of entire interest receivables in current financial year from where user can do filtration as per their wish.



Select a row from PDC Receivable register window. Corresponding voucher will show in PDC Receivable window.

Edit details of existing PDC Payable

- Edit the details that you want.
- Click on <**Update** > button to save the changes.

Delete an existing PDC Receivable

- Click on <**Delete** > button.
- Confirmation will ask for deletion.
- The selected voucher will delete from the list if no reference exists for selected
- PDC Receivable

.

To delete a row

- Select row to remove from the list.
- Click on <**Remove** > button.

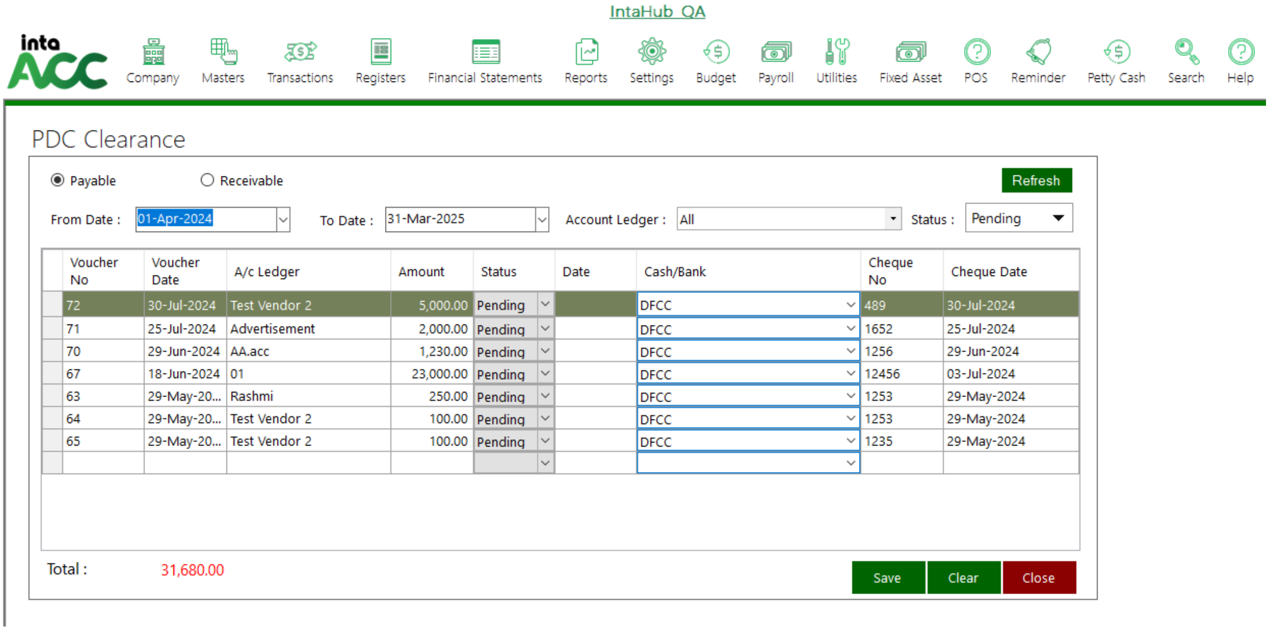
- Confirmation will ask for removal.
- The selected row is removed from the list if no reference exists for selected row.

Note: If you want to use new Ledger, click on +, corresponding window will be opened from where you can add new entries.

On clicking against button party balance pop up will appear, if bill by bill enabled for the branch and bill by bill set for the selected ledger. You can enter amount as New or against reference. Select any one of reference. If the selected reference is against, then bills to be paid will be displayed. Enter amount in amount field. The currency will be the same as the selected bill. If the selected reference is New, enter amount in amount field and select currency. Click on <**Save**> button to save party balance.

5.8 PDC CLEARANCE

Click on **Transactions > PDC Clearance.** A window appears as shown below,



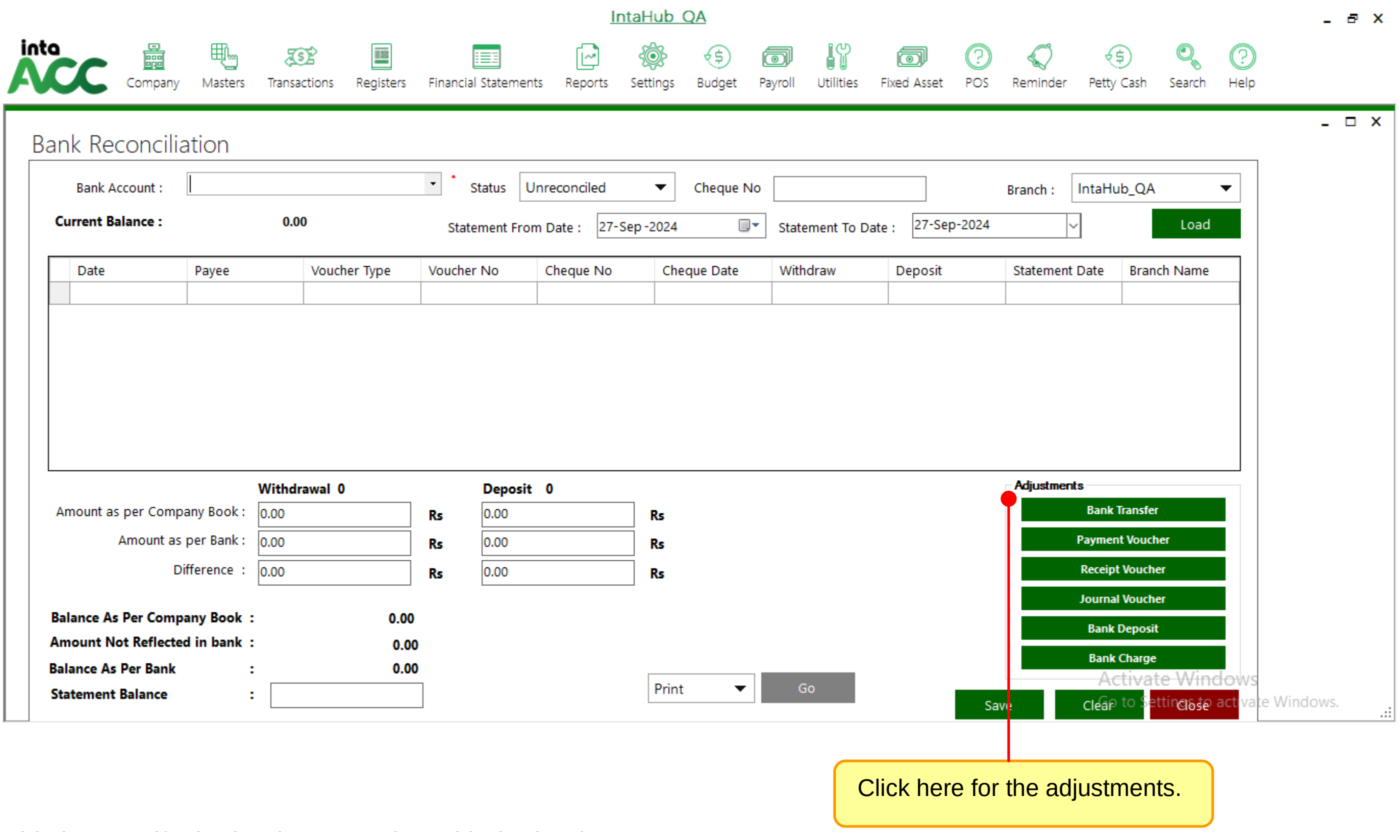
This is to change the status of all post dated cheques.

Edit PDC Clearance

- Select Payable to see PDC Payable and select Receivable to see PDC Receivable.
- Enter from date and to date.
- Select status if any filtration needed.
- Edit status that you want to change.
- Click on <**Save** > button to save.

5.9BANK RECONCILIATION

Click on **Transactions > Bank Reconciliation.** A window appears as shown below,



This is to verify the bank transaction with the bank statement.

Edit Bank Reconciliation

- Select Bank account.
- Enter statement date.
- Add a mark in check box if the entry exists in bank statement.
- Click on <**Save** > button to save

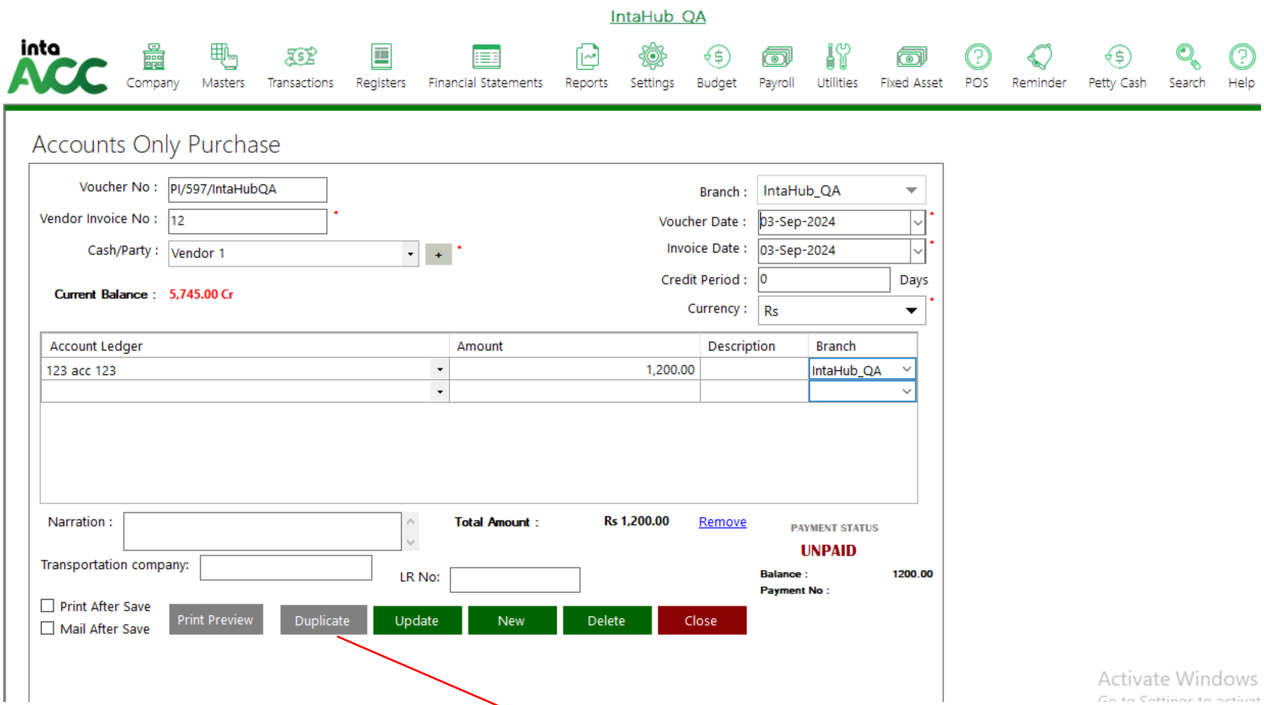
Note: Amount variations are shown at left side of the form.

Click on adjustment buttons for adjustments. It is mandatory to save the changes in the form before adjustments.

5.10 PURCHASE INVOICE (ACCOUNTS ONLY)

Click on **Transactions > Purchase Invoice (Accounts Only).** A window appears as shown below,

This is to enter Purchases for the accounts purposes only (no stock data update)



This form is for:

- Adding a new Purchase Invoice.
- Editing details of existing Purchase Invoice.
- Deleting an existing Purchase Invoice.

Click on <Duplicate> to get copy of already entered Purchase invoice (Accounts only)

Add a new Purchase Invoice

- Voucher Number automatically generated.
- Select Voucher & Invoice date
- Add credit period if available
- Select the cash or Party
- Select the relevant account ledger or ledgers and enter amount.

- Click on <**Save** > button to save.
-

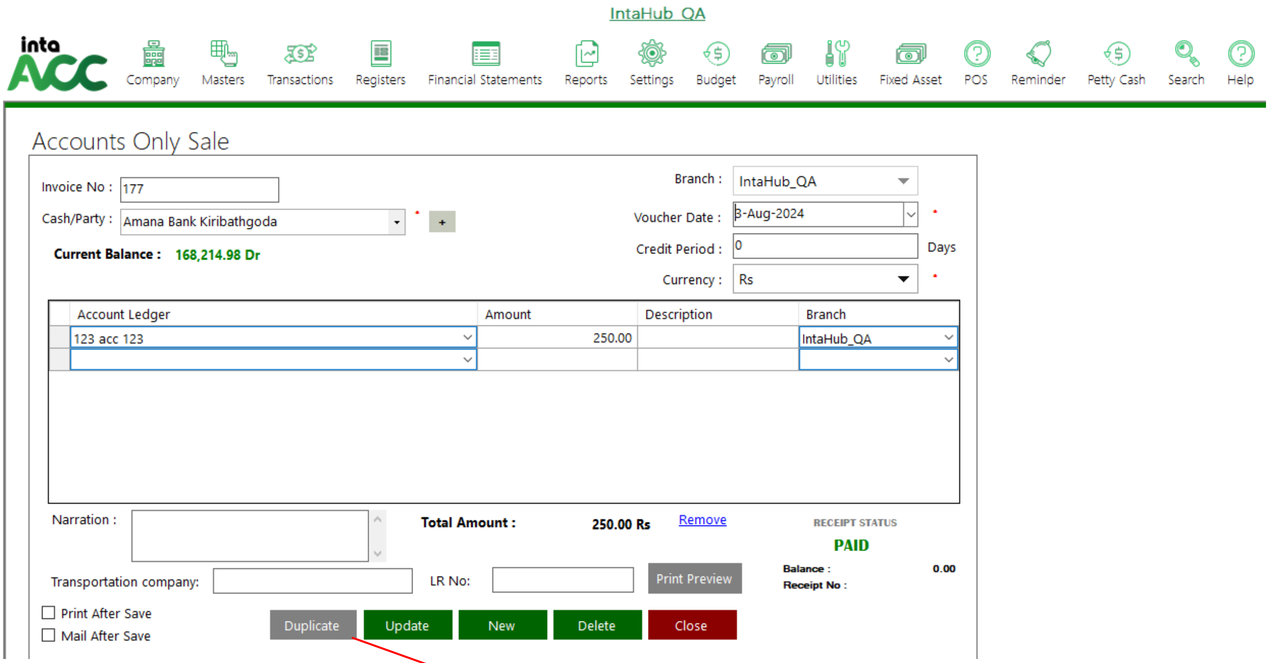
View details of existing Purchase Invoice

Click on **Register >Vendor > Purchase Invoice.** it is the list of entire Purchase Invoice in current financial year from where user can do filtration as per their wish.

5.11 SALES INVOICE (ACCOUNTS ONLY)

Click on **Transactions > Sales Invoice (Accounts Only).** A window appears as shown below,

This is to enter Sales for the accounts purposes only (no stock data update)



This form is for:

1. Adding a new Sales Invoice.
2. Editing details of existing Sales Invoice.
3. Deleting an existing Sales Invoice.

Click on <Duplicate> to get copy of already entered Sales invoice (Accounts only)

Add a new Sales Invoice

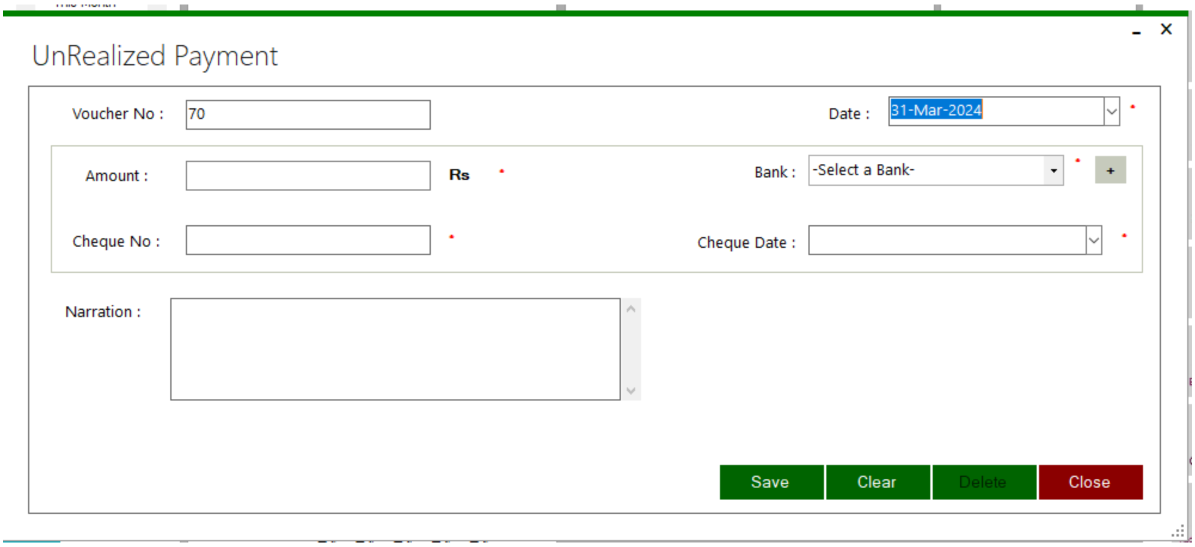
- Voucher Number automatically generated.
- Select Voucher date
- Add credit period if available
- Select the cash or Party
- Select the relevant account ledger or ledgers and enter amount.
- Click on <**Save** > button to save.

