

**GENERAL EXPLANATION**

Thank you for purchasing our Financial Accounting Package. This package is designed and developed from our experience of developing tailor made financial accounting packages since more than two decades. The package has been designed keeping in mind the following:-

- Usually more than one company's accounts are to be maintained in the package
- 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
- Instant updation of the relevant accounts during entry of records
- Instant generation of almost all the reports , without any further processing (including trial balance and balance sheet)
- Reports as on any date , even in between the months
- No interdependency of any reports
- Zooming from all reports right up to the voucher level.

This document is designed for you to get a general an idea about the interface concepts. Detailed manuals on almost all the topics are available for download on our website at the following link.

<http://www.arc-india.com/ASCFAWin-supportpage.html>

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

## GENERAL CONVENTIONS - ALL Data Entry Modules

Users interact with the package at two levels

1. Data entry
2. Report Generation.

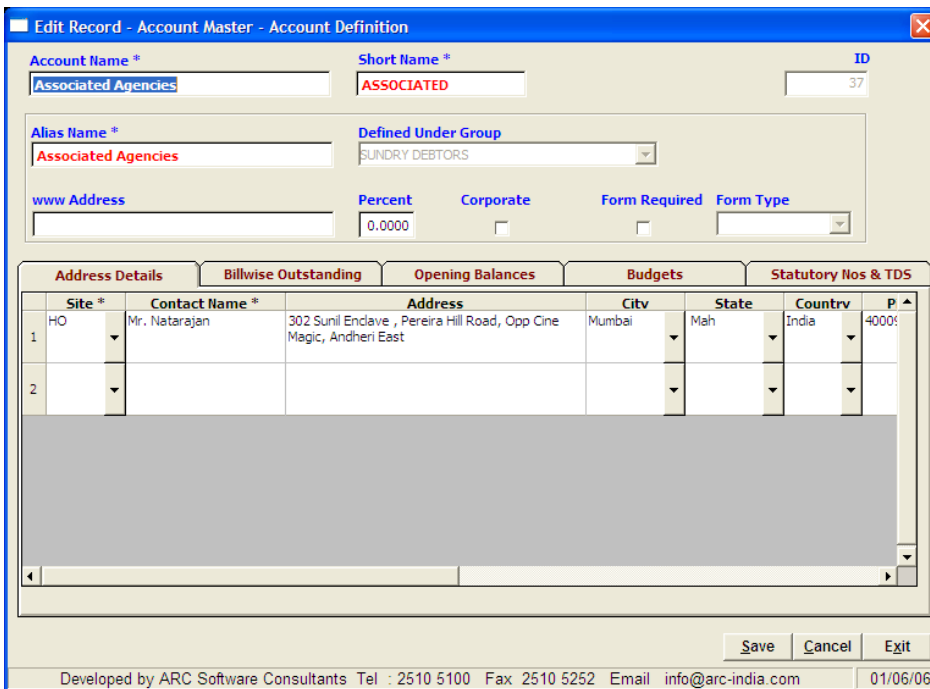
It is very crucial that the data entry and report interfaces are easy to use and uncluttered and allow the users to locate the required data quickly and efficiently.

To achieve the above, the user interface for all data entry modules has been designed in the form of a grid , showing you either all 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, which is nothing but the record number.

