

ACFA – General Explanation

Thank you for purchasing our Financial Accounting Application **AcFA.Net**. This app is designed and developed from our experience of developing and providing tailor made financial accounting solutions since more than three decades.

The app has been designed keeping in mind the following: -

- Usually more than one company's accounts are to be maintained in the application.
- The nature of business of these companies may or may not be the same.
- Consolidation of reports of different companies should be possible e.g. reports like trial balance, outstanding receivable and payable, variance reports, balance sheet etc.
- Flexibility in defining the subsidiary books like multiple Purchase / Sales Registers, Multiple Bank Books, Multiple Petty Cash Books.
- Facility to define account groups as required
- Maintenance of Trading and Manufacturing Inventory at multiple warehouses and batch wise if required
- Instant generation of almost all the reports including trial balance and balance sheet
- Reports as on any date, even in between the months
- Zooming from all reports right up to the voucher level.
- Requirement of Purchase Order and GRN as well as Sales Order and Delivery Challan processes

This document is designed for you to get a general idea about the interface concepts. Getting familiar with the interface concepts will let you use full potential of the application to your benefit

Detailed manuals on almost all the topics are available for download on our website at the following link.

<http://www.arc-india.com/ACFA support page.html>

You can copy / paste this link in to your browser address bar and download the required documents.

Wishing you happy accounting

User Interface - ALL Data Entry Modules

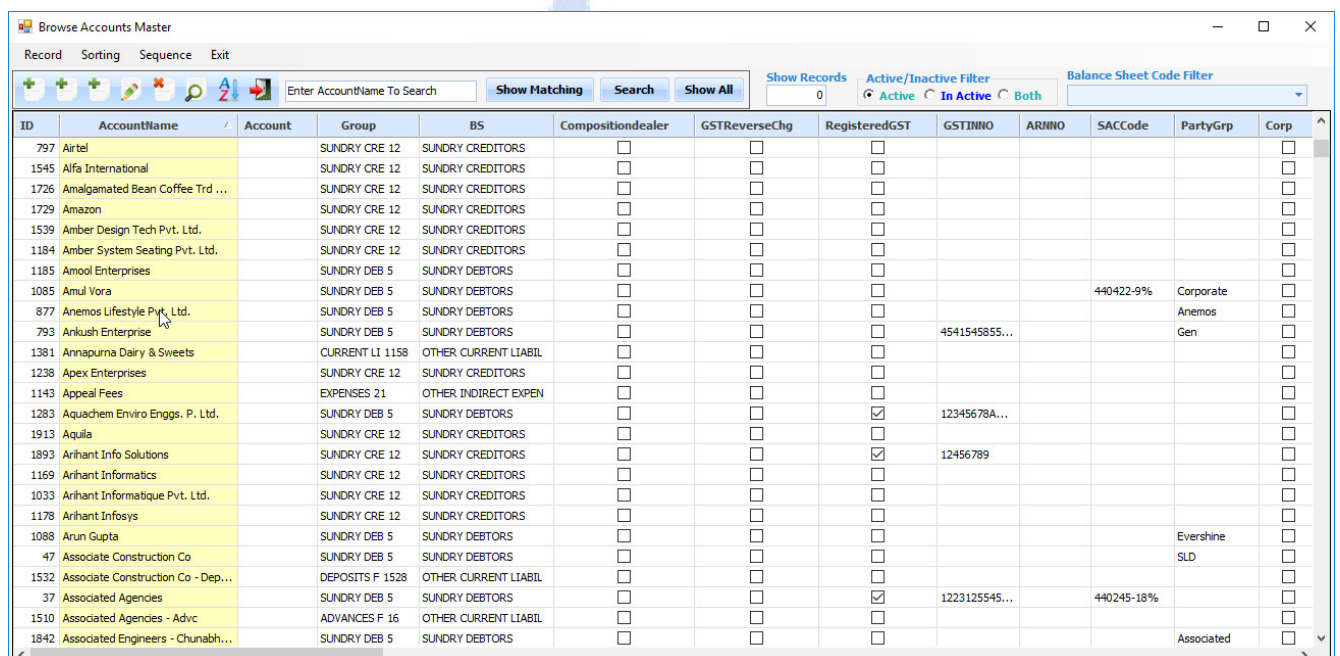
Users interact with the application at two levels

1. Data entry
2. Report Generation.

It is very crucial that the data entry and report interfaces are easy to use and uncluttered and allow the users to locate the required data quickly and efficiently.






To achieve the above, the user interface for all data entry modules has been designed in the form of a grid (we call it the browse grid), showing you either all or specific records as desired.

Browse Grid – Whenever you select any data entry module, based upon the selection criteria, specific records are displayed in a tabular form called the browse grid. By default, they are ordered on the ID for transaction entry modules, which is nothing but the record number and on the key field eg. Account Name for accounts master.

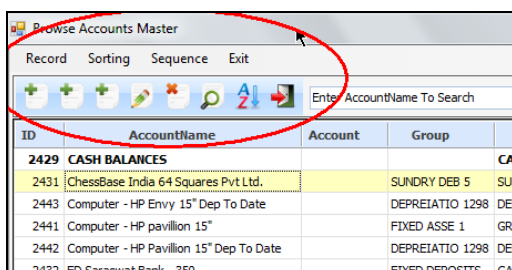


The screenshot shows a software window titled "Browse Accounts Master". It features a menu bar with "Record", "Sorting", "Sequence", and "Exit". Below the menu is a toolbar with icons for file operations and a search bar labeled "Enter AccountName To Search". To the right of the search bar are buttons for "Show Matching", "Search", and "Show All". Further right are filters for "Show Records" (set to 0), "Active/Inactive Filter" (with radio buttons for Active, In Active, and Both), and a "Balance Sheet Code Filter" dropdown. The main area is a table with the following columns: ID, AccountName, Account, Group, BS, Compositiondealer, GSTReverseChg, RegisteredGST, GSTINNO, ARINNO, SACCode, PartyGrp, and Corp. The table contains 25 rows of data, including accounts like Airtel, Alfa International, Amalgamated Bean Coffee Trd..., Amazon, Amber Design Tech Pvt. Ltd., Amber System Seating Pvt. Ltd., Amool Enterprises, Amul Vora, Anemos Lifestyle Pvt. Ltd., Ankush Enterprise, Annapurna Dairy & Sweets, Apex Enterprises, Appeal Fees, Aquachem Enviro Enggs. P. Ltd., Aquila, Arihant Info Solutions, Arihant Informatics, Arihant Informatique Pvt. Ltd., Arihant Infosys, Arun Gupta, Associate Construction Co, Associate Construction Co - Dep..., Associated Agencies - Advc, and Associated Engineers - Chunabh... The table has a scrollbar on the right side.

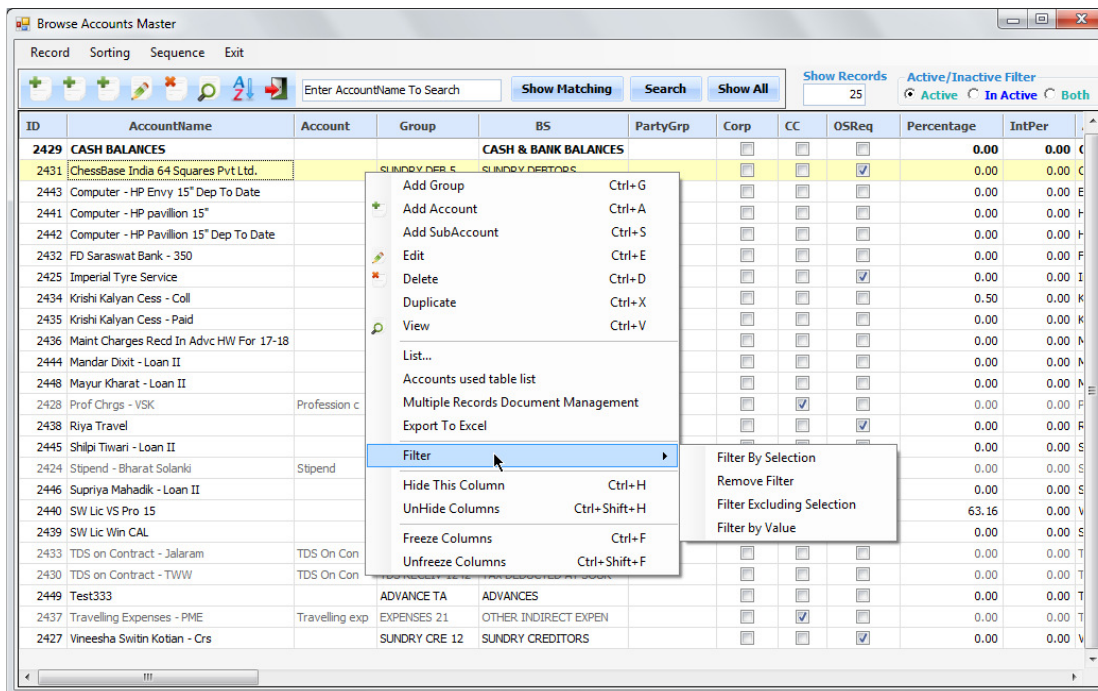
ID	AccountName	Account	Group	BS	Compositiondealer	GSTReverseChg	RegisteredGST	GSTINNO	ARINNO	SACCode	PartyGrp	Corp
797	Airtel		SUNDRY CRE 12	SUNDRY CREDITORS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
1545	Alfa International		SUNDRY CRE 12	SUNDRY CREDITORS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
1726	Amalgamated Bean Coffee Trd ...		SUNDRY CRE 12	SUNDRY CREDITORS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
1729	Amazon		SUNDRY CRE 12	SUNDRY CREDITORS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
1539	Amber Design Tech Pvt. Ltd.		SUNDRY CRE 12	SUNDRY CREDITORS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
1184	Amber System Seating Pvt. Ltd.		SUNDRY CRE 12	SUNDRY CREDITORS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
1185	Amool Enterprises		SUNDRY DEB 5	SUNDRY DEBTORS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
1085	Amul Vora		SUNDRY DEB 5	SUNDRY DEBTORS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			440422-9%	Corporate	<input type="checkbox"/>
877	Anemos Lifestyle Pvt. Ltd.		SUNDRY DEB 5	SUNDRY DEBTORS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				Anemos	<input type="checkbox"/>
793	Ankush Enterprise		SUNDRY DEB 5	SUNDRY DEBTORS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4541545855...			Gen	<input type="checkbox"/>
1381	Annapurna Dairy & Sweets		CURRENT LI 1158	OTHER CURRENT LIABIL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
1238	Apex Enterprises		SUNDRY CRE 12	SUNDRY CREDITORS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
1143	Appeal Fees		EXPENSES 21	OTHER INDIRECT EXPEN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
1283	Aquachem Enviro Enggs. P. Ltd.		SUNDRY DEB 5	SUNDRY DEBTORS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12345678A...				<input type="checkbox"/>
1913	Aquila		SUNDRY CRE 12	SUNDRY CREDITORS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
1893	Arihant Info Solutions		SUNDRY CRE 12	SUNDRY CREDITORS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12456789				<input type="checkbox"/>
1169	Arihant Informatics		SUNDRY CRE 12	SUNDRY CREDITORS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
1033	Arihant Informatique Pvt. Ltd.		SUNDRY CRE 12	SUNDRY CREDITORS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
1178	Arihant Infosys		SUNDRY CRE 12	SUNDRY CREDITORS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
1088	Arun Gupta		SUNDRY DEB 5	SUNDRY DEBTORS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				Evershine	<input type="checkbox"/>
47	Associate Construction Co		SUNDRY DEB 5	SUNDRY DEBTORS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				SLD	<input type="checkbox"/>
1532	Associate Construction Co - Dep...		DEPOSITS F 1528	OTHER CURRENT LIABIL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
37	Associated Agencies		SUNDRY DEB 5	SUNDRY DEBTORS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1223125545...		440245-18%		<input type="checkbox"/>
1510	Associated Agencies - Advc		ADVANCES F 16	OTHER CURRENT LIABIL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
1842	Associated Engineers - Chunabh...		SUNDRY DEB 5	SUNDRY DEBTORS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				Associated	<input type="checkbox"/>

