

## INTRODUCTION

Welcome to **SAHAJ ACCOUNTING** software, not just accounting, complete business solutions. Whether you plan to manage your personal accounts or the finances of your business, you can use **SAHAJ ACCOUNTING** to simplify record keeping, and track the progress of your financial goals.

You can manage a number of accounts, maintain customer and supplier information, design your own documents such as vouchers, invoices, and bills, enter transaction details, reconcile bank statements and prepare a trading account.

You can generate all the regular reports—final reports such as Balance sheet, Trail Balance and Profit and Loss statement, Account and Group Balances, Customer and Supplier Reports, Stock Reports.

In **SAHAJ ACCOUNTING**, you can perform your basic tasks--setting up your company details, account, items, and register columns; entering transactions; and generating your journal, Ledger, Trail Balance, Profit and Loss Statement, and Balance Sheet--in less than an hour! And you can perform all the advanced tasks in less than a day!

## GETTING STARTED

This chapter provides instructions on how to start SAHAJ ACCOUNTING and work with the main Screen. If you are new to the windows environment, you will learn how to choose commands , Select dialog box options, and work with document windows.

This chapter also Guides you through step-by-step instructions for getting started with the basic tasks like Logging in, Logging off, Creating a New Company and Changing Password etc.

### Starting SAHAJ ACCOUNTING

- **To log on to SAHAJ ACCOUNTING**

1. Click on the shortcut to SAHAJ ACCOUNTING on the desktop. The logon dialog box appears.

Followings are the Login Field details:

<u>FIELDS</u>	<u>DESCRIPTION</u>
User Name	Name of the user. This is a mandatory field. Data type is alphanumeric. A maximum of 15 Characters can be entered.
Password	Password for logging in. This is a mandatory field. Data type is alphanumeric. A maximum of 15 characters can be entered.
Login Date	Date on which the user logs in. This is a mandatory field. Value entered should be in Dd/mm/yyyy format. This field by default takes the system date but it can also be selected from the calendar attached with the date field. The date of logging in must be within the financial year selected by the user.
Company	Name of the company. This is a mandatory field. The user needs to select a name from the drop down list. The list is enabled only when the company has been imported from PA(HOW?), and the user name and password have been entered correctly.
Active Financial Year	The current financial year to be selected from the drop down list. This is a mandatory field.
Login	Saves the data entered in all the fields for logging on to Sahaj Accounting
Cancel	Cancels the logging in function.

- **What's on the SAHAJ ACCOUNTING Main Screen?**

This section provides an overview of the major elements on the SAHAJ ACCOUNTING main screen such as menus and toolbars. The following illustration identifies each part of the SAHAJ ACCOUNTING main screen.

1. Control Menu Box  
Use control menu commands resize, maximise, minimise and close the main screen.
2. Window Title

Depending on the window that you are currently working in, the window title displays the name of the company (Philips Electronics Private Limited) and the financial year.

3. Menu Bar

Lists the available menus and each menu contains a list of commands that can be carried out.

4. Title Bar

Shows the name of the window in which you are working.

5. Minimise Button

Reduces the active window to an icon.

6. Maximise Button

Enlarges the active window and after enlargement, the window title appears in the title bar of the main screen.

7. Close Button

Closes the active window.

8. Workspace

This is the main part of the screen. The actions for the menu bar and toolbar are always displayed in this workspace.

9. Toolbar

Click the buttons on the toolbar to choose commands quickly. These buttons act as a shortcut also.

**Using Dialog Boxes**

When you choose a command, a dialog box appears so that you can select options.

Some dialog boxes provide set of options, each on a separate tab. For example in setup menu, the "New Item" dialog box has four tabs that is General, Purchase, Sales and custom Fields.

It's easier to move from one tab to another and this is possible by pressing CTRL+TAB.

- **To Log off from SAHAJ ACCOUNTING**

After using a company, you can:

1. Close the company
2. Log off SAHAJ ACCOUNTING
3. Exit SAHAJ ACCOUNTING

When you close the company, you come out of the company for which you have been designing documents.

When you log off SAHAJ ACCOUNTING, the company that you have been using is closed but you don't actually exit SAHAJ ACCOUNTING. You can select another company if you want and work on it, but in that case you'll have to log on once again for that company. You quit the program when you exit from SAHAJ ACCOUNTING.