View details of existing Sales Invoice

Click on **Register > Customer > Sales Invoice.** It is the list of entire Sales Invoice in current financial year from where user can do filtration as per their wish.

5.12 UNREALIZED PAYMENT

Click on **Transaction** > **Unrealized payment**. A window appears as follows,



This form is to do the adjestments of unrealized cheques in previous financial years.

This form is for:

1. Adding a new Unrealized payment
2. Editing details of existing Unrealized payment
3. Deleting an existing Unrealized payment

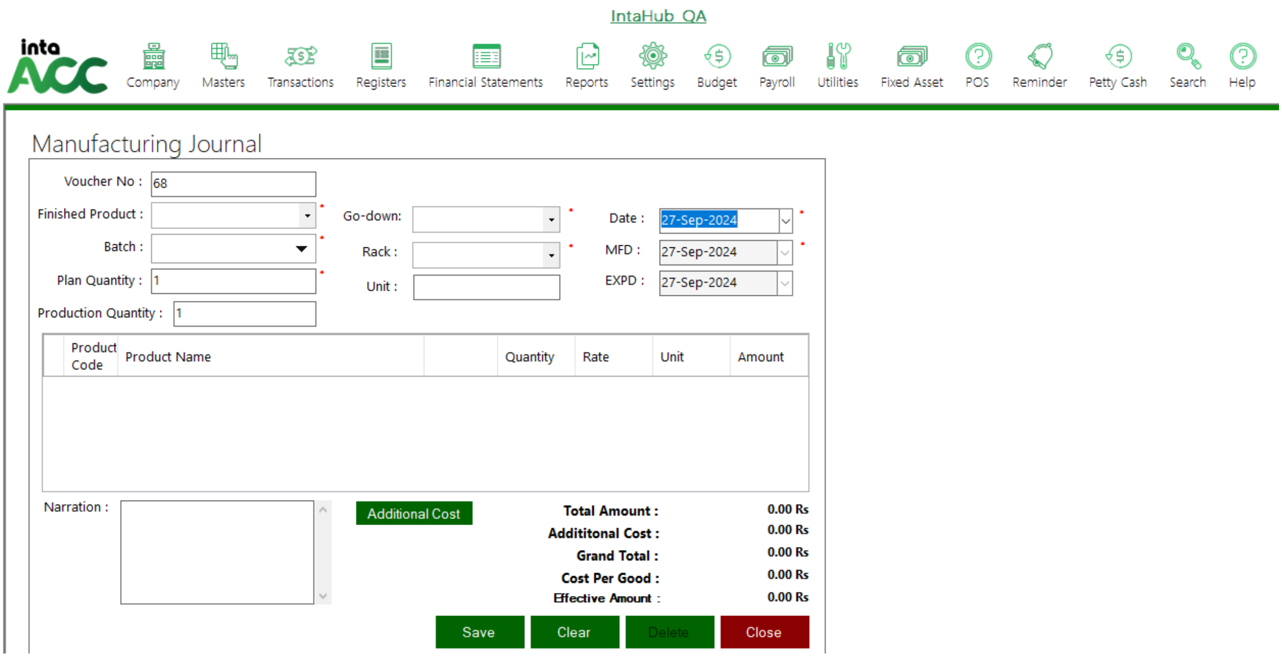
Add new UnRealized payment,

- The system date automatically loaded
- Add Amount
- Select relevant bank account
- Enter the cheque number & Cheque date

- Add a narration if needed
- Click on Save

5.13 MANUFACTURING JOURNAL

Click on **Transactions > Manufacturing Journal.** A window appears as shown below,



This is for entering manufacturing details of a product.

This form is for:

2. Adding a new manufacturing journal
3. Editing details of existing manufacturing journal
4. Deleting an existing manufacturing journal

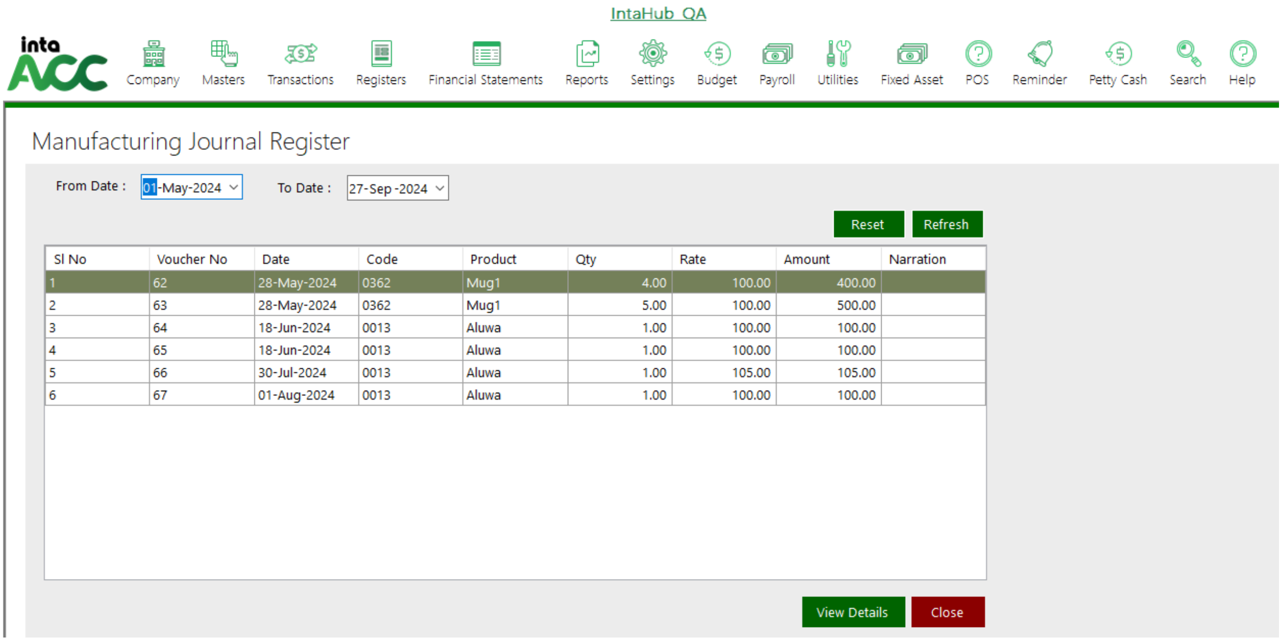
Add a new Manufacturing Journal

- Voucher Number automatically generated.
- Select date
- Select finished good, go-down to which finished product is going to add, its Batch, MFD, EXPD etc.

- The row materials of selected finished product is displayed
- Click on <**Details**> for giving batch, Go-down details of raw material for Batch or Go-down enabled products
- Give corresponding details in Go-down and Batch window.
- Click on <**Save** > button to save.

View details of existing Manufacturing Journal

Click on **Register > Manufacturing Journal.** A window appears as shown below; it is the list of entire manufacturing journal in current financial year from where user can do filtration as per their wish.



Sl No	Voucher No	Date	Code	Product	Qty	Rate	Amount	Narration
1	62	28-May-2024	0362	Mug1	4.00	100.00	400.00	
2	63	28-May-2024	0362	Mug1	5.00	100.00	500.00	
3	64	18-Jun-2024	0013	Aluwa	1.00	100.00	100.00	
4	65	18-Jun-2024	0013	Aluwa	1.00	100.00	100.00	
5	66	30-Jul-2024	0013	Aluwa	1.00	105.00	105.00	
6	67	01-Aug-2024	0013	Aluwa	1.00	100.00	100.00	

Select a row from damage stock register window. Corresponding manufacturing journal will show in damage Stock window.

Edit details of manufacturing journal

- Edit the details that you want.
- Click on <**Update** > button to save the changes.

Delete an existing manufacturing journal

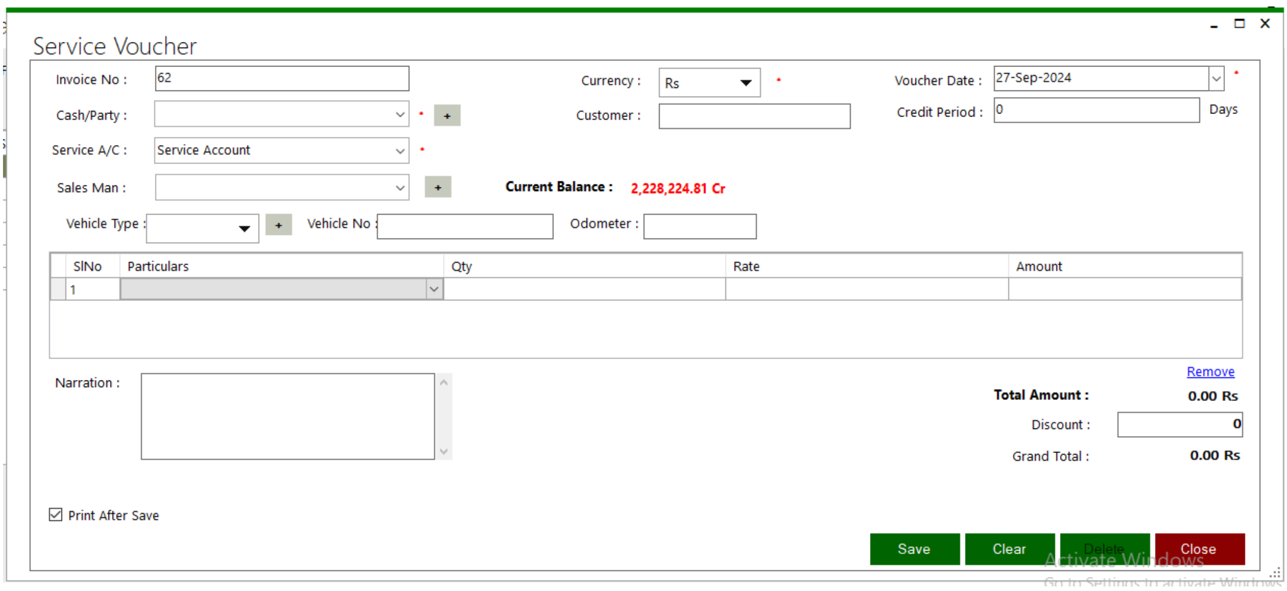
- Click on <**Delete** > button.
- Confirmation is asked for deletion.
- The selected manufacturing journal is deleted

To delete a row

- Select row to remove from the list
- Click on <**Remove** > button.
- Confirmation is asked for removal.
- The selected row is removed from the list

5.14 SERVICE VOUCHER

Click on **Transactions > Service Voucher.** A window appears as shown below,



This is to enter the details of all services supply.

This form is for:

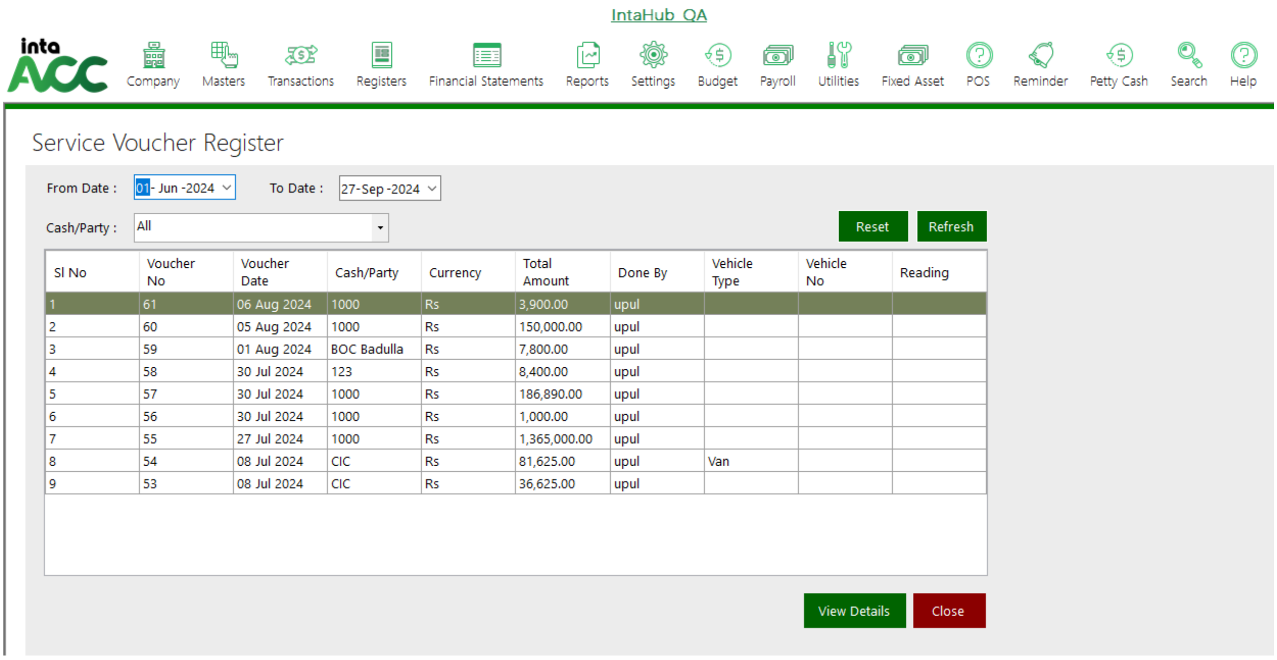
1. Adding a new Service Voucher.
2. Editing details of existing Services Voucher.
3. Deleting an existing Services Voucher.

Add a new Services Voucher

- Voucher number automatically generated.
- Select date.
- Select Cash/Party account.
- Select Service Account, Sales Man
- Select Service from Particulars, Enter quantity & amount etc.
- Select currency.
- Enter description
- Click on <**Save** > button to save.

View details of existing Services Voucher

Click on **Register > Services Voucher.** A window appears as shown below; it is the list of entire Services vouchers in current financial year from where user can do filtration as per their wish.



Sl No	Voucher No	Voucher Date	Cash/Party	Currency	Total Amount	Done By	Vehicle Type	Vehicle No	Reading
1	61	06 Aug 2024	1000	Rs	3,900.00	upul			
2	60	05 Aug 2024	1000	Rs	150,000.00	upul			
3	59	01 Aug 2024	BOC Badulla	Rs	7,800.00	upul			
4	58	30 Jul 2024	123	Rs	8,400.00	upul			
5	57	30 Jul 2024	1000	Rs	186,890.00	upul			
6	56	30 Jul 2024	1000	Rs	1,000.00	upul			
7	55	27 Jul 2024	1000	Rs	1,365,000.00	upul			
8	54	08 Jul 2024	CIC	Rs	81,625.00	upul	Van		
9	53	08 Jul 2024	CIC	Rs	36,625.00	upul			

Select a row from Service Voucher Register window. Corresponding voucher will show in Service Voucher Register window.

Edit details of existing Service Voucher

- Edit the details that you want.

- Click on <**Update** > button to save the changes.