How do I?	User input	Result
Add new record	Click on  Add icon (1 st icon on the tool bar) Alt + R Add Record Ctrl + A #1	Opens blank form to enter fresh data
Add new records in continuous mode	If already in add mode, after saving record, control stays on the  "Add New" icon, allowing you to enter more records at one shot. Click on the icon or press Spacebar	Provides blank form to enter fresh data
Edit a record	Double click on any row Or Select row and hit enter  Edit icon on Tool bar Alt + R Edit Record Ctrl + E	This will open the record in edit mode #2
Navigate between various fields in Edit form	Tab key Shift Tab	Shifts cursor to next field Shifts cursor to previous field
Navigate within the various detail grids of edit form	Enter or right arrow key	To move to next cell
Delete a record	Select row  Delete icon on Tool bar Alt + R Delete Record Ctrl + D	This will display the record in form and confirm for deletion
View a Record	Select row  View icon on Tool bar Alt + R View Record Ctrl + V	This will display the record in form but you cannot edit it.
Duplicate a Record	Select row Alt + R Duplicate Record	The contents of selected record will be duplicated and presented as a new record. You can edit the required contents.

#1 Various options available within any data entry module can be accessed using the Menu or the icons.



Alternatively, right clicking on the browse grid will pop up a context menu presenting you standard options for Adding, Editing or deleting the records. It may also contain some module specific options.



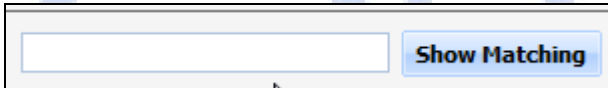
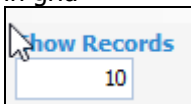
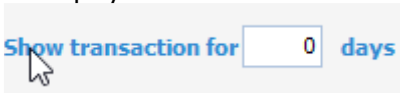
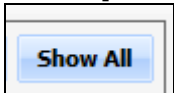
#2 Double clicking on a specific cell of the browse grid will present the edit form with input focus on the field you double clicked on, allowing you to directly edit that field itself.

Add / Edit Form

Navigation within grids is done using the arrow keys or the ENTER key to move forward one cell at a time.

Once the changes are made, you need to save the record and on saving it; control comes back to the browse grid with the record pointer shifting to the next record allowing you to select that row for edit if required.

Other features of browse grid – Sort / Search based on varied filters / Export data

How do I ?	User input	Result
Select multiple rows	Click on first required row and SHIFT+Click on last required row	Selects multiple rows in continuation
	CTRL+CLICK on required rows	Selects multiple rows at random
Sort the information on any column	Click on the column header	Sorts the grid based on that column first in ascending order. If you click again on the same column header it will be sorted in descending order.
Sort the information on multiple columns	Clicking on the first column header Then Ctrl+Click on other Column headers	Sorts the grid in order of selected columns
Search for any record based on specific value	Sort the data on specific column Enter the value to be searched in the text box and click on the [Search] button	Searches for exact value in specific column. If a matching record is found, the record pointer is placed on the first matching record. #1
Search for any record based on a string	Repeat the steps as above but precede your search string with a tilde (~) character.	Searches for any record based on a string anywhere in the cell
Show Matching *	Click on [Show Matching] button 	Displays all the records starting with the search string you have entered. #4
Show Records *	Enter the number of records required to displayed in grid 	Shows as many records as specified
Show transactions for specified no. of days **	Enter the number of days for which transactions to be displayed 	Shows the transactions entered in the last few days depending on the number of days entered #5
Show all records overruling all search criteria	click on [Show All] button. 	To reset all search criteria and display all the records
Hide / Unhide Columns	Ctrl H Ctrl + Shift + H	You can compact the browse view to see only the relevant columns.
Freeze / UnFreeze Columns	Ctrl F Ctrl + Shift + F	You can retain certain columns for constant viewing while panning

How do I ?	User input	Result
		across the rest of the data.
List *	Alt R + L	Provides various listings of the master data as per your specifications.
Used Table List *	Alt R Select the option for User Table List	Indicates the tables where the selected record's data has been used. This enables you to decide if any redundant data can be deleted or alternatively quickly get an overview of all the modules where its usage can be checked.
Export the data in the browse grid to another program	Select the required rows to be exported. Alt + R Export to Excel Use standard windows copy command (CTRL+C) and opening the required application (e.g. Excel) and pasting it there with the CTRL+V command. #3	The data exported in excel format can be further used as per the requirement.

* Option available only for Master Entry modules

** Option available only for Transaction Entry modules

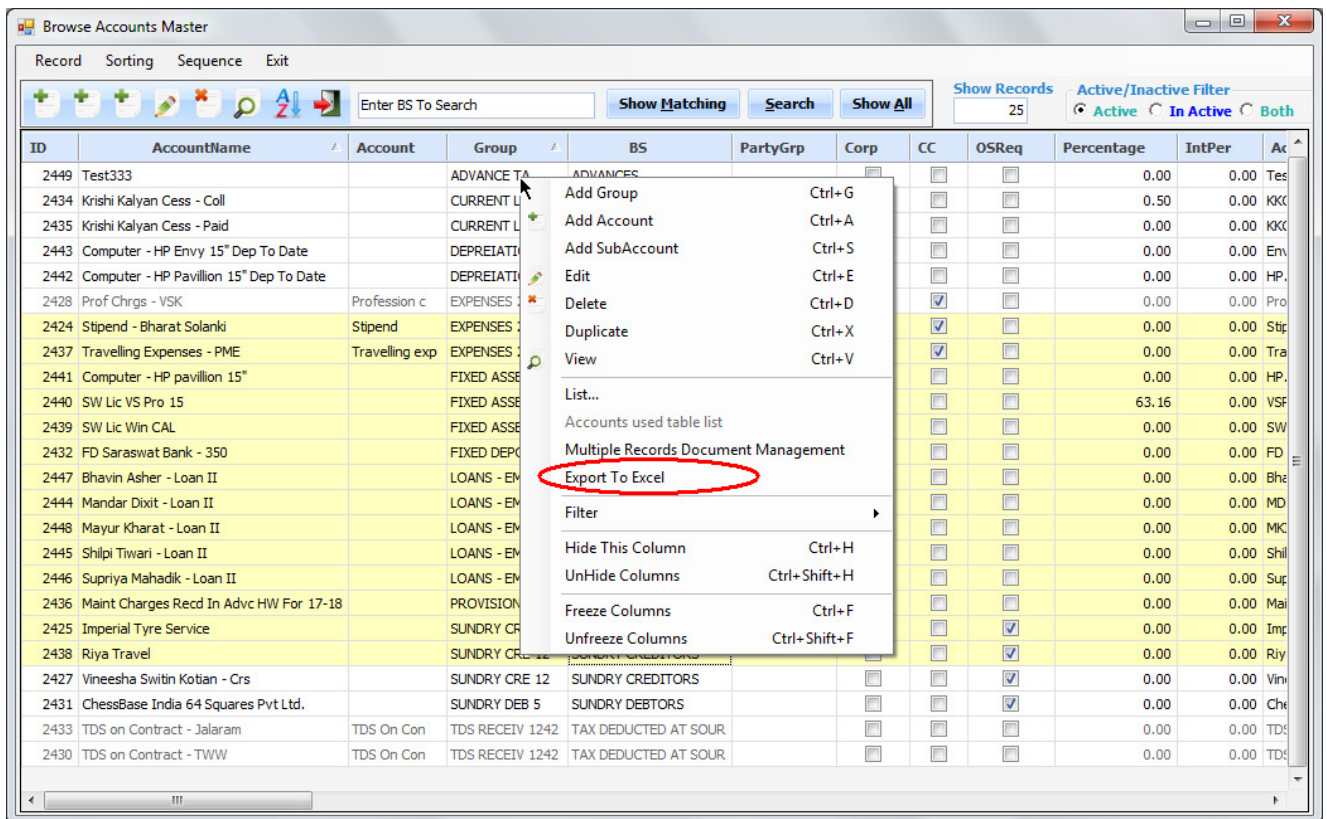
#1 The regular search will find a matching record where it finds the search string you have entered in beginning of the cell value. If you want to search a string anywhere in the cell, then precede your search string with a tilde (~) character.