- **To close the company**

In the SAHAJ ACCOUNTING main screen, select **Close** from company menu

- **To log off SAHAJ ACCOUNTING**

In the SAHAJ ACCOUNTING main screen, select **Log Off** from the company menu.

- **To exit SAHAJ ACCOUNTING**

In the SAHAJ ACCOUNTING main screen, select **Exit** from the company menu.

## QUICK START

In this chapter, you will be able to work with SAHAJ ACCOUNTING. Once you get through with SAHAJ ACCOUNTING, you will find that it not only saves your time instead it also helps you perform tasks with ease.

### STEP 1: Setting Up Your Company Details

The basic or the very first step required to work with SAHAJ ACCOUNTING is set up your company details.

- **To set up your company details**

1. Start SAHAJ ACCOUNTING and log on as the user name 'admin' and password 'admin'.
2. From the company menu on the main screen, select **New Company** and the New Company dialog box appears.

Enter the details in the fields.

<u>FIELD</u>	<u>DESCRIPTION</u>
Company Name	Enter the name of your company.
Short Name	Enter a short name for your company. This is needed for easy identification of your data and is required for each company you create.
Server	Enter MS SQL server name.
DB user	Enter the database user.
DB password	Enter the database password.
From Date	Enter the start date of your company's financial year.
To Date	Enter the end date of your company's financial year.
Address 1	Enter company's 1 <sup>st</sup> address.
Address 2	Enter company's 2 <sup>nd</sup> address if applicable.
Address 3	Enter company's 3 <sup>rd</sup> address if applicable.
State	Enter the state of your company.
Zip/Pin	Enter the pin code of your company.
Phone No.	Enter the phone number of your company.
Fax No.	Enter the fax number of your company.
Email	Enter the email address of your company.
Reg. No.	Enter the registration number of your company.
URL	Enter the URL of your company.

3. Click next to continue and close in case you want to close this screen.

4. Enter the details:

**Account details:**

<u>FIELD</u>	<u>DESCRIPTION</u>
CST No	Enter central sale tax number.
PAN No.	Enter Pan number.
SST No.	Enter state sale tax number.
TAN	Enter the tan number.

**Excise:**

<u>FIELD</u>	<u>DESCRIPTION</u>
Region Number	Enter the region number.
Range	Enter the range.
Range Address	Enter the range address.

**Division:**

<u>FIELD</u>	<u>DESCRIPTION</u>
Number	Enter the division number.
Address	Enter the division's address.

**Transaction level:**

<u>FIELD</u>	<u>DESCRIPTION</u>
Warnings	Enter the warning description and their status. You can change the status.

**Backup details:**

<u>FIELD</u>	<u>DESCRIPTION</u>
Backup	You can take the backup or ignore about it by choosing Prompt or None options.
Prompt for Backup	You can set the prompt backup mode by filling the Every field and selecting day, week, month or quarter.

**Stock:**

<u>FIELD</u>	<u>DESCRIPTION</u>
Default Stock Valuation	Selects the stock valuation.
Include Charges	Select the stock charge.

**Buttons:**

<u>FIELD</u>	<u>DESCRIPTION</u>
Back	You can go back to the previous screen by clicking it.
Next	You can navigate to the next screen by clicking it.
Finish	To save the modifications that are made in the various screens this button is used.

**5. Click Finish.**

Your first company is now created and ready. The next step is to setup your accounts.

## STEP 2: Setting up an Account

You can setup an account in this software. Here's how you go about it.

- **To set up an Account**

1. From the setup menu, select **Chart of Accounts**. The Chart of Accounts window appears.
2. Click on setup menu, select **New Account**. The select Account Type dialog box appears.
3. Select Account.
4. Select account type and click **OK**. The new Account dialog box for the selected account type appears.
5. Enter the details in the fields.

### General tab

<b>FIELD</b>	<b>DESCRIPTION</b>
Name	Enter the name of the account.
Type	Displays the type of account, based on your selection in the Select Account Type dialog box.
Sub-account of	Indicates the sub-account under which the account is categorised. This group is what you've selected in the Chart of Accounts.
Code	Enter the account code.
Opening balance	Enter the opening balance for the new account.
Sign	Displays the default sign (Dr) for the opening balance, based on your account type selected.

6. Click **OK**.

## STEP 2: Setting up an Item

Items are the materials that you buy from suppliers or sell to your customers.