ID	Name	Under A/c	Under Group	BSDescription	Percent	ShortName
886	Variety Book Center		SUNDRY CRE	SUNDRY CREDITORS	0.00	Variety Book Ce
1015	Variety Infotech		SUNDRY CRE	SUNDRY CREDITORS	0.00	Variety Info 27100
979	Varsha Patel - Prof Chgs Pbl		PROFESSIONAL CH	PROVISIONS	0.00	Varsha Patel -
593	Vehicle Expenses		EXPENSES	OTHER INDIRECT EXPENSES	0.00	VEHICLE EX
594	Vehicle Expenses Petrol	VEHICLE EX	EXPENSES	OTHER INDIRECT EXPENSES	0.00	VEHICLE EX
767	Vehicle Expenses Petrol - Santro	VEHICLE EX	EXPENSES	OTHER INDIRECT EXPENSES	0.00	Petrol- Santro
596	Vehicle Expenses Repairs KH	VEHICLE EX	EXPENSES	OTHER INDIRECT EXPENSES	0.00	VEH-REP-KH
790	Vehicle Expenses Repairs Santro	VEHICLE EX	EXPENSES	OTHER INDIRECT EXPENSES	0.00	Vehicle Expense
595	Vehicle Expenses Repairs Uno	VEHICLE EX	EXPENSES	OTHER INDIRECT EXPENSES	0.00	VEHICLE EX
1046	Vehicles - Uno		FIXED ASSE	GROSS BLOCK / W.D.V.	25.00	Vehicles - Uno
181	Venkatesh Rao - Architects		SUNDRY DEB	SUNDRY DEBTORS	0.00	VENKATESH
360	Vichare Courier Service Pvt.ltd.		SUNDRY CRE	SUNDRY CREDITORS	0.00	VICHARE CO
265	Vichare Couriers P Ltd - Deposit		LOAN & ADV	ADVANCES	0.00	VICHARE CO
64	Vifor India P Ltd		SUNDRY DEB	SUNDRY DEBTORS	0.00	VIFOR INDI
966	Vifor India Pvt Ltd - KFTZ		SUNDRY DEB	SUNDRY DEBTORS	0.00	Vifor India Pvt
655	Vira Technologies		SUNDRY CRE	SUNDRY CREDITORS	0.00	Vira Technologi 40000
1006	Voyage India		SUNDRY DEB	SUNDRY DEBTORS	0.00	Voyage
281	Vrunda Monani		INTERNAL A/CS -	ADVANCES	0.00	VRUNDA MON
1043	Vrunda Monani - Advance		ADVANCES - EMPL	ADVANCES	0.00	Vrunda Monani -
284	Vrunda Monani - Capital A/c		CAPITAL A/	CAPITAL	0.00	VRUNDA MON
924	Vrunda Monani - Prof Chrgs Pbl		PROFESSIONAL CH	PROVISIONS	0.00	Vrunda Monani -
597	Web Related Expenses		EXPENSES	OTHER INDIRECT EXPENSES	0.00	WEB RELATE
482	Web Related Expenses		PURCHASES	PURCHASES	0.00	WEB RELATE
772	World Star		SUNDRY CRE	SUNDRY CREDITORS	0.00	World Star 40000
190	Yog		SUNDRY DEB	SUNDRY DEBTORS	0.00	YOG
985	Yuva India - B D Dhalla & Co		SUNDRY DEB	SUNDRY DEBTORS	0.00	B D Dhalla & Co
1008	Yuva Pratishtan		SUNDRY DEB	SUNDRY DEBTORS	0.00	Yuva Pratishtan

Double clicking on any row will present the underlying record in window for you to edit. You can also achieve this by selecting the record using the keyboard arrow keys and hitting the <Enter> key.



The TAB and SHIFT TAB Keys can do the navigation between different fields in the edit window. TAB will move you forward by one field while SHIFT TAB will move you to the previous field. For tabular forms, the navigation within the grid is done using the arrow keys.

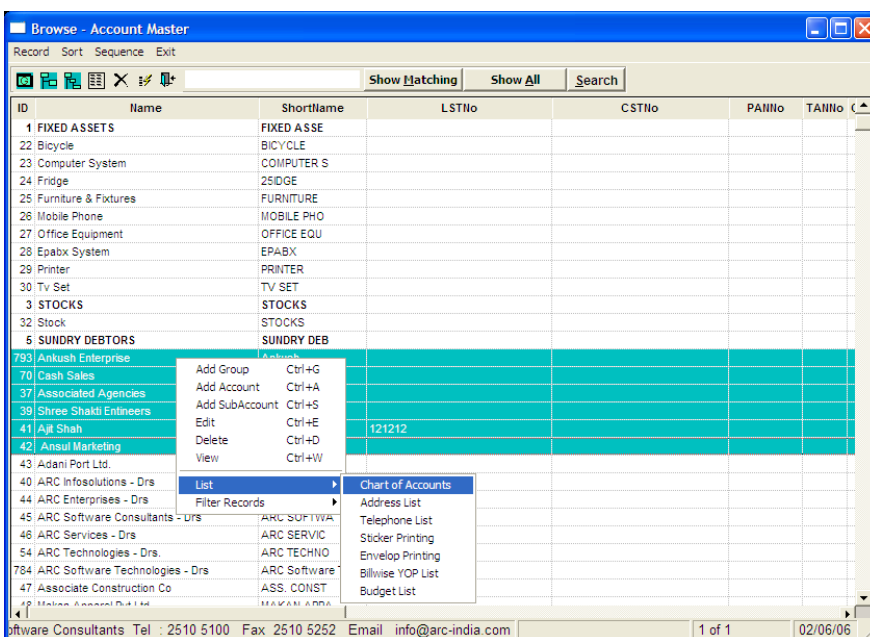
Once the changes are made, you need to save the record and on saving it; control comes back to the browse grid with the record pointer shifting to the next record allowing you to select that row for edit if required.

You can add new records by clicking on the Add icon (1<sup>st</sup> icon on the tool bar), where in you will be presented with the blank form to enter fresh data. Unlike the edit mode, on saving a new record in the add mode, the control stays in the add mode, allowing you to enter more records at one shot. Only when you exit from the add mode, the control goes back to the browse grid.

You can also add records by pressing ALT+R and then selecting "Add Record" option from the dropdown menu or alternatively press CTRL+G key. Similarly for edit you can use CTRL+E key, for delete use CTRL+D key and to just view the record use CTRL+W key.

