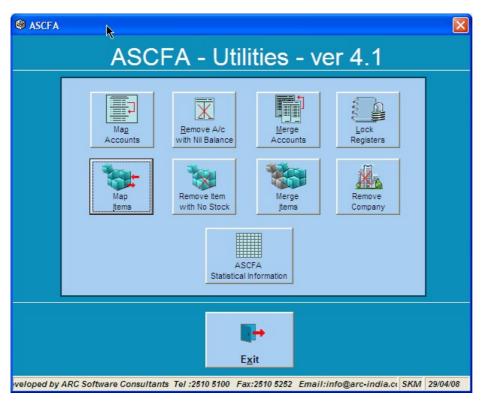
ASCFA Utilities

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. <u>Remove Items with no Stock</u>
- 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 Item 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.

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Step 5: - Once you are sure of the selection, click on the new sub group / main group.

button to transfer the selected Items / sub groups to the

	Exit splay				Under Sub	Group					
С	All C Grou	ps C	SubGroups) li	ems CPU		-				
					To SubGro	oup				<u>M</u> ap	
14	₽ Enter ID to	Search		<u>5</u> ea	CABINET (S	6)	-				
ID	CategoryCode	GroupId	SubGroupID	Item	ItemName	ItemLongName	Item ShName	UM1	UM2	EXChapt	Display
56	50	1	4	56	Cpu Athlon 1.0 Ghz	[cpu Athlon 1.0 Ghz	Amd Ath 1 Ghz	NOS			в
54	50	1	4	54	Cpu Athlon 1700	Cpu Athlon 1700	Cpu Athlon 17	NOS			в
58	50	1	4	58	Cpu Celeron 1000 Mhz	[cpu Celeron 1000 Mhz	Cel000	NOS			в
68	50	1	4	68	Cpu Piii 1.00 Ghz	Cpu Piii 1.00 Ghz	Cpu 1 Ghz	NOS.			в
69	50	1	4	69	Cpu Piii 1.13 Ghz	Cpu Piii 1.13 Ghz	Cpu Piii 1.13	NOS			в
67	50	1	4	67	Cpu Piii 1.20 Ghz	Cpu Piii 1.20 Ghz	P3 / 1.2	NOS			в
580	50	1	4	580	CPU AMD 2800+	CPU AMD 2800+	CPU AMD 2800+	NOS			в
573	50	1	4	573	CPU AMD 3 Ghz	CPU AMD 3 Ghz	CPU AMD 3 Ghz	NOS			в
611	50	1	4	611	CPU AMD 3500+	CPU AMD 3500+	CPU AMD 3500+	NOS			в
55	50	1	4	55	Cpu Athlon 2000	Cpu Athlon 2000	Athl2000	NOS			в
59	50	1	4	59	Cpu Celeron 1200 Mhz	Cpu Celeron 1200 Mhz	Cel1200	NOS			в
60	50	1	4	60	Cpu Celeron 1300 Mhz	Cpu Celeron 1300 Mhz	Cpu Celeron 1	NOS			в
61	50	1	4	61	Cpu Celeron 1700 Mhz	Cpu Celeron 1700 Mhz	Cel 1700	NOS			В
62	50	1	4	62	Cpu Celeron 1800 Mhz	Cpu Celeron 1800 Mhz	Cpu Celeron 1.8	NOS			в
605	50	1	4	605	CPU Celeron 2.53 Ghz	CPU Celeron 2.53 Ghz	CPU Celeron 2.5	NOS			в
63	50	1	4	63	Cpu Celeron 2000 Mhz	Cpu Celeron 2000 Mhz	Cel 2 Ghz	NOS1			в

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 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.

