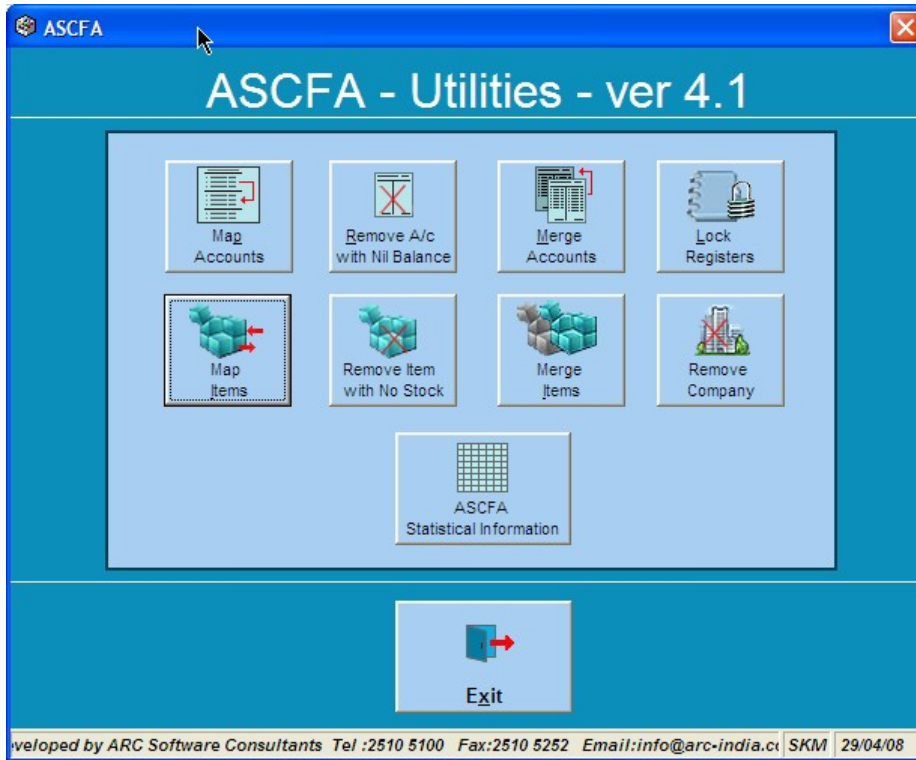


ASCFA Utilities

There are certain utilities and modules for various maintenance tasks, which have been provided outside the ASCFA package. They are contained in a file called ASCFAUTIL.EXE which is stored in the same folder as the ASCFA program (generally ASCFAWin).

On executing the utility you are required to provide the user Id and password. You need Administrator / Supervisor login rights to execute the utilities contained in this module.

Since most of the utilities will alter and this alteration may not be reversible, please ensure that back up of the data base has been taken before executing any of the utilities. Also ensure that none of the users are accessing the package when you are executing this utility module.



Currently it contains 8 options as under.

1. [Map Items](#)
2. [Map Accounts](#)
3. [Merge Accounts](#)
4. [Lock Registers](#)
5. [Remove Accounts with Nil Balance](#)
6. [Remove Items with no Stock](#)
7. [Remove Company](#)
8. [Statistical Information](#)

1. Map Items

Use this utility to transfer an item from one item sub group to another item sub group. This utility is required because through Item Master module you cannot change the sub group of an item. You can also use this utility to transfer an item sub group from one main group to another main group.