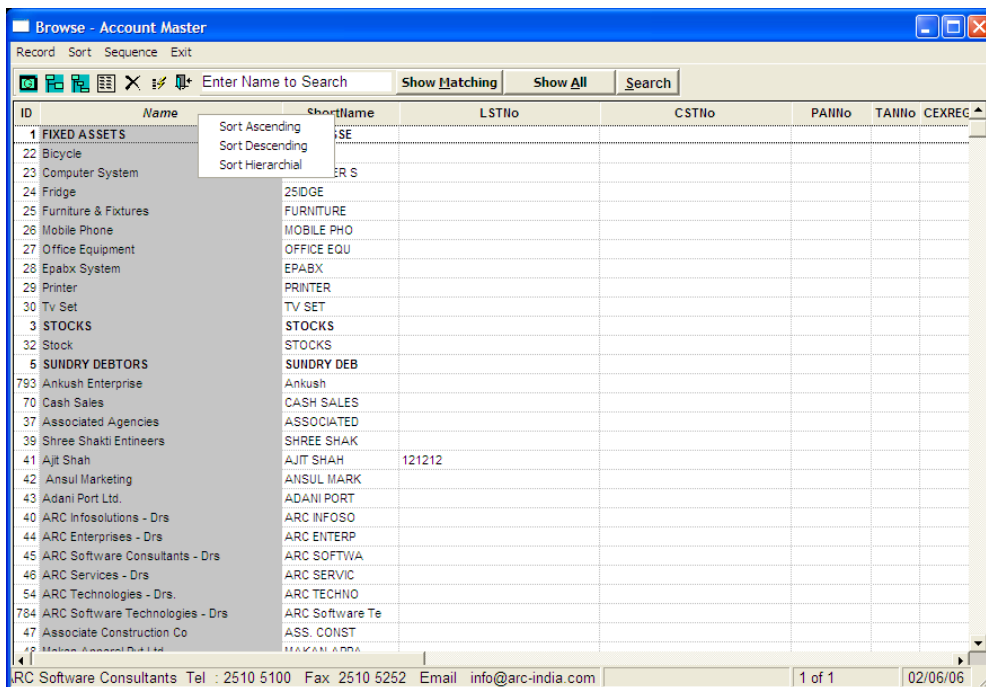
Double clicking on a specific cell of the browse grid will present the edit window with input focus on the field you double clicked on, allowing you to directly edit that field itself.

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.



Clicking on first required row and SHIFT+CLICK on last required row could select multiple rows in continuation. Similarly rows can be selected at random by CTRL+CLICK on required rows.

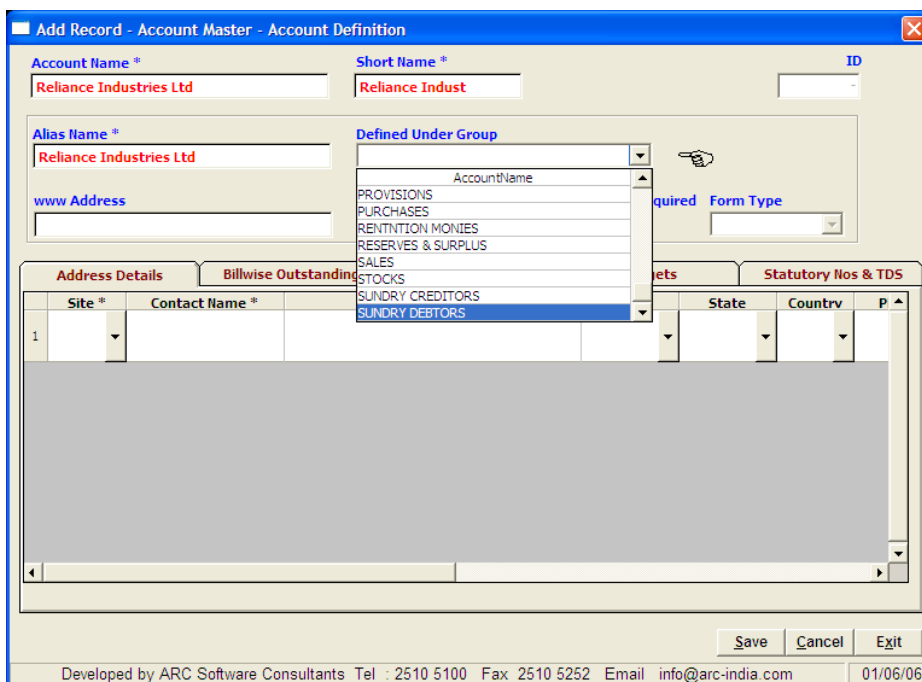
Once the records are displayed in a tabular form you can sort the information on any column or combination of columns by clicking on the column name, then right clicking on it to display a pop up menu and selecting the order required i.e. Ascending or Descending.