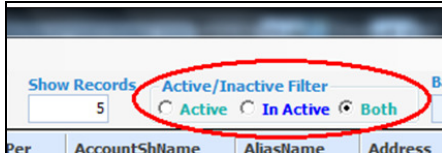
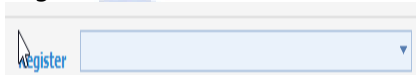
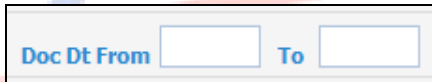
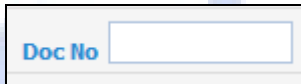
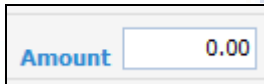
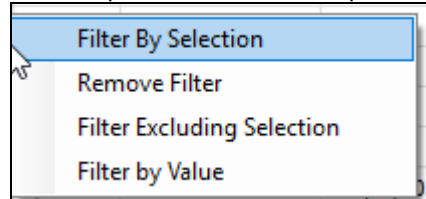
#2 Check out for the various options available in **Advance Search options** where you can select records based on multiple search criterion - please refer to another document 'Advance Search.doc' specifically for this feature

#3 Alternatively you can also use "Export to Excel" portion from the pop-up menu

#4 If you wish to edit / delete any existing record, you can use the search criteria and enter the few characters of the name in the text box and click on **[Show Matching]** button to display all the records starting with the search string you have entered.

#5 When you select any transaction entry module, by default records pertaining to last few days (as defined in the User Setup) are displayed. You can change that figure to display data of as many prior days as required. If you wish to see all transactions, you should click on [Show All] button.



How do I ?	User input	Result
Viewing specific information based on filters	Different filters have been provided at master as well as transaction level	Based on the filter, the respective data is shown in the browse grid
Display Active / Inactive / Both *	<p>Select the option from the radio buttons</p> 	The data that is redundant can be set as inactive #1
Master Entry modules with specific filters	<p>Register Master – Register Type Account Master – B/Sheet Code Item Master – Category</p>	Records that satisfy the filter criteria are displayed
Transaction entry modules with general filters	<p>Register</p> 	This will display the entries only of specified register.
	<p>Docdt From / To</p> 	This will display the entries only within specified date range.
	<p>Doc No</p> 	This will display entry only with specified docnotext
	<p>Amount</p> 	This will display records with the specified amount
Column based Filter	<p>Select the column for filter criteria Alt R + F</p>	<p>You are provided with four options</p> 
	Filter by selection	The data in selected column is used as filter value and only matching records are shown
	Remove Filter	The filter is reset
	Filter excluding selection	The data in selected column is used as filter value and only non-matching records are shown
	Filter by Value	The data in selected column is filtered based your input.

* Option available only for Master Entry modules

#1

Making Records (accounts, items or any other master record) Inactive

- If an account / item has been used in any transaction, it cannot be deleted.
- If there are any accounts / items that have been used earlier but you do not wish to use any more, they can be marked inactive.
- By doing so, such accounts / items won't be listed in the accounts /items drop down list box in the transaction entry modules. However, they will be listed in the drop-down list boxes in report interface forms and other modules.
- If Both option is selected, the Inactive records still stand out owing to the different colour code.
- The inactive flag can be removed any time if the account / item is to be used again in transactions

Account Master - Account Definition - Edit Mode

Name * Shilpi Tiwari - Loan II Short Name * Shilpi Tiwari ID 2445

Alias * Shilpi Tiwari - Loan II

Define under Group * LOANS - EMPLOYEES

Select Sch. VI Code * ASSETS - CURR ASSTS - (e) Short-term loans - advances - Other (specify nature) - Unsecured, considered good

www Percent 0.0000

Primary Address Details Statutory Details

Contact Person Cell No.

Address City PIN

Tel No. General Fax No.

General Email General Email CC

O/S Reminder/ Payment Advise Email O/S SMS No.

Interest Percent 0.0000 Notes

Enable CC Allocation

Bill Wise O/S Req.

☒ Inactive

Address Billwise Opp. Bal Budgets FAR Details NEFT/RTGS Payee A/c # 0

Browse Accounts Master

Record Sorting Sequence Exit

Enter CC To Search Show Matching Search Show All

Show Records 5 Active/Inactive Filter ☐ Active ☐ In Active ☒ Both

ID	AccountName	Account	Group	BS	PartyGrp	Corp	CC	OSReq	Percentage	IntPer	AccountShName	AliasName	Address
2447	Bhavin Asher - Loa...		LOANS - ...	ADV...					0.00	0.00	Bhavin Asher -	Bhavin Asher - ...	
2448	Mayur Kharat - Lo...		LOANS - ...	ADV...					0.00	0.00	MKII	Mayur Kharat ...	
2445	Shilpi Tiwari - Loan II		LOANS - ...	ADV...					0.00	0.00	Shilpi Tiwari -	Shilpi Tiwari - L...	
2446	Supriya Mahadik ...		LOANS - ...	ADV...					0.00	0.00	Supriya Mahadik	Supriya Mahad...	
2449	Travelling Expense...	Travelling exp	EXPENSE...	OTH...					0.00	0.00	Travel Exp Tej	Travelling Exp...	

- In transaction entry modules, certain records may be displayed in grey color – this means that such records are locked and not editable or deletable – it may be because they are system generated or the month to which the said transactions belong to is locked using the monthly transaction locking utility.

Browse Sales Entry - ACPL (1617)

Record Exit

Search Show transaction for 31 days Show All

SRNO	RegisterName	DocNoText	DocDate	CustomerName	Amount	ChallanNo	ChallanDate	DueDate	TotalItemQty	TotalItb
6322	Sales Register - HW	HW.05.021	31/05/16	Veekay Associates	2,547.00			07/06/16	2.00	
6323	Credit Note - Sales No Items	CNNI.0008	31/05/16	Ujwal Plastics Industries P Ltd	1,523.00			07/06/16	0.00	
6324	Credit Note - Sales No Items	CNNI.0009	31/05/16	Megha Enterprise	6,881.00			07/06/16	0.00	
6325	Sales Register - HW	HW.05.022	31/05/16	Voyage India	798.00			07/06/16	2.00	
6326	Sales Register - HW	HW.05.023	31/05/16	Deccan Queen Transport Company	12,764.00			07/06/16	55.00	
6327	Sales Register - HW	HW.05.024	31/05/16	Deccan Queen Transport Company	10,614.00			07/06/16	3.00	
6328	Sales Register - HW AMC/ Repr	AMC.06.001	01/06/16	Jayabharat Credit Limited	61,855.00			08/06/16	0.00	
6329	Sales Register - HW AMC/ Repr	AMC.06.002	01/06/16	Samir Sanghavi & Co	13,800.00			01/06/16	0.00	
6330	Sales Register - Cus SW, SWAmc	SW.06.001	01/06/16	Huechem Textiles Pvt Ltd	1,610.00			01/06/16	0.00	
6331	Sales Register - Cus SW, SWAmc	SW.06.002	01/06/16	Shepards Shipping Services (India)...	1,144.00			08/06/16	0.00	
6332	Sales Register - HW AMC/ Repr	AMC.06.003	02/06/16	Envision Capital Services P Ltd	2,876.00			09/06/16	0.00	
6333	Sales Register - HW AMC/ Repr	AMC.06.004	03/06/16	Deccan Queen Transport Company	1,726.00			10/06/16	0.00	
6334	Sales Register - Cus SW, SWAmc	SW.06.003	03/06/16	Midtown Distributors	23,000.00			10/06/16	0.00	
6335	Sales Register - HW	HW.06.001	04/06/16	Ujwal Plastics Industries P Ltd	8,750.00			11/06/16	1.00	
6336	Sales Register - HW	HW.06.002	04/06/16	Huechem Textiles Pvt Ltd	798.00			04/06/16	2.00	
6337	Sales Register - Cus SW, SWAmc	SW.06.004	06/06/16	Western Lifestyle LLP	145,590.00			06/06/16	0.00	

Filtering Records to display – In a transaction entry module, the browse grid generally displays multiple records. If required, you can filter the records for any value in the browse grid. e.g. In the following example clicking on the cell with BS Category “Sundry Creditors”

ID	AccountName	Account	Group	BS	PartyGrp	Corp	CC	OSReq	Percentage
2348	Vijaya Tyre Service		SUNDRY CRE 12	SUNDRY CREDITORS				<input checked="" type="checkbox"/>	15.0
2310	Vinayak Wood		SUNDRY CRE 12	SUNDRY CREDITORS				<input checked="" type="checkbox"/>	0.0
2427	Vineesha Switin Kotian - Crs		SUNDRY CRE 12	SUNDRY CREDITORS				<input checked="" type="checkbox"/>	0.0
2259	VIP Lounge - R City		SUNDRY CRE 12	SUNDRY CREDITORS				<input checked="" type="checkbox"/>	0.0
2320	Vishiv Bharat Electric Centre		SUNDRY CRE 12	SUNDRY CREDITORS				<input checked="" type="checkbox"/>	0.0

Right Clicking to get popup menu, selecting “Filter Records”, Selecting “Filter by selection”