In SAHAJ ACCOUNTING, you can set up any number of items. You can even specify the selling price and buying rate for each item. You can also specify:

1. Opening stock quantity for an item, and its value
2. Minimum stock to be maintained for each item.

- **To set up an item**

1. From the setup menu, select **items** and a window will appear.
2. Click **new**. The new item dialog box appears.
3. Enter the details in the new item dialog box as follows:

**General Tab:**

<u>FIELD</u>	<u>DESCRIPTION</u>
Name	Enter the name of the item.
Description	Enter a description of the item.
Group	Enter the group in which you want the item to be mentioned.
Code	Enter the item code.

**Stock details:**

<u>FIELD</u>	<u>DESCRIPTION</u>
Opening quantity	Enter the opening quantity of the item for the current financial year, in selling units.
Opening value	Enter the value of the opening stock for the current financial year.
Minimum quantity	Enter the minimum quantity of the item that you want to maintain.
Stock unit	Enter the stock unit of the item.

**Purchase tab:**

<u>FIELD</u>	<u>DESCRIPTION</u>
Rate	Enter the purchase rate of the item. For example, if you buy an item for Rs. 50 per kg, then the rate is 50 and unit is kg.
Unit	Enter the unit in which you buy the item. (see the above field)
Account	Select the purchase account that is affected by the purchase of the item.
Column in Tax register	Select the register column in which the net amount for a purchase transaction on the item is entered.
Unit information	enter the conversion multiplier to indicate how many 'sales' units make one 'purchase' unit. For example, if purchase unit is 'kg' and sales unit is 'gm', the conversion multiplier is 1000.

**Sales tab:**

<u>FIELD</u>	<u>DESCRIPTION</u>
Rate	Enter the sales rate of the item. For example, if you want to sell an item for Rs. 60 per kg, then the rate is 60 and unit is kg.
Unit	Enter the unit in which you sell the item. (see the above field)
Account	Select the sales account that is affected by the sales of the item.
Column in Tax register	Select the register column in which the net amount for a sales transaction on the item

	is entered.
Unit information	Enter the conversion multiplier to indicate how many 'sales' units make one 'purchase' unit. For example, if the purchase unit is 'kg' and sales unit is 'gm', the conversion multiplier is 1000.

**Custom fields:**

<u>FIELD</u>	<u>DESCRIPTION</u>
Custom field	Lists the custom fields that you have setup.
Value	enter the value for each custom field.

4. After entering the details, opt for one of the following options:
  1. To save the item details and return to the setup items window, click **OK**.
  2. To save the item details and setup another item, click **Another**.

**STEP 4: Setting up a Tax Register Column**

The Sales Tax Register summarises your sales transactions whereas the Purchase Tax Register summarises your purchase transactions.

- **To setup a Tax Register Column,**
  1. From the setup menu, do one of the following:
    1. To setup a Sales Register Column, point to Register Columns, and click **Sales**. The setup Sales Tax Register Column dialog box appears.
    2. To setup a Purchase Register Column, point to Register Columns, and click **Purchase**. The setup Purchase Tax Register Column dialog box appears.
  2. Click **New**. The Add sales Tax Register Column or Add Purchase Tax Register Column dialog box appears.
  3. Type the name of the new register column and click **OK**. SAHAJ ACCOUNTING displays the name of the new register column at the bottom of the list.
  4. To add more columns, repeat steps 3 and 4.
  5. Click **close**.

**STEP 5: Entering Your First Document**

SAHAJ ACCOUNTING gives you the flexibility to use different types of documents depending on the transaction you want to record. Now you will learn how to enter details in your first document. Let's say here a Journal Voucher.

- **To enter details in a Journal Voucher**
  1. From the activities menu, select **Enter Documents**. The Documents window appears.
  2. In the document Type list, select document type- Journal Voucher, and click OK.
  3. Enter the details in the fields.

<u>FIELD</u>	<u>DESCRIPTION</u>
Date	Display today's date as the date of the transaction. You can also change the date
Journal No.	Displays the document series number.
Narration	Enter a narration
Account	Enter the account that is debited.
Debit	Enter the debit amount.
Credit	Enter the credit amount.
Total credit	Displays the total credit amount.
Total debit	Displays the total debit amount.

4. After entering the details, do one of the following:
  1. Click **Preview** to preview the document.
  2. Click **Save** to save the document.
  3. Click **Save and print**, to save and print the document.