Once you have sorted the browse grid on any column, you can also search for any record by entering the value to be searched in the text box and clicking on the **Search** button. If a matching record is found, the record pointer is placed on the first matching records.

If you need to export the data in the browse grid to other program, you can do so by selecting the required rows, using standard windows copy command (CTRL+C) and opening the required application (e.g. Excel) and pasting it there with the CTRL+V command.

**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.



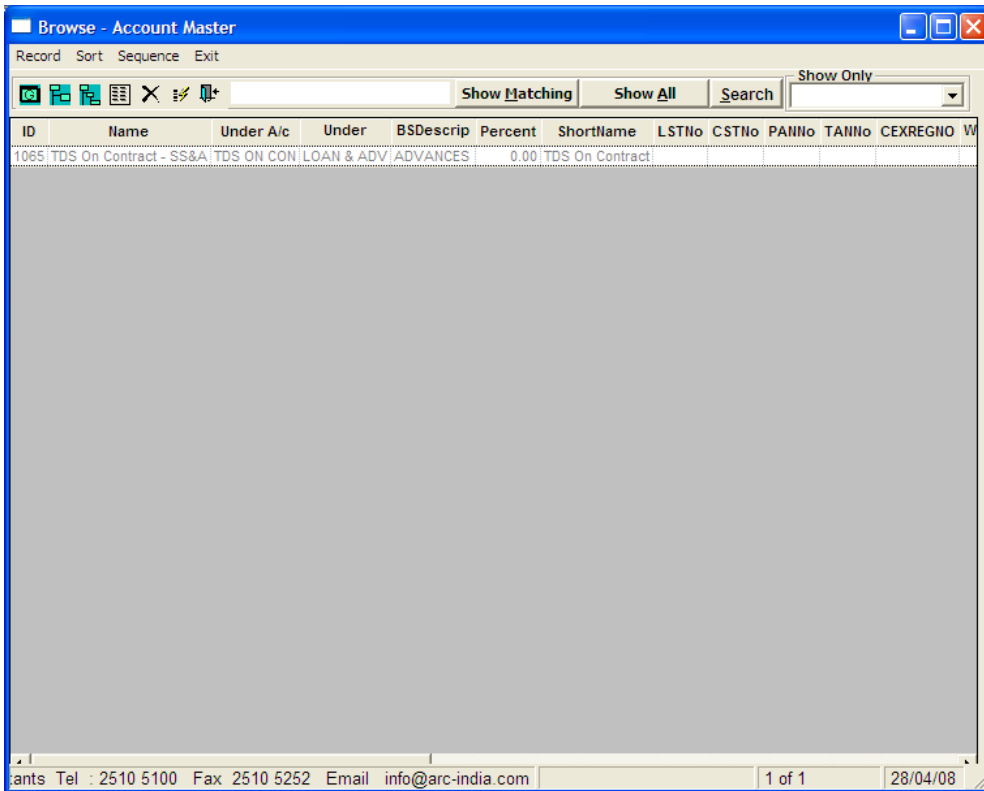
**Tabs** - Wherever the amount of information to be displayed does not fit on one form, it is displayed in forms of tabs. Each of the tabs may have related information. Clicking on the tab heading will activate the particular tab allowing you to modify the information contained in that tab.

**Detail records** - In case of any entry, if multiple child records 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.

