The account master has the following hierarchy

- Accounts Group
- Accounts
- SubAccounts

During data entry, the entries can be posted either to accounts or to sub accounts but not to account groups

Therefore first you need to create accounts groups like sundry debtors, sundry creditors, Cash & Bank Balances, Provisions, Current Liabilities etc .

Adding a accounts group

👰 🔂 🔁 🧱 🗙 💅 雕 arc			Show <u>Matching</u>	Show	w <u>A</u> ll	<u>S</u> earc		w Only –		•
ID Add Group Name	Under A/c	Under Group	BSDescription	Percent	ShortN	ame		LSTNo		
88 ARC Enterprises - Crs		SUNDRY CRE	SUNDRY CREDITORS	0.00	ARC ENTE	RP	400075 S	887 WEF	F 180397	4000
44 ARC Enterprises - Drs		SUNDRY DEB	SUNDRY DEBTORS	0.00	ARC ENTE	RP				
69 ARC Enterprises - Int		INTERNAL A/C	ADVANCES	0.00	ARC ENTE	RP				
40 ARC Infosolutions - Drs		SUNDRY DEB	SUNDRY DEBTORS	0.00	ARC INFO	SO				
68 ARC Infosolutions - Int		INTERNAL A/C	ADVANCES	0.00	ARC INFO	SO	******			
71 ARC Services		INTERNAL A/C	ADVANCES	0.00	ARC SERV	/IC				
46 ARC Services - Drs		SUNDRY DEB	SUNDRY DEBTORS	0.00	ARC SERV	/IC				
45 ARC Software Consultants - Drs		SUNDRY DEB	SUNDRY DEBTORS	0.00	ARC SOFT	TWA				
70 ARC Software Consultants - Int		INTERNAL A/C	ADVANCES	0.00	ARC SOFT	TWA				
84 ARC Software Technologies - Dre	•	SUNDRY DEB	SUNDRY DEBTORS	0.00	ARC Softv	ware Te				
80 ARC Software Technologies - Int		INTERNAL A/C	ADVANCES	0.00	ARC Softv	ware Te				
92 ARC Technologies - Crs.		SUNDRY CRE	SUNDRY CREDITORS	0.00	ARC TECH	INO				
54 ARC Technologies - Drs.		SUNDRY DEB	SUNDRY DEBTORS	0.00	ARC TECH	INO				
34 ARC TECHNOlOgies - Drs.										
22 ARC Technologies - Int		NTERNAL A/C	ADVANCES	0.00	ARC TECH	INO				
72 ARC Technologies - Int	10 5252 E	1		0.00	ARCTECH		1 of 1		24/05/	08
72 ARC Technologies - Int		l mail info@a		0.00	ARCTECH		1 of 1		24/05/	08
		l mail info@a	rc-india.com		ARC TECH		1 of 1		24/05/	08

Developed by ARC Software Consultants Tel : 2510 5100 Fax 2510 5252 Email info@arc-india.com 24/05/08

The balance sheet groups are predefined and cannot be altered.

### Add an account under a group

	<mark>78 🖻 🗐 🗙 🕫 🗣</mark>	• Select Column	to Search	h Show Match	hing	Show All	Search		ow Only	
		Select Column	to Search	Show <u>Pl</u> ater	ining	SHOW AII	Search			-
ID	Name	ι	Inder A/c	Under Group		BSDescription	P	ercent	ShortName	
1	FIXED A S SET S			FIXED ASSE	GRO	SS BLOCK / W.D.V.		0.00	FIXED ASSE	
22	Bicycle			FIXED ASSE	GROS	SS BLOCK / W.D.V.		15.00	BICYCLE	
23	Computer System			FIXED ASSE	GROS	SS BLOCK / W.D.V.		60.00	COMPUTER S	
24	Fridge			FIXED ASSE	GRO	SS BLOCK / W.D.V.		15.00	25IDGE	
25	Furniture & Fixtures			FIXED ASSE	GRO	SS BLOCK / W.D.V.		10.00	FURNITURE	
26	Mobile Phone			FIXED ASSE	GROS	SS BLOCK / W.D.V.		15.00	MOBILE PHO	
27	Office Equipment			FIXED ASSE	GROS	SS BLOCK / W.D.V.		15.00	OFFICE EQU	
28	EPABX System			FIXED ASSE	GROS	SS BLOCK / W.D.V.		15.00	EPABX	
29	Printer			FIXED ASSE	GROS	SS BLOCK / W.D.V.		60.00	PRINTER	
30	Tv Set			FIXED ASSE	GROS	SS BLOCK / W.D.V.		15.00	TV SET	
1046	Vehicles - Uno			FIXED ASSE	GROS	SS BLOCK / W.D.V.		25.00	Vehicles - Uno	
1047	Air Conditioners			FIXED ASSE	GRO	SS BLOCK / W.D.V.		15.00	Air Conditioner	
3	STOCKS			STOCKS	INVE	NTORIES		0.00	STOCKS	
32	Stock			STOCKS	INVE	NTORIES		0.00	STOCKS	
5	SUNDRY DEBTORS	Add Group	Ctrl+G	SUNDRY DEB	SUNE	ORY DEBTORS		0.00	SUNDRY DEB	
793	Ankush Enterprise	Add Group	Ctrl+A	SUNDRY DEB	SUNE	ORY DEBTORS		0.00	Ankush	
70	Cash Sales	Add SubAccount		SUNDRY DEB	SUNE	RY DEBTORS		0.00	CASH SALES	
37	Associated Agencies	Edit	Ctrl+E	SUNDRY DEB	SUNE	RY DEBTORS		0.00	ASSOCIATED	
39	Shree Shakti Entineers	Delete	Ctrl+D	SUNDRY DEB	SUNE	RY DEBTORS		0.00	SHREE SHAK	
41	Ajit Shah	View	Ctrl+W	SUNDRY DEB	SUNE	RY DEBTORS		0.00	AJIT SHAH	
42	Ansul Marketing	¥1CVV	CUITW	SUNDRY DEB	SUNE	ORY DEBTORS		0.00	ANSUL MARK	
43	Adani Port Ltd.	List	•	SUNDRY DEB	SUNE	ORY DEBTORS		0.00	ADANI PORT	
40	ARC Infosolutions - Drs	Filter Records	•	SUNDRY DEB	SUNE	ORY DEBTORS		0.00	ARC INFOSO	
44	ARC Enterprises - Drs			SUNDRY DEB	SUNE	ORY DEBTORS		0.00	ARC ENTERP	
45	ARC Software Consultant	s - Drs		SUNDRY DEB	SUNE	ORY DEBTORS		0.00	ARC SOFTWA	
46	ARC Services - Drs			SUNDRY DEB	SUNE	ORY DEBTORS		0.00	ARC SERVIC	
54	ARC Technologies - Drs.			SUNDRY DEB	SUNE	ORY DEBTORS		0.00	ARC TECHNO	
724	ADC Coffuero Toobaolaai	ico Dro			CUMP		·····	0.00	ADC Cofficiento To	•