Once you have entered the transaction details in the documents, you will be able to generate the

1. Ledger(see chapter 17)
2. Journal(see chapter 18)
3. Balance sheet(see chapter 19)
4. Trial balance(see chapter 20)
5. Profit and loss statement(see chapter 21)

## USERS

A user is a person who has access to your company and performs some tasks. When u installs Sahaj Accounting software, a user named 'admin' is created by default. This 'admin' user is the System administrator (SA) who performs all the tasks for your company. SA defines users for your company, and assigns tasks to them. By assigning a password and a set of tasks to each user, you can ensure that only authorized users can have access to the company, and perform only those tasks for which they are given permission.

### STEP 1: setting up a user

You can define users for your company. And if you have setup more than one company , you can define users for some or all the companies at the same time.

- To setup users for a single company
  1. Log on to Sahaj Accounting with the user named 'admin' and password 'admin' and in the company list box select the name of the company for which you want to setup users.
  2. From the company menu, select **User Manager** and a window will appear.
  3. Click **New**. The New User dialog box appears.
  4. Enter the details as described:

<u>FIELD</u>	<u>DESCRIPTION</u>
User name	Enter the user name. Do not type the name of an already existing user. The user will use this name to log on to Sahaj Accounting.
Full name	Enter user's full name
Category	Enter the category of the user.
Password	Enter the password for the user. The user will use this password to log on to Sahaj Accounting.
Confirm Password	Re-enter the password exactly as you typed above.

5. In the Setup, Document, Report and Others tab; several tasks are given related to a user that is what all that particular user can do. Select only those tasks that you want to assign to the user. In case u want to select all the fields there is an option **Sel All** which will select all the fields instead of selecting fields one by one.
6. After entering the details, perform one of the following tasks:
  1. To save the details of the user and return to the user manager window, click **Ok**.
  2. To close this User Manager window, click **Close**.
  3. You can even **Edit**, **Delete** and **Find** a particular user.

### STEP 2: Modifying details of a user

Once you have created a user and assigned the tasks to him, it is possible for you to modify the details of a user like assigning new tasks or change the password but you cannot change the user name.

- Perform the following steps to modify details of user:
  1. Log on to Sahaj accounting with the user name 'admin' and password 'admin'. Select the company for which you want to modify the details of users.
  2. From the company menu, select **User Manager**. The user manager window appears.
  3. Select the user whose details you want to modify and click **Edit**.
  4. Modify the details and click **Ok**.

### **STEP 3: Deleting a user**

You can also delete a user if the user is no longer needed.

- Perform the following steps to delete a user
  1. In the User Manager Window, select the user you want to delete, and click **Delete**.
  2. Sahaj Accounting will confirm the deletion.

## ACCOUNTS

In Chapter 4, you have learnt how to setup your accounts. This chapter will deal with how to manage and setup all your accounts.

You will learn how to create groups and sub-groups and how to setup accounts under them. You will learn how to modify and delete your group and account details. You will also learn how to view the Ledger and Account Balance statement for each account from the Chart of Accounts.

### STEP 1: Setting up a group

You can setup a group under a main group , or under any existing sub-group.

- To setup a group
  1. In the Chart of Accounts Window, click **New**. A dialog box appears.
  2. Select **Group** and click **Ok**. The new group dialog box appears.
  3. Enter the details in the fields.

<u>FIELD</u>	<u>DESCRIPTION</u>
Name	Enter the name of the group.
Sub-account of	Displays the name of the account under which the new group is created.
Code	Enter the group code.

4. After entering the details, you can perform one of the following options:
  1. To save the group details click **Save** and to return to the Chart of Accounts click **Ok**.
  2. To setup another group, click **Another**.

### STEP 2: Modifying details of a Group

You can modify a group also.

- To modify a group
  1. In the Chart of Accounts window, select the group you want to modify and click **Edit**.
  2. A window will appear and modify the details and click **OK**.

### STEP 3: Deleting a group

You can delete a group or a sub group that you no longer need. Once you delete a group, all accounts under that group are automatically deleted.

- To delete a group
  1. In the Chart of Accounts Window, select the group you want to delete and click **Delete**.
  2. Sahaj Accounting will confirm the deletion.

### STEP 4: Setting up an Account

In chapter 4, you have got an overview of setting up your first account. You can setup accounts under the main groups. You would also like to setup accounts under the groups and sub-groups that you have setup.

In Sahaj Accounting, you can setup any number of Accounts. Following are the various types of accounts that you can maintain along with where they are used.