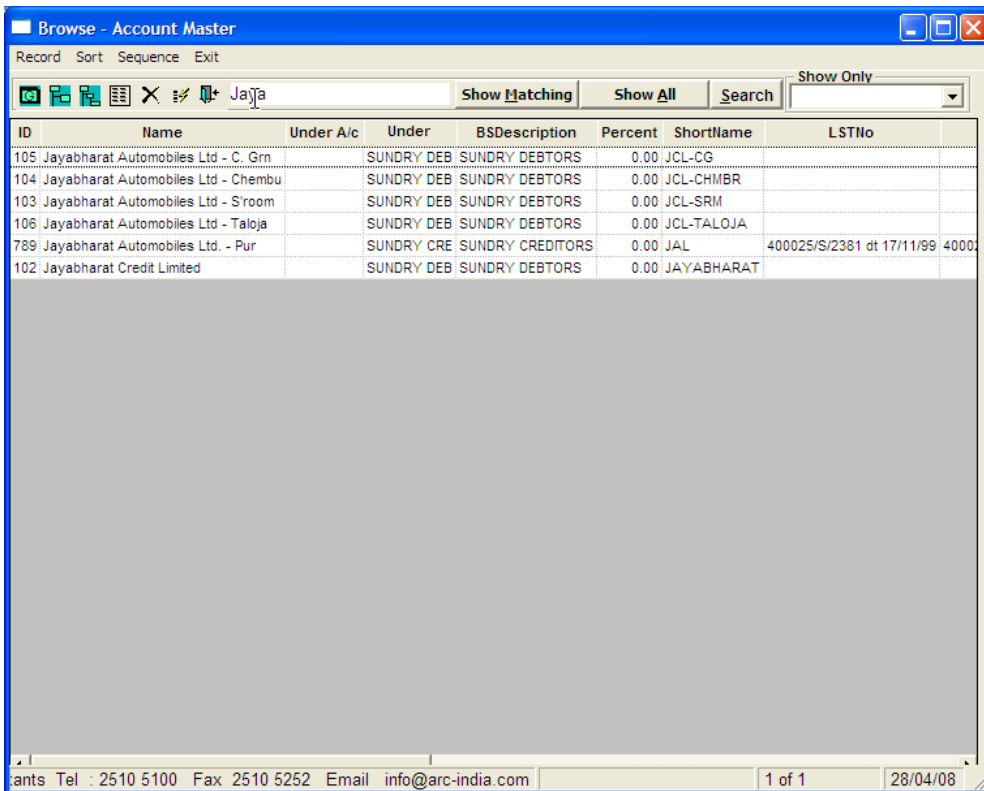
There is a slight variation in navigation between fields of detail records i.e. instead of TAB and SHIFT+TAB to move between the fields; you have to use the arrow keys to move about. To exit out of the tabular grid you can use the TAB key. The <Enter> key will also move you forward by one cell.

## GENERAL CONVENTIONS – ALL Master Entry Modules.

When you select any Master entry Module, by default the last record added will be displayed in the browse grid. You can click on the add icon to straight away to start adding new records.



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



To display all the records you can click on **Show All** button.

The screenshot shows a software window titled "Browse - Account Master". The window has a menu bar with "Record", "Sort", "Sequence", and "Exit". Below the menu bar is a toolbar with icons for "Select Column to Search", "Show Matching", "Show All", and "Search". The "Show All" button is highlighted in a light green color. The main area of the window contains a table with the following data:

ID	Name	ShortName	LSTNo	CSTNo	PANNo	TAINNo
1	FIXED ASSETS	FIXED ASSE				
22	Bicycle	BICYCLE				
23	Computer System	COMPUTER S				
24	Fridge	25IDGE				
25	Furniture & Fixtures	FURNITURE				
26	Mobile Phone	MOBILE PHO				
27	Office Equipment	OFFICE EQU				
28	Epabx System	EPABX				
29	Printer	PRINTER				
30	Tv Set	TV SET				
3	STOCKS	STOCKS				
32	Stock	STOCKS				
5	SUNDRY DEBTORS	SUNDRY DEB				
793	Ankush Enterprise	Ankush				
70	Cash Sales	CASH SALES				
37	Associated Agencies	ASSOCIATED				
39	Shree Shakti Entineers	SHREE SHAK				
41	Ajit Shah	AJIT SHAH	121212			
42	Ansul Marketing	ANSUL MARK				
43	Adani Port Ltd.	ADANI PORT				
40	ARC Infosolutions - Drs	ARC INFO SO				
44	ARC Enterprises - Drs	ARC ENTERP				
45	ARC Software Consultants - Drs	ARC SOFTWA				
46	ARC Services - Drs	ARC SERVIC				
54	ARC Technologies - Drs.	ARC TECHNO				
784	ARC Software Technologies - Drs	ARC Software Te				
47	Associate Construction Co	ASS. CONST				
48	Makar Associates Ltd	MAKAR ASSOC				

At the bottom of the window, there is a status bar with the following text: "Software Consultants Tel : 2510 5100 Fax 2510 5252 Email info@arc-india.com 1 of 1 02/06/06".

## GENERAL CONVENTIONS – ALL Transaction Entry Modules

When you select any transaction entry module, by default records pertaining to last few days (as defined in the Group 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 enter the number of days as Zero.

Srno	RegisterName	TranType	DocDT	DocNo	Amount	ChequeDT	ChequeNo	BankName	Branch	SlipNo	DocLarr	Clk
7723	UTI Bank	R	05/06/06		3,120.00	08/05/06	665944	BANK OF INDIA	MUMBAI	0		
7707	UTI Bank	P	31/05/06		-3,725.00	31/05/06	156640	UTI BANK		0		
7711	UTI Bank	R	31/05/06		75,000.00	31/05/06	137245	UTI BANK	GHATKOPAR	0		
7716	UTI Bank	R	31/05/06		36,583.00	29/05/06	926593	UBI	Princess St	0		
7745	UTI Bank	R	07/06/06		2,100.00	01/06/06	484788	BANK OF BARODA	fort	0		
7746	UTI Bank	P	02/06/06		-5,000.00	02/06/06	156643			0	Transfer	
7747	Petty Cash Book	R	02/06/06		5,000.00	02/06/06	156643			0	Transfer	
7738	Petty Cash Book	P	01/06/06		-987.00	01/06/06				0		
7742	UTI Bank	R	03/06/06		365.00	01/06/06	964927	Indus Ind Bank	Bandra W	0		
7743	Petty Cash Book	P	01/06/06		-754.00	01/06/06				0		
7719	UTI Bank	P	31/05/06		-50,000.00	31/05/06	156642	UTI BANK		0		
7744	Petty Cash Book	P	01/06/06		-800.00	01/06/06				0		