## Adding details of new account

Ē	dit Reco	rd	- Account	Master - Ad	ccount [	Defini	tion								
	count Na						ort Na	me *	_				г	79	ID T
IA	nkush En	ter	prise			An	kush						I	79.	2
	ias Name							Under Group *							
A	nkush En	ter	rprise			SUN	IDRY D	EBTORS			<u></u>				
w	ww Addre	ss				Per	cent	Corpora	te	For	rm Required	Fo	orm Type		
						0.	0000							~	
	Address	5 D	etails	Billwise (	Outstand	ing		Opening Balan	es (		Budgets		Sta	tutory No	s & TDS
	Site *			t Name *		- /	Addre	55	City		State		Country	Pin	
1	но	Ŧ	Mr Nilesh Pa	irekh				te, Off L B S Shatkopar (W)	Mumbai	•	Mah	•	India	400086	679
2		•								•		•	•		
															-
•															•
													<u>S</u> ave	Cancel	E <u>x</u> it
	Develo	pe	d by ARC	Software Co	nsultant	s Tel	: 251	10 5100 Fax	2510 525	2 E	mail info@	arc	-india.cor	n	24/05/0

During the add mode, the Alias Name is automatically replaced by the account name that you enter, but it can be overwritten by what ever you desire. This alias name is printed instead of account name in all the external documents of the package like GRN, Sale Invoice, Receipt, Outstanding reminder letter etc. Adding details about outstanding bills (only for sundry debtors or creditors)

	ount Name * kush Enterprise					nort Name * nkush			-				<b>ID</b> 793
					<u>_</u>	o						,	
_	s Name * kush Enterprise				_	efined Unde		) *			-		
All	kush Enterprise				100		1100						
ww	w Address				Pe	ercent	Corpo	ora	ate	Form	Required Fo	rm Type	
					Γ	0.0000	· · ·	_		Г	a' C		-
										L			
	Address Details	Γ	Billw	ise Outstandin	a	Open	ing Bala	an	ces	В	udaets	Statut	ory Nos & TDS
-													
Sh	ow Current AI - 0809												
	Company *		A/c Year	Register		Bill No *	Bill A/ Year		Bill Date	Due Date	Bill Amount	0/s Amount	-
1	ARC Technologies	•	0607	Sales Register	Ŧ	03/20	0506	•	31/03/06	31/03/06	8,000.00	8,000.00	lx 300+
2	ARC Technologies	•	0607	Sales Register	•	02/06	0506	•	10/02/06	10/02/06	312.00	312.00	Logitech Keyb
3	ARC Enterprises	-	0607	Sales Register	•	02/02	0506	•	20/01/06	20/01/06	2,400.00	2,400.00	40gb HDD for
4	ARC InfoSolutions	•	0607	Sales Register	•	03/18	0506	•	29/03/06	29/03/06	425.00	425.00	Charges for re
5	ARC InfoSolutions	•	0607	Sales Register	•	02/12	0506	•	20/02/06	20/02/06	550.00	550.00	Service charge
6	ARC InfoSolutions	•	0607	Sales Register	•	02/16	0506	•	27/02/06	27/02/06	1,102.00	1,102.00	Charges for re
7	ARC InfoSolutions	•	0607	Sales Register	•	01/04.	0506	•	06/01/06	06/01/06	66,012.00	32,952.00	sys no. 1718,
8	ARC Enterprises	•	0708	Sales Register	•	03/09	0607	•	24/03/07	24/03/07	7,500.00	7,500.00	512 mb RAM >
9	ARC InfoSolutions	_	0708	Sales Register	_	02/02	0607	•	06/02/07	06/02/07	29,057.00		1718, 1719, 1
10	ARC InfoSolutions	•	0708	Sales Register	•	03/13	0607	•	23/03/07	23/03/07	600.00	600.00	Charges for p
	-		-			-			-				•
_					-			-					

Entering opening balance for accounts other then sundry debtors / creditors.

For sundry debtors and creditors accounts, you have to enter the details of the bills in the tab shown above. The amount of bills so entered will be totaled up and replaced in the "opening Balance" tab and you cannot edit these figures.

For accounts other than sundry debtors and creditors group, you can enter the opening balance directly in this tab.