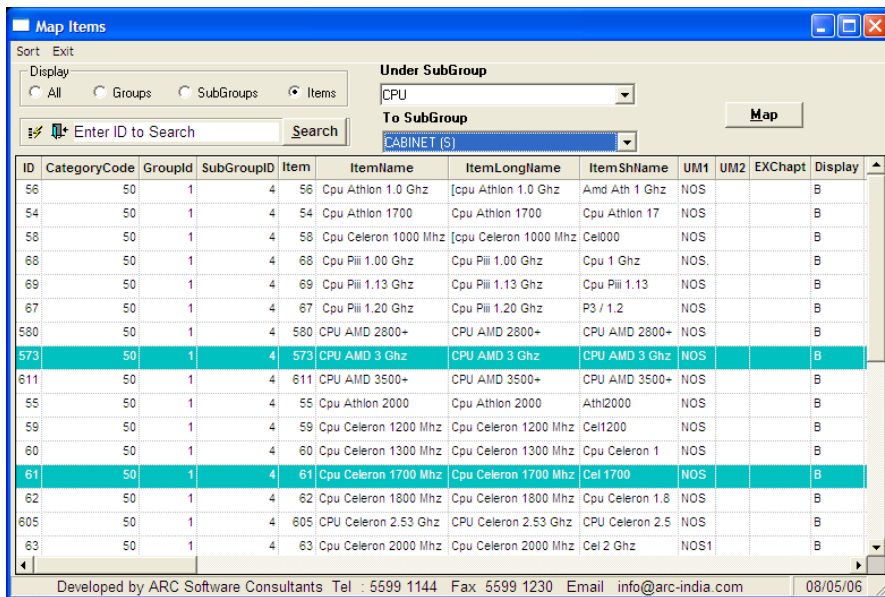
Step 1: - If you wish to transfer items, click on the Items radio button or if you wish to transfer item sub group, click on the Subgroups radio button.

Step 2: - Select the sub group / main group under which you want to display the Items / sub groups.

Step 3: - Select the sub group / main group to which the items / sub groups you select should be transferred to.

Step 4: - To select one item / sub group, click on the specific row. To select more than one item keep the control key pressed and click on all the items / sub groups that you wish to transfer for multiple selection.

Step 5: - Once you are sure of the selection, click on the **Map** button to transfer the selected Items / sub groups to the new sub group / main group.



2. Map Accounts

Use this utility to transfer an account from one account group to another account group. This is required because through Account Master module you cannot change the group of an account. You can also use this utility to transfer an account group from one balance sheet category to another balance sheet category, or transfer a sub accounts from one account to another.

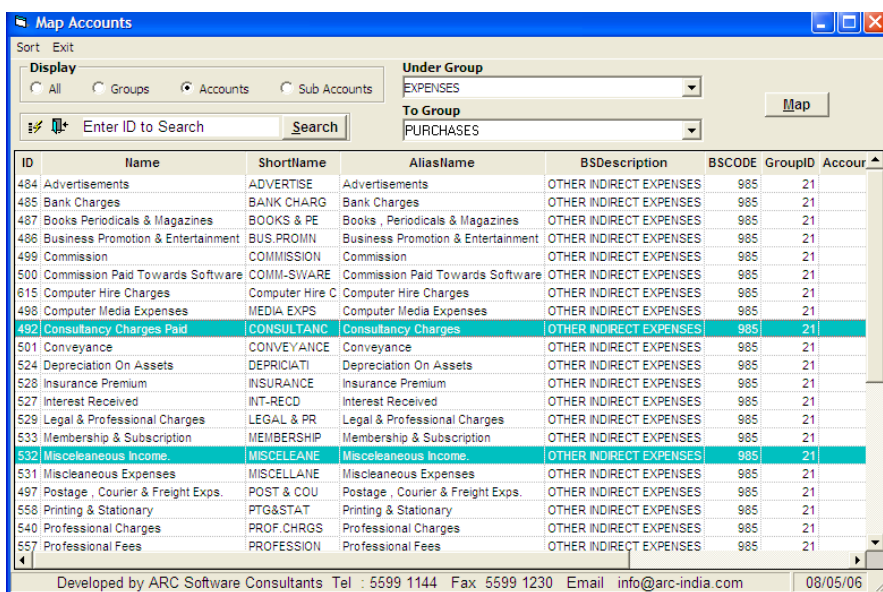
Step 1: - If you wish to transfer accounts, click on the radio Accounts radio button or if you wish to transfer sub accounts, click on the Sub Accounts radio button.