Delete an existing Service Voucher

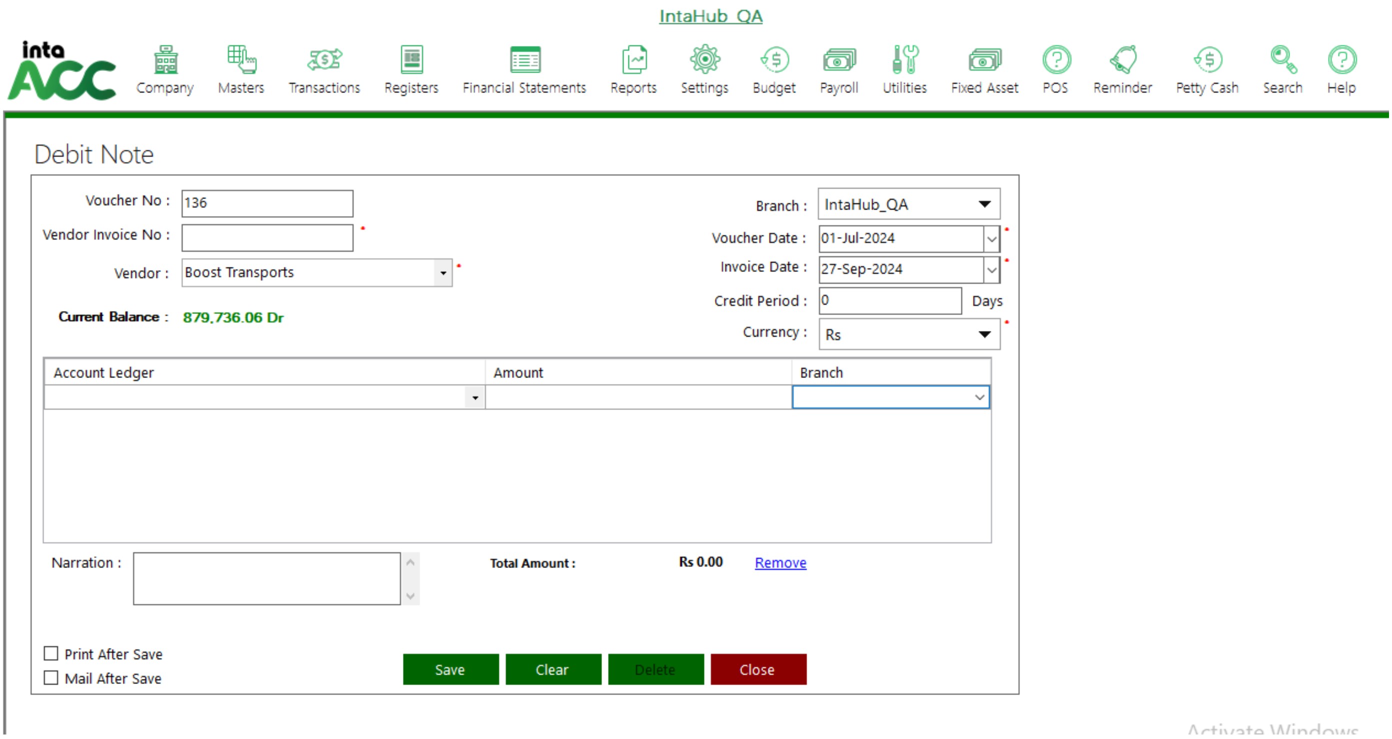
- Click on <**Delete** > button.
- Confirmation will ask for deletion.
- The selected voucher will delete from the list if no reference exists for selected payment.

To delete a row

- Select row to remove from the list.
- Click on <**Remove** > button.
- Confirmation is asked for removal.
- The selected row is removed from the list if no reference exists for selected row.

5.15 DEBIT NOTE

Click on Transaction > Debit Note. A window appears as follows

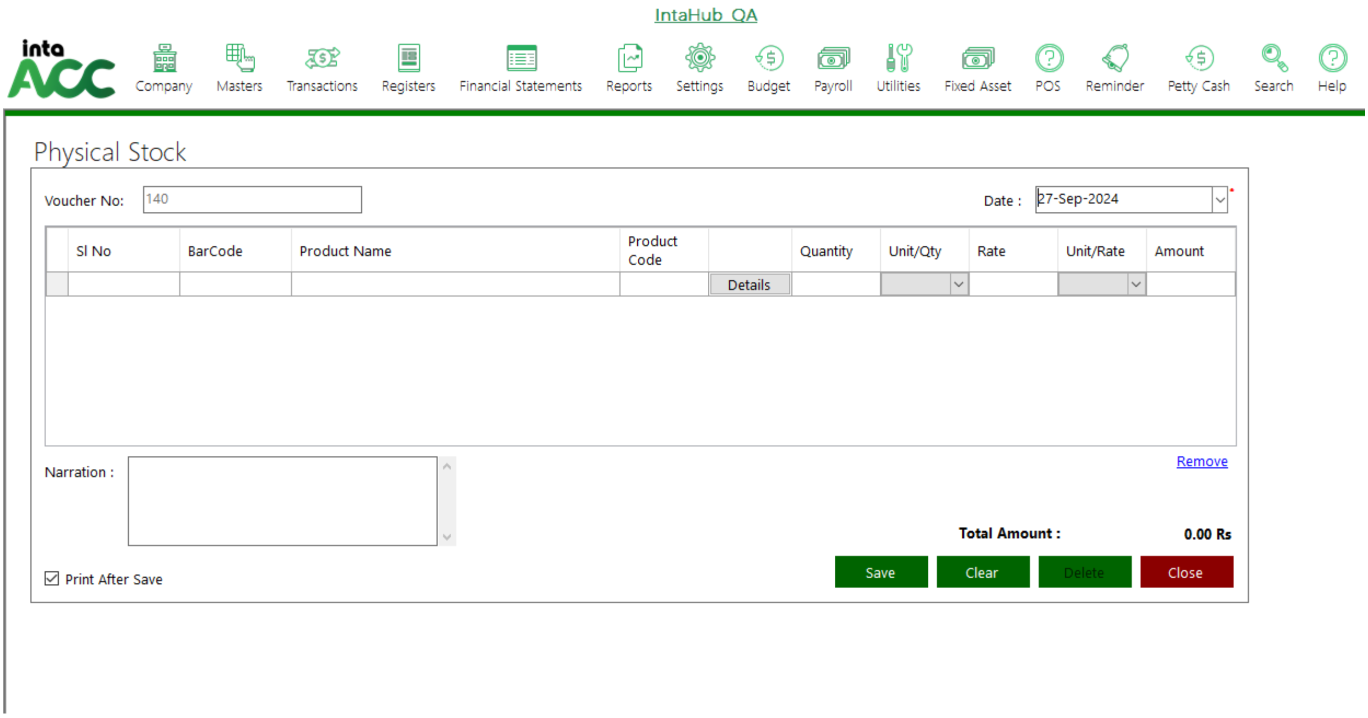


This form is to generate a print as a proof document of purchase returns. Once it click on “Generate Debit Note” button after filling other details it generate a debit Note, related to particular purchase return.

5.16 STOCKS

5.16.1 PHYSICAL STOCK

Click on **Transactions > Stock > physical Stock.** A window appears as shown below,



This is to balance the gap between actual stock and expected stock

This form is for:

1. Adding a new physical Stock
2. Editing details of existing physical Stock.
3. Deleting an existing physical Stock.

Add a new Physical Stock

- Voucher Number automatically generated.
- Select date
- For product details select product code from the list or click on product name and press <**Ctrl + F>** to find the product.
- Select products from popup list by clicking **<Select**> button .Popup list search with all cases is possible.
- Enter quantity, free quantity, rate in corresponding fields.
- If selected product in a row has Batch or if company has Go-down then for entering corresponding details click <**Details**> button in that row.
- If a row in physical stock window has this button then cell, except product code in that row, will be read only.
- Give corresponding details in Go-down and Batch window
- Click on <**Save** > button in popup window to save.
- Sum of quantity, sum free qty, rate will come in corresponding row of physical stock window.
- Click on <**Save** > button to save.
- So current stock of selected products changed to the new quaintly that you entered through window

View details of existing Physical Stock

Click on **Register > Stock > Physical Stock.**,

It is the list of entire physical Stocks in current financial year from where user can do filtration as per their wish.

Select a row from physical stock register window. Corresponding physical stock will show in physical Stock window.

Edit details of physical Stock

- Edit the details that you want.
- Click on <**Update** > button to save the changes.

Delete an existing Physical Stock

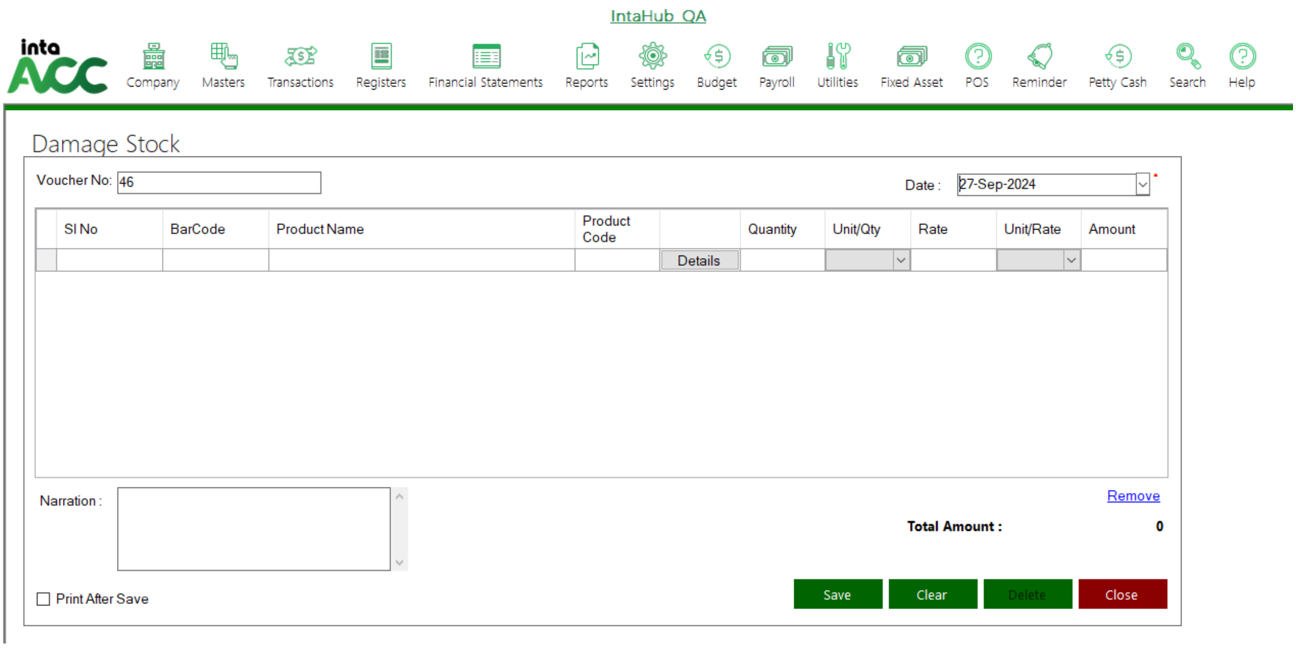
- Click on <**Delete** > button.
- Confirmation is asked for deletion.
- The selected physical Stock is deleted from the list

To delete a row

- Select row to remove from the list
- Click on <**Remove** > button.
- Confirmation is asked for removal.
- The selected row is removed from the list if no reference exists for selected row.

5.16.2 DAMAGE STOCK

Click on **Transactions > Stock > damage Stock.** A window appears as shown below,



This is for entering damaged products of company

This form is for:

1. Adding a new damage Stock
2. Editing details of existing damage Stock.
3. Deleting an existing damage Stock.

Add a new Damage Stock

- Voucher Number automatically generated.
- Select date
- For product details select product code from the list or click on <**Search**> button.
- Select products from popup list by clicking **<Select**> button .Popup list search with all cases is possible.
- Enter quantity, free quantity, rate in corresponding fields.
- If selected product in a row has Batch or if company has Go-down then for entering corresponding details click <**Details**> button in that row.
- If a row in damage stock window has this button then cell except product code in that row will be read only.
- Give corresponding details in Go-down and Batch window
- Click on <**Save** > button in popup window to save.
- Sum of quantity, sum free qty, rate will come in corresponding row of damage stock window.
- Click on <**Save** > button to save.
- So current stock of selected products changed to the new quantity that you entered through window

View details of existing Damage Stock

Click on **Register > Stock > Damage Stock.**,

It is the list of entire damage Stocks in current financial year from where user can do filtration as per their wish.

Select a row from damage stock register window. Corresponding damage stock will show in damage Stock window.

Edit details of damage Stock

- Edit the details that you want.
- Click on <**Update** > button to save the changes.

Delete an existing Damage Stock

- Click on <**Delete** > button.
- Confirmation is asked for deletion.
- The selected damage Stock is deleted from the list

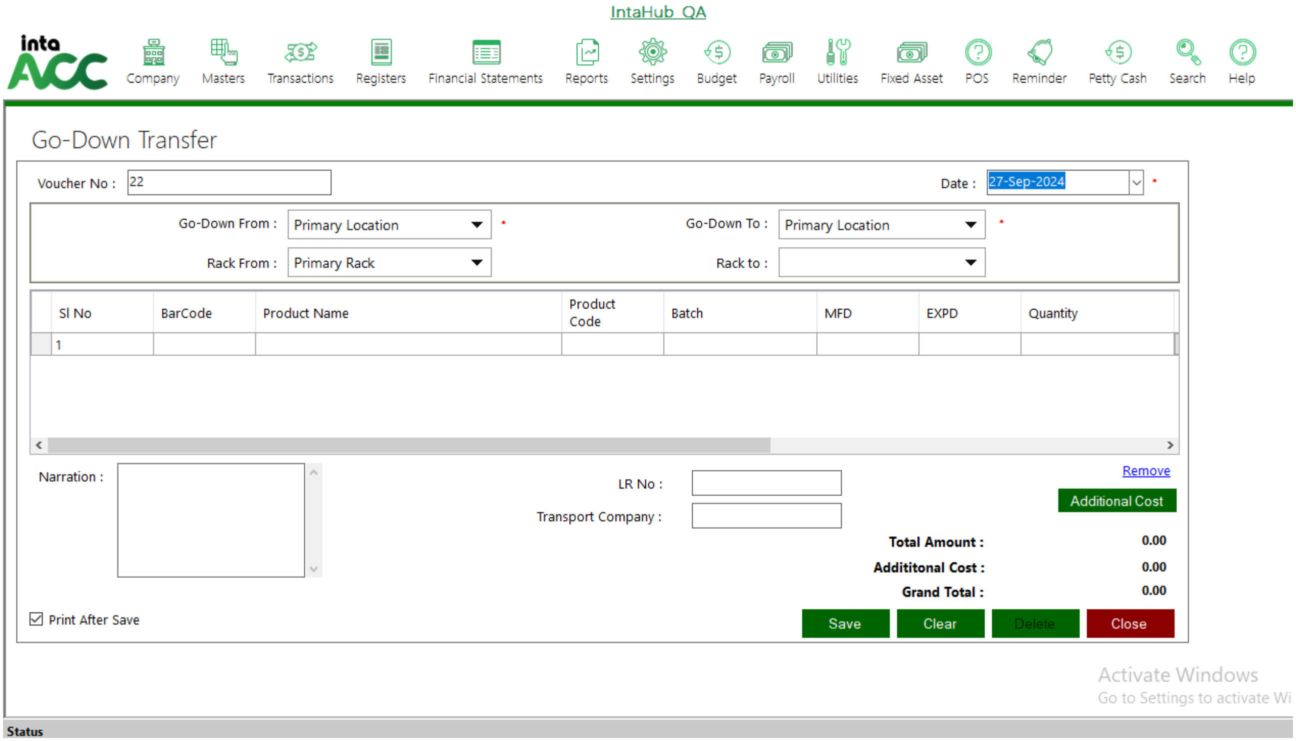
To delete a row

- Select row to remove from the list
- Click on <**Remove** > button.
- Confirmation is asked for removal.

- The selected row is removed from the list if no reference exists for selected row.

5.16.3 GO-DOWM TRANSFER

Click on **Transactions > Stock >Go-down to Go-down transfer.** A window appears as shown below,



This is for transferring stock between Go-down within a Branch.

This form is for:

1. Adding a new Go-down transfer.
2. Editing details of transfer.
3. Deleting an existing transfer.

Add a new Go-down transfer

- Voucher Number automatically generated.
- Select details such as date, Go-down from which stock is transferring, Go-down to which stock is going to transfer etc
- Select products , qty etc
- Enter other details such as LR no, Transport company etc
- Click on <**Save** > button to save.

View details of existing Go-down to go-down transfer

Click on **Register > Stock > Go-down to Go-down transfer.**

It is the list of entire Go-down transfer in current financial year from where user can do filtration as per their wish. Select a row from Go-down register window. Corresponding transfer details will show in Go-down transfer window.