ID	AccountName	Account	Group	BS	PartyGrp	Corp	CC	OSReq	Percentage	IntPer	Acco
2348	Vijaya Tyre Service		SUNDRY CRE 12	SUNDRY CREDITORS				<input checked="" type="checkbox"/>	15.00	0.00	Vijaya
2310	Vinayak Wood		SUNDRY CRE 12	SUNDRY CREDITORS				<input checked="" type="checkbox"/>	0.00	0.00	Vinaya
2427	Vineesha Switin Kotian - Crs		SUNDRY CRE 12	SUNDRY CREDITORS				<input checked="" type="checkbox"/>	0.00	0.00	Vinees
2259	VIP Lounge - R City		SUNDRY CRE 12	SUNDRY CRED				<input checked="" type="checkbox"/>	0.00	0.00	VIP Lo
2320	Vishiv Bharat Electric Centre		SUNDRY CRE 12	SUNDRY CRED				<input checked="" type="checkbox"/>	0.00	0.00	Vishiv
326	Vodafone		SUNDRY CRE 12	SUNDRY CRED				<input checked="" type="checkbox"/>	0.00	0.00	Vodafi
1006	Voyage India		SUNDRY DEB 5	SUNDRY DEBT				<input checked="" type="checkbox"/>	0.00	0.00	Voyag
1960	Voyage Vacations		SUNDRY DEB 5	SUNDRY DEBT				<input checked="" type="checkbox"/>	0.00	0.00	Voyag
1043	Vrunda Monani - Advance		ADVANCE-ENG	ADVANCES				<input checked="" type="checkbox"/>	0.00	0.00	Vrundi
1585	Vrunda Monani - Bonous Pbl		SALARY , S 704	PROVISIONS				<input checked="" type="checkbox"/>	0.00	0.00	Vrundi
1962	Vrunda Monani - Crs		SUNDRY CRE 12	SUNDRY CRED				<input checked="" type="checkbox"/>	0.00	0.00	Vrundi
1741	Vrunda Monani - Drs		SUNDRY DEB 5	SUNDRY DEBT				<input checked="" type="checkbox"/>	0.00	0.00	Vrundi
1318	Vrunda Monani - Int		INTERNAL A 999	ADVANCES				<input checked="" type="checkbox"/>	0.00	0.00	Vrundi
2032	Vrunda Monani - Loan Given		LOANS - EM 7	ADVANCES				<input checked="" type="checkbox"/>	0.00	0.00	Vrundi
924	Vrunda Monani - Sal Pbl		SALARY , S 704	PROVISIONS				<input checked="" type="checkbox"/>	0.00	0.00	Vrundi
2211	Vrunda Monani - Unsec Loan		LOANS FROM 1...	UNSECURED L				<input checked="" type="checkbox"/>	0.00	0.00	Vrundi
1334	Vrunda Monani - Veh Loan		LOANS FROM 1...	UNSECURED L				<input checked="" type="checkbox"/>	0.00	0.00	Vrundi
1992	Walkover Web Solutions Pvt Ltd		SUNDRY CRE 12	SUNDRY CRED				<input checked="" type="checkbox"/>	0.00	0.00	Weste
1171	Web Expenses		EXPENSES 21	OTHER INDIR				<input checked="" type="checkbox"/>	0.00	0.00	Weste
2260	Web Expenses - Directi		EXPENSES 21	OTHER INDIR				<input checked="" type="checkbox"/>	0.00	0.00	Weste
2165	West Coast Logistics		SUNDRY DEB 5	SUNDRY DEBT				<input checked="" type="checkbox"/>	0.00	0.00	Weste
2364	Western Lifestyle LLP		SUNDRY DEB 5	SUNDRY DEBTORS				<input checked="" type="checkbox"/>	0.00	0.00	Weste
190	Yog		SUNDRY DEB 5	SUNDRY DEBTORS	Yog			<input checked="" type="checkbox"/>	0.00	0.00	Yog
2349	Yugadi Electronics		SUNDRY CRE 12	SUNDRY CREDITORS				<input checked="" type="checkbox"/>	0.00	0.00	Yugad

will display only those records where the BS category is “Sundry Creditors” as shown below.

ID	AccountName	Account	Group	BS	PartyGrp	Corp	CC	OSReq	Percentage	IntPer	AccountShrt
12	SUNDRY CREDITORS			SUNDRY CREDITORS				<input checked="" type="checkbox"/>	0.00		SUNDRY CRE
295	Bombay Sales Agency - Crs.		SUNDRY CRE 12	SUNDRY CREDITORS				<input checked="" type="checkbox"/>	0.00	0.00	Bombay Sal-Crs
299	DC Infotech		SUNDRY CRE 12	SUNDRY CREDITORS				<input checked="" type="checkbox"/>	0.00	0.00	DC Infotec
300	DC Systems		SUNDRY CRE 12	SUNDRY CREDITORS				<input checked="" type="checkbox"/>	0.00	0.00	DC Systems
306	Hewlett Packard Sales I P Ltd		SUNDRY CRE 12	SUNDRY CREDITORS				<input checked="" type="checkbox"/>	0.00	0.00	HP
308	Jaydee Electronics Private Limited		SUNDRY CRE 12	SUNDRY CREDITORS				<input checked="" type="checkbox"/>	0.00	0.00	Jaydee Ele
313	J. S. Electronics		SUNDRY CRE 12	SUNDRY CREDITORS				<input checked="" type="checkbox"/>	0.00	0.00	J. S. Elec
314	J. S. Equipments		SUNDRY CRE 12	SUNDRY CREDITORS				<input checked="" type="checkbox"/>	0.00	0.00	J. S. Equi
317	LDS Infotech P Ltd		SUNDRY CRE 12	SUNDRY CREDITORS				<input checked="" type="checkbox"/>	0.00	0.00	LDS Infot
319	Mark Infotech		SUNDRY CRE 12	SUNDRY CREDITORS				<input checked="" type="checkbox"/>	0.00	0.00	Mark Infot
322	MTNL		SUNDRY CRE 12	SUNDRY CREDITORS				<input checked="" type="checkbox"/>	0.00	0.00	MTNL
323	New Era Office Equipments		SUNDRY CRE 12	SUNDRY CREDITORS				<input checked="" type="checkbox"/>	0.00	0.00	New Era Of
326	Vodafone		SUNDRY CRE 12	SUNDRY CREDITORS				<input checked="" type="checkbox"/>	0.00	0.00	Vodafone
328	PC Clinic		SUNDRY CRE 12	SUNDRY CREDITORS				<input checked="" type="checkbox"/>	0.00	0.00	PC Clinic
334	Quantum Link Communication P.Ltd.		SUNDRY CRE 12	SUNDRY CREDITORS				<input checked="" type="checkbox"/>	0.00	0.00	Quantum Li
337	Sejtronics		SUNDRY CRE 12	SUNDRY CREDITORS				<input checked="" type="checkbox"/>	0.00	0.00	Sejtronics
344	Rashi Peripherals P Ltd		SUNDRY CRE 12	SUNDRY CREDITORS				<input checked="" type="checkbox"/>	0.00	0.00	Rashi Peri
353	Systematics Infotech P Ltd		SUNDRY CRE 12	SUNDRY CREDITORS				<input checked="" type="checkbox"/>	0.00	0.00	Systematic
355	Tulp Corporation - Crs		SUNDRY CRE 12	SUNDRY CREDITORS				<input checked="" type="checkbox"/>	0.00	0.00	Tulp Corp -crs
602	Integrated Business Solutions		SUNDRY CRE 12	SUNDRY CREDITORS				<input checked="" type="checkbox"/>	0.00	0.00	Integrated
627	Suncity Computer & Networks		SUNDRY CRE 12	SUNDRY CREDITORS				<input checked="" type="checkbox"/>	0.00	0.00	Suncity Co
741	Indialinks Web Hosting P. Ltd.		SUNDRY CRE 12	SUNDRY CREDITORS				<input checked="" type="checkbox"/>	0.00	0.00	Indialinks
755	Padhy Electronics		SUNDRY CRE 12	SUNDRY CREDITORS				<input checked="" type="checkbox"/>	0.00	0.00	Padhy Elec
794	Net Com Inc.		SUNDRY CRE 12	SUNDRY CREDITORS				<input checked="" type="checkbox"/>	0.00	0.00	Net Com In
797	Airtel		SUNDRY CRE 12	SUNDRY CREDITORS				<input checked="" type="checkbox"/>	0.00	0.00	Airtel

This way you can filter data on any column for any displayed value. You can also filter records excluding selection ie. To show records excluding what you have selected. Even filter on value is possible.

Drop down list boxes - Wherever there are multiple options for you to select from, for any field, a list is provided in the form of a drop-down list box which is available on clicking the triangle at the right most edge of the text field or by pressing Alt+DownArrow key.

Tabs - Wherever the amount of information to be displayed does not fit on one form, it is displayed in forms of tabs. Each of the tabs may have related information. Clicking on the tab heading will activate the particular tab allowing you to modify the information contained in that tab.

Detail records - In case of any entry, if multiple child records (line items) are to be entered (e.g. items in an invoice), they are presented in the form of a tabular grid for you to fill up.

- There is a slight variation in navigation between fields of detail records i.e. instead of TAB and SHIFT+TAB to move between the fields; you must use the arrow keys to move about.
- The <Enter> key will also move you forward by one cell.
- To exit out of the tabular grid you can use the TAB key.

Sales Entry - View Mode - ACPL (1617)

Register *
Sales Register - HW

Customer *
Huechem Textiles Pvt Ltd

Doc Dt. * 02/04/16 Last Doc No. Sales No. Doc No. * 1 HW.04.001 Due Dt. * 02/04/16 A/c Year * 1617

Account Bal. 120,423.00 Dr

Challan No. Challan Dt.

Item Details

SO No	Item *	Remarks	Qty. *	Rate	Value
1	HW.04.001 NASBox Synology	DS216se #15BONDN086701	1.000	17,619.00	17,619.00
2	HW.04.001 HDD 4 TB	#Z306D1T7 / Z306D1WR	2.000	10,024.00	20,048.00
3			0.000	0.00	0.00

Item Bal. 0.000 3.000 37,667.00

Document Narration

Account Narration
Synology NAS 216se with 2x 4TB Hard disk - Tirrupur

Form No. Form Dt. Amount 0.00

State

Account	Applicable Amt	Amount	CC
1 Sales - Hardware	0.00	37,667.00	
2 VAT 5.5%	37,667.00	2,072.00	
3	0.00	0.00	

39,739.00

Ref. No. *	Year *	Amount *
1 HW.04.001	1617	39,739.00
2		0.00

Total Amount 39,739.00

1

Document Management – Master Entry Modules

Please enable the document management option in company master

The screenshot shows the 'Other Options' tab in a software window. It contains several sections of settings. The 'Enable Document Management' checkbox is highlighted with a red circle. Other visible options include 'Maintain Fixed Asset Register', 'Maintain Inventories', 'Purchase Order System', 'Report Printing Options', and 'Maintain Cost Centers'.