Co	count Name * mputer System				ort Name * MPUTER S				<b>ID</b> 23
Alia	as Name *				ined Under Gro	oup *			
Co	mputer System			FIX	ED ASSETS		~		
	w Address			Des	cent Co	rporate	Form Dog	uired Form Ty	
	W Address				0000				
				ро.	0000			I	
	Address Details Bi	llwis	e Outsta	anding	Opening B	alances	Budge	ets	Statutory Nos & TD
					or constants	didifices	L		544467, 105 4 15
Sh	now Current AI - 0809								
	Company *		A/c Year	Cr. Days	Cr. Limit	Interest %	Last Year's Balance	Year Opening Balance	Net _
1	ARC Software Consultants	-	0203	15	0.00	0.00	1,132.00	1,132.0	0 -679.00
2	ARC SERVICES	-	0203	15	0.00	0.00	314.00	314.0	0 -188.00
3	ARC Software Consultants	-	0304	15	0.00	0.00	453.00	453.0	0.00
0	10.0 0501/2050	-	0304	15	0.00	0.00	126.00	126.0	0.00
3 4	ARC SERVICES								
-	ARC SERVICES ARC Software Consultants	•	0405	15	0.00	0.00	181.00	181.0	0 25,971.00
4		• •	0405 0506	15 15	0.00	0.00	181.00 26,152.00	181.0 26,152.0	
4	ARC Software Consultants	• • •							0 -15,691.00
4 5 6	ARC Software Consultants ARC Software Consultants	•	0506	15	0.00	0.00	26,152.00	26,152.0	0 -15,691.00 0 -6,277.00
4 5 6 7	ARC Software Consultants ARC Software Consultants ARC Software Consultants	•	0506 0607	15 15	0.00	0.00	26,152.00 10,461.00	26,152.0 10,461.0	0 -15,691.00 0 -6,277.00 0 -2,510.00
4 5 6 7 8	ARC Software Consultants ARC Software Consultants ARC Software Consultants ARC Software Consultants	• •	0506 0607 0708	15 15 15	0.00 0.00 0.00	0.00 0.00 0.00	26,152.00 10,461.00 4,184.00	26,152.0 10,461.0 4,184.0	0 -15,691.00 0 -6,277.00 0 -2,510.00 0 37,870.00
4 5 6 7 8 9	ARC Software Consultants ARC Software Consultants ARC Software Consultants ARC Software Consultants ARC Software Technologies	* * *	0506 0607 0708 0708	15 15 15 0	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	26,152.00 10,461.00 4,184.00 0.00	26,152.0 10,461.0 4,184.0 0.0	0         -15,691.00           0         -6,277.00           0         -2,510.00           0         37,870.00           0         0.00

# Entering Budgets for revenue / expenses accounts

E	dit Record - Account Ma	ster - Accou	ınt Defi	nition						Σ
Ac	count Name *			Short Name *						ID
C	onveyance			CONVEYANCE						501
	ias Name *			Defined Unde	r Group *					
	onveyance		F	EXPENSES			<b>T</b>			
	ww Address			Percent	Corporate		orm Require	d Form T		
	ww.Address		— i	0.0000					ype	a
				0.0000						
	Address Details	Billwise Outs	tanding	Open	ing Balances		Budgets		Statutory	Nos & TDS
		Dillwise Outs	canoning	open	ing balances	₹	buugets		Statutory	103 0 103
S	how Current AI - 0809									
	Company *		A/c Year	Total Budget *	April	May	June	July	August	Septer 🔺
1	ARC Technologies	•	0405	72,000	6,000	6,000	6,000	6,000	6,000	6
2	ARC InfoSolutions		0405	24,000	2,000	2,000	2,000	2,000	2,000	2
3	ARC Software Consultants		0405	36,000	3,000	3,000	3,000	3,000	3,000	3
4	ARC Enterprises		0708	45,000	4,000	12,000	29,000	0	0	
5		<u>-</u>								
										-
•										
								<u>S</u> av	/e <u>C</u> anc	el E <u>x</u> it
	Developed by ARC Soft	ware Consul	tants T	el : 2510 51	100 Fax 25	10 5252	Email info	@arc-india	.com	24/05/0

## Entering other statutory details of accounts

Edit Record - Account	t Master - Account De	finition				×
Account Name * Jaydee Electronics Prive	ate Limited	Short Name * JAYDEE ELE				<b>ID</b> 08
Alias Name * Jaydee Electronics Priv	ate Limited	Defined Under		<b>_</b>		
www Address		Percent 0.0000	Corporate	Form Required	Form Type	
Address Details	Billwise Outstandin	g Openi	ng Balances	Budgets	Statutory N	os & TDS
L.S.T. No. 400009-S-7808 W.E.F.3.4 PAN No.	.00 TAN No.	C.S.T. No. 400009-C-7 C. Ex. Reg. I	148 W.E.F. 3. 4.00			
Extra Numbers	Value					
					<u>S</u> ave <u>C</u> ancel	E <u>x</u> it
Developed by ARC	Software Consultants	Tel : 2510 51	00 Fax 2510 5252	2 Email info@a	arc-india.com	24/05/08

#### **Adding Sub Accounts**

The package allows you to define sub accounts for revenue and expense accounts. Sub accounts come in handy for various reasons.

Eg. You may have only one "Telephone Expenses" account for the purpose of accounting, but you may want to have the expense of each telephone line as and when desired by you.

To achieve this, you can create sub accounts for each of your telephone lines. Now in your standard reports like trial balance, profit and loss account etc only a single "Telephone expenses" account will be reflected by default, but you can select the "Display Sub Accounts" check box in these report interfaces to display each of the sub accounts separately.