Edit details of Go-down transfer

- Edit the details that you want.
- Click on <**Update** > button to save the changes

Delete an existing Go-down transfer

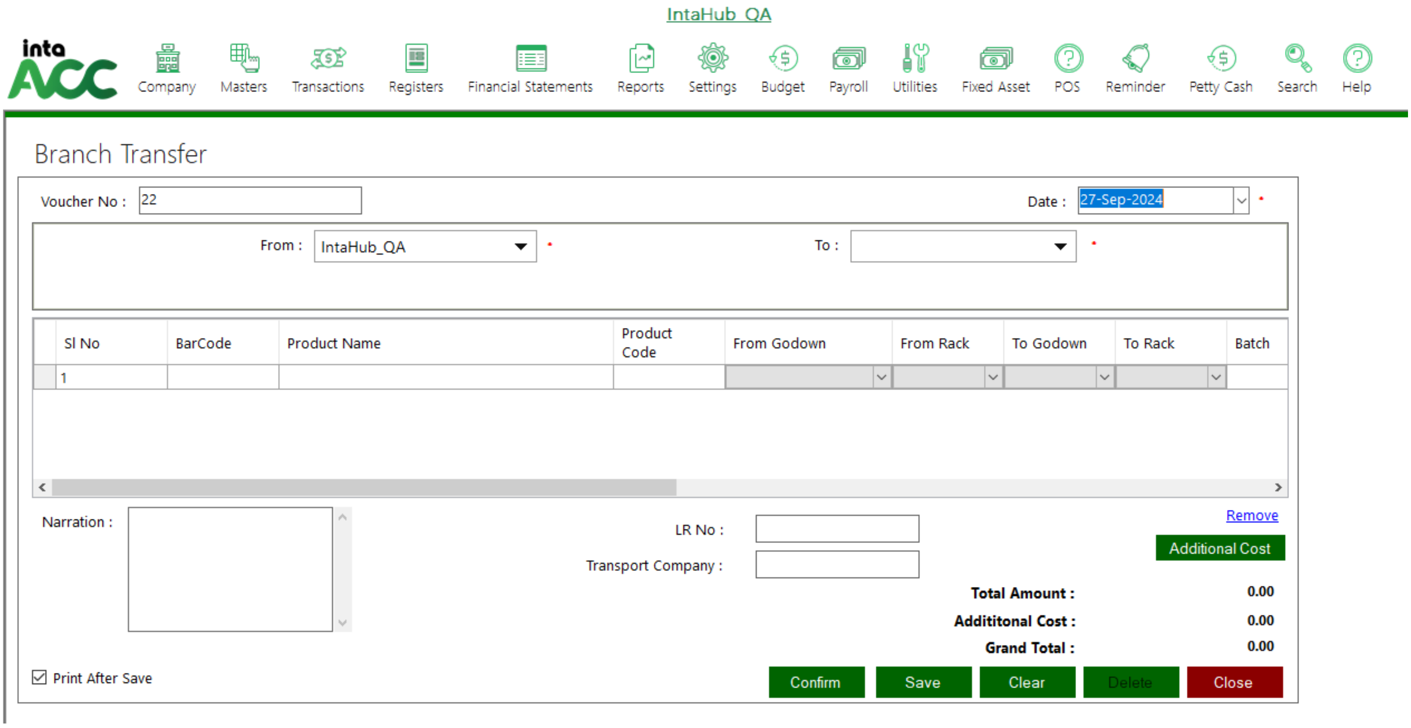
- Click on <**Delete** > button.
- Confirmation is asked for deletion.
- The selected Go-down transfer is deleted from the list.

To delete a row

- Select row to remove from the list
- Click on <**Remove** > button.
- Confirmation is asked for removal.
- The selected row is removed from the list.

5.16.4 BRANCH TO BRANCH TRANSFER

Click on **Transactions > Stock > Branch to branch transfer.** A window appears as shown below,



This is for transferring stock between branches of company.

This form is for:

1. Adding a new branch transfer.
2. Editing details of transfer.
3. Deleting an existing transfer.

Add a new branch transfer

- Voucher Number automatically generated.
- Select details such as date, transferring branch, receiving branch etc.
- Select products, qty etc., Go-downs of transferring branch etc.
- Enter other details such as LR no, Transport Company etc.
- Click on <**Save** > button to save.

View details of existing branch to branch transfer

Click on **Register -> branch to branch transfer.**

It is the list of entire branch transfer in current financial year from where user can do filtration as per their wish.

Select a row from branch transfer register window. Corresponding transfer details will show in Go-down transfer window.

Edit details of branch transfer

- Edit the details that you want.
- Click on <**Update** > button to save the changes.

Delete an existing branch transfer

- Click on <**Delete** > button.
- Confirmation is asked for deletion.
- The selected branch transfer is deleted from the list.

To delete a row

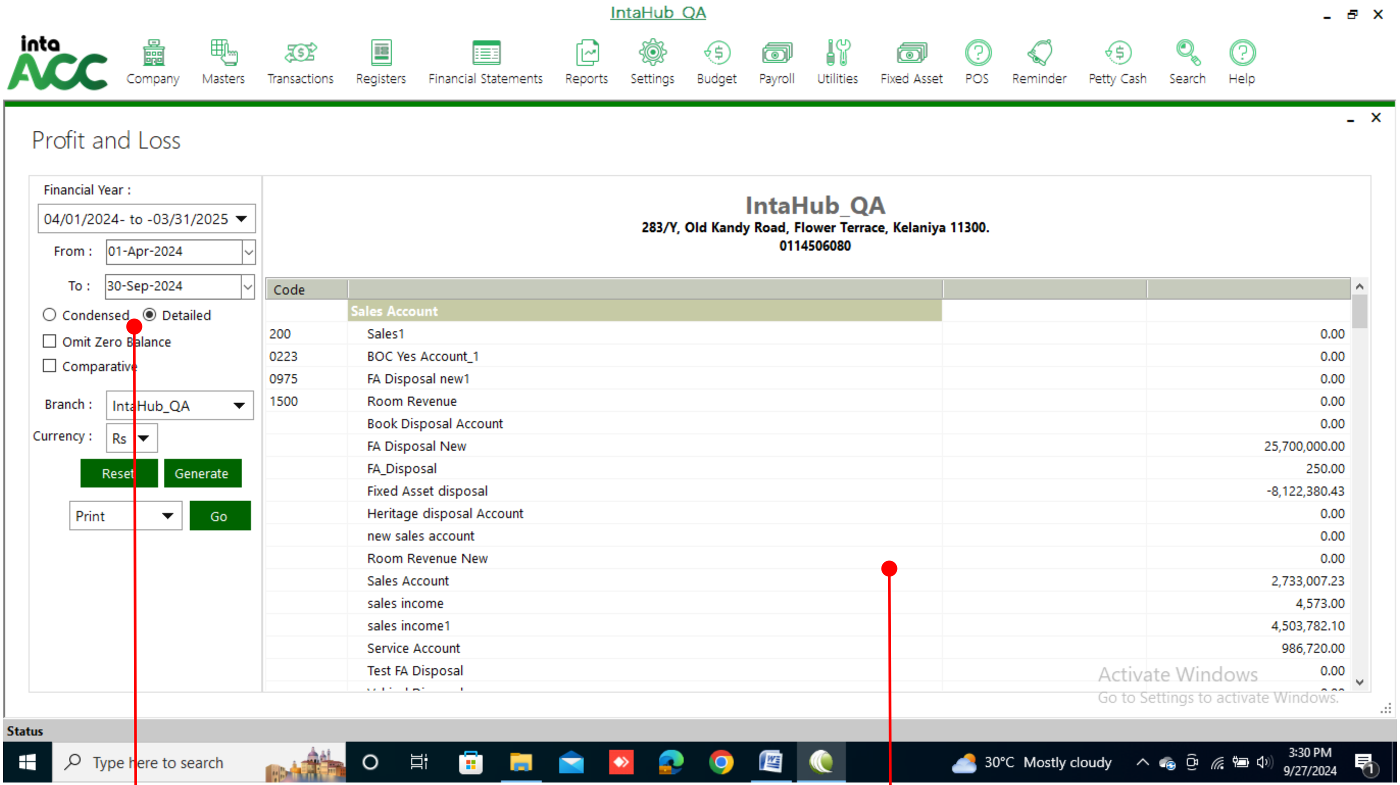
- Select row to remove from the list
- Click on <**Remove** > button.
- Confirmation is asked for removal.
- The selected row is removed from the list.

6 FINANCIAL STATEMENTS

6.1PROFIT & LOSS

Click on **Financial Statements > Profit & Loss.** A window appears as shown below,

This report is also known as an Income Statement. It summarizes your income and expenses for a particular period, so you can tell whether you're operating at a profit or a loss.



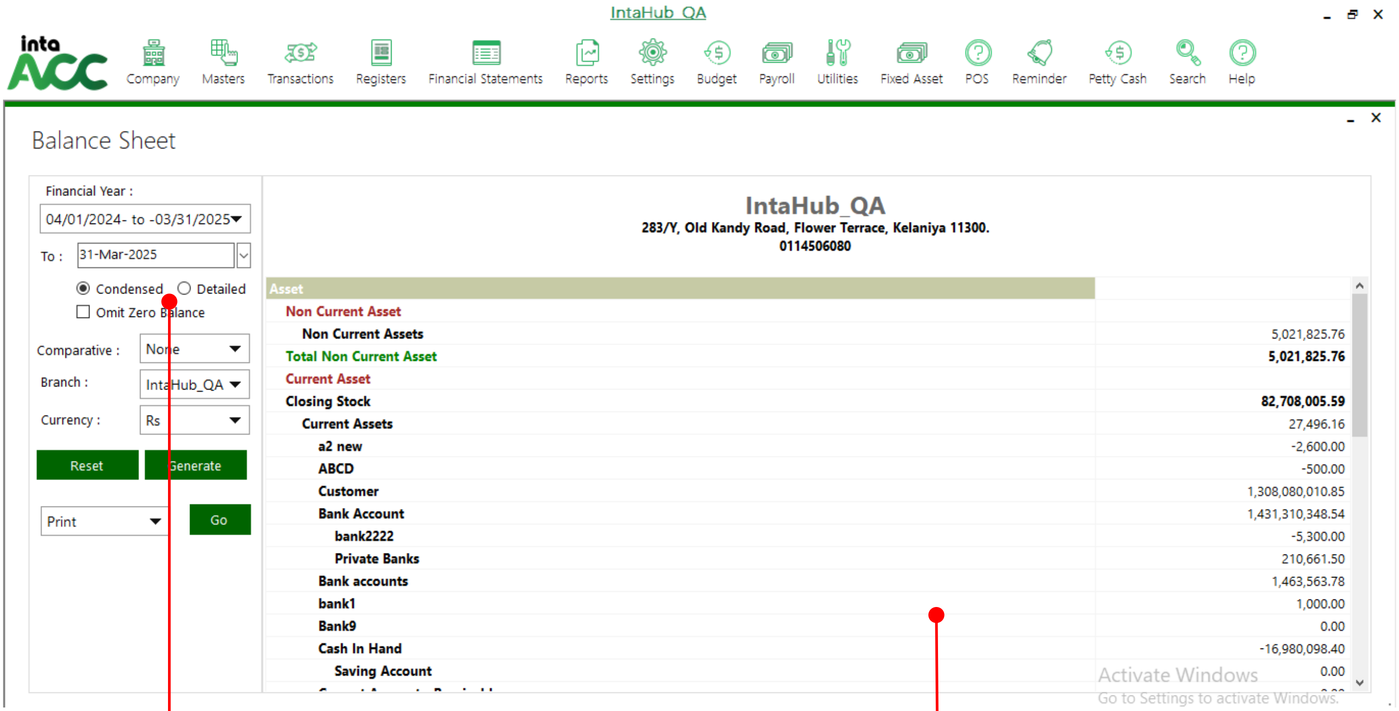
Click here to view your report as Condensed or in Detailed.

Here shows totals for each income or expense account in your chart of accounts. **Double-click** the subtotal to see the transactions that make up that amount. Bottom of this report, you can see your net income (or loss) for the report period.

6.2 BALANCE SHEET

Click on **Financial Statements > Balance Sheet.** A window appears as shown below,

This report provides a financial snapshot of your company as of a specific date.

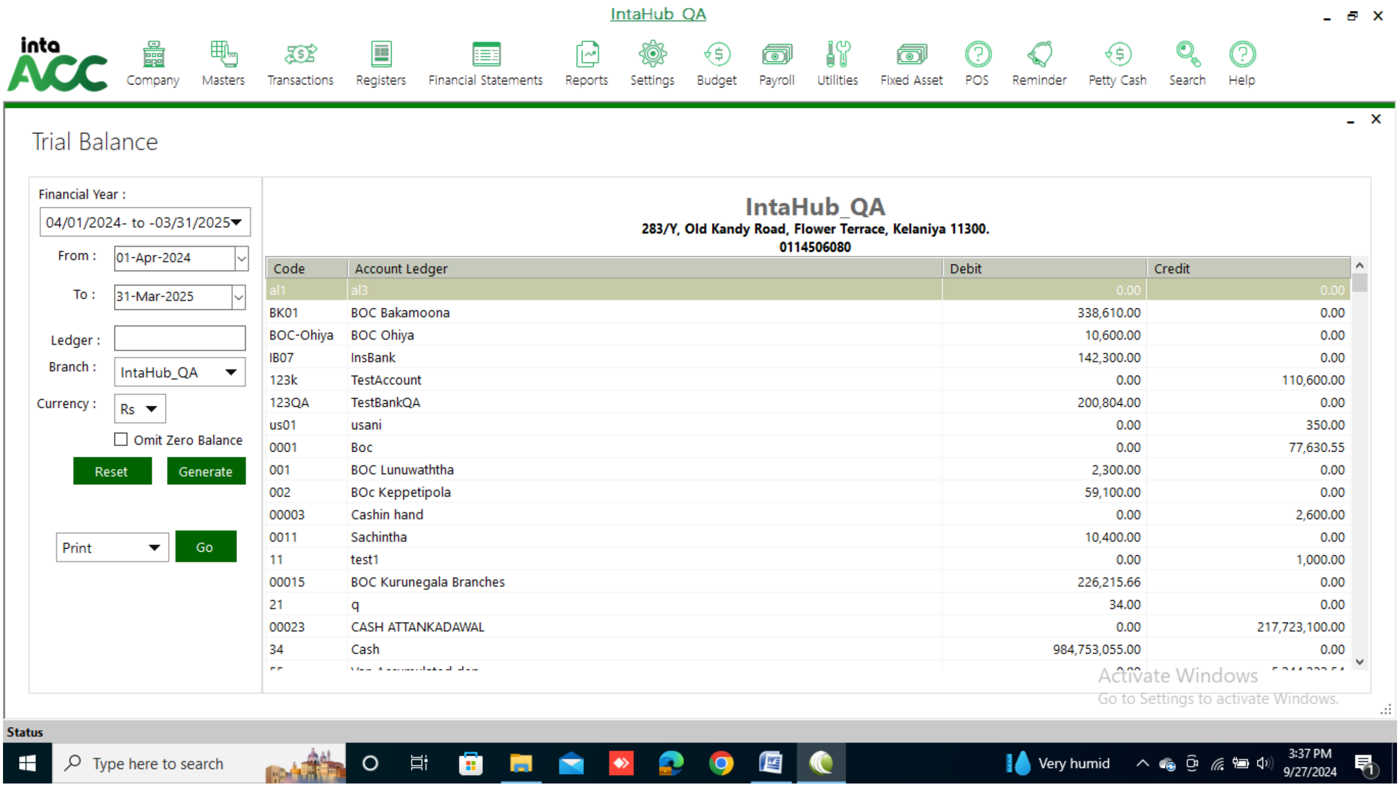


Click here to view your report as Condensed or in Detailed.

Here you can see, assets are everything your business owns, including money owed to you, Liabilities are everything your business owes. Equity is similar to an individual's net worth. It's what your company owns minus what it owes.