Step 2: - Select the accounts / main group under which you want to display the sub accounts / accounts.

Step 3: - Select the main group / account to which the account / sub account should be transferred.

Step 4: - On having done select all the accounts / sub accounts you want to transfer, click on the specific row to select one account at a time or keep the control key pressed and click on all the accounts / sub accounts that you wish to transfer for multiple selection.

Step 5: - Once you are sure of the selections, click on the **Map** button to transfer the selected accounts, sub accounts to the new group / accounts.

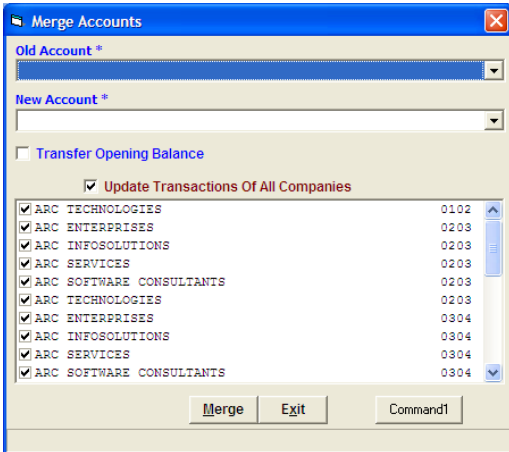


The following are restrictions on transfer of accounts within different balance sheet categories

Balance Sheet category	Restriction	BS Category Code	Used for
Sundry Debtors	Accounts under this balance sheet category cannot be transferred to any other balance sheet category	170	Accounts master – Bill wise YOP suppression Sales Entry – filling up customer drop down list box All bill wise outstanding reports
Sundry Creditors	Accounts under this balance sheet category cannot be transferred to any other balance sheet category	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	Accounts under these three balance sheet categories be transferred between these 3 categories only	180 312 316	Used to fill up account drop down in register master
TDS Accounts	Accounts under this balance sheet category cannot be transferred to any other balance sheet category	400	Used for the automatic TDS system
Balance Sheet account groups or accounts	Account groups or accounts which form part of the balance sheet asset or liability side cannot be transferred to profit & loss category and vice versa	<=599	

3. Merge Accounts

If accidentally you have opened two accounts and posted transaction to both of them, this utility will allow you to transfer transactions from one account to another without the need to change the transactions individually. Optionally you can also transfer the opening balance along with the transactions. You can also opt to change the transactions pertaining to single companies and accounting year or select any combination of companies and accounting years



The same set of restrictions applicable to Mapping of accounts (mentioned earlier) apply to merging of accounts.

4. Lock Registers

Once you have completed entries of various transactions for a particular month, if you wish you can lock any of the registers for that month, so that no further additions, modifications or deletions can be done by the users to the transactions of that month. Use the monthly locking features as shown below

Registers	Apr 05	May 05	Jun 05	Jul 05	Aug 05	Sep 05	Oct 05	Nov 05	Dec 05	Jan 06	Feb 06	Mar 06
Expenses Register	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Purchase Register	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Credit Notes - Purchases	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Debit Notes - Purchases	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sales Register	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Debit Note Register - Ser. Tax	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Debit Notes - Sales	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Credit Notes - Sales	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Petty Cash - SKM	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UTI Bank	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Petty Cash Book	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Journal	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stock Adj. Register	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stock Cons. Register	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Once you have selected the combination of registers and months, click on the **Save** button to save the selection.

You can also lock an entire company or lock account opening balances for a company or lock item opening balances if required.

5. Remove Account with Nil balance

This utility will identify the accounts, which do not have neither any opening balance nor any transactions in any of the companies for any accounting year and list the same in the form of a table.

After ensuring that these accounts are no longer required you could select and delete the same.