You can also set an overall limit on the size of images that can be inserted in the document management modules. This needs to be set in the Group Setup module

The screenshot shows the 'Group Setup' window with the 'System Options - 1' tab selected. The 'Max size for Documents Imported / Scanned' field is highlighted with a red circle and set to 600 KB. Other settings include 'Allow Party Group in Account Master', 'A/C Sequence', 'Item Sequence', 'CC Sequence', and 'Maintain Log For Deleted Records'.

The images are stored in a separate database so that your main database does not get bloated but please ensure that for the value of Max Size you enter a figure judiciously.

Document Management – Master Entry Modules

All master entry modules have a document management button which is enabled once the record is saved.

Account Master - Account Definition - Edit Mode

Name * Dedaram - Carpenter Short Name * Dedaram - Carpe ID 2293

Alias * Dedaram

Define under Group* SUNDRY CREDITORS

Select Sch. VI Code * EQ LIAB - CURR LIAB - (b) Trade payables A.4.B...

www Percent 0.0000

Primary Address Details

Contact Person Cell No.

Address City PIN

Tel No. General Fax No.

General Email General Email CC

O/S Reminder/ Payment Advise Email O/S SMS No.

Notes

☐ Inactive

☐ Enable CC Allocation ☒ BillWise O/S Req.

Address Billwise Opg. Bal. Budgets FAR Details NEFT/RTGS Payee A/c

On clicking the button, following grid opens for you to either

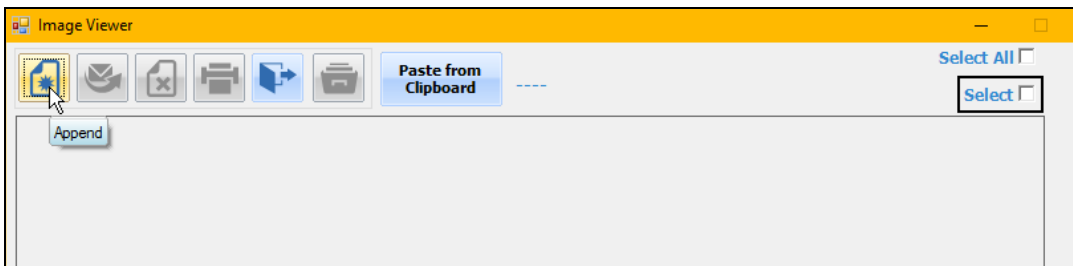
1. Attach a file on your system by clicking on [Import] button (pdf / jpg /jpeg/ BMP etc)
2. Scan a document placed on a locally attached scanner by clicking on [Scan] button
3. Attach an existing Word / Excel/ PPT file

Document Details

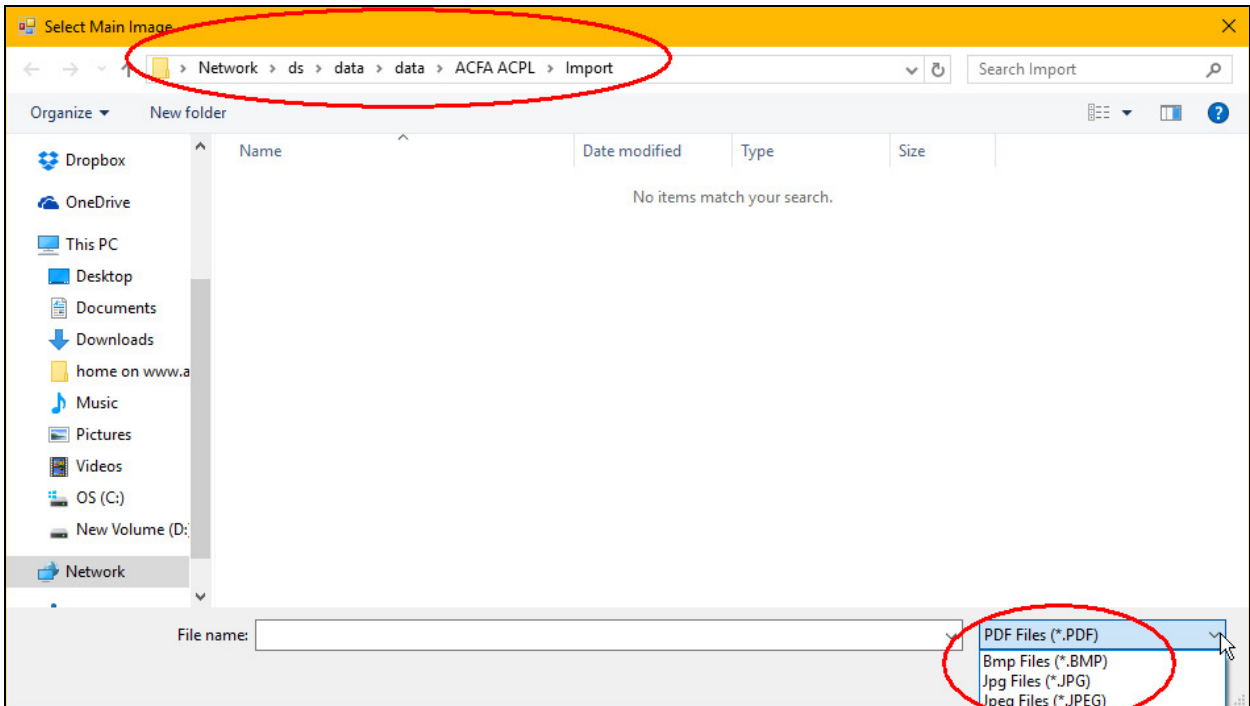
Account : Dedaram - Carpenter

	Document Type *	Description	Import Files	Scan Docs	Doc (W/E/P)
1	PAN Card		Import	Scan (1)	Import
2			Import	Scan	Import

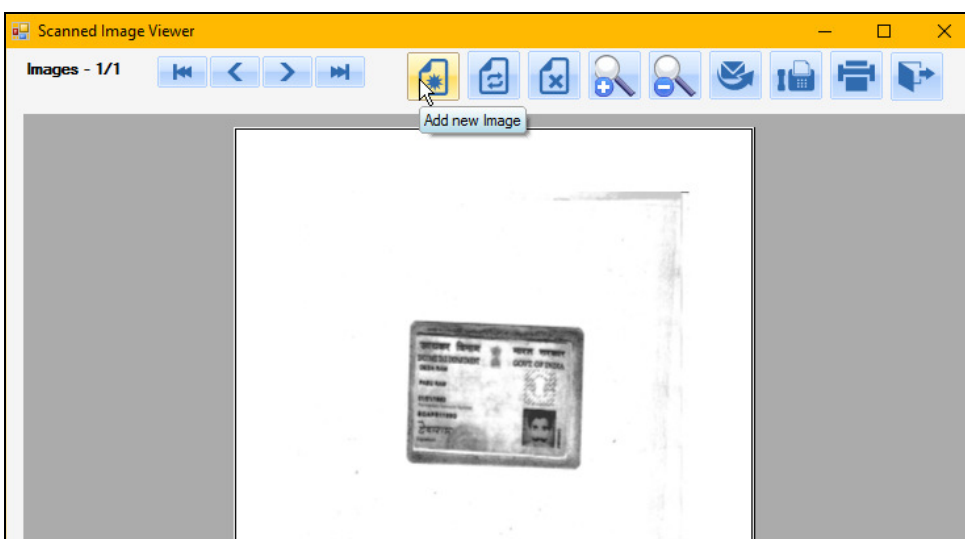
Clicking on {Import} button will open the Image viewer form



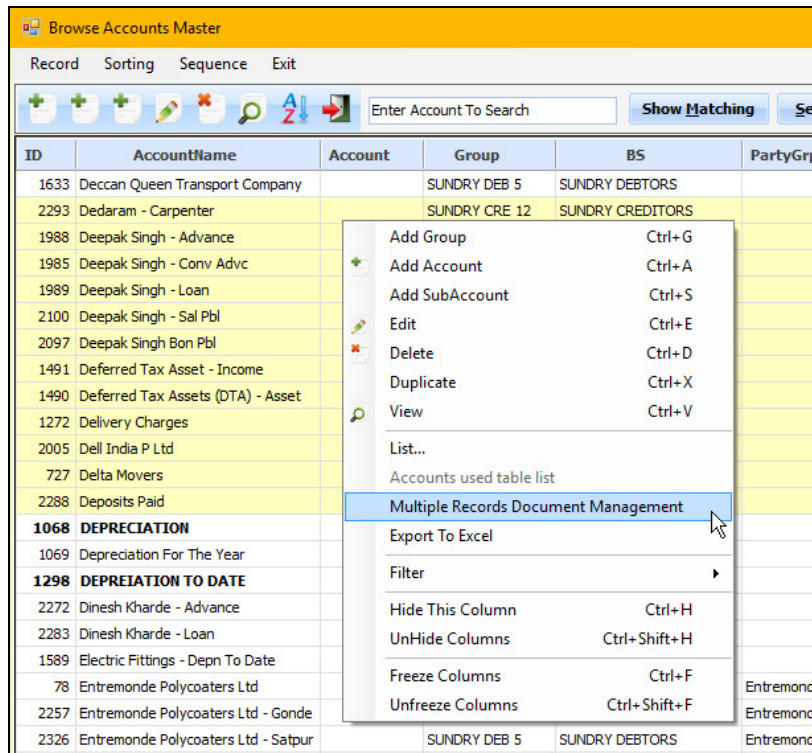
You can either pickup the file using file open dialog box