lecord Sort Sequence Exit      Show Only      Find 限 图 米 評 賺 Select Column to Search Show Matching Show All Search Search													
	🔁 🛍 🗮 🗙 📝 💵 Selec	t Colun	nn to Searcl	Show Match	ning	Show <u>A</u> ll	<u>S</u> earcl	h					
D	Name		Under A/c	Under Group		BSDescription	F	Percent	ShortName				
03	Travelling Expenses - LL	Т	RAVELLING	EXPENSES	OTHER	INDIRECT EXPEN	ISES	0.00	Travelling Expe				
868	Travelling Expenses - USTTL	T	RAVELLING	EXPENSES	OTHER	INDIRECT EXPEN	ISES	0.00	Travelling Exps				
583	Telephone Expenses			EXPENSES	OTHER	INDIRECT EXPEN	ISES	0.00	TELEPHONE				
584	Telephone Expenses 5106182	Т	ELEPHONE	EXPENSES	OTHER	INDIRECT EXPEN	ISES	0.00	5106182				
585	Telephone Expenses 5126534	٦	ELEPHONE	EXPENSES	OTHER	INDIRECT EXPEN	ISES	0.00	5126534				
586	Telephone Expenses - 5118411	Т	ELEPHONE	EXPENSES	OTHER	INDIRECT EXPEN	ISES	0.00	5118411				
587	Telephone Expenses 5144057	1	ELEPHONE	EXPENSES	OTHER	INDIRECT EXPEN	ISES	0.00	5144057				
588	Telephone Expenses - 5139958	T	ELEPHONE	EXPENSES	OTHER	INDIRECT EXPEN	ISES	0.00	5139958				
589	Telephone Expenses 5139135	T	ELEPHONE	EXPENSES	OTHER	INDIRECT EXPEN	ISES	0.00	5139135				
590	Telephone Expenses 5121144	T	ELEPHONE	EXPENSES	OTHER	INDIRECT EXPEN	ISES	0.00	512 1144				
591	Telephone Expenses - BA Mobile	T	ELEPHONE	EXPENSES	OTHER	INDIRECT EXPEN	ISES	0.00	TEL-BA				
592	Telephone Expenses - SKM Mobile	T	ELEPHONE	EXPENSES	OTHER	INDIRECT EXPEN	ISES	0.00	MAXTOUCH				
679	Telephone Expenses - HM Mobile	T	ELEPHONE	EXPENSES	OTHER	INDIRECT EXPEN	ISES	0.00	Telephone Expen				
695	Telephone Expenses - KP Mobile	Т	ELEPHONE	EXPENSES	OTHER	INDIRECT EXPEN	ISES	0.00	Telephone Expen				
720	Telephone Expenses - TATA	T	ELEPHONE	EXPENSES	OTHER	INDIRECT EXPEN	ISES	0.00	Telephone Expen				
791	Telephone Expenses - 9867711440	) T	ELEPHONE	EXPENSES	OTHER	INDIRECT EXPEN	ISES	0.00	Telephone Exps				
798	Telephone Expenses - Airtel	T	ELEPHONE	EXPENSES	OTHER	INDIRECT EXPEN	ISES	0.00	Telephone Expen				
852	Telephone Expenses 2510 5100	Т	ELEPHONE	EXPENSES	OTHER	INDIRECT EXPEN	ISES	0.00	Telephone Expen				
853	Telephone Expenses 2510 5102	T	ELEPHONE	EXPENSES	OTHER	INDIRECT EXPEN	ISES	0.00	Telephone Expen				
854	Telephone Expenses 2510 5109	T	ELEPHONE	EXPENSES	OTHER	INDIRECT EXPEN	ISES	0.00	Telephone Expen				
855	Telephone Expenses 2510 5252	T	ELEPHONE	EXPENSES	OTHER	INDIRECT EXPEN	ISES	0.00	Telephone Expen				
025	Telephone Expenses - SS Mobile	T	ELEPHONE	EXPENSES	OTHER	INDIRECT EXPEN	ISES	0.00	Telephone Expen				
593	Vehicle Exp		٦	EXPENSES	OTHER	INDIRECT EXPEN	ISES	0.00	VEHICLE EX				
594	Vehicle Exp	trl+G	HICLE EX	EXPENSES	OTHER	INDIRECT EXPEN	ISES	0.00	VEHICLE EX				
595		trl+A	HICLE EX	EXPENSES	OTHER	INDIRECT EXPEN	ISES	0.00	VEHICLE EX				
596	Vehicle Exp Vehicle Exp		HICLE EX	EXPENSES	OTHER	INDIRECT EXPEN	ISES	0.00	VEH-REP-KH				
	Vehicle Exp	trl+E	HICLE EX	EXPENSES	OTHER	INDIRECT EXPEN	ISES	0.00	Petrol- Santro				
700	Vahiolo Evo	trl+D	und e ex	EVNENCEC	OTUEN		ICEC	0.00	Vohiolo Expondo				

Add Record - Account Master - SubAcc	ount Definition		×
SubAccount Name * Vehicle Expenses - Servicing	Short Name * Vehicle Expense		ID -
Alias Name * Vehicle Expenses - Servicing	Defined Under Account * Vehicle Expenses	•	
www Address	Percent Corporate	Form Required Form Ty	pe v
Address Details Billwise Outsta	nding Opening Balances	Budgets	Statutory Nos & TDS
Site * Contact Name *	Address	City State Count	ry Pin 🔺
1		<u> </u>	• •
<b>k</b>		Save	<u>Cancel Ex</u> it
Developed by ARC Software Consulta	ints Tel : 2510 5100 Fax 2510	0 5252 Email info@arc-india.	com 24/05/08

## **Hierarchical (logical) Sorting**

By default when you enter accounts master module only the account added last is displayed. When you click on "Show All" button all the accounts are displayed in the alphabetical order. How ever if you wish to see the accounts ordered by their groups etc, click on the Hierarchical Sort button.