**Filtering Records to display** – In a transaction entry module, the browse grid generally displays all the records. If required, you can filter the records for any value in the browse grid. e.g. In the following example clicking on the row with Customer “Bipin Synthetics P Ltd”, Right Clicking to get pop up menu, selecting “Filter Records”, Selecting “Filter by selection”

Srno	Register	Customer	DocNo	DocDT	Amount	ChallanDT	ChallanNo	DueDT	DocLarr
3276	Sales Register	Entremonde Polycoters Ltd	04/01	01/04/06	1,378.00		Rajeshbhai	01/04/06	
3283	Sales Register	ARC Software Consultants - Drs	04/02	04/04/06	9,048.00			04/04/06	
3348	Sales Register	Jayabharat Automobiles Ltd - C.grn	04/16	02/05/06	325.00		Richard	02/05/06	
3336	Sales Register	Ankush Enterprise	04/09	20/04/06	1,248.00			20/04/06	
3341	Sales Register	Venkatesh Rao - Architects	04/12	22/04/06	16,640.00		Mrs Rao	22/04/06	
3357	Sales Register	Subash Phansalkar (Mr.)	05/01	05/05/06	2,850.00			05/05/06	
3374	Sales Register	Tribhuvandas Bhimji Zaveri - West End	05/02	10/05/06	312.00			10/05/06	
3383	Sales Register	Midtown Distributors	05/03	13/05/06	234.00			13/05/06	
3387	Sales Register	Bipin Synthetics P Ltd						18/05/06	
3388	Sales Register	J Nandlal & Sons - Drs						18/05/06	
3391	Sales Register	Bipin Synthetics P Ltd					Kalpeshbhai	19/05/06	
3392	Sales Register	Bipin Synthetics P Ltd						19/05/06	
3393	Sales Register	Consumer Plastics P Ltd					Prfulbhai	20/05/06	With 1 Yr On
3394	Sales Register	Cash Sales					Prashad	20/05/06	
3398	Sales Register	Honest Housing Corpn						06	
3401	Sales Register	Jayabharat Credit Limited						06	
3405	Sales Register	Vifor India P Ltd	05/12	24/05/06	350.00			06	
3406	Credit Notes - Sales	Bipin Synthetics P Ltd	2	25/05/06	2,900.00			06	
3407	Sales Register	Mody Brothers	05/13	25/05/06	10,380.00			25/05/06	
3408	Credit Notes - Sales	Honest Housing Corpn	3	26/05/06	1,716.00			26/05/06	Amount
3413	Sales Register	Sanghavi Shoes & Accessories P Ltd	05/14	29/05/06	78.00		umesh	13/06/06	
3414	Sales Register	Jayabharat Automobiles Ltd - S'room	05/15	29/05/06	322.00			13/06/06	
3420	Sales Register	Samir Sanghavi & Co	05/16	30/05/06	6,000.00		Prasad	14/06/06	

will display only those records where the customer is “Bipin Synthetics P Ltd.” As shown below.



Browse - Sales/ Debit Note / Credit Note Entry - ARC Technologies (0607)

Record Sort Exit

Enter Srno to Search Search Show transactions for 0 days (0-366)

Srno	Register	Customer	DocNo	DocDT	Amount	ChallandT	ChallanNo	DueDT	DocLarr	COID	Opr	Mode	En
3387	Sales Register	Bipin Synthetics P Ltd	05/04	18/05/06	4,368.00			18/05/06		24	B A	A	18/05/06
3391	Sales Register	Bipin Synthetics P Ltd	05/06	19/05/06	29,240.00		Kalpeshbha	19/05/06		24	SKM	E	22/05/06
3392	Sales Register	Bipin Synthetics P Ltd	05/07	19/05/06	5,875.00			19/05/06		24	B A	A	19/05/06
3406	Credit Notes - Sales	Bipin Synthetics P Ltd	2	25/05/06	2,900.00			25/05/06		24	B A	A	25/05/06
3431	Sales Register	Bipin Synthetics P Ltd	06/02	02/06/06	4,680.00			02/06/06		24	B A	A	02/06/06

Tel : 2510.5100 Fax 2510.5252 Email info@arc-india.com Filtered On : Customer 5 of 20 03/06/06

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.

