

## How Do I

In this document we have tried to cover some specific questions that a user may have while using this package.

If you have any questions which are not covered in the list below, kindly mail them to [info@arc-india.com](mailto:info@arc-india.com) , we will be glad to cover them in the future version of this document.

### How do I

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### 1. Add / Edit / Delete Accounts in Register Masters:

You can add new accounts for summary posting thru the Register Mater Module.

**Access:** Masters . Register Master

### 2. Add / Edit / Delete Company Information:

New Company can be added any time through the Company Master Module. New accounting years of existing companies can also be added through the Company Master Module.

To add a new company for the first time select the add option.

To add newer accounting years of existing company, right click on the company in the browse grid and select the duplicate option. All the necessary information will automatically be added from the existing company's record. You only need to change the accounting year and the save record.

**Access:** Master . Company Master

### 3. Add / Edit / Delete Register (subsidiary books):

Registers can be defined through Register Master Module. Each register you define needs to be given 4 character alpha numeric code which has to be unique You can also add new accounts which will be used for posting through the register in this module itself.

You can define multiple registers of a given type. Eg. You can have multiple Petty Cash books , multiple Purchase / Sales Registers.

**Access:** Master . Register Master

### 4. Add / Edit / Delete Group Accounts, Main Accounts, Sub Accounts:

Use the Account Master Entry Module to add new account groups, accounts or sub accounts. To add new accounts under a group, right click on the group in the browse grid and select "Add Account" option. Similarly to add sub accounts, right click on the account and select "Add sub Account".

To add new groups click on the first icon on tool bar.

You can edit any of the group accounts, accounts or sub accounts by double clicking on the same in the browse grid.

For deleting any of the groups, accounts or sub accounts, you can right click on the same in browse grid and select "Delete" option.

Please note:

1. You cannot delete an account, sub account which either has an opening balance or has any transactions or has been used in the Register Master.
2. You also cannot delete an account which has sub accounts defined under it, you need to delete all the sub accounts first.
3. Similarly you cannot delete a group unless all the accounts defined under it are deleted first.

**Access:** Master . Accounts

## 5. Add / Edit / Delete Items:

Like Accounts you can define Items at multiple levels. However, you have 3 levels of grouping available in the Item Master. The top level group is called an Item Main group. The second level group is called Item Sub Group while at third level you defined the Items. The logic for adding Items Main Group, Items Sub Group and Items is similar to that of accounts

**Access:** Master . Items

## 6. Add / Edit / Delete Tax / Duties Accounts:

For Registers like Purchases / Sales / Debit Notes and Credit Notes you may want to define different types of Sales Tax, Service Tax, Excise Duty and Miscellaneous expenses like Insurance, Freight, Octroi, Loading and Unloading Charges, etc.

All these types of accounts first have to be added in Account Master under appropriate group. There after you need to go to the Register Master, select the required Register and add these accounts in the Account details tab selecting appropriate types against each of these accounts. The information in the alias column is used to print in the documents.

Unwanted accounts from the account details tab can be deleted by clicking on the row number and pressing "Delete" key. If the account has been used in any transaction then it appears in grey colour and cannot be deleted, unless all the transactions referring to this account are deleted first.

**Access:** Transaction . Purchase/Sales

## 7. Adjust Receipts / Payments against Sales / Purchase Bills for Debtors & Creditors:

For accounts defined under Sundry Debtors or Sundry Creditors, the package keeps a track of bill wise outstandings and allows you to knock off the bills which are paid in full or part while entering the receipt / payment of such party.

While in the Bank / Cash / Petty Cash entry , after selecting the party press F7. All the O/S bills of that particular party will be displayed. If the bill is paid in full, you can hit the enter key under the adjustment amount column or if the bill is paid in part enter the amount to be adjusted against the bill, click on the replace detailed button after you have adjusted the amount so that details of all the bills that you are adjusting are replaced automatically in the bank entry form.

Be sure to enter the amount with a proper sign if entering it manually

**Access:** Select Company . Transactions . Bank/Cash/Petty Cash



## 8. Create / Modify Cheque printing layouts:

The software facilitates printing of cheques for various payments being made through different banks. For this, you first need to create a cheque layout. Click on any row in the browse grid in the Bank Entry Module. Select "Cheque Printing" . Add Layouts" from the pop up menu give some name to the cheque layout. You are presented with a window having certain fields which are required to be printed on the cheque. You can drag and drop these fields as per the layout of your cheque. You can also increase or decrease the width of the fields as required and then finally save the cheque layout.