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Step 5: - Once you are sure of the selections, click on the the new group / accounts.

button to transfer the selected accounts, sub accounts to

Di	splay		Under Group				
C	All C Groups @ Accounts	s 🔿 Sub Aci	counts EXPENSES	•			
			To Group			<u>M</u> ap	
ø	Enter ID to Search	Search	PURCHASES	•			
ID	Name	ShortName	AliasName	BSDescription	BSCODE	GroupID	Accour
84	Advertisements	ADVERTISE	Advertisements	OTHER INDIRECT EXPENSES	985	21	
85	Bank Charges	BANK CHARG	Bank Charges	OTHER INDIRECT EXPENSES	985	21	
87	Books Periodicals & Magazines	BOOKS & PE	Books , Periodicals & Magazines	OTHER INDIRECT EXPENSES	985	21	
86	Business Promotion & Entertainment	BUS.PROMN	Business Promotion & Entertainme	nt OTHER INDIRECT EXPENSES	985	21	
99	Commission	COMMISSION	Commission	OTHER INDIRECT EXPENSES	985	21	
00	Commission Paid Towards Software	COMM-SWARE	Commission Paid Towards Softwa	re OTHER INDIRECT EXPENSES	985	21	
15	Computer Hire Charges	Computer Hire C	Computer Hire Charges	OTHER INDIRECT EXPENSES	985	21	
98	Computer Media Expenses	MEDIA EXPS	Computer Media Expenses	OTHER INDIRECT EXPENSES	985	21	
92	Consultancy Charges Paid	CONSULTANC	Consultancy Charges	OTHER INDIRECT EXPENSES	985	21	
01	Conveyance	CONVEYANCE	Conveyance	OTHER INDIRECT EXPENSES	985	21	
24	Depreciation On Assets	DEPRICIATI	Depreciation On Assets	OTHER INDIRECT EXPENSES	985	21	
28	Insurance Premium	INSURANCE	Insurance Premium	OTHER INDIRECT EXPENSES	985	21	
27	Interest Received	INT-RECD	Interest Received	OTHER INDIRECT EXPENSES	985	21	
29	Legal & Professional Charges	LEGAL & PR	Legal & Professional Charges	OTHER INDIRECT EXPENSES	985	21	
33	Membership & Subscription	MEMBERSHIP	Membership & Subscription	OTHER INDIRECT EXPENSES	985	21	
32	Misceleaneous Income.	MISCELEANE	Misceleaneous Income.	OTHER INDIRECT EXPENSES	985	21	
31	Miscleaneous Expenses	MISCELLANE	Miscleaneous Expenses	OTHER INDIRECT EXPENSES	985	21	
97	Postage , Courier & Freight Exps.	POST & COU	Postage , Courier & Freight Exps.	OTHER INDIRECT EXPENSES	985	21	
	Printing & Stationary	PTG&STAT	Printing & Stationary	OTHER INDIRECT EXPENSES	985	21	
	Professional Charges	PROF.CHRGS	Professional Charges	OTHER INDIRECT EXPENSES	985	21	
	Professional Fees	PROFESSION	Professional Fees	OTHER INDIRECT EXPENSES	985	21	

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

Merge Accounts		\mathbf{X}
Old Account *		
		-
New Account *		
1		<u> </u>
Transfer Opening Balance		
_		
Update Transactions Of All Companies		
ARC TECHNOLOGIES	0102	^
ARC ENTERPRISES	0203	
ARC INFOSOLUTIONS	0203	
ARC SERVICES	0203	
ARC SOFTWARE CONSULTANTS	0203	_
ARC TECHNOLOGIES	0203	
ARC ENTERPRISES	0304	
ARC INFOSOLUTIONS	0304	
ARC SERVICES	0304	
ARC SOFTWARE CONSULTANTS	0304	~
Merge Exit Comma	ind1	

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	Man 05	Jun 05	Jul 05	Aug 05	Sep (15	Oct 05	Nov 05	Dec 05	Jan 06	Feb 06	Mar 06
Expenses Register		may 05	Van 05	V	Kag 05	Jep 03						
Purchase Register				- 								
Fuichase negister Credit Notes - Purchases				<u> </u>								
Debit Notes - Purchases				×								
Sales Register				×		×						
Debit Note Register - Ser. Tax			<u> </u>	¥	· ·	<u> </u>						
Debit Notes - Sales			<u> </u>	1	1	<u>v</u>			1			
Credit Notes - Sales				1	1							
Petty Cash - SKM				1	1							
UTI Bank			1		V	V						
Petty Cash Book			V	v	V	V						
Journal			V	V	V	V						
Stock Adj. Register			V	M	V	V						
Stock Cons. Register			V	V	V	V						

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.