🛛 🔁 🔃 🗮 🗙 👔 💵 Select C	olumn to Searc	h Show Match	nina	Show All Se	arch	Show Only		
ID NHierarchial Sorting	Under A/c	Under Group		BSDescription	Percent			
	TELEPHONE	EXPENSES	OTUE	R INDIRECT EXPENSES		512 1144		
590 Telephone Expenses 5121144 591 Telephone Expenses - BA Mobile	TELEPHONE	EXPENSES		R INDIRECT EXPENSES		512 1144 TEL-BA		
592 Telephone Expenses - SKM Mobile	TELEPHONE	EXPENSES		R INDIRECT EXPENSES		MAXTOUCH		
679 Telephone Expenses - SKM Mobile	TELEPHONE	EXPENSES		R INDIRECT EXPENSES		Telephone Expen		
695 Telephone Expenses - KP Mobile	TELEPHONE	EXPENSES		R INDIRECT EXPENSES		Telephone Expen		
720 Telephone Expenses - TATA	TELEPHONE	EXPENSES		R INDIRECT EXPENSES		Telephone Expen		
791 Telephone Expenses - 9867711440	TELEPHONE	EXPENSES		R INDIRECT EXPENSES		Telephone Exps		
798 Telephone Expenses - Airtel	TELEPHONE	EXPENSES		R INDIRECT EXPENSES		Telephone Expen		
852 Telephone Expenses 2510 5100	TELEPHONE	EXPENSES		R INDIRECT EXPENSES		Telephone Expen		
853 Telephone Expenses 2510 5102	TELEPHONE	EXPENSES		R INDIRECT EXPENSES		Telephone Expen		
854 Telephone Expenses 2510 5109	TELEPHONE	EXPENSES		R INDIRECT EXPENSES		Telephone Expen		
855 Telephone Expenses 2510 5252	TELEPHONE	EXPENSES		R INDIRECT EXPENSES		Telephone Expen		
1025 Telephone Expenses - SS Mobile	TELEPHONE	EXPENSES		R INDIRECT EXPENSES		Telephone Expen		
593 Vehicle Expenses		EXPENSES	OTHE	R INDIRECT EXPENSES		VEHICLE EX		
594 Vehicle Expenses Petrol	VEHICLE EX	EXPENSES	OTHE	R INDIRECT EXPENSES	0.00	VEHICLE EX		
595 Vehicle Expenses Repairs Uno	VEHICLE EX	EXPENSES	OTHE	R INDIRECT EXPENSES	0.00	VEHICLE EX		
596 Vehicle Expenses Repairs KH	VEHICLE EX	EXPENSES	OTHE	R INDIRECT EXPENSES	0.00	VEH-REP-KH		
767 Vehicle Expenses Petrol - Santro	VEHICLE EX	EXPENSES	OTHE	R INDIRECT EXPENSES	0.00	Petrol- Santro		
790 Vehicle Expenses Repairs Santro	VEHICLE EX	EXPENSES	OTHE	R INDIRECT EXPENSES	0.00	Vehicle Expense		
597 Web Related Expenses		EXPENSES	OTHE	R INDIRECT EXPENSES	0.00	WEB RELATE		
615 Computer Hire Charges		EXPENSES	OTHE	R INDIRECT EXPENSES	0.00	Computer Hire C		
598 Profit & Loss A/c		EXPENSES	OTHE	R INDIRECT EXPENSES	0.00	PROFIT & L		
935 Professional Tax Paid		EXPENSES	OTHE	R INDIRECT EXPENSES	0.00	Professional Ta		
1010 Prof Charges - Vinit Khare		EXPENSES	OTHE	R INDIRECT EXPENSES	0.00	Prof VAK		
1050 Octroi Paid		EXPENSES	OTHE	R INDIRECT EXPENSES	0.00	Octroi Paid		
1068 DEPRECIATION		DEPRECIATION	DEPR	ECIATION	0.00	DEPRECIATION		
1069 Depreciation For The Year		DEPRECIATION	DEPR	ECIATION	0.00	Depreciation Fo		

**Locating records** – if you wish to access a particular account quickly, enter a few starting characters of the account name and click on "Show Matching" button. All the accounts matching the characters you have entered will be displayed immediately.

~	🖥 🔃 🔣 💉 🖊 Jaya		ŝ	how <u>Matching</u>	Show <u>A</u> ll	<u>S</u> earch	
ID	Name	Under A/c	Under Group	BSDescription	Percent	ShortName	LSTNo
105 .	Jayabharat Automobiles Ltd - C. Grn		SUNDRY DEB	SUNDRY DEBTORS	0.00	JCL-CG	
04.	Jayabharat Automobiles Ltd - Chembu		SUNDRY DEB	SUNDRY DEBTORS	0.00	JCL-CHMBR	
103 .	Jayabharat Automobiles Ltd - S'room		SUNDRY DEB	SUNDRY DEBTORS	0.00	JCL-SRM	
06.	Jayabharat Automobiles Ltd - Taloja		SUNDRY DEB	SUNDRY DEBTORS	0.00	JCL-TALOJA	
89 .	Jayabharat Automobiles Ltd Pur		SUNDRY CRE	SUNDRY CREDITORS	0.00	JAL	400025/S/2381 dt 17/11/99
72 .	Jayabharat Cement Prods. Pvt. Ltd.		SUNDRY DEB	SUNDRY DEBTORS	0.00	Jayabharat Ceme	
02 .	Jayabharat Credit Limited		SUNDRY DEB	SUNDRY DEBTORS	0.00	JAYABHARAT	

**Other Options** – you have various different options to list the data from your account master in different formats thru the "List Option" from the pop up menu.

G	🄁 院 🖽 🗙 💅 🛛	1+ Select Colu	nn to Search	Show Match	ing Show All	Search	w Only
ID	Name		Under A/c	Under Group	BSDescription	Percent	
	Atmedica (india) Ltd		onder A/c	SUNDRY DEB	SUNDRY DEBTORS		ATMEDICA (
	Arihant Enterprise - SLD			SUNDRY DEB	SUNDRY DEBTORS		Arihant Ento
	Bharti Automobiles Pvt.			SUNDRY DEB	SUNDRY DEBTORS		BHARTIAUT
	Brescon Corporate Advi			SUNDRY DEB	SUNDRY DEBTORS		BRESCON CO
	Billion Plastics Pvt Ltd	SUIS LIU.		SUNDRY DEB	SUNDRY DEBTORS		BILLION PL
	Sagar Polymers			SUNDRY DEB	SUNDRY DEBTORS		SAGAR POLY
	Gandhi Plastics Industrie	ie.		SUNDRY DEB	SUNDRY DEBTORS		Gandhi Plastics
	Consumer Plastics Pvt. L			SUNDRY DEB	SUNDRY DEBTORS		CONSUMER P
	Rigidor Plastics Pvt Ltd			SUNDRY DEB	SUNDRY DEBTORS		Rigidor Plastic
	Bipin Synthetics P Ltd			SUNDRY DEB	SUNDRY DEBTORS		BIPIN SYNT
	Nalinkant & Co			SUNDRY DEB	SUNDRY DEBTORS		Nalinkant & Co.
	Symphony			SUNDRY DEB	SUNDRY DEBTORS		Symphony
	Anemos Lifestyle Pvt.		<u>autra</u>	SUNDRY DEB	SUNDRY DEBTORS		Anemos Lifestyl
	Park Travels Pvt Ltd	Add Group	Ctrl+G	SUNDRY DEB	SUNDRY DEBTORS		Park Travels
	Foundation Engineerin	Add Account	Ctrl+A	SUNDRY DEB	SUNDRY DEBTORS		Foundation Engi
	Shridhar Bitla Mr.	Add SubAccount		SUNDRY DEB	SUNDRY DEBTORS		Shridhar-Anemos
	Disha Trivedi	Edit	Ctrl+E	SUNDRY DEB	SUNDRY DEBTORS		D Trivedi
	CRL Terminals Pvt. Ltc	Delete	Ctrl+D	SUNDRY DEB	SUNDRY DEBTORS		C.R.L
	CRL Terminals Pvt. Ltc -	View	Ctrl+W		SUNDRY DEBTORS		C.R.L CRL-KANDLA
	Vifor India P Ltd	Lis	•	Chart of Accounts	UNDRY DEBTORS		VIFOR INDI
		Filter Records	•	Address List	UNDRY DEBTORS	·····	SUSHMA A S
	Tina Shah			Telephone List	UNDRY DEBTORS		Tina Shah
	Pooia N Shah			Sticker Printing	UNDRY DEBTORS		POOJA N SH
	Pooja N Snan Bhavana Kamal Shah			Envelop Printing	UNDRY DEBTORS		Bhavana Kamal S
				Billwise YOP List	UNDRY DEBTORS		
	Bharat Mehta (mr)	4		Budget List			B Mehta
	Deccan Queen Transpor	π		-	UNDRY DEBTORS		Deccan Queen Tr
	Crescent Moon			SUNDRY DEB	SUNDRY DEBTORS		Crescent Moon