To actually print a cheque you first need to add the payment entry. Having done so right click on the entry in the browse grid and select "Cheque Printing . Print Cheque" from the pop up menu.

**Access:** Select Company . Transactions . Bank/Cash/Petty cash

## 9. Back Up / Restore Data:

Since the database for this software is SQL Server, the entire facility of Back Up and Restore is available within the Enterprise Manager of SQL server which have been explain in [BackupRestoreData.doc](#) file. You can download this doc file from our website from the ASCFAWin Support Page



## 10. Select a company as Default Company

One of the companies you have defined can be selected as a default company so that it is always selected when you start the package.

In the browse grid of the company master, right click on the company to be defined as the default and select the “Set As default” option from the pop up menu.

## 11. Change Transactions from one Account to another:

It may so happen that you may add two accounts for the same party which slightly different spelling and may post transaction to both of these accounts. One way to resolve this issue is to change each and every entry.

Alternatively you can use the utilities module, which has option for merging two accounts. Refer to [Utilities.doc](#) for a detailed explanation.

## 12. Change Transactions from one Item to another:

It may so happen that you may add the same item with two slightly different spelling and may post transaction to both of these items. One way to resolve this issue is to change each and every entry.

Alternatively you can use the utilities module, which has option for merging items. Refer to [Utilities.doc](#) for a detailed explanation.

## 13. Check accuracy of opening balance in Account Master:

You can list out the Billwise opening balance of all the accounts under sundry debtors and creditors category from the list option of the Account Master Module. At the end of this report the grand total should be zero indicating that your opening balances have no difference.

**Access** Masters . Accounts . Record . List . Billwise YOP List

For all the accounts, you can print out the trail balance as on the first date of the accounting year, by checking the print only opening balances check box.

**Access:** Reports . Trial Balance

## 14. Check for Corruption in Database files:

It is very unlikely that a SQL Server data base may get corrupted or inconsistent, but quite often if the server is restarted accidentally by a user, you may end up with an inconsistent database. In such cases too SQL server is capable to resolve the issue most of the times.

How ever for your confidence, there is a set of checks which is available in the form of utilities to find out and highlight various types of inconsistencies. Refer to [imbalcheck.doc](#) for detailed explanation about how to use these utilities.

#### 15. Check for Imbalances in Transactions:

It is very unlikely that a SQL Server data may get corrupted or inconsistent but quite often if the server is restarted accidentally by a user, you may end up with an inconsistent database. In such cases too SQL server is capable to resolve the issue most of the times.

How ever for your confidence, there is a set of checks which is available in the form of utilities to find out and highlight various types of inconsistencies. Refer to [imbalcheck.doc](#) for detailed explanation about how to use these utilities.



#### 16. Delete all Accounts with Nil balance:

You can delete unwanted accounts which do not have any opening balance nor any transaction through the ASCFA utilities module. Refer to [utilities.doc](#) for detailed explanation.

#### 17. Delete all Items with Nil balance:

You can delete unwanted Items which do not have any opening balance nor any transaction through the ASCFA utilities module. Refer to [utilities.doc](#) for detailed explanation.

#### 18. Delete unwanted accounts:

If you wish to delete unwanted accounts individually you can do so by selecting the delete option of the Account Master Module. Please note that you cannot delete accounts which have either opening balance or transactions. Also accounts defined under register masters cannot be deleted.

**Access** Masters . Accounts . Record . Delete

19. **Delete unwanted Items:** If you wish to delete unwanted Items individually you can do so by selecting the delete option of the Item Master Module. Please note that you cannot delete accounts which have either opening balance or transactions

**Access** Masters . Items Record . Delete

#### 20. Display Balances of all Accounts in a Group:

The shortest way to do this is to press F8 key and select the group that you want to display.

**Access:** Press the F8 key at any stage after selecting company

#### 21. Display Balances of all Items in a Group:

The shortest way to do this is to press F4 key and select the group that you want to display

**Access:** Press the F4 at any stage after selecting company

## 22. Display Balance of Sub Accounts within a Group:

The shortest way to achieve this is to press F8 key. Select the account group and checked the show sub account check box.