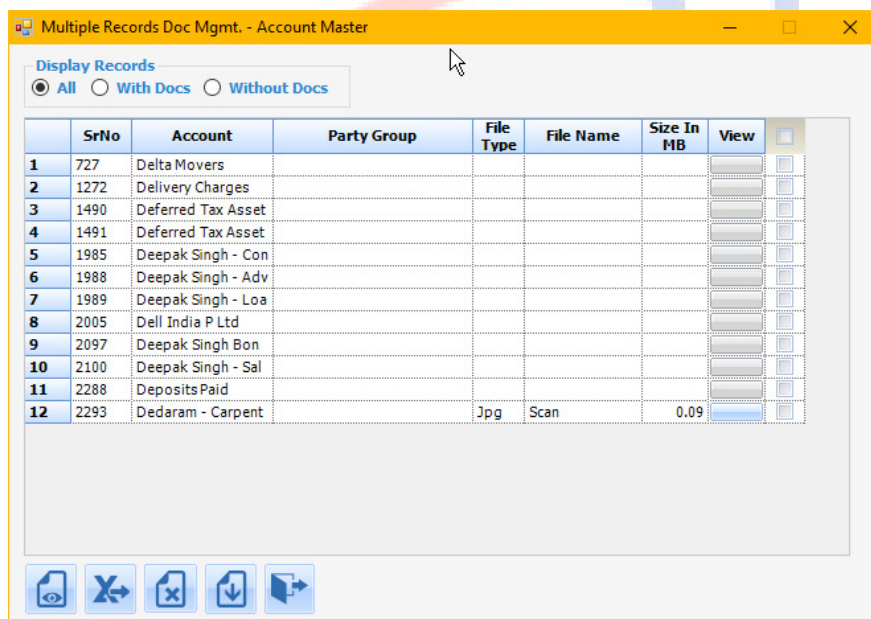
or drag the file and drop it anywhere on the following form







Multiple Records document Management – the app allows you to display documents attached with multiple records that are selected in a browse grid



All selected records are listed along with the details of document found (if any)



You can now perform the following actions

-  Preview the list displayed
-  Export list to XL file
-  Delete documents that have been attached
-  Download the selected documents to a folder on your system

Document Management – Transaction Entry Modules

You can attach bills, challans, receipts, vouchers etc with all the transactions that you enter in to the system

It can be done in the batch mode or online (once an entry is saved) – this option is available in the register master

Register Master - Edit Mode

Type *
Purchase

ID
2

Name *
Expense Register

Short Name *
Expense Register

Code *
EXP

Document Printing Properties

Title
Expense Voucher

☒ Print Online ☐ Scan Online

No Of Copies
0

Authorized Signatory

Label
Value

Print
☒ Company Name

Print Doc Header
Paper Size

Allow
Receipt Only

Browse Purchase Entry - ACPL (1617)

Record Exit

Enter PurVchNo To Search Search Show transaction for 31 days Show All

SRNO	RegisterName	EntryDate	PurVchNo	DocNo	DocDate	SupplierName	Amount
2665	Expense Register	16/04/16					665.00
2674	Expense Register	22/04/16					4,013.00
3709	Expense Register	13/05/16					568.00
3716	Expense Register	18/05/16					621.00
3717	Expense Register	18/05/16					1,371.00
3718	Expense Register	18/05/16					1,752.00
3719	Expense Register	18/05/16					1,539.00
3753	Expense Register	13/06/16					807.00
4771	Expense Register	29/06/16					1,955.00
4800	Expense Register	13/07/16					1,843.00
4801	Expense Register	13/07/16					713.00
4802	Expense Register	13/07/16					1,696.00
5807	Expense Register	18/07/16					783.00
5811	Expense Register	23/07/16					1,906.00
6846	Expense Register	23/08/16					749.00
6850	Expense Register	26/08/16					1,930.00

- Add Ctrl+A
- Edit Ctrl+E
- Delete Ctrl+D
- View Ctrl+V
- Duplicate Ctrl+U
- Preview Purchase Voucher / DN / CN Ctrl+P
- Document Management ... Ctrl+M
- Multiple Records Document Management
- Export To Excel ... Ctrl+X
- Payment Adj. Details
- Filter
- Hide This Column Ctrl+H
- UnHide Columns Ctrl+Shift+H
- Freeze Columns Ctrl+F
- Unfreeze Columns Ctrl+Shift+F



Rest of the process of importing / scanning documents is the same as that for Master Entry Modules

Even the process of Multiple Records document management handling is the same as for Master entry modules

User Interface – All Report Generation Modules

Depending upon the type of report module selected, you will be presented with various options some what on the following lines. Most of the information is very easy to understand and select

The screenshot shows the 'Sales Register' window. At the top, there's a 'Select Template' dropdown set to '_Last Saved' and a 'Description' box. Below this, the 'Company' is set to 'ARC CompSoft Pvt. Ltd. - 1617'. The date range is 'From 01/06/16 To 01/06/16'. There are checkboxes for 'Show Value with Appn', 'A/c Alias Name', 'Skip Page on Change of Month', 'Double Spacing', 'Show Bill Adjustment Details', 'Item long Name', and 'Show Cost Center Details'. The 'Report Type' section has radio buttons for 'Detailed' (selected), 'Item Summary on', 'Customer Summary', 'Monthly Tax Summ', and 'Grand Tax Summ'. Under 'Detailed', there are checkboxes for 'Include' (Item Details, Remarks, Tax Details, A/c Narration, Consignee / Warehouse) and 'With Challan'. A list of report types is shown on the right, including 'Proforma Invoices Register', 'Sales Register - Cus SW, SWAmc', 'Sales Register - HW', 'Sales Register - HW AMC/ Repr', 'Sales Register - SW Prds ARC', 'Sales Register - SW Prds Others', 'Debit Note - SL', and 'Credit Note - Sales - with Itm'. Below the report type list are three filter sections: 'Account Filters' (Customer Groups, Customers, A/c Narration, Sales / Tax / Expense A/c's), 'Item Filters', and 'Other Filters'. At the bottom, there's a 'Select Printer' dropdown and icons for 'Preview' and 'Print'.

After selecting all the relevant options, click on the "Preview"  button to display the report on the screen or on the "Print"  button to directly send the output to the default printer.

Over and above basic details like range of dates, type of report etc, there could be additional options to filter the data being presented. For example, in the above form you can filter the Sales Register being printed to display the Sales bill only for "Bipin Synthetics Pvt. Ltd."

Sales Register

Select Template: Last Saved

Description: Uses the same options that you have selected when you ran the report last time

Company: ARC CompSoft Pvt. Ltd. - 1617

From: 01/06/16 To: 01/06/16 Show Value with Appn

Report Type:

- ☐ Detailed
- ☐ Item Summary on
- ☐ Customer Summary

Include:

- ☐ Item Details
- ☐ Remarks
- ☒ Tax Details
- ☒ A/c Narration
- ☐ Consignee / Warehouse

Item Filters:

- ☐ Item
- ☐ Sub Group
- ☐ Main Group
- ☐ Monthly Tax Summ
- ☐ Grand Tax Summ
- ☐ With Challan

Other Filters:

- ☐ A/c Alias Name
- ☐ Skip Page on Change of Month
- ☐ Double Spacing
- ☐ Show Bill Adjustment Details
- ☐ Item long Name
- ☐ Show Cost Center Details

Register

1	<input checked="" type="checkbox"/>	Proforma Invoices Register
2	<input checked="" type="checkbox"/>	Sales Register - Cus SW, SWAmc
3	<input checked="" type="checkbox"/>	Sales Register - HW
4	<input checked="" type="checkbox"/>	Sales Register - HW AMC/ Repr
5	<input checked="" type="checkbox"/>	Sales Register - SW Prds ARC
6	<input checked="" type="checkbox"/>	Sales Register - SW Prds Othrs
7	<input checked="" type="checkbox"/>	Debit Note - SL
8	<input checked="" type="checkbox"/>	Credit Note - Sales - with Itm

Account Filters

Customer Groups: [Empty]

Customers: Bipin Synthetics P Ltd

A/c Narration: [Empty]

Sales / Tax / Expense A/c's: [Empty]

Select Printer: [Empty]

You can also filter the records based upon any Sales Tax Account or Excise Duty Account or any Sales Tax account or combination thereof.

Sales Register

Select Template: Last Saved

Description: Uses the same options that you have selected when you ran the report last time

Company: ARC CompSoft Pvt. Ltd. - 1617

From: 01/04/16 To: 01/06/16 Show Value with Appn

Report Type:

- ☐ Detailed
- ☐ Item Summary on
- ☐ Customer Summary

Include:

- ☐ Item Details
- ☐ Remarks
- ☒ Tax Details
- ☒ A/c Narration
- ☐ Consignee / Warehouse

Item Filters:

- ☐ Item
- ☐ Sub Group
- ☐ Main Group
- ☐ Monthly Tax Summ
- ☐ Grand Tax Summ
- ☐ With Challan

Other Filters:

- ☐ A/c Alias Name
- ☐ Skip Page on Change of Month
- ☐ Double Spacing
- ☐ Show Bill Adjustment Details
- ☐ Item long Name
- ☐ Show Cost Center Details

Register

1	<input checked="" type="checkbox"/>	Proforma Invoices Register
2	<input checked="" type="checkbox"/>	Sales Register - Cus SW, SWAmc
3	<input checked="" type="checkbox"/>	Sales Register - HW
4	<input checked="" type="checkbox"/>	Sales Register - HW AMC/ Repr
5	<input checked="" type="checkbox"/>	Sales Register - SW Prds ARC
6	<input checked="" type="checkbox"/>	Sales Register - SW Prds Othrs
7	<input checked="" type="checkbox"/>	Debit Note - SL
8	<input checked="" type="checkbox"/>	Credit Note - Sales - with Itm

Account Filters

Customer Groups: [Empty]

Customers: Bipin Synthetics P Ltd

A/c Narration: [Empty]

Sales / Tax / Expense A/c's: VAT 12.5%

Select Printer: [Empty]

The above 2 filters can also be used in conjunction with each other i.e. you can display all the sales bills where the customer is Bipin Synthetics AND where tax account is (VAT 5% or 5.5% or 12.5%) as shown below.