6.3 TRIAL BALANCE

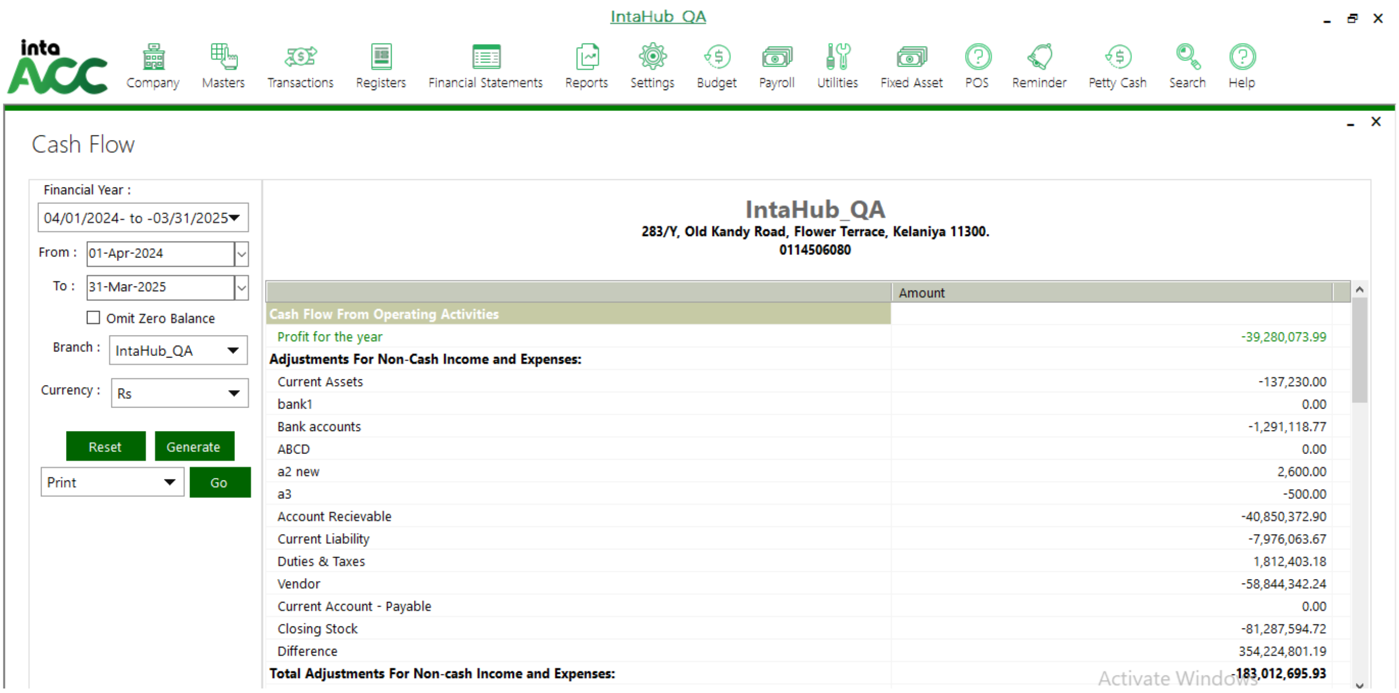
Click on **Financial Statements > Trial Balance.** A window appears as shown below



Code	Account Ledger	Debit	Credit
al1	al3	0.00	0.00
BK01	BOC Bakamoona	338,610.00	0.00
BOC-Ohiya	BOC Ohiya	10,600.00	0.00
IB07	InsBank	142,300.00	0.00
123k	TestAccount	0.00	110,600.00
123QA	TestBankQA	200,804.00	0.00
us01	usani	0.00	350.00
0001	Boc	0.00	77,630.55
001	BOC Lunuwaththa	2,300.00	0.00
002	BOc Keppetipola	59,100.00	0.00
00003	Cashin hand	0.00	2,600.00
0011	Sachintha	10,400.00	0.00
11	test1	0.00	1,000.00
00015	BOC Kurunegala Branches	226,215.66	0.00
21	q	34.00	0.00
00023	CASH ATTANKADAWAL	0.00	217,723,100.00
34	Cash	984,753,055.00	0.00

6.4CASH FLOW

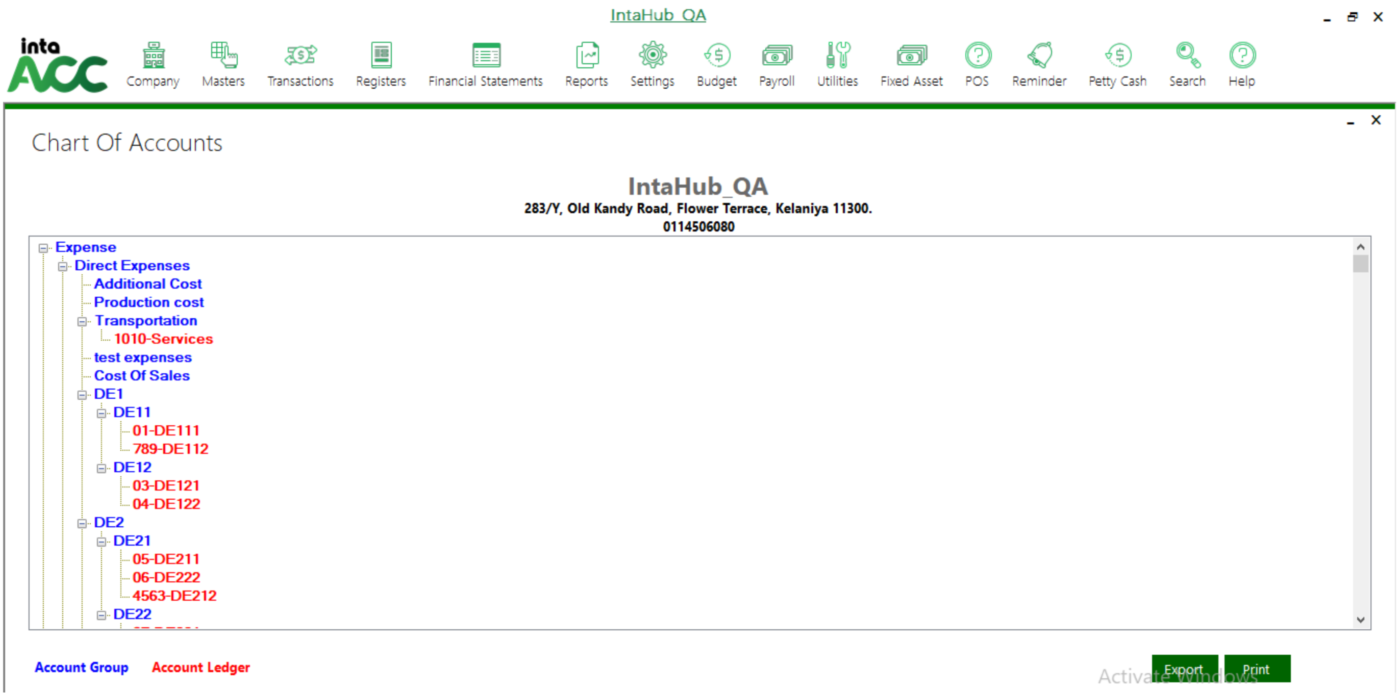
Click on **Financial Statements > Cash Flow.** A window appears as shown below



	Amount
Cash Flow From Operating Activities	
Profit for the year	-39,280,073.99
Adjustments For Non-Cash Income and Expenses:	
Current Assets	-137,230.00
bank1	0.00
Bank accounts	-1,291,118.77
ABCD	0.00
a2 new	2,600.00
a3	-500.00
Account Recievable	-40,850,372.90
Current Liability	-7,976,063.67
Duties & Taxes	1,812,403.18
Vendor	-58,844,342.24
Current Account - Payable	0.00
Closing Stock	-81,287,594.72
Difference	354,224,801.19
Total Adjustments For Non-cash Income and Expenses:	183,012,695.93

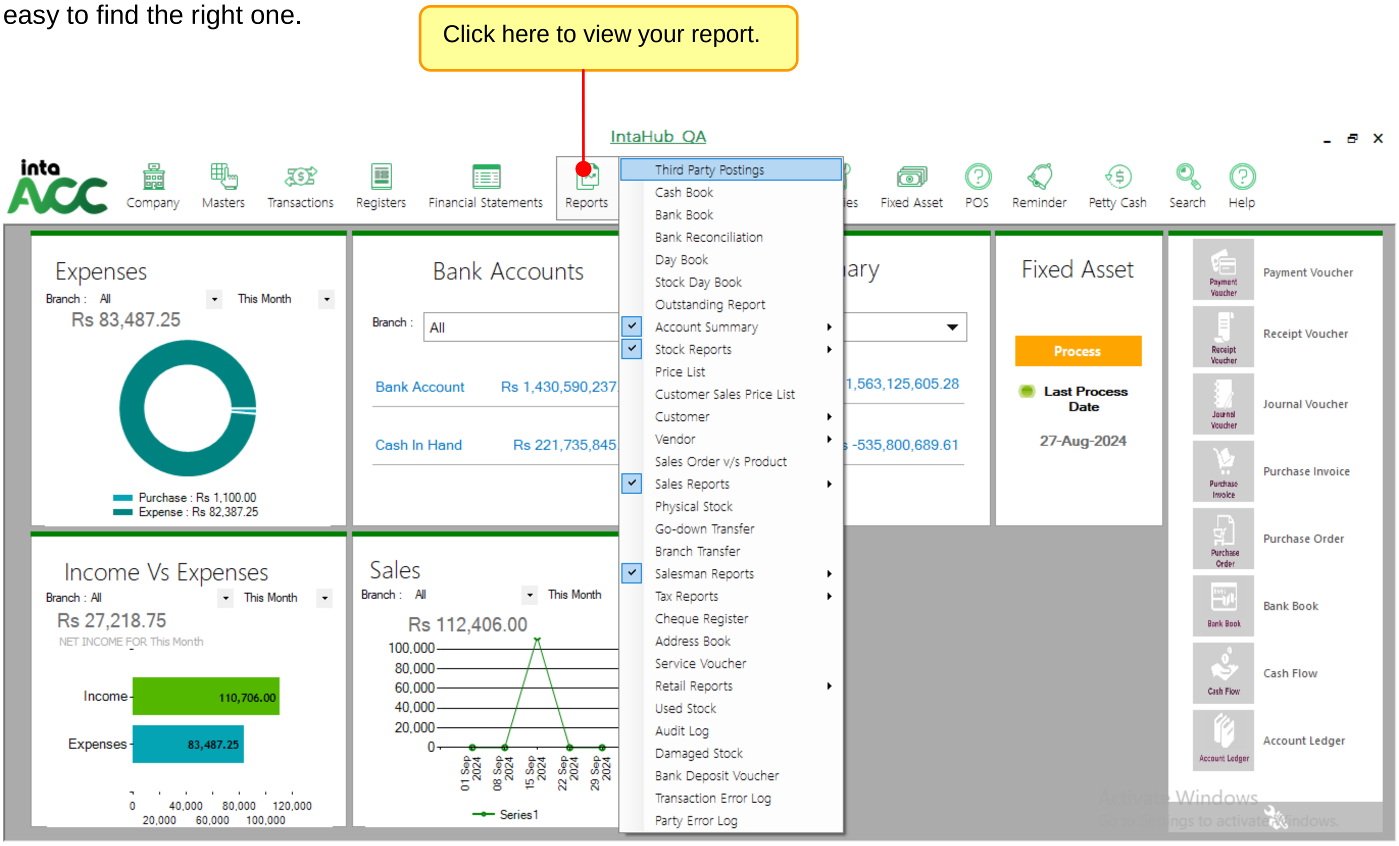
6.5CHART OF ACCOUNTS

Click on **Financial Statements > Chart of Accounts**



7 REPORTS

All of your IntaACC information can be found, organized, and presented as a report. IntaACC report center makes it easy to find the right one.



8 SETTINGS

8.1CHANGE CURRENT DATE

Click on **Settings > Change Current Date. < ALT + F2 >**

This is for setting current date. Enter the date and click on <**Save**> to save new date

8.2FINANCIAL YEAR SETTINGS

NEW FINANCIAL YEAR

Click on **Settings > Financial Year > New.**

This is for adding new financial year. A new financial year can be saved only if all active financial years are closed. After entering new financial year click on <**Save**>.

EDIT FINANCIAL YEAR

Click on **Settings > Financial Year > Edit.**

This is for changing period of existing financial year. Only period of active financial year can be changed here. After entering the period click on <**Save**> to save the changes

CHANGE FINANCIAL YEAR

Click on **Settings > Financial Year > Change.**

This is for changing current working financial year. Here all financial years of company are listed from where user can select one. After selecting a financial year current financial year will be changed to this year

CLOSE FINANCIAL YEAR

Click on **Settings > Financial Year > Close.**

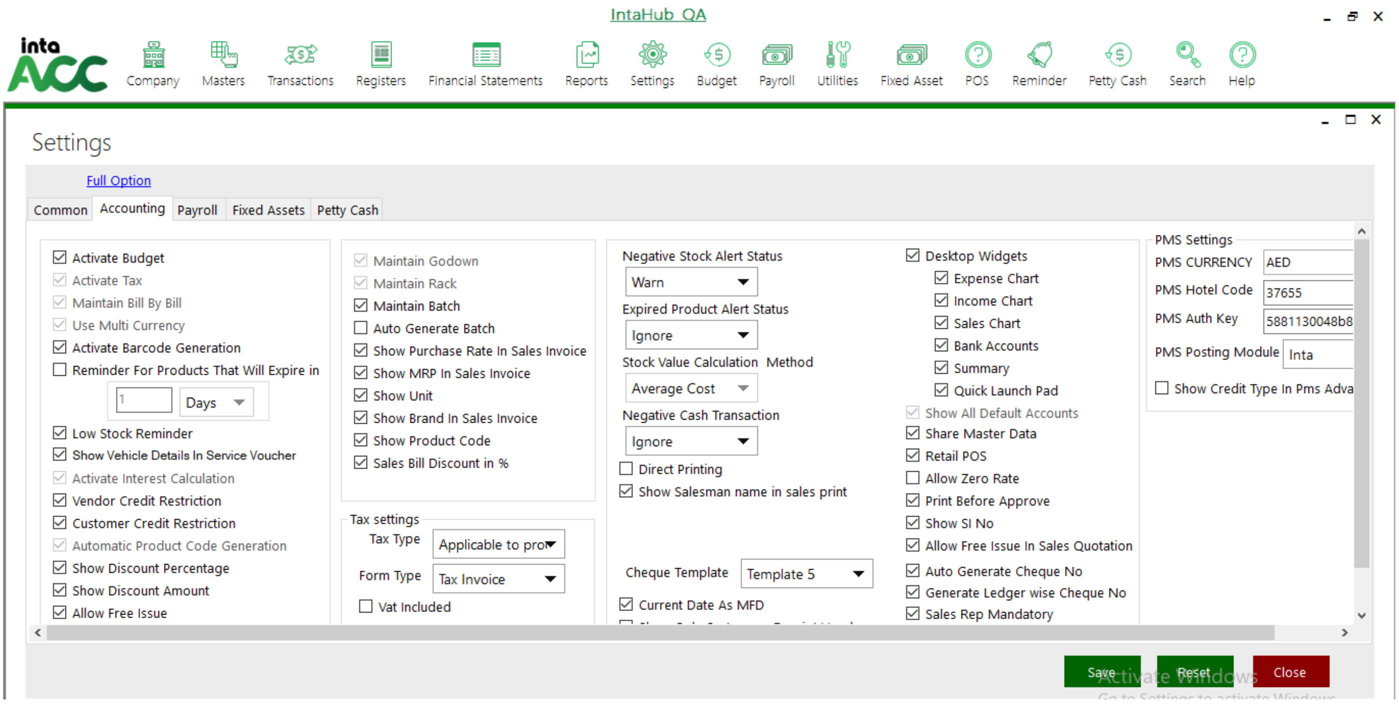
This is for closing active financial year. Transactions cannot be done in a closed financial year but user can open a closed financial year if they want to do so. Confirmation is asked before closing a financial year

CLOSE Period

Click on **Settings > Financial Year > Save.**

8.3 SETTINGS

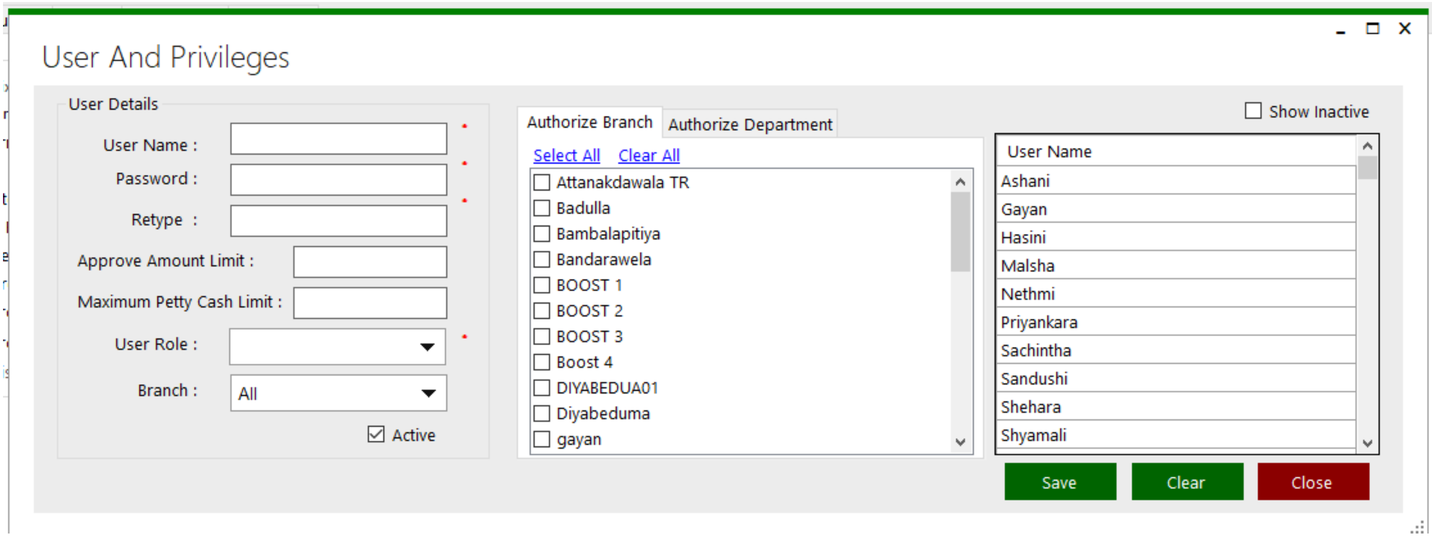
Click on **Settings > Settings.** A window appears as shown below



This is for saving various settings of company/Branch. User can reset the settings at any time. Some settings like maintain Go-down etc cannot be reset once an entry with Go-down exist. Tick on settings and click **< Save >** to save changes.