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.

2 3 1 5	RADING ITEMS	CPU		Select
4 5			CPU P4 2.66 D	
3 4 5 6		MISC COMPONENTS.	FM Transmitter	
5		PRINTER COMPONENTS	Prn/spr Carriage Assy	
-			Prn/spr Carriage Motor	
2			Prn/spr Control Panel	
			Prn/spr Control Panel Cable.	
7			Prn/spr Front Panel	
3			Prn/spr Gap Lever	
Э			Prn/spr Left Wall	
0			Prn/spr Lever	
1			Prn/spr Motor	
2			Prn/spr Oil Pad	
3			Prn/spr Panel Cable.	
4			Prn/spr Paper Tray	
5			Prn/spr Platen Bush	
6			Prn/spr Power Switch With Pcb	
7			Prn/spr Ribbon.	
8			Prn/spr Sensor Pca	
9			Prn/spr Side Frame	
0		Toners / Cartridges	Toner Q3971A Cyan LC	
21			Toner Q3973A Magenta LC	

7. Remove Companies

This utility should be used with utmost care and caution as it will <u>delete ALL the transactions</u> 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

	Company	AcYr	Code	Remove	Lock	
1	ARC Enterprises	0607	AE			1
2	ARC InfoSolutions	0607	AI			1
3	ARC Software Consultants	0607	ASC			1
4	ARC Software Technologies	0607	AST			ŀ
5	ARC Technologies	0607	AT			1
6	ARC Enterprises	0506	AE		\checkmark	1
7	ARC InfoSolutions	0506	Al		\checkmark	1
8	ARC Software Consultants	0506	ASC		\checkmark	1
9	ARC Software Technologies	0506	AST		\checkmark	1
10	ARC Technologies	0506	AT		× .	1

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 <u>point 4</u> 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.

_	ect All Companies of 🔽 Current Year 🗍 ARC Enterprises	Previous	Year Clea 060								
	ARC InfoSolutions		060		C Deta	iil 🖲 Su	mmary				
	ARC Software Consultants		060								
	ARC Software Technologies		060								
	ARC Technologies		060								
	ARC Enterprises		050	6 🗸		Get Data					
_	-						A CT 0207 AT 0207 C				
	Particulars	#	AE 0607	AI 0607	ASC 0607	AST 0607	AT 0607	Cross Tota			
	No. of Companies	25									
2	Account Details										
3		20									
4	No. of Groups No. of Accounts	564									
5	No. of SubAccounts	212									
6 7	Total	796									
7 8	lotal	130									
	Item Details										
-	No. of Groups	1									
	No. of Sub Groups	33									
	No. of items	471									
12	Total	505									
13	Total	505									
	Cost Centre Details										
	No. of Groups	3									
	No. of Cost Centres	9									
18	Total	12									
19	Total	12									
	No. of Registers	14									
21	nor of Registere										
22	User Details										
	No. of Supervisors	6									
	No. of Non Supervisors	7									
25	Total	13									
	Transaction Details										
27	Purchase / Debit Notes / Credit Notes Register	Value	220,847.31	18,870.00	9,451.57		64,723.00	313,891.8			
28		Count	16	7	2		12	3			
29											
30	Sales / Debit Notes / Credit Notes Register	Value	248,372.00	513,811.00	35,600.00	55,500.00	77,234.00	930,517.0			
31		Count	13	49	6	3	18	8			
32											
33	Bank / Cash / Petty Cash Register	Value	-104,677.31	104,833.11	-32,755.57	34,741.00	-65,160.60	-63,019.3			
34		Count	35	56	21	8	51	17			
85											
36	Journal Voucher Register	Value		44,344.99	42,234.00	720,150.00	13,183.00	819,911.9			
37		Count		6	2	3	1	1			
38											
39	Stock Adjustment Register	Count	4				1	1			
10	Total	Value	364,542.00	681,859.10	54,530.00	810,391.00	89,979.40	2,001,301.5			
1		Count	68	118	31	14	83	31			

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.