**Filtering displayed data** – you also have an option to display the accounts under a specific balance sheet category by selecting the category from the drop down list box captioned as "Show Only"

Recor	d Sort Sequence Exit						C	on Only	
🖸 🔁 📆 📰 🗙 💅 雕 Select Column t			n to Search Show Matching Show All			<u>S</u> earch		Show Only	
ID	Name	Under A/c	Under Group		BSDescription	P	er Acco	ips 📐	
55	Atmedica (india) Ltd		SUNDRY DEB	SUNDE	RY DEBTORS			Accounts	
	Arihant Enterprise - SLD		SUNDRY DEB		RY DEBTORS			INISTRATIVE EXPENSE	
	Bharti Automobiles Pvt. Ltd		SUNDRY DEB		RY DEBTORS			ANCES	
	Brescon Corporate Advisors Ltd.		SUNDRY DEB		RY DEBTORS		CAPI		
	Billion Plastics Pvt Ltd		SUNDRY DEB		RY DEBTORS			ITAL WORK IN PROGRE	
	Sagar Polymers		SUNDRY DEB		RY DEBTORS			H & BANK BALANCES SING STOCKS	
	sagar Polymers Gandhi Plastics Industries		SUNDRY DEB					DSITS	
					RY DEBTORS			RECIATION	
	Consumer Plastics Pvt. Ltd.		SUNDRY DEB		RY DEBTORS		DEPF	RECIATION TO DATE	
	Rigidor Plastics Pvt Ltd		SUNDRY DEB		RY DEBTORS			NCIAL EXPENSES	
	Bipin Synthetics P Ltd		SUNDRY DEB		RY DEBTORS			SS BLOCK / W.D.V.	
	Nalinkant & Co.		SUNDRY DEB		RY DEBTORS			RECT INCOME	
	Symphony		SUNDRY DEB	SUNDF	RY DEBTORS			STMENTS	
	Anemos Lifestyle Pvt. Ltd.		SUNDRY DEB	SUND	RY DEBTORS		LOAI		
917	Park Travels Pvt Ltd		SUNDRY DEB	SUNDF	RY DEBTORS		MISC	EXPENDITURE	
956	Foundation Engineering Co		SUNDRY DEB	SUND	RY DEBTORS		OPEI	VING STOCKS	
953	Shridhar Bitla Mr.		SUNDRY DEB	SUND	RY DEBTORS		0.00	Shridhar-Anemos	
035	Disha Trivedi		SUNDRY DEB	SUND	RY DEBTORS		0.00	D Trivedi	
63	CRL Terminals Pvt. Ltd.		SUNDRY DEB	SUND	RY DEBTORS		0.00	C.R.L	
68	CRL Terminals Pvt. Ltd Kandla		SUNDRY DEB	SUND	RY DEBTORS		0.00	CRL-KANDLA	
64	Vifor India P Ltd		SUNDRY DEB	SUND	RY DEBTORS		0.00	VIFOR INDI	
66	Sushma A Sanghavi		SUNDRY DEB	SUNDE	RY DEBTORS		0.00	SUSHMA A S	
	Tina Shah		SUNDRY DEB		RY DEBTORS			Tina Shah	
	Pooja N Shah		SUNDRY DEB		RY DEBTORS			POOJA N SH	
	Bhayana Kamal Shah		SUNDRY DEB		RY DEBTORS			Bhayana Kamal S	
	Bharat Mehta (mr)		SUNDRY DEB		RY DEBTORS			B Mehta	
	Dharat Menta (mr) Deccan Queen Transport							D menta Deccan Queen Tr	
			SUNDRY DEB		RY DEBTORS				
	Crescent Moon		SUNDRY DEB		RY DEBTORS			Crescent Moon	
740	D.B.Shah 9 Associates		CUMPDA DED	CONDE	IV DEBTODE		0.00		

**Custom Sequencing** – quite often looking at reports like trial balance, debtors list may make more sense if the accounts are grouped on some other logical parameter than just alphabetical order. Eg. You may have a set of companies as customers from the same group but the names may be like Acme Company, Reliance Movers etc.

In the above case, if the debtors list was printed in the order of the names, both these accounts would appear at different places in the report, maybe on different pages of the number of accounts is large.

In case if you wish that both these accounts appear together, you can use custom sequencing. Custom sequencing allows you to physically select the order of each and every account in reports like trial balance etc.

Before you can select the custom sequencing, this option is to be selected in the group setup.