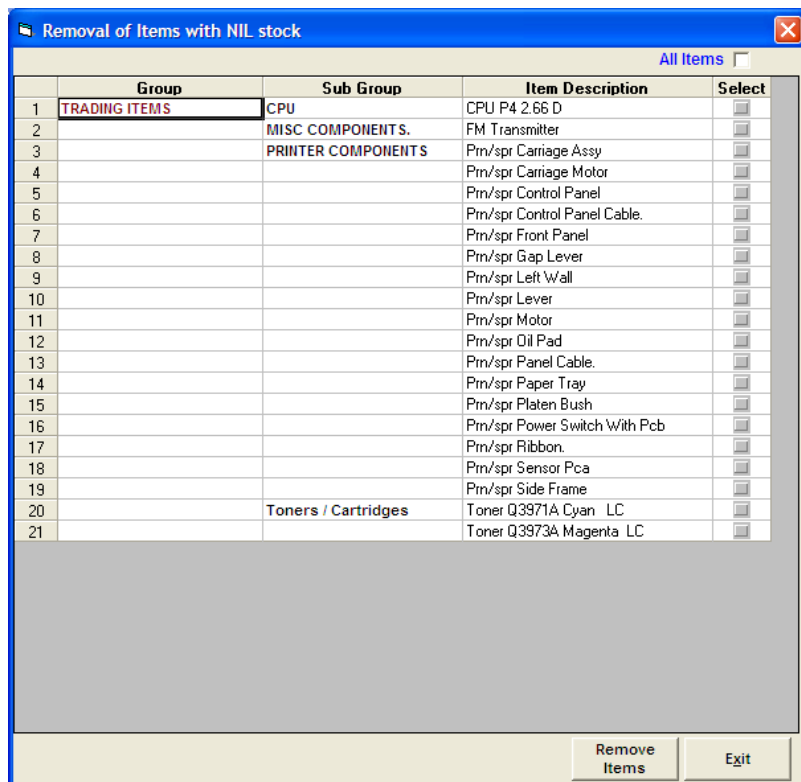
	Group	Account Name	Select
1	SUNDRY DEBTORS	Mars Trading Co.	<input type="checkbox"/>
2	SUNDRY CREDITORS	Lion Club Of Bombay Up-Town	<input type="checkbox"/>
3	SALES	Consultancy Charges - Web Pg Design	<input type="checkbox"/>
4		Service Tax 5% - Sales	<input type="checkbox"/>
5	PURCHASES	OMS - No Tax	<input type="checkbox"/>
6		Tax On Purchases 03%	<input type="checkbox"/>
7		Tax On Purchases 1%	<input type="checkbox"/>
8		Tax On Purchases 12%	<input type="checkbox"/>
9		Tax On Purchases 2%	<input type="checkbox"/>
10		Tax On Purchases 3.2%	<input type="checkbox"/>
11	EXPENSES	Telephone Expenses 5144057	<input type="checkbox"/>
12		Consultancy Charges - Data Magic	<input type="checkbox"/>
13		Consultancy Charges - Ke	<input type="checkbox"/>
14		Consultancy Charges - Nk	<input type="checkbox"/>
15		Consultancy Charges - Tpm	<input type="checkbox"/>
16		Travelling Expences - Adani Port	<input type="checkbox"/>

Please note that accounts which have been used in Register master may not be having any opening balance nor any transactions but such accounts will not appear here for deletion. Such accounts, if not used in any transactions, should first be deleted from the Register Master

6. Remove Items with no Stock

This utility will identify the Items, which do not have neither any opening balance nor any transactions in any of the companies for any accounting year and list the same in the form of a table.