Sales Register

Select Template: Last Saved

Description: Uses the same options that you have selected when you ran the report last time

Company: ARC CompSoft Pvt. Ltd. - 1617

From: 01/04/16 To: 01/06/16 Show Value with Appn

Report Type: Detailed (Item Summary on, Customer Summary, Monthly Tax Summ, Grand Tax Summ, With Challan)

Include: ☐ Item Details, ☐ Remarks, ☒ Tax Details, ☒ A/c Narration, ☐ Consignee / Warehouse

Account Filters: Customer Groups (Bipin Synthetics P Ltd), Customers (Bipin Synthetics P Ltd), A/c Narration, Sales / Tax / Expense A/c's (VAT 12.5%, VAT 5.5%, VAT 5%, VAT 12.5%)

Select Printer:

Please note that when you use filter on more than one field which are non-hierarchical and non-related, the condition is AND. Therefore, in the above example, ONLY the records of "Bipin Synthetics" and under (VAT 5% or 5.5% or 12.5%) will be displayed

However, for certain types of filters, an OR condition is effective i.e. filters for account groups, accounts or sub accounts work as OR between themselves. Also filters for Item Main Groups, Item Sub groups and Items also work on the OR principle within themselves but when they are joined to any other filter then it is with AND condition.

Report Templates

Quiet often you need to generate a report with a specific set of options on a regular basis. You now can generate such report and save the options that you have chosen in to a report template and give it a name so that it can be used in the future. These report templates can be specific to a user or available to all the users of the app.

To create a report template, you first select the options that you wish in any report

The screenshot shows the 'Sales Register' configuration window. Key elements include:

- Select Template:** A dropdown menu set to '_Last Saved'.
- Description:** A text box stating 'Uses the same options that you have selected when you ran the report last time'.
- Company:** A dropdown menu set to 'ARC CompSoft Pvt. Ltd. - 1617'.
- From To:** Date range '01/04/16' to '19/06/16'.
- Show Value with Appn:** A checkbox.
- Report Type:** A section with radio buttons for 'Detailed', 'Item Summary on', 'Customer Summary', 'Item', 'Sub Group', 'Main Group', 'Monthly Tax Summ' (selected), 'Grand Tax Summ', and 'With Challan'.
- Include:** Checkboxes for 'Item Details', 'Remarks', 'Tax Details', 'A/c Narration', 'Consignee / Warehouse'.
- Account Filters:** A section with dropdowns for 'Customer Groups', 'Customers', 'A/c Narration', and 'Sales / Tax / Expense A/c's' (set to 'VAT 5.5%').
- Register:** A list of report types with checkboxes: 1. Proforma Invoices Register, 2. Sales Register - Cus SW, SWAmc, 3. Sales Register - HW, 4. Sales Register - HW AMC/ Repr, 5. Sales Register - SW Prds ARC, 6. Sales Register - SW Prds Othrs, 7. Debit Note - SL, 8. Credit Note - Sales - with Itm.
- Select Printer:** A dropdown menu set to 'Microsoft XPS Document Writer'.

Click on preview

Then exit from the preview to return to the report interface form, then click on "Save Template" button

This screenshot is identical to the previous one, showing the 'Sales Register' configuration window. A red circle highlights the 'Preview' button (magnifying glass icon) located at the bottom left of the window, next to the 'Select Printer' dropdown.

You will get a form letting you enter basic details of the template

Save Template

Save Option

☒ Create New Template

☐ Overwrite Existing Template

Template Name *

Sales Register for VAT accounts




Description *

this template generates summary of all sales bills with different VAT %

Accessible To

☒ Only SKM

☐ All Users

Once you save it, this template can be used to generate report in the future

Sales Register

Select Template

Sales Register for VAT accounts

Description

this template generates summary of all sales bills with different VAT %

Template	Description
_Default	Uses the options set within the appli...
_Last Saved	Uses the same options that you hav...
Sales Register for VAT accounts	this template generates summary of...

Report Type

☒ Detailed

☐ Item Summary on

☐ Customer Summary

Include:

☐ Item Details

☐ Remarks

☒ Tax Details

☒ A/c Narration

☐ Consignee / Warehouse

☒ Item

☐ Sub Group

☐ Main Group

☐ Monthly Tax Summ

☐ Grand Tax Summ

☐ With Challan

Register

1	<input checked="" type="checkbox"/>	Proforma Invoices Register
2	<input checked="" type="checkbox"/>	Sales Register - Cus SW, SWAMc
3	<input checked="" type="checkbox"/>	Sales Register - HW
4	<input checked="" type="checkbox"/>	Sales Register - HW AMC/ Repr
5	<input checked="" type="checkbox"/>	Sales Register - SW Prds ARC
6	<input checked="" type="checkbox"/>	Sales Register - SW Prds Others
7	<input checked="" type="checkbox"/>	Debit Note - SL
8	<input checked="" type="checkbox"/>	Credit Note - Sales - with Itm

Account Filters

Customer Groups

Customers

A/c Narration

Sales / Tax / Expense A/c's

VAT 12.5%




VAT 5.5%

VAT 5%

VAT 12.5%

Select Printer

Microsoft XPS Document Writer

There are primarily 2 types of reports generated out of the system which have been explained us as under.

1. Tabular (Grid) Reports

Sales Register - Monthly Tax Summary

☐ Print Each month on seperate page Search ☐ Match Case

	Account	Pre Tax Amount	Apportion Charges	Taxable Amount	Tax %	Tax Amount	Edu. Cess	SHEC	Post Tax Amount	Net Amount
1	Jun - 16									
2	Maint Charges Recd In Advc HW For 17-18	11,025.00								11,025.00
3	Sales - Domain Hosting	2,395.00								2,395.00
4	Sales - Hardware	116,194.00								116,194.00
5	Sales - Service - ARBS	12,000.00								12,000.00
6	Sales - Services - HW	145,339.00								145,339.00
7	Sales - Software AMC	137,633.00								137,633.00
8	Sales - Software Dev & Cons	1,164,100.00								1,164,100.00
9	Service Tax Coll 14% - AMC & Repairs			230,014.00	14.00	32,202.00				32,202.00
10	Service Tax Coll 14% - SW			1,184,100.00	14.00	165,774.00				165,774.00
11	Service Tax Coll 14% - Web			2,395.00	14.00	335.00				335.00
12	Swachh Bharat Cess			1,416,509.00	0.50	7,084.00				7,084.00
13	Krishi Kalyan Cess - Coll			1,416,509.00	0.50	7,084.00				7,084.00
14	VAT 5.5%			172,177.00	5.50	9,472.00				9,472.00
15	Jun - 16 Total	1,588,686.00	0.00	4,421,704.00		221,951.00	0.00	0.00	0.00	1,810,637.00
16										
17										
18	Register(s) Included PI,SW,HW,AMC,SP,SWP,DNSL,CNSL,CNNI									

The above kind of reports is represented in spreadsheet form. Such kind of reports can also be exported to excel by clicking on [Export to Excel" button. Depending upon the type of report you may have more options in right click menu.

	Export report in excel file
	Resize to fit will resize all col widths to fit the widest cell in that col
	Highlight alternate rows will highlight alternate rows in the report for easy readability
	Preview Report
	Direct Print Report

Non-Tabular Reports or Hierarchical Reports

Certain kind of reports may have data which is not presentable in a tabular form as shown below

Sales Register

Export To PDF

Main Report




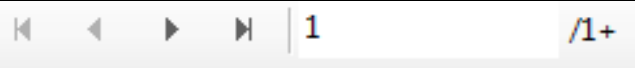


ARC CompSoft Pvt. Ltd. - 1617 - Consolidated Sales Register from 01.06.16 to 19.06.16

Document	Challan	Customer	Amount	Account	Amount
Dt	Src Ref.	No & Dt	Rs.		Rs.
Jun 2016					
01.06.16	AMC.06.001	Jayabharat Credit Limited	61,855.00	HW Sew STaxColl-14AM SBC KKC-Sal VAT 5.5%	55,383.00 5,049.00 180.00 180.00 1,063.00
	AMC.06.002	Samir Sanghavi & Co	13,800.00	ARBS STaxColl-14AM SBC KKC-Sal	12,000.00 1,680.00 60.00 60.00
	SW.06.001	Huechem Textiles Pvt Ltd	1,610.00	Domain STaxColl-14/We SBC KKC-Sal	1,400.00 196.00 7.00 7.00
	SW.06.002	Shepards Shipping Services (India) P Ltd	1,144.00	Domain STaxColl-14/We SBC KKC-Sal	995.00 138.00 5.00 5.00
02.06.16	AMC.06.003	Envision Capital Services P Ltd	2,876.00	HW Sew STaxColl-14AM SBC KKC-Sal	2,500.00 350.00 13.00 13.00
03.06.16	AMC.06.004	Deccan Queen Transport Company	1,726.00	HW Sew STaxColl-14AM SBC KKC-Sal	1,500.00 210.00 8.00 8.00
	SW.06.003	Midtown Distributors	23,000.00	SW Amc STaxColl-14SW SBC KKC-Sal	20,000.00 2,800.00 100.00 100.00
04.06.16	HW.06.001	Ujwal Plastics Industries P Ltd	8,750.00	HW VAT 5.5%	8,294.00 456.00
	HW.06.002	Huechem Textiles Pvt Ltd	798.00	HW VAT 5.5%	756.00 42.00

Such reports cannot be directly exported to excel accurately. However, you can either create a PDF file of such reports by clicking on the "Export to PDF" button.

From almost all reports you can drill down right up to entry level by double clicking an any entry.