**Access:** Press the F8 key at any stage after selecting company

## 23. Stock adjustment without affecting Financial Accounts:

You can use the stock adjustment module to affect your stock without affecting you Financial Accounting system. For using this module you should have defined a register of type / Stock Adjustment.

**Access** Transactions . Stock Adjustments

## 24. Enter / update budgets:

Budgets for revenue accounts (Income and Expenditure) can be entered through the Accounts Master Entry Module. A separate tab for entering company wise accounting year wise yearly or monthly budget has been provided.

**Access** Masters . Accounts



## 25. Enter opening O/S bills for Sundry Debtors and Sundry Creditors:

Bill wise opening balance for accounts under sundry debtors and sundry creditors categories are to be entered through Account Masters Entry Module. A separate tab has been provided for you to enter such bills.

Please ensure that you use negative figures for credit balances.

**Access** Masters . Accounts

## 26. Enter Party's Statutory Numbers, like PAN, TAN, CST, LST Etc.:

Use Account Masters Entry Module, where in a separate tab "Statutory no. & TDS" is available.

**Access** Masters . Accounts

## 27. Enter separate narration for every entry in the same voucher.

You can enter narration for any voucher at either of the two levels i.e. Separate narration for every entry within the voucher or a common narration for all the entries for that voucher.

While entering the details if you fill up the narration against the individual entries, you cannot use the common narration therefore if you want to enter a common narration for all your entries within a voucher, ensure that you do not enter individual narration against each accounts.

## 28. Enter Year Opening Balance:

Use the Account Master Entry Module. For accounts under Sundry debtors and sundry creditor categories click on the bill wise O/s tab to enter the bill wise O/S for such accounts. IN such case, on saving the record, the bills are totaled up and the total is stuffed in the "Opening Balances Tab".

For rest of the accounts you can enter the opening balance directly by clicking on the "Opening Balance" tab.

**Access** Masters . Accounts

**29. Enter Year opening Balance – Bill wise:**

See “Enter Bill wise Opening Balances for Sundry Debtors and Sundry Creditors”

**30. Enter Pending BRS Items:** When you start any company for the first time, all the pending bank reconciliation Items as on the end of the previous year have to be entered through the Register Master entry module for each bank defined. Click on BRS details tab and enter all such pending items. Be sure to use negative figures for payment entries.

**Access** Masters . Registers



**31. Invoke online vouchers:**

For any Transaction Entry Module online printing of vouchers / documents (on saving each and every entry with out preview) can be invoked by checking print online check box in Register Master Entry Module for that particular register.

If you invoke this option the printout will be sent directly to your default printer, without any preview option.

**Access** Masters . Registers

**32. Invoke Stock Accounting:**

For a company where you would like to maintain inventory, check the  Maintain Inventory check box under “Other Options” tab of the Company Master entry module for that company.

**Access** Masters . Companies

**33. Invoke user’s security (rights):**

You can use the User Master to add users and define their rights to various modules. Refer the [usersights.doc](#) for a detailed explanation.

**34. Lock Data:**

Locking of data for any Company, Registers, opening balance, or any combination thereof can be achieved using the utility module. Refer to [Utilities.doc](#) for detailed explanation.

**35. Add Contra entries:**

A Contra entry would normally result into 2 entries in 2 different registers. It will be reflected as payment in one and receipt in another. The best way to achieve this, is to use the “Auto Contra” option from the browse grid of the Bank Entry Module.

To use the Contra Entry Module you should have defined in a Contra Account in Cash and Bank balance category and should also have selected this account in the company master under “Other Options” tab.



**Access:** Transactions . Bank/Cash/Petty cash . Record

### 36. Do Bank Reconciliations:

The Bank Reconciliation option is available from the browse grid of the Bank Entry Module. On selecting the appropriate month and clicking on "Get Entries", entries for the selected month and all the pending entries of the prior months will be displayed in a tabular form.

You can go through the bank statement and click each and every entry that appears in the bank statement. Once you are through, click on Update button to save the updated entries.

As and when you check entries the BRS, balance as per the statement on the top right head corner keep on changing, if your ticks are placed on all the right entries, the balance shown in your bank statement will tally with the figure shown on the second row on top right corner of your window. Once this is confirmed you can Update & print Bank Reconciliation for your records.