Set-up Parameters for Entry M	Aodules / Reports							
Group Name * AR C Address Line 1 407 D S Trade Centre 2	e, Vidhyavihar West , Mumbai 400086							
Print Company Name / Report Header on Each Page      Print Rundate on Each Page      Print Page Number on Each Page								
Sequence Type Account Item C Alphabetical C Alphabetical C Custom C Custom	Show Transactions for 45 Days (0-365)	<u>Save</u> Defaults						

Once you have selected this option, you need to exit the package and reload it for the changes to take effect.

ecord Sort	Sequence Exit	7					Sho	w Only
0 <mark>6 1</mark>	Update Custom Update Alpha	ct Column to Search	Show <u>M</u> atch	ing	Show <u>A</u> ll	Searc		w only
ID	Name	Under A/c	Under Group	[	BSDescriptio	n	Percent	ShortName
577 Staff We	elfare		EXPENSES	OTHER	INDIRECT EXPE	NSES	0.00	STAFF WELF
578 Staff We	elfare - Medical Exps	STAFF WELF	EXPENSES	OTHER	INDIRECT EXPE	NSES	0.00	S/W MEDICA
579 Travellin	ig Expenses		EXPENSES	OTHER	INDIRECT EXPE	NSES	0.00	TRAVELLING
580 Travellin	ig Expenses - Adani Port	TRAVELLING	EXPENSES	OTHER	INDIRECT EXPE	NSES	0.00	TE-ADANI
581 Travellin	ig Expenses - CRL	TRAVELLING	EXPENSES	OTHER	INDIRECT EXPE	NSES	0.00	TRAVELLING
582 Travellin	ig Expenses - FOCT	TRAVELLING	EXPENSES	OTHER	INDIRECT EXPE	NSES	0.00	TRAVELLING
604 Travellin	ig Expenses - SSA	TRAVELLING	EXPENSES	OTHER	INDIRECT EXPE	NSES	0.00	Travelling Expe
726 Travellin	ig Expenses - MS	TRAVELLING	EXPENSES	OTHER	INDIRECT EXPE	NSES	0.00	Travelling Exps
747 Travellin	ig Expenses - J B Boda	TRAVELLING	EXPENSES	OTHER	INDIRECT EXPE	NSES	0.00	Travelling Exps
803 Travellin	ig Expenses - LL	TRAVELLING	EXPENSES	OTHER	INDIRECT EXPE	NSES	0.00	Travelling Expe
868 Travellin	ig Expenses - USTTL	TRAVELLING	EXPENSES	OTHER	INDIRECT EXPE	NSES	0.00	Travelling Exps
583 Telepho	ne Expenses		EXPENSES	OTHER	INDIRECT EXPE	NSES	0.00	TELEPHONE
584 Telepho	one Expenses 5106182	TELEPHONE	EXPENSES	OTHER	INDIRECT EXPE	NSES	0.00	5106182
585 Telepho	one Expenses 5126534	TELEPHONE	EXPENSES	OTHER	INDIRECT EXPE	NSES	0.00	5126534
586 Telepho	ne Expenses - 5118411	TELEPHONE	EXPENSES	OTHER	INDIRECT EXPE	INSES	0.00	5118411
587 Telepho	one Expenses 5144057	TELEPHONE	EXPENSES	OTHER	INDIRECT EXPE	INSES	0.00	5144057
588 Telepho	ne Expenses - 5139958	TELEPHONE	EXPENSES	OTHER	INDIRECT EXPE	NSES	0.00	5139958
589 Telepho	one Expenses 5139135	TELEPHONE	EXPENSES	OTHER	INDIRECT EXPE	NSES	0.00	5139135
590 Telepho	one Expenses 5121144	TELEPHONE	EXPENSES	OTHER	INDIRECT EXPE	NSES	0.00	512 1144
591 Telepho	ne Expenses - BA Mobile	TELEPHONE	EXPENSES	OTHER	INDIRECT EXPE	NSES	0.00	TEL-BA
592 Telepho	ne Expenses - SKM Mobi	e TELEPHONE	EXPENSES	OTHER	INDIRECT EXPE	NSES	0.00	MAXTOUCH
679 Telepho	one Expenses - HM Mobil	e TELEPHONE	EXPENSES	OTHER	INDIRECT EXPE	NSES	0.00	Telephone Expen
695 Telepho	ne Expenses - KP Mobile	TELEPHONE	EXPENSES	OTHER	INDIRECT EXPE	NSES	0.00	Telephone Expen
720 Telepho	ne Expenses - TATA	TELEPHONE	EXPENSES	OTHER	INDIRECT EXPE	NSES	0.00	Telephone Expen
791 Telepho	ne Expenses - 98677114	40 TELEPHONE	EXPENSES	OTHER	INDIRECT EXPE	NSES	0.00	Telephone Exps
798 Telepho	ne Expenses - Airtel	TELEPHONE	EXPENSES	OTHER	INDIRECT EXPE	NSES	0.00	Telephone Expen
852 Telepho	ne Expenses 2510 5100	TELEPHONE	EXPENSES	OTHER	INDIRECT EXPE	NSES		Telephone Expen
050 T-I	no Evinopoco 2510 5102	TELEDUONE	EVNENCEC	OTUED		NCEC	0.00	Tolophono Evoon

Then go back to account master and select "Sequence" -> "Update Custom"

When you click on update custom, the following form opens up. In case you wish to sequence the accounts under sundry debtors group, select the Account option and then select the "Sundry Debtors" from the "Under Group" drop down list box.

All the accounts under that particular group are displayed. Now you can select any account by clicking on it and then using the up or down arrow buttons place the account where you want it to appear and leave it. This can be repeated for as may accounts as required. Once you are thru, click on the "Update" button to save the changes.

Once selected, the account can also be moved up and down using Alt+UpArrow ad Alt+DownArrow keys



Using this facility even accounts groups as well as sub accounts can be sequenced.

You can also switch between Alpha and Custom sequencing as and when required without loosing the changes you have done for custom sequencing. When you switch from custom to alpha sequencing, the changes you do for custom sequencing are retained and are available when you switch back to custom sequencing from alpha sequencing.