## GENERAL CONVENTIONS – 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 Printing Options' dialog box. The 'Type' dropdown is set to 'SALES REGISTER'. Under 'Main Options', 'Sales Register' is selected. The date range is 'From: 01/04/07' to 'To: 31/03/08'. Under 'Item Summary Options', 'Detailed Report' is selected. There are 'Preview', 'Print', and 'Exit' buttons at the bottom.

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.”

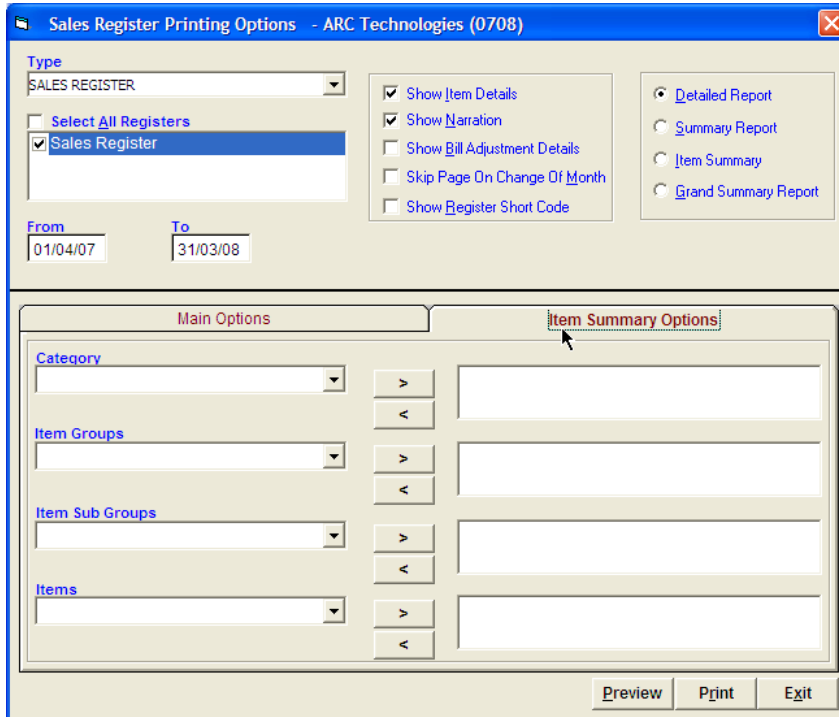
You can also filter the records based upon any Sales Tax Account or Excise Duty Account or any combination there of.

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 4 % as shown below.

Please note that when you use filter on more than one fields 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 4% will be displayed

The screenshot shows the 'Sales Register Printing Options' dialog box with filters applied. The 'Customer's Account' dropdown is set to 'Bipin Synthetics P Ltd' and the 'Pre Tax / Tax / Post Tax Accounts' dropdown is set to 'V.A.T. 4%'. The 'Item Summary Options' section now displays 'Bipin Synthetics P Ltd' and 'V.A.T. 4%'. There are 'Preview', 'Print', and 'Exit' buttons at the bottom.

How ever, for certain types of filters, an OR condition is effective. Ie 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.



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

### Tabular Reports

Account	AE 0607	AI 0607	ASC 0607	AST 0607	AT 0607	Cross Total
<b>1 FIXED ASSETS</b>						
2 Bicycle	127					127
3 Computer System			26,152			26,152
4 Fridge	2,809					2,809
5 Furniture & Fixtures			2,118			2,118
6 Mobile Phone	1,868					1,868
7 Office Equipment	67		185			252
8 Epabx System	1,148					1,148
9 <b>Total</b>	<b>6,019</b>		<b>28,455</b>			<b>34,474</b>
<b>10 STOCKS</b>						
11 Stock	41,931				66,146	108,077
12 <b>Total</b>	<b>41,931</b>				<b>66,146</b>	<b>108,077</b>
<b>13 SUNDRY DEBTORS</b>						
14 Ankush Enterprise		36,268			12,950	49,218
15 Cash Sales		997			450	1,447
16 Associated Agencies		634	5,000			5,634
17 ARC Infosolutions - Drs	2,340					2,340
18 Associate Construction Co		15,373				15,373
19 Mancon Enterprise		6,006				6,006
20 Silver Land Developers Pvt Ltd	26,828	965				27,793
21 Bharti Automobiles Pvt. Ltd		3,350				3,350
22 Brescon Corporate Advisors Ltd.			4,000	12,150	312	16,462
23 Billion Plastics Pvt Ltd			8,000			8,000

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

### Non Tabular Reports

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

Bank Register

ARC Technologies (0607)