**Access:** Transactions . Bank / Cash / Petty Cash . Record –. Bank Reco

### 37. Print Cheques:

Once the bank payments are entered and saved you can select such entries from browse grid and print out the cheques by selecting cheque printing option. Please note that there is no preview available and the print out is sent directly to the printer once you click on the print button.

**Access:** Transactions. Bank Entry / Petty Cash

### 38. Print Consolidated Bank Statement:

You can view the funds position across all the cash and bank balance account for the next few days through the consolidated reports banks consolidated option. This is only helpful if you have issued PDCs or have received PDCs.

**Access:** Consolidated Reports . Bank Statement

### 39. Print Consolidated Statement of O/S:

Since the package keeps a track of bill wise O/S, you can print a statement of O/S bills for any of the companies by selecting "Consolidated Report" . "Outstanding Bills" option. This module can also print reminder letters for all the parties, if required.

**Access:** Consolidated Reports . Outstanding Bills

40. **Print consolidated Trial Balance:** Consolidated Trial balance of one or more company can be printed by selecting consolidated trial balance option.

This is a petty powerful report allowing you to select any number of companies, any number of accounting years or any combination thereof. It is displayed in a tabular form allowing you to export this report to excel along with formulas. It can also print a merged transaction list for any account that you select by right clicking on the account name and selecting "Merge Transaction List" option.

**Access:** Consolidated Reports . Trial Balance

41. **Print Depreciation Statement:** Your package has a facility to calculate and prepare the depreciation chart, which is required at the end of the year. For this to work you have to define the depreciation percentage in the fixed asset account in Account Master. A detailed explanation can be found in [Depreciation.doc](#) file



#### **42. Print Variance Reports:**

If you have entered budgets for various revenue accounts, you can print out the variance report by selecting “Consolidated Report” . “Variance Report” option. This is a very powerful report allowing you to print variance for any no. of companies, print variance in terms of actual, budget and variance amounts, allowing you to print actual variance amount or as percent of budget and allowing you to include variance beyond certain percentage defined by you.

**Access:** Consolidated Reports . Variance Report

#### **43. Rectify Imbalance in Trial Balance:**

Imbalance in the opening balances can be checked by printing the trail balance of opening balances. Select “Reports” . “Trail balance”, enter the first date of the year and check the option “Print Year Opening Trail Balance”.

If the imbalance is not in the opening balance but the closing trial balance shows a difference, in all probability it is caused by inconsistency in data or erratic switching off of the server due to failure of electricity. Such kind of inconsistency and imbalance can be identified by executing Imbalance check utility. Refer to [ImbalCheck.doc](#) for detailed explanation.

#### **44. Remove data of a Company:**

Data of any company which is no longer required, can be removed through the Utility module. Refer to [Utilities.doc](#) file for detailed explanation.

#### **45. Select another Company:**

On the menu the company you have selected as default is automatically selected. Click on the name and you will get a list of all the companies for the same year to select from.

**Access:** Master. Select Company

#### **46. Use Note Pad:**

Every user of the package can have small note pad which accessible by pressing the F11 key. The user can enter short notes or reminders for future use.

**Access:** Utilities. Users Notes

**47. View an Account:** At any given point within the package you can use F8 key to select the account and view the transactions whenever required.

#### **48. Change Password:**

Users can change their password by selecting Utilities “Change Password” option.

**Access:** Utilities. Change Password

#### 49. Switch Users

Another user can access the package by selecting Utilities “Switch User” option without the need to exit from the same.

**Access:** Utilities. Switch User

#### 50. Enable TDS Module

The automatic TDS module can be invoked for any company from the Company Master, “Other Options” tab.

For an in depth explanation of working of the TDS module, please refer [TDS.doc](#)

**Access** Masters . Companies

#### 51. Use the Pending Tax forms module

This module allows you to keep the track of various types of sales tax received from different customers eg. C forms , H Forms etc.

It can also keep a track of various forms we issue to our vendors too.

Please refer to PendingTaxForms.doc for a detailed explanation on this module

**Access** Utilities . Pending Sales Tax Forms

#### 52. List opening balances of Items

You can take a listing of the opening balances of items either from the Item Master or from Stock Summary with details.

**Access** Item Master -> Click on Show All -> Click on Hirarchical Sort -> Select the items you wish to list -> Right Click -> YOP List

**Access** Reports -> Stock Summary -> enter date from as begning of the year -> Select Appropriate categories if required 