### **General Notes**

- When you create accounts under an accounts group or sub account under an account, this relationship cannot be changed ie. In the edit mode, for any account you cannot change the group under which it is created, similarly for any sub account, you cannot change the account under which it is created. Therefore before adding accounts or sub accounts, be sure of selecting the right accounts group or account.
- In case if you add an account under a wrong group , delete the same add it again under the rigt group.
- For accounts pertaining to fixed assets, in the Percent field, enter the depreciation %, while for accounts pertaining to taxes you can enter the tax % applicable.
- You cannot have duplicate account names
- The alias name is always printed in external documents like GRN, Invoice, Receipt, Reminder Letter etc. The account name is always used for selection etc through put the package.
- Quite often you may have accounts of one company but different locations eg. Larsen & Tubro Ltd Chennai, Larsen & Tubro Ltd – Mumbai, Larsen & Tubro Ltd – Delhi. For these accounts, the account names should be entered as shown but for alias name, all the 3 accounts should have 'Larsen & Tubro Ltd."
- The "Form required" checkbox is to be selected while defining tax accounts where you are either supposed to receive a tax form from your customer or are supposed to provide a tax form to your supplier eg "CST with Form C". if this is checked, you can define the form type as "C form" in this example.

**System Accounts** – there are certain types of account groups which, if created under the following balance sheet category, cannot be shifted subsequently. Please take note of these account groups and ensure that you create them under the appropriate balance sheet category.

Balance Sheet category	Code	Used for
Sundry Debtors	170	Accounts master – Bill wise YOP suppression Sales Entry – filling up customer drop down list box All bill wise outstanding reports
Sundry Creditors	370	Accounts master – Bill wise YOP suppression Purchase Entry – filling up customer drop down list box All bill wise outstanding reports
Cash & Bank Balances Secured Loans Unsecured Loans	180 312 316	Used to fill up account drop down in register master
TDS Accounts	400	Used for the automatic TDS system

# **Sample Chart of Accounts for a Trading Company** (a building material supplier in this example)

Balance Sheet Category	Accounts Main Group	Account	Sub Account	Comments
Gross Block / WDV	Fixed Assets	Plant & Machinery		
		Furniture & Fixtures		
		Vehicles		
Investments	Investments	Investments in Property		
		Investment in Capital Markets		
Cash & Dank Dalamasa	Cash & Bank Balances	Cash on Hand		
Cash & Bank Balances		Axis Bank		
		ICICI Bank		
Stocks	Stocks	Stock – Cement		
		Stock – Sand		
		Stock – Steel		
Cundre Dabtava	Cundry Daktors - Wast	Delienee Industries 144		
Sundry Debtors	Sundry Debtors – West	Reliance Industries Ltd		Creation of sundry debtors accounts either in one single group or multiple groups will depend on your reporting requirements.
		Larsen & Tubro Ltd		
	Sundry Debtors – South	Infosys Ltd		
		MRF Rubber Ltd		
Deposits		Reliance Energy – deposit		
		MTNL Deposit		
•				
Loans				
Advances	Advances to employees			
Advances	Advances to employees			
	Advance payment of taxes	TDS on Contract	TDS on Contract – Customer 1	As such TDS can be created as one single account, but if you
			TDS on Contract – Customer 2	wish, you can create sub accounts of each of your customers.
			TDS on Contract – Customer 3	This will give you customer wise TDS amounts at the year end
			TDS on Contract – Customer 4	
		TDS on Interest	TDS on interest – Bank 1	As such TDS can be created as one single account, but if you
			TDS on interest – Bank 2	wish, you can create sub accounts of each of your banks. This wil
			TDS on interest – Bank 3	give you bank wise TDS amounts at the year end
Consideral			TDS on interest – Bank 4	
Capital				
Reserves & Surplus				
Secured Loans	Bank Overdraft Accounts	Axis Bank CC a/c		
Unsecured Loans	Loans from friends & relatives			
Sundry Creditors	Sundry Creditors – Goods			
,	Sundry Creditors – Expenses			

TDS Accounts	Tax Deducted at Source					
Provisions	Provision for outstanding expenses					
FIOVISIONS						
Sales	Sales	Sales – Cement				
		Sales – Steel				
		Sales – Metal				
		Sales – Sand				
		VAT on Sales	VAT on Sales 4%	Note that various tax percentage accounts have been created as		
			VAT on Sales 12.5%	sub accounts. Also in spite of VAT collected being liability, the		
			CST on Sales 3%	account is opened in the sales group – this will make reconciling		
			CST on Sales 10%	the sales summary with the ledger, if and when required, ea		
		Service Tax on Sales	Service Tax – Sales 8%	Like sales tax accounts , various service tax accounts can be		
			Service Tax – Sales 12%	created as sub accounts		
			E.Cess – Sales 2%			
			SHE Cess – Sales 1%			
		Insurance recovered				
		Freight recovered				
Closing Stocks	Closing Stocks	Closing Stock – Cement				
		Closing Stock – Sand				
		Closing Stock – Steel				
Opening Stocks	Opening Stocks	Opening Stock – Cement				
		Opening Stock – Sand				
		Opening Stock – Steel				
Purchases	Purchases	Purchase – Cement				
Purchases	Pulcidses	Purchase – Steel				
		Purchase – Metal				
		Purchase – Sand				
		VAT on Purchase	VAT on Purchase 4%	Note that various tax percentage accounts have been created as		
			VAT on Purchase 12.5%	sub accounts. Also in spite of VAT collected being liability, the		
			CST on Purchase 3%	account is opened in the purchase group – this will make		
			CST on Purchase 10%	reconciling the purchase summary with the ledger, if and when		
				required, easy		
		Service Tax on Purchase	Service Tax – Purchase 8%	Like sales tax accounts , various service tax accounts can be		
			Service Tax – Purchase 12%	created as sub accounts		
			E.Cess – Purchase 2%			
			SHE Cess – Purchase 1%			
		Service Tax on Sales	Service Tax – Purchase 8%			
			Service Tax – Purchase 12%			
		Insurance paid on purchase				
		Freight paid on purchase				

		Advertisement expenses	
		Business Promotion expenses	
Administrative Expenses		Salaries and Wages	
		Books Periodicals & Magazines	
		Conveyance	
		Postage & Courier Exos	
		Vehicle Expenses	
		Bank Charges	
		Telephone expenses	
		Legal & Professional Charges	
Financial Expenses	Interest expenses	Interest to bank	
Depreciation	Depreciation	Depreciation for the year	