Options available during preview of any report

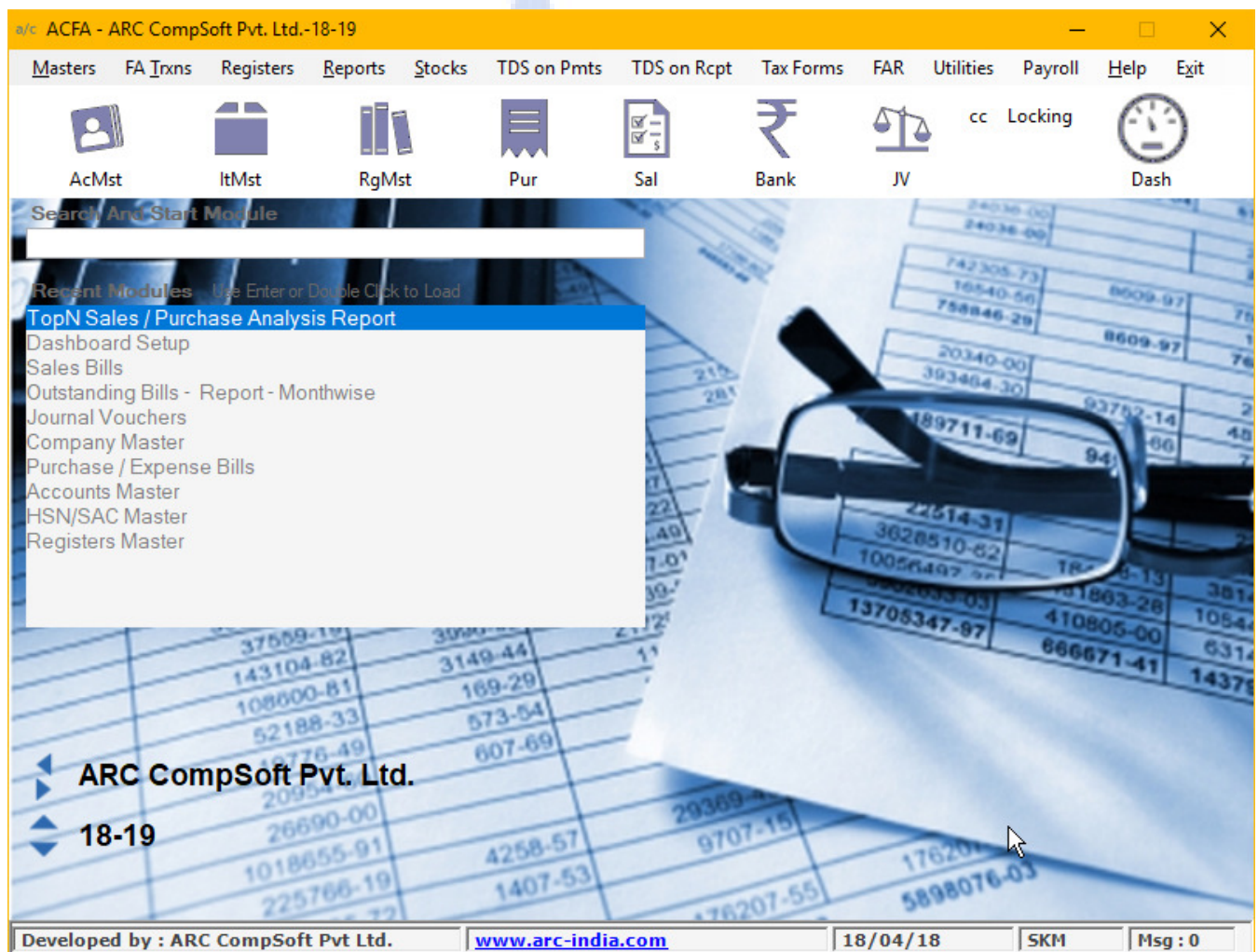
	Export report to other formats
	Print Report
	Display Group Tree
	Page Navigation
	Search for any text in report
	Modify display zoom %age

With the above, we are thru with the general concepts. Now you can start using the application.

Generally, it is recommended that you go about entering the data in the following sequence.

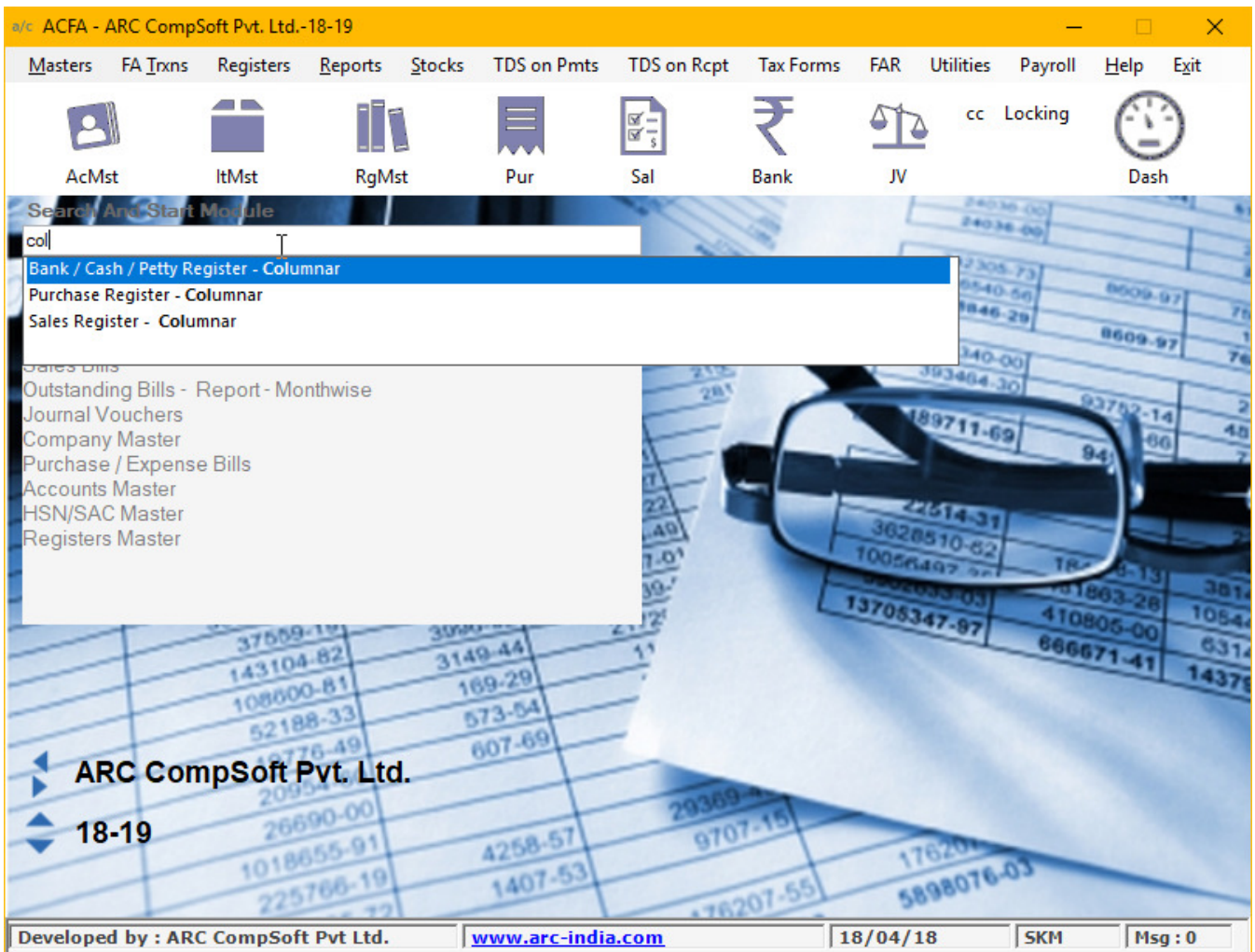
1. Create chart of Accounts
2. Create chart of Items
3. Create Individuals / Companies
4. Enter year opening balances in account master and item master
5. Define Registers
6. Enter pending BRS Items
7. Start entry of transactions

The Main Menu



You can navigate thru the menu using either the mouse or keyboard. It follows the windows standards where in for the keyboard, you can use Alt + 1st Character of the Menu item.

If you know the menu name, you can directly start typing it and select from a drop-down list box



If you have data of multiple accounting years of a company or multiple companies, you can switch back and forth between these accounting years by clicking on the relevant left / right arrows.

Recent Module List

The most recent modules accessed by you are added to this list and you can easily select the modules from here instead of browsing through the entire menu.

The screenshot displays the ACFA - ARC CompSoft Pvt. Ltd. software interface. The title bar shows the application name and version (18-19). The menu bar includes options like Masters, FA Trxns, Registers, Reports, Stocks, TDS on Pmts, TDS on Rcpt, Tax Forms, FAR, Utilities, Payroll, Help, and Exit. Below the menu bar, there are icons for various modules: AcMst, ItMst, RgMst, Pur, Sal, Bank, JV, and Dash. A search bar labeled "Search And Start Module" is present. The "Recent Modules" list is highlighted with a red circle, showing the following items: TopN Sales / Purchase Analysis Report, Dashboard Setup, Sales Bills, Outstanding Bills - Report - Monthwise, Journal Vouchers, Company Master, Purchase / Expense Bills, Accounts Master, HSN/SAC Master, and Registers Master. The background of the interface features a blue-tinted image of a document with a pair of glasses resting on it. The bottom status bar displays the text "Developed by : ARC CompSoft Pvt Ltd.", the website "www.arc-india.com", the date "18/04/18", the user "SKM", and the message count "Msg : 0".

ACFA - ARC CompSoft Pvt. Ltd.-18-19

Masters FA Trxns Registers Reports Stocks TDS on Pmts TDS on Rcpt Tax Forms FAR Utilities Payroll Help Exit

AcMst ItMst RgMst Pur Sal Bank JV Dash

Search And Start Module

col

Recent Modules Use Enter or Double Click to Load

TopN Sales / Purchase Analysis Report

Dashboard Setup

Sales Bills

Outstanding Bills - Report - Monthwise

Journal Vouchers

Company Master

Purchase / Expense Bills

Accounts Master

HSN/SAC Master

Registers Master

ARC CompSoft Pvt. Ltd.

18-19

Developed by : ARC CompSoft Pvt Ltd. www.arc-india.com 18/04/18 SKM Msg : 0