8.4 USER SETTINGS

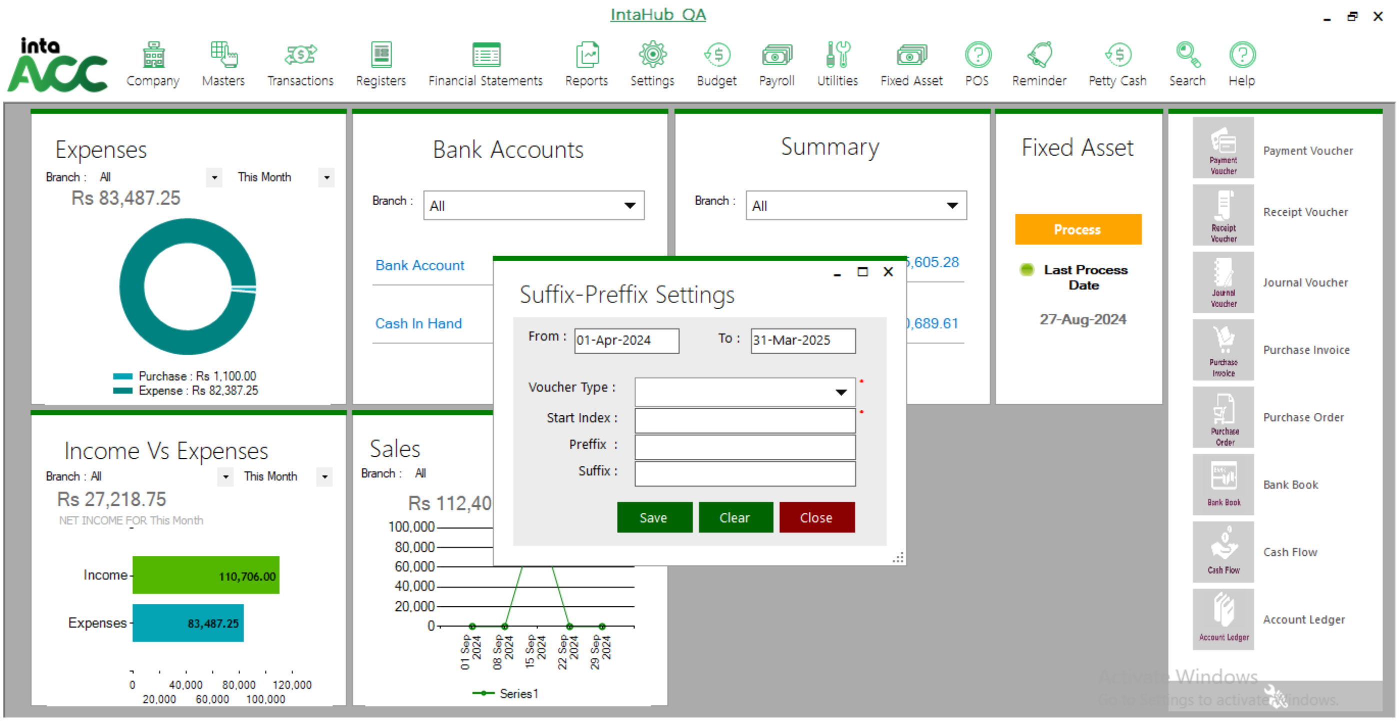
Click on **Settings > User Management.** A window appears as shown below



This is for creating various users of system and setting privilege for each user. Existing privilege details are shown while selecting a user which can be edited by user. After giving details click on <**Save**> to save changes.

8.5 SUFFIX PREFIX SETTINGS

Click on **Settings > User Suffix Prefix Settings.** A window appears as shown below



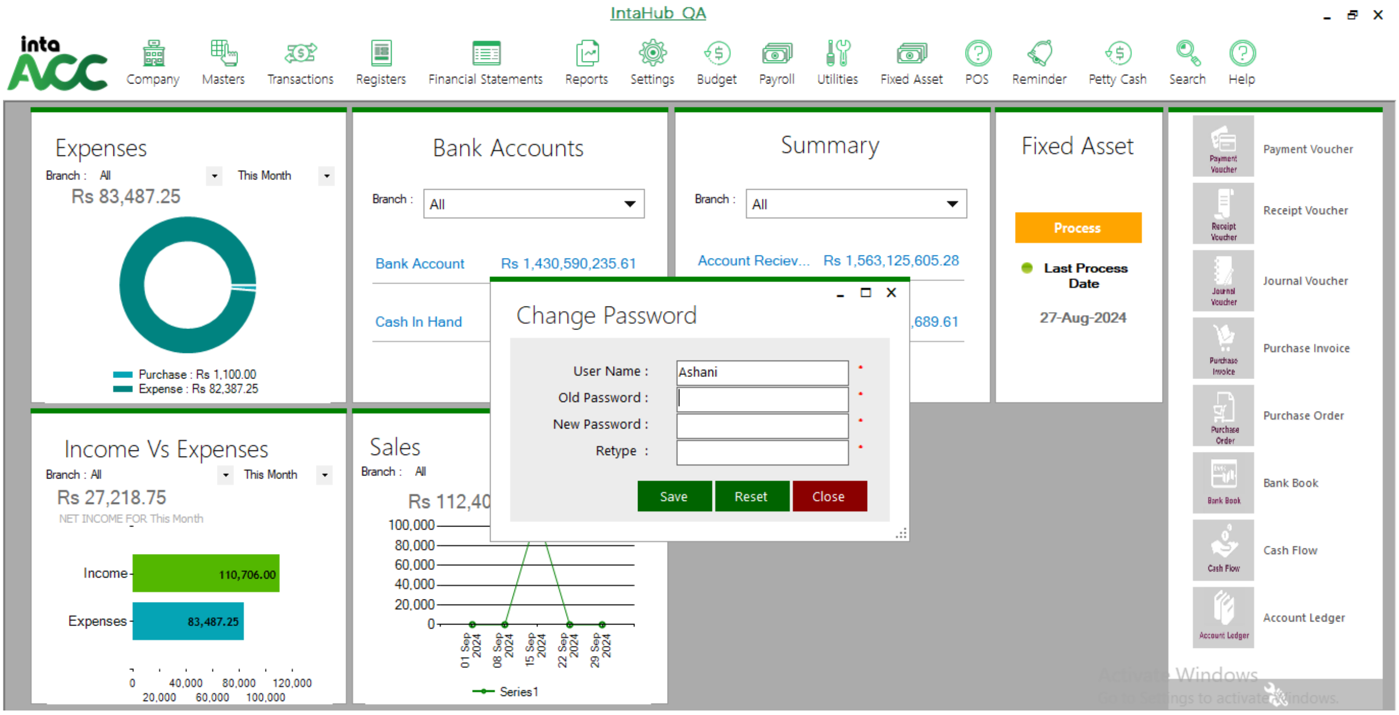
This is for setting suffix, prefix and start index for voucher number of each voucher.

Single suffix prefix can be set for a financial year.

- Select the voucher to which suffix prefix has to be set
- Give suffix, prefix , start index
- Click on <**Save**> to save changes

8.6CHANGE PASSWORD

Click on **Settings > Change Password.** A window appears as shown below



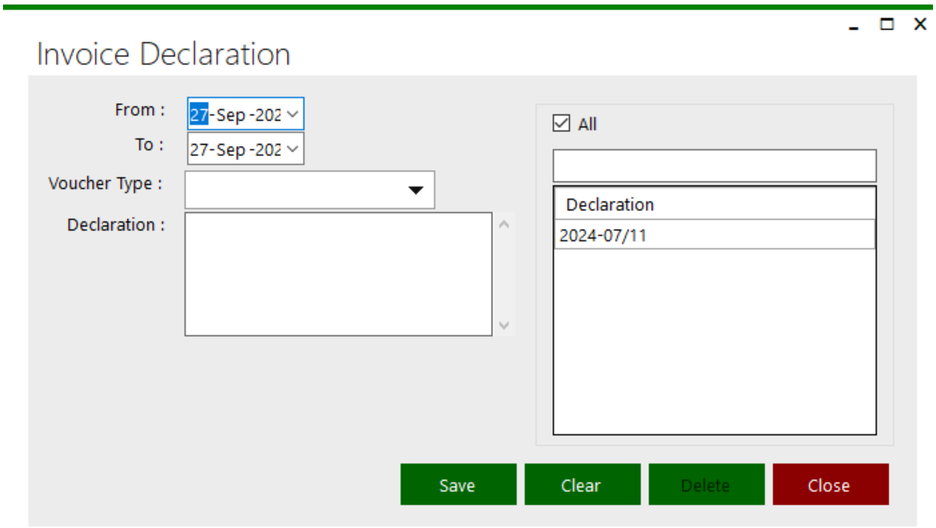
This is for changing password of user logged in.

- Enter current password, new password and retype new password
- Click on <**Save**> button.
- After checking the validity of current password new password will be set as the password of user

8.7 INVOICE DECLARATIONS

Click on **Settings > Invoice Declaration.** A window appears as shown below

This is for setting the footer in invoice



This form is for:

1. Adding a new declaration
2. Editing details of existing declaration
3. Deleting an existing declaration
4. View details of existing declaration
5. Search details of declaration

View details of existing Declaration

- All existing declarations are shown in right side of the form.
- Click on the declaration that we want to view.
- We can see the details of particular declaration in corresponding fields.

Add a new Declaration

- Enter details from date, to date, declaration etc in corresponding fields.
- Click on <**Save** > button to save.

Edit details of Declaration

- Select a row from register.
- Details of the selected declaration will show in corresponding fields at left side of the form.
- Edit the details that you want.
- Click on <**Update** > button to save the changes.

Delete an existing Declaration

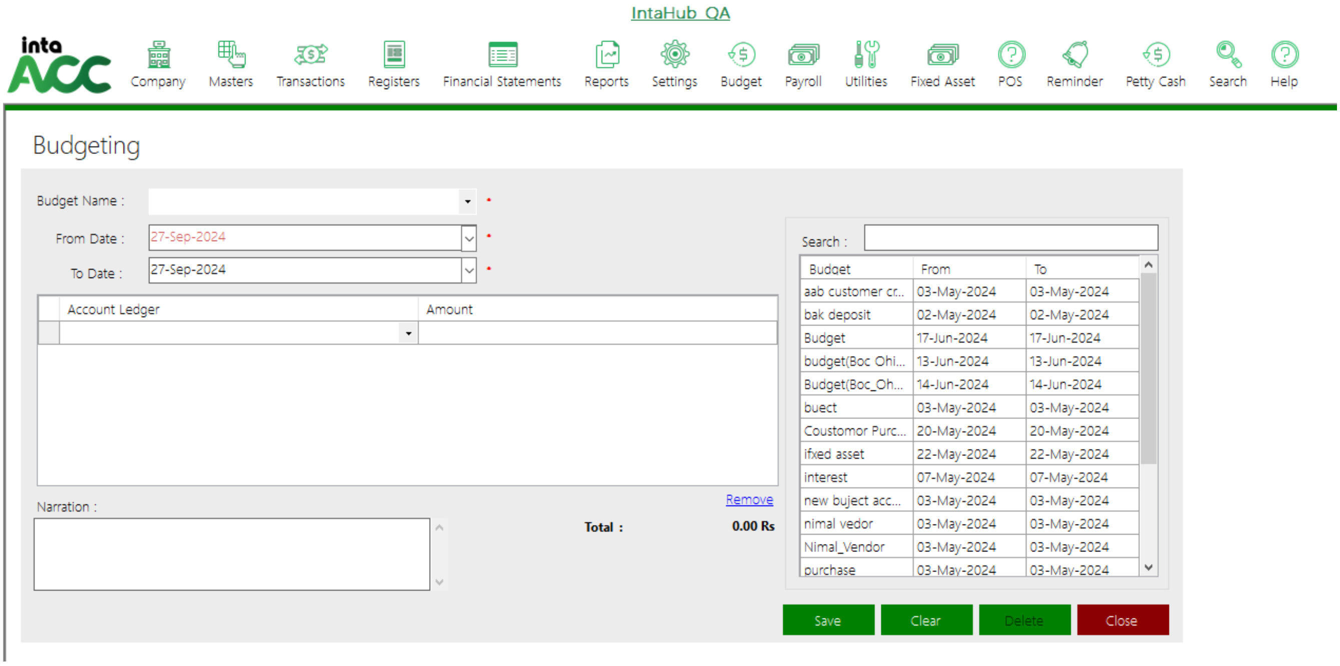
- Select a row from register.
- Click on <**Delete** > button.
- Confirmation is asked for deletion.
- The selected declaration is deleted from.

Searching of Declaration
Type the name of declaration in search field. All declarations starting with that name are displayed in list from where particular declaration can be selected.

9 BUDGET

9.1BUDGETING

Click on **Budget > Budgeting.** A window appears as shown below
This is for setting budget against the account ledgers.



This form is for:

1. Adding a new budget
2. Editing details of existing budget
3. Deleting an existing budget
4. View details of existing budget
5. Search details of budget

View details of existing budget

- All existing budget are shown in right side of the form.
- Click on the budget that we want to view.
- We can see the details of particular budget in corresponding fields.

Add a new budget

- Enter details from Budget name, Period,
- Select account ledger & enter amount.
- Click on <**Save** > button to save.

Edit details of budget

- Select a row from register.
- Details of the selected budget will show in corresponding fields at left side of the form.

- Edit the details that you want.
- Click on <**Update** > button to save the changes.

Delete an existing budget

- Select a row from register.
- Click on <**Delete** > button.
- Confirmation is asked for deletion.
- The selected budget is deleted from.

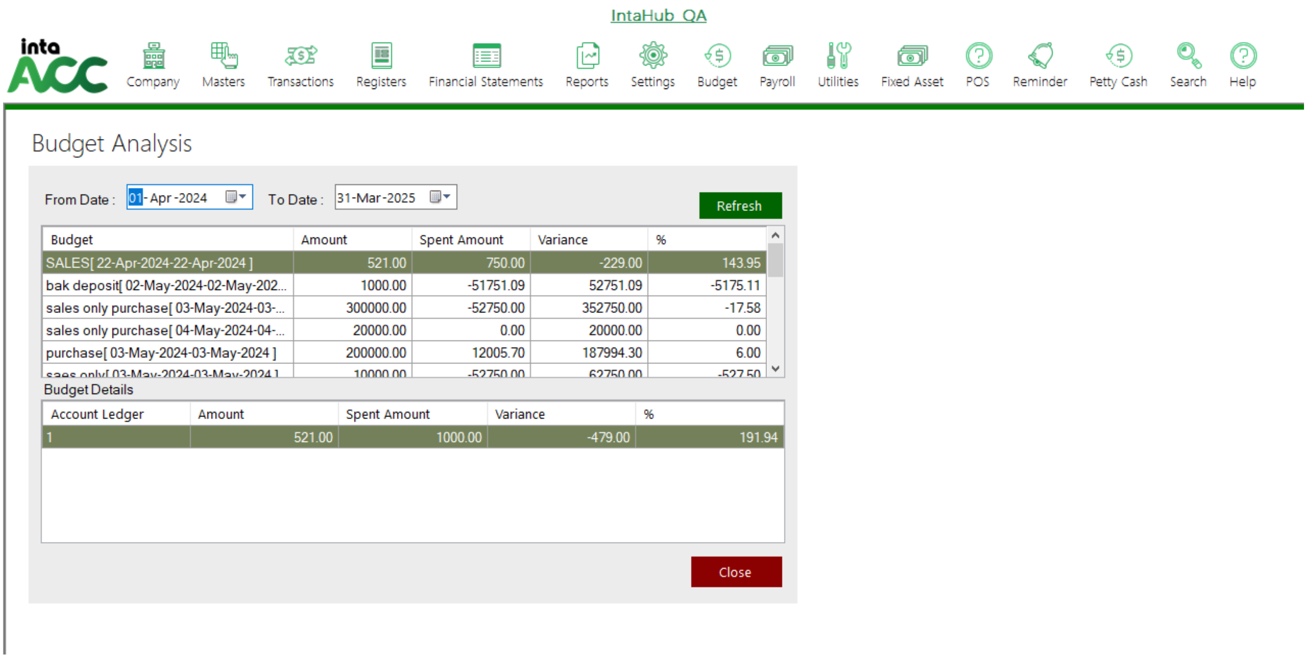
Searching of budget

Type the name of budget in search field. All budgets starting with that name are displayed in list from where particular budget can be selected.