UTI Bank for the period from 01/06/06 To 30/06/06

Date	Doc No	Chq No	Account Name	Ref No	AcYr	Amount	Receipts	Payments
<b>June 2006</b>								
01/06/06			Opening Balance				118,085.91	
02/06/06	156643		Contra A/c <i>Transfer From UTI Bank To Petty Cash Book</i>			5,000.00 P		5,000.00
03/06/06	964927		Excel Communication	03/06	0606	365.00 R	365.00	
05/06/06			Bhavin Asher - Prof Chgs Payable <i>letter</i>			10,000.00 P		12,100.00
			Jivan Makwana - Sal Pbl <i>may 05</i>			2,100.00 P		
	156646		Chanda V - Sal Pbl <i>may 05</i>			1,871.00 P		3,871.00
			<i>0500 leave</i>			2,000.00 P		
	156647		Jivan Makwana - Sal Pbl <i>0500 leave</i>			3,250.00 P		3,250.00
		665944	Entremonde Polycoaters Ltd	03/17	0606	3,120.00 R	3,120.00	
07/06/06	484788		Jayabharat Credit Limited	05/11	0607	2,100.00 R	2,100.00	
	672731		Entremonde Polycoaters Ltd	03/18	0606	5,688.00 R	5,688.00	
	672740		Entremonde Polycoaters Ltd	03/10	0606	7,208.00 R	7,208.00	
	634937		Midtown Distributors	05/03	0607	234.00 R	234.00	
	840637		Honest Housing Corpn	05/10	0607	60,351.00 R	58,635.00	
			<i>3</i>		0607	1,716.00 P		
	156644		DC Systems	Dcs-1079	0607	8,500.00 P		8,500.00
	156645		Jaydee Electronics Private Limited	JE/01437	0607	12,200.00 P		12,200.00

Such reports cannot be directly exported to excel accurately. However, you can either create a PDF file of such reports by clicking on the Envelop icon on the top and opting for Acrobat PDF file.

Alternatively you can also export the report to an email client for sending the reports directly via email. To use this option your email client must be configured properly.

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

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

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 + 1<sup>st</sup> Character of the Menu item.

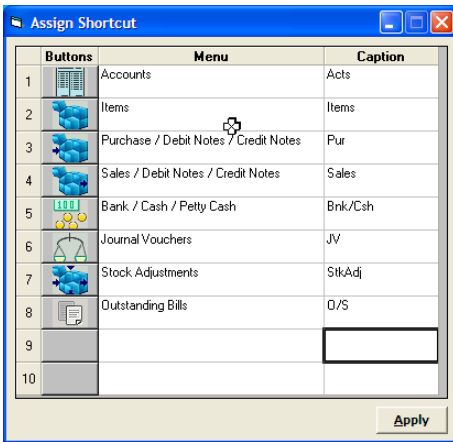
If you have data of multiple accounting years of a company, you can switch back and forth between these accounting years by clicking on the up / down arrows.

To select another company, click on the company name

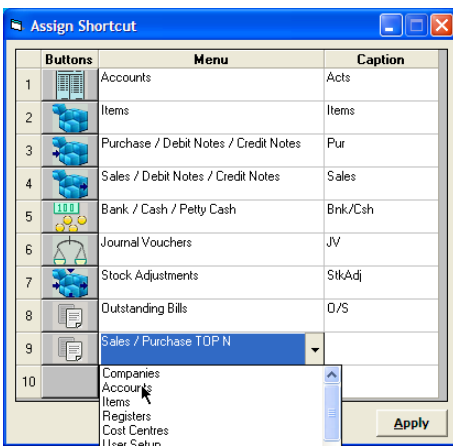
## Tool bar Shortcuts

You also have a tool bar below the menu where in you can place short cuts to certain modules within the package. These short cuts provide you a single click access to these modules directly, bypassing the menu. Also with shortcuts to data entry modules, you bypass the browse grid all to gather and directly access the module in the ADD mode.

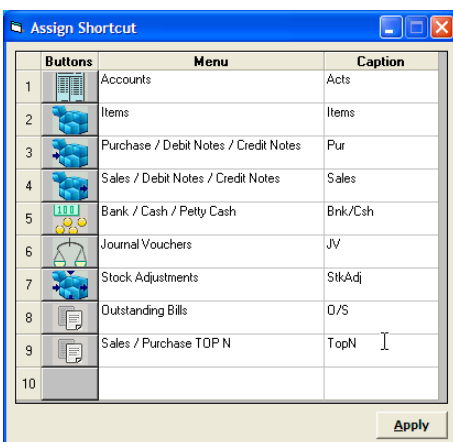
You can assign up to 10 shortcuts in the tool bar by selecting Utilities -> Assign Toolbar Shortcuts.



Click on any cell under the Menu column, you are presented with the list of menu items that you can select



Once the menu item is selected, a pre designated icon is automatically selected. You can also add some short caption to the shortcut for ease of use.



Once you are thru , click on the Apply button. The shortcuts will now appear on the toolbar.

You can create a separate set of shortcuts for each and every user.