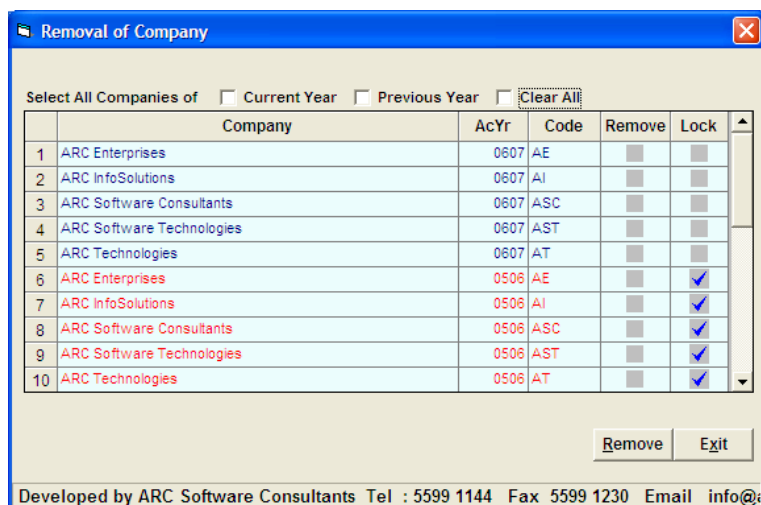
After ensuring that the items are no longer required you can select and delete the same.



7. Remove Companies

This utility should be used with utmost care and caution as it will **delete ALL the transactions** from the selected company as well as clear the opening balances for ALL the accounts of the selected company and accounting year.

You should take a back up of your entire database before executing this utility and immediately on executing this utility check that the rest of the data is in order before proceeding further



If the company has been locked then it appears in red indicating that you cannot delete the specific company plus accounting year combination. If you need to delete such company, unlock the company by following the steps explained in [point 4](#) above and then use this option to delete the unlocked company.

8. Statistical Information

This module will provide you general Statistical information about number of accounts, items and transactions of different types that have been entered for selected companies and accounting years.

Statistical Information

 Detail Summary

Select All Companies of Current Year Previous Year Clear All

<input checked="" type="checkbox"/> ARC Enterprises	0607
<input checked="" type="checkbox"/> ARC InfoSolutions	0607
<input checked="" type="checkbox"/> ARC Software Consultants	0607
<input checked="" type="checkbox"/> ARC Software Technologies	0607
<input checked="" type="checkbox"/> ARC Technologies	0607
<input type="checkbox"/> ARC Enterprises	0606

Particulars	#	AE 0607	AI 0607	ASC 0607	AST 0607	AT 0607	Cross Total
1 No. of Companies	25						
2							
3 Account Details							
4 No. of Groups	20						
5 No. of Accounts	564						
6 No. of SubAccounts	212						
7 Total	796						
8							
9 Item Details							
10 No. of Groups	1						
11 No. of Sub Groups	33						
12 No. of Items	471						
13 Total	505						
14							
15 Cost Centre Details							
16 No. of Groups	3						
17 No. of Cost Centres	9						
18 Total	12						
19							
20 No. of Registers	14						
21							
22 User Details							
23 No. of Supervisors	6						
24 No. of Non Supervisors	7						
25 Total	13						
26 Transaction Details							
27 Purchase / Debit Notes / Credit Notes Register	Value	220,847.31	18,870.00	9,451.57		64,723.00	313,891.88
28	Count	18	7	2		12	37
29							
30 Sales / Debit Notes / Credit Notes Register	Value	248,372.00	513,811.00	35,600.00	55,500.00	77,234.00	930,517.00
31	Count	13	49	6	3	18	89
32							
33 Bank / Cash / Petty Cash Register	Value	-104,677.31	104,833.11	-32,755.57	34,741.00	-85,160.60	-63,019.37
34	Count	35	56	21	8	51	171
35							
36 Journal Voucher Register	Value		44,344.99	42,234.00	720,150.00	13,183.00	819,911.99
37	Count		6	2	3	1	12
38							
39 Stock Adjustment Register	Count	4				1	5
40 Total	Value	364,542.00	681,859.10	54,530.00	810,391.00	89,979.40	2,001,301.50
41	Count	68	118	31	14	83	314

You can export these data in excel if required, by right clicking on the chart and selecting an appropriate option.

The value row in each column displays the total of the amounts of each type of entry module and the count figure displays the number of entries is that type of register.