9.2BUDGET ANALYSIS

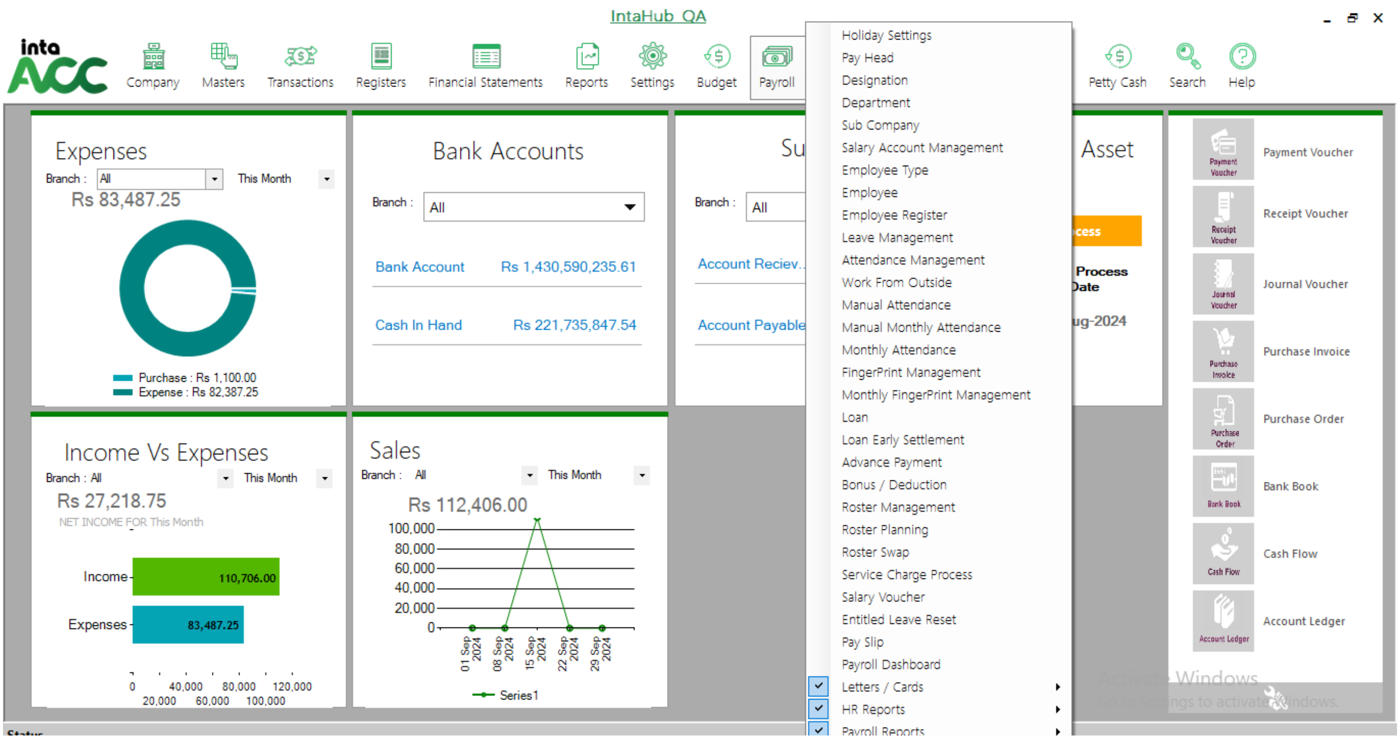
Click on **Budget > Analysis.** A window appears as shown below

This is for variance analysis against budget and actual spent amount of the account ledgers.



10 Payroll

Click on **Payroll.** A window appears as shown below,



11 UTILITIES

11.1 ADD PRINTER

Click on **Utilities > Add Printer.**

This is for shortcut for adding new printer to the system.

11.2 WORD, EXCEL & CALCULATOR

This is for shortcut to open new Word & Excel work sheet and Calculator when you need.

Click on **Utilities > Word.**

This is for shortcut to open Microsoft word document.

Click on **Utilities > Excel.**

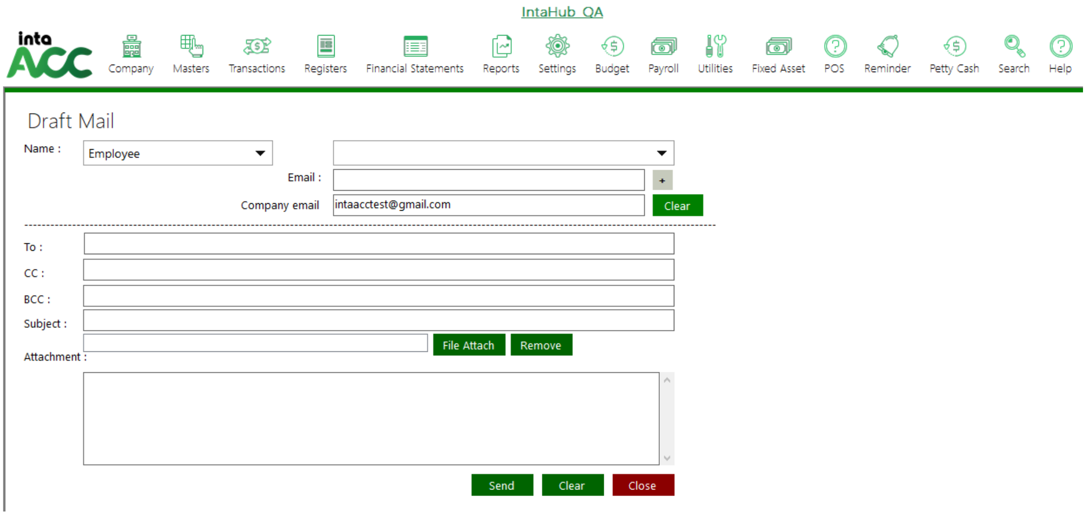
This is for shortcut to open Microsoft Excel document.

Click on **Utilities > Calculator.**

This is for shortcut to open Microsoft Excel document.

11.3 SEND EMAIL

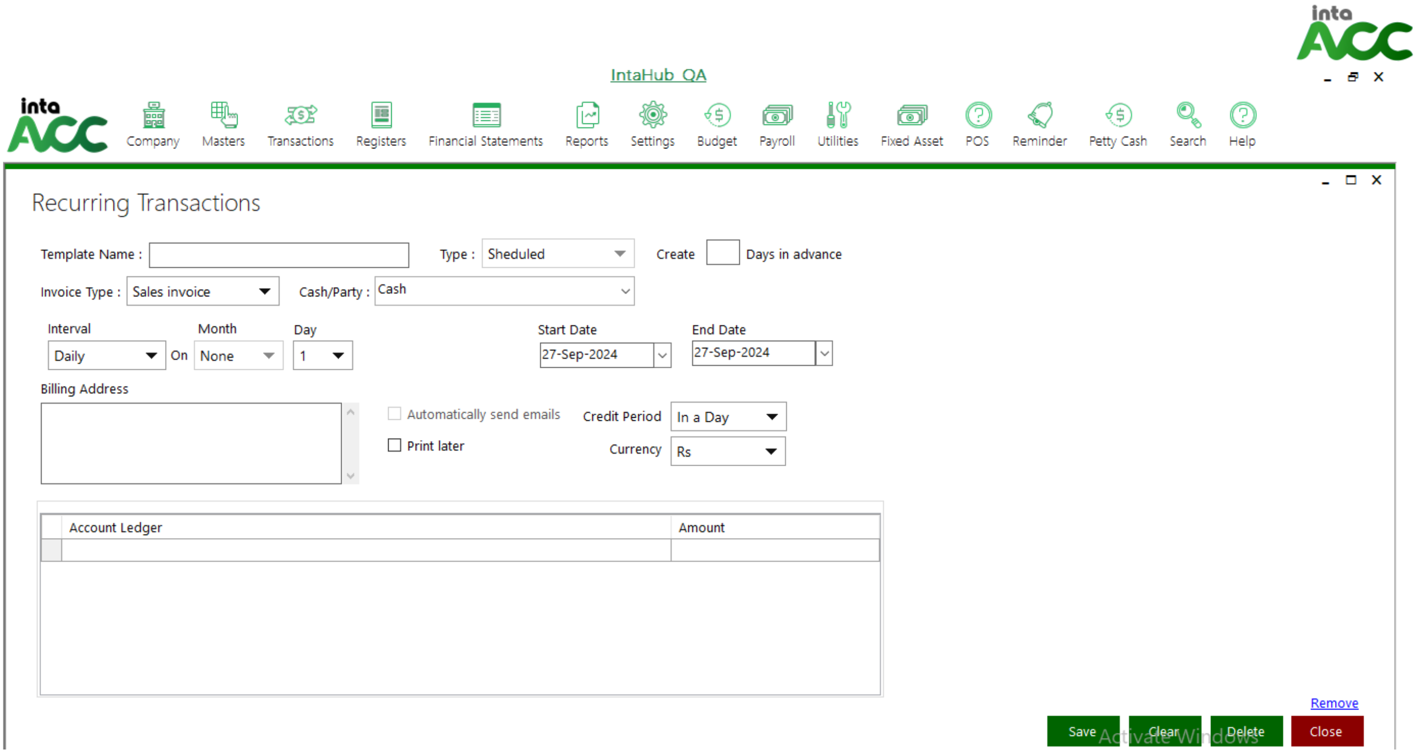
Click on **Utilities > Send Mail.** A window appears as shown below,



This is for Send emails to customers, venders and other relevant parties directly through the system.

11.4 RECURRING TRANSACTION

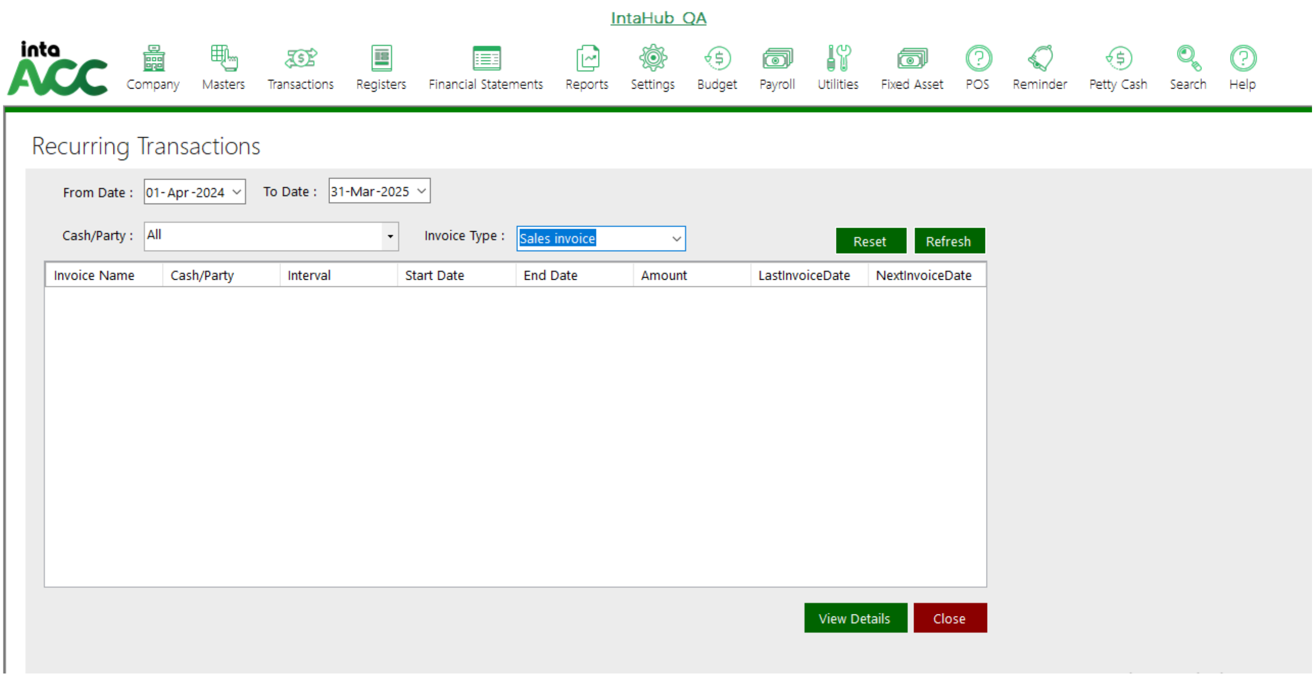
Click on **Utilities > Recurring Transaction.** A window appears as shown below,



This is for make Recurreing Transaction, which is repeate every month or yearly for specific period. It can be schedule or Reminder to user and can be send automatic mail to specified by person.

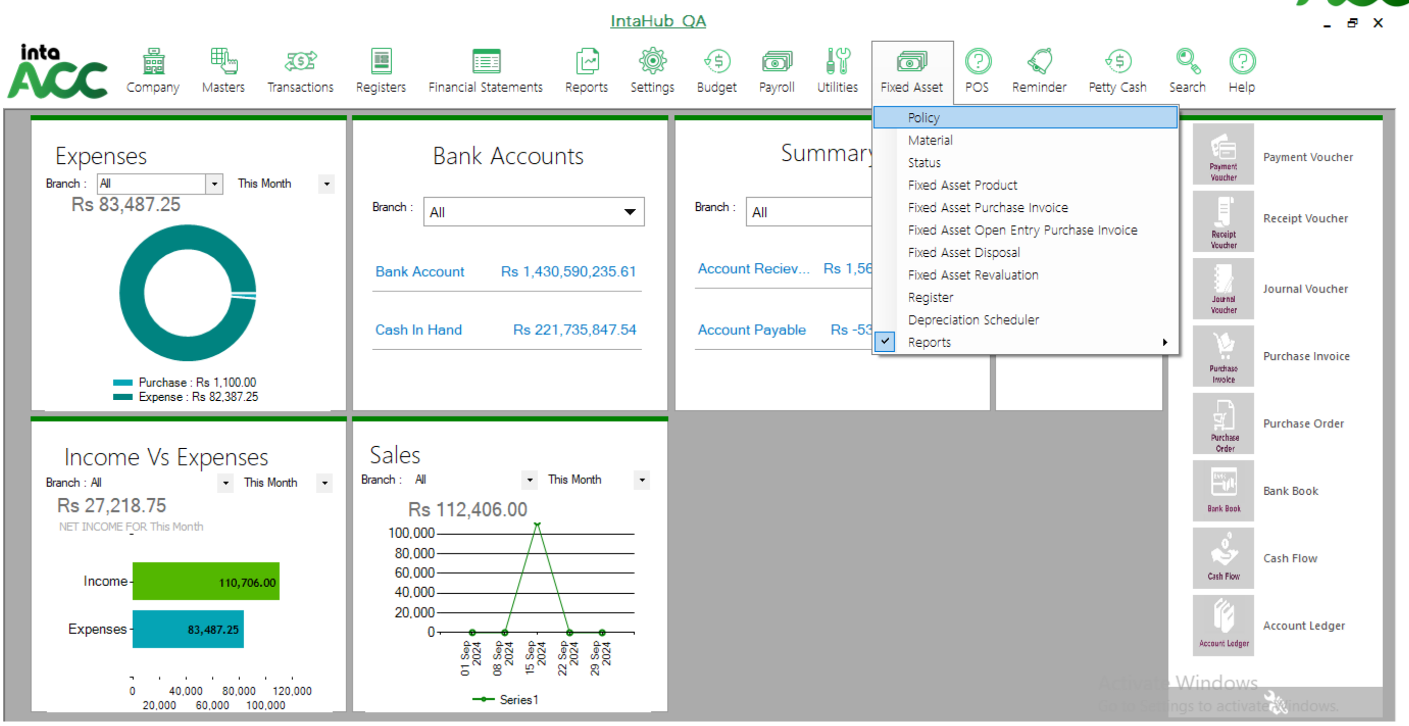
View details of existing Recurring Transaction Register

Click on **Register > Recurreing Transaction Register.** A window appears as shown below; it is the list of entire Recurreing Transaction in current financial year from where user can do filtration as per their wish.



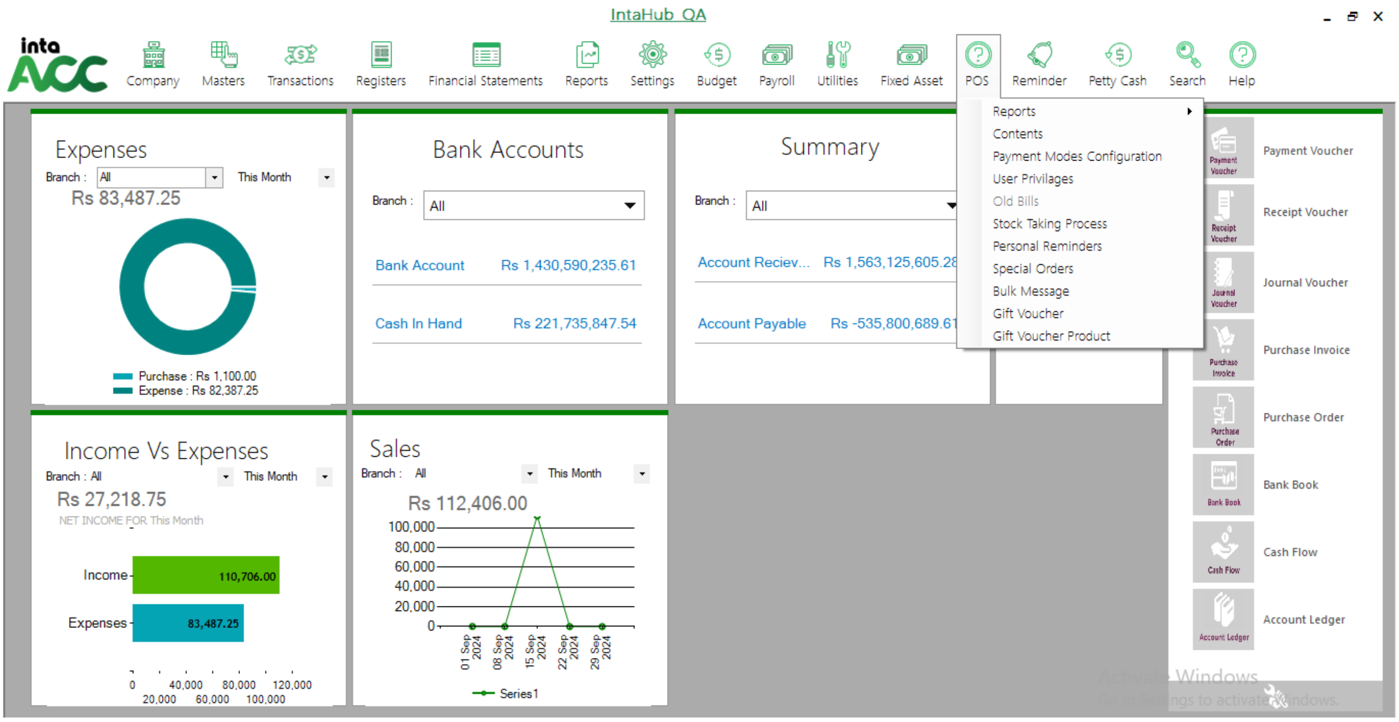
12 Fixed Assets

Click on **Fixed Assets.** A window appears as shown below,



13 Pos

Click on **Pos.** A window appears as shown below,

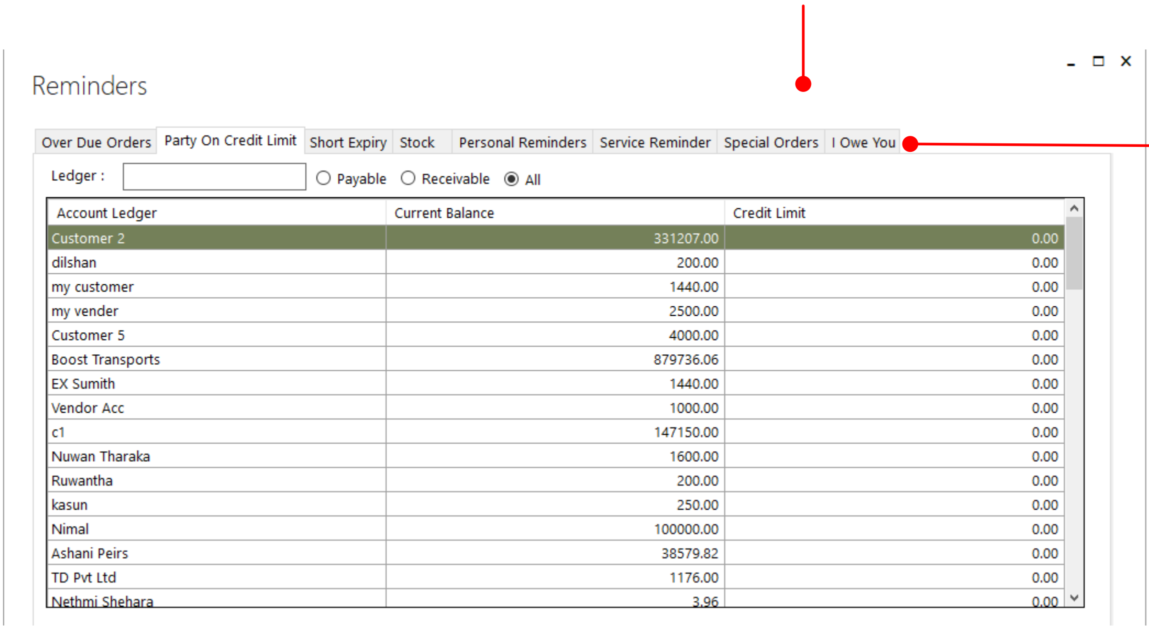


14 REMINDER

Click on **Reminder.** A window appears as shown below

This is for one place to view daily useful information

Click on here to view.

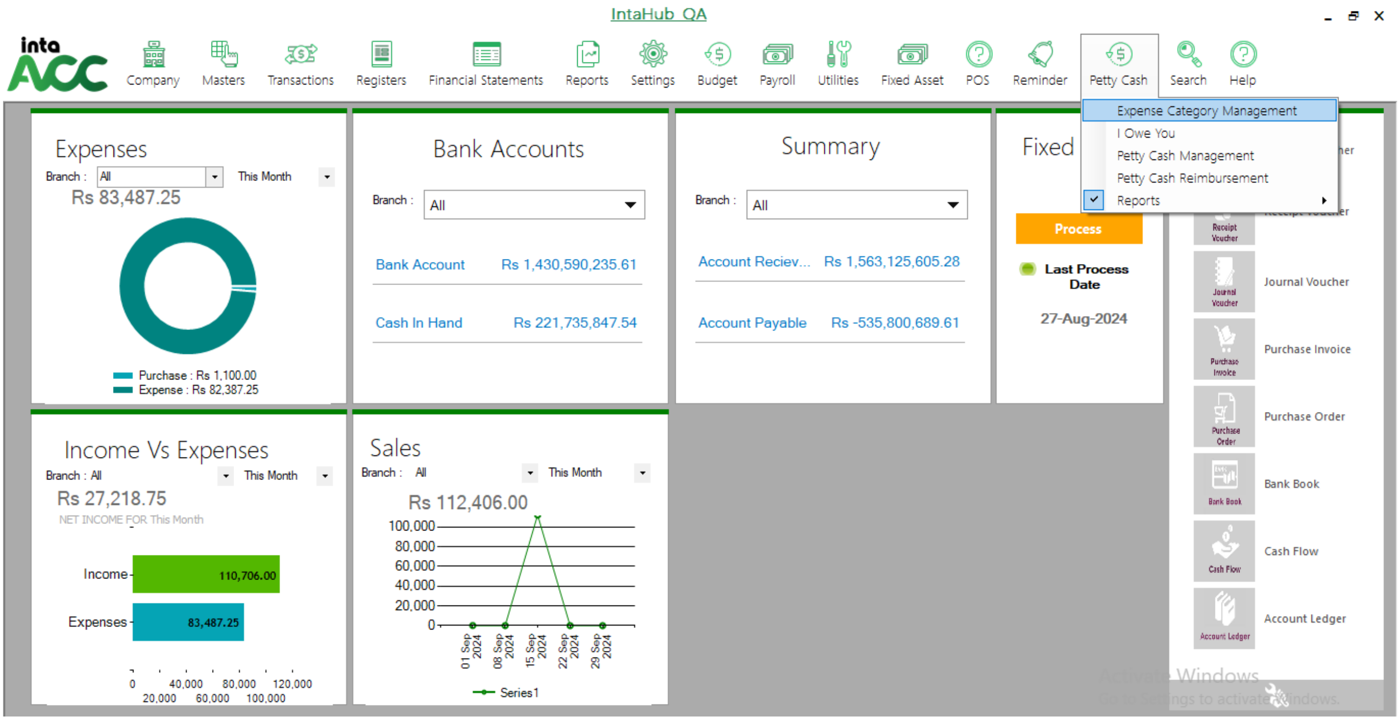


Select these tabs to view customized reminders.

1. Over Due Orders (sales / Purchase)
2. Check Parties on credit limit
3. Products Short expires
4. Stocks Reminders
5. Personal reminders
6. Service reminders
7. Special Orders

15 Petty Cash

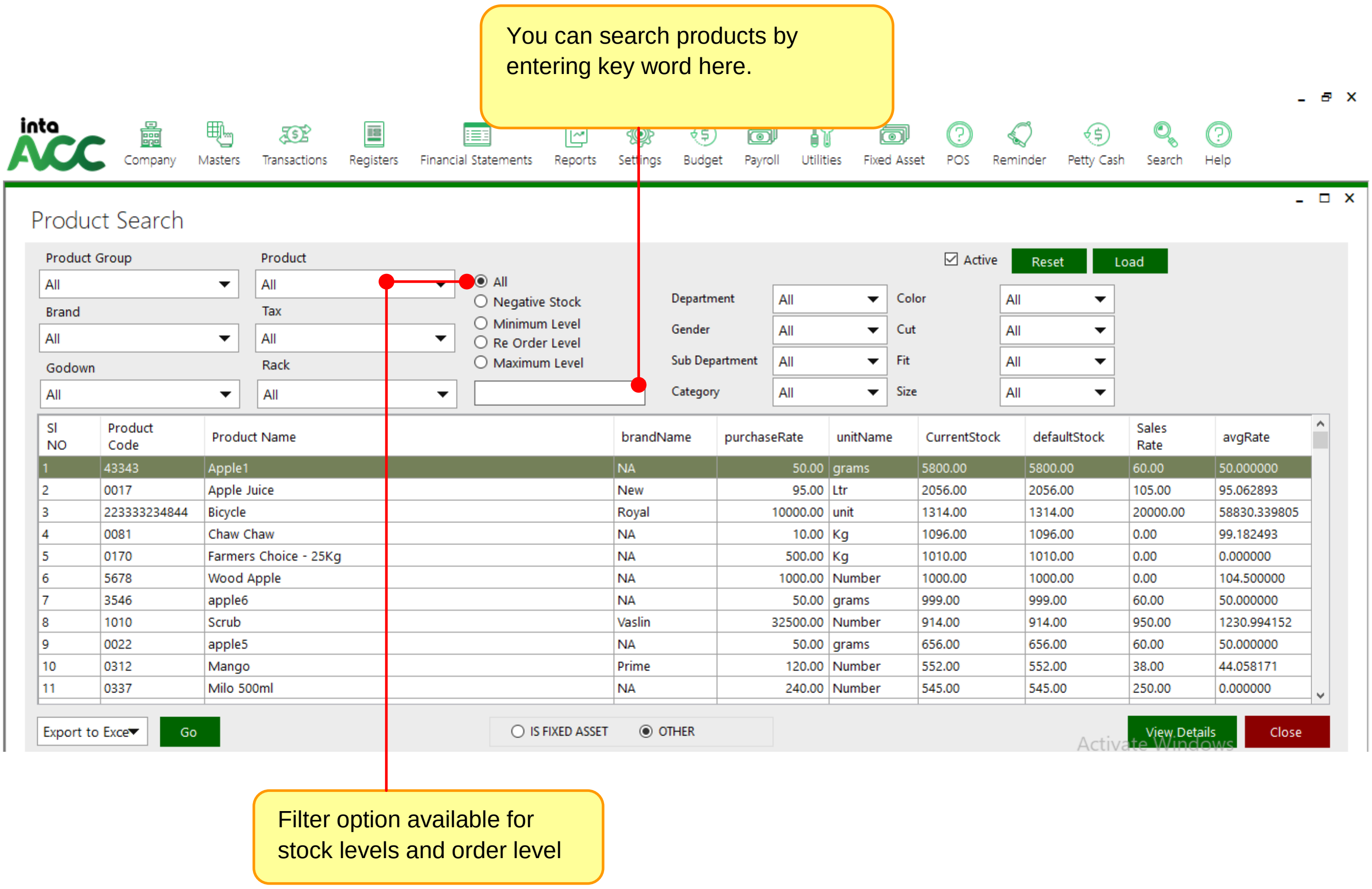
Click on **Petty Cash.** A window appears as shown below,



16 SEARCH

16.1 PRODUCT SEARCH

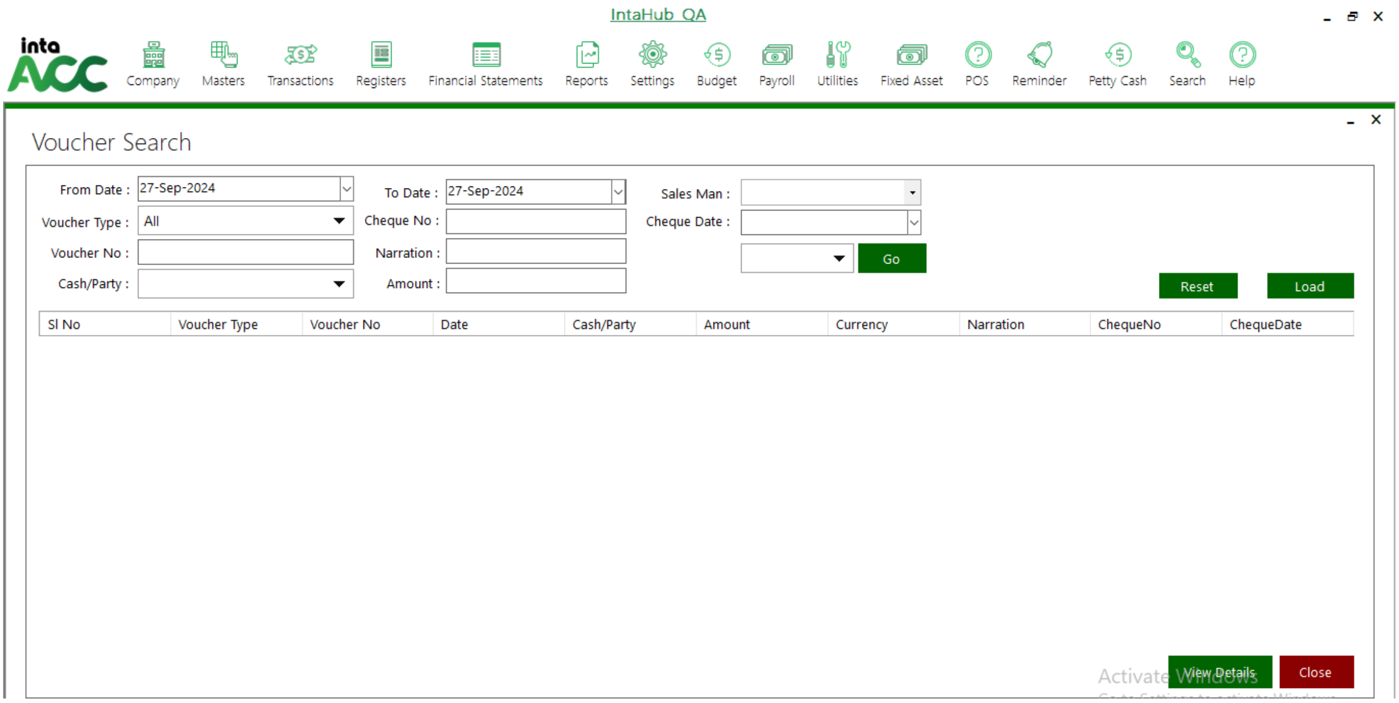
Click on **Search > Product Search.** A window appears as shown below



This is for searching the products according to various criteria .Clicking on <**View Details**> or double clicking on a row, the following window is displayed in which all details of selected product is shown

16.2 VOUCHER SEARCH

Click on **Search > Voucher Search.** A window appears as shown below,



It is the list of all voucher entries in current financial year from where user can do filtration as per their wish.

To view the details of voucher entries double click on the entry in the list or select that entry and click on <**View Details** > button. Its details will come in corresponding voucher window.

Through this User Manual, we have tried to convey all the essential details to demonstrate our IntaACC software.

After going through this manual, which you can keep as your valuable reference source, we believe you will now have all the necessary information of the IntaACC software to allow you to use with confidence, no matter at what level, from layman to professional employees in your respective firms.