<u>ACCOUNT TYPE</u>	<u>WHERE USED</u>
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Asset	General Assets in Balance sheet
Liability	General Liabilities in Balance sheet
Expense	Profit and Loss Account and Trading Account
Cash	Cash Account in Balance Sheet
Bank	Bank Account in Balance Sheet
Customer	Debtor Accounts
Supplier	Creditor Accounts
Customer-supplier	Debtor or Creditor Accounts
Credit card(Sales)	Sales on credit card
Credit card (Purchase)	Purchases on credit card
Over draft	General Liabilities in Balance sheet

- **To setup an Account:**
  1. From the setup menu, select **Chart of Accounts**. The Chart of Accounts window appears.
  2. Click on setup menu, select **New Account**. The select Account Type dialog box appears.
  3. Select Account.
  4. Select account type and click **OK**. The new Account dialog box for the selected account type appears.
  5. Enter the details in the fields.

#### General tab

<u>FIELD</u>	<u>DESCRIPTION</u>
Name	Enter the name of the account.
Type	Displays the type of account, based on your selection in the Select Account Type dialog box.
Sub-account of	Indicates the sub-account under which the account is categorised. This group is what you've selected in the Chart of Accounts.
Code	Enter the account code.
Opening balance	Enter the opening balance for the new account.
Sign	Displays the default sign (Dr) for the opening balance, based on your account type selected.

#### Bank Details

<u>FIELD</u>	<u>DESCRIPTION</u>
Name	Enter the bank name
Branch	Enter the name of the branch.
Account number	Enter the account number.

#### Analysis Category

Lists the analysis categories that you have setup. Select the categories that you want to tag to the account. These categories are displayed when you select the account while entering details in a document.

### Custom fields

<u>FIELD</u>	<u>DESCRIPTION</u>
Custom fields name	Lists the name of the custom fields that you have setup.
Value	enter a value for each custom field.

### Address

6. Click **OK**.

### STEP 5: Modifying details of an Account

In Sahaj Accounting, You can modify the details of an account that you have setup

- To modify details of an account:
  1. From the setup menu, select **Chart of Accounts**. The chart of Accounts window appears.
  2. Select the account you want to modify and click **Edit**. The Select Account Type dialog box appears.
  3. In case you want to modify the account type then modify it and click **OK**.
  4. Modify the account details and click **Ok**.

### STEP 6: Deleting an Account

In Sahaj Accounting, You can also delete an already created account.

- To delete an account:
  1. From the setup menu, select **Chart of Accounts** and the window appear.
  2. Select the account that you want to delete and click **Delete**.
  3. Sahaj Accounting will confirm you the deletion.

## ITEMS

Items are the materials that you buy from your suppliers or sell to your customers. This chapter will let you learn how to setup, modify details of and also how to delete an item.

In Sahaj Accounting, you can setup any number of items. You can even specify the sales rate and purchase rate for each item. You can also specify opening stock quantity for an item and its value, minimum stock to be maintained for each item.

### STEP 1: To setup an item

1. From the setup menu, select **Items** and the setup item window appears.
2. Click **New** and the new item dialog box appears.
3. Enter the details in the fields as follows:

#### General Tab:

<u>FIELD</u>	<u>DESCRIPTION</u>
Name	Enter the name of the item.
Description	Enter a description of the item.
Group	Enter the group in which you want the item to be mentioned.
Code	Enter the item code.

#### Stock details:

<u>FIELD</u>	<u>DESCRIPTION</u>
Opening quantity	Enter the opening quantity of the item for the current financial year, in selling units.
Opening value	Enter the value of the opening stock for the current financial year.
Minimum quantity	Enter the minimum quantity of the item that you want to maintain.
Stock unit	Enter the stock unit of the item.

#### Purchase tab:

<u>FIELD</u>	<u>DESCRIPTION</u>
Rate	Enter the purchase rate of the item. For example, if you buy an item for Rs. 50 per kg, then the rate is 50 and unit is kg.
Unit	Enter the unit in which you buy the item. (see the above field)
Account	Select the purchase account that is affected by the purchase of the item.
Column in Tax register	Select the register column in which the net amount for a purchase transaction on the item is entered.
Unit information	enter the conversion multiplier to indicate how many 'sales' units make one 'purchase' unit. For example, if purchase unit is 'kg' and sales unit is 'gm', the

	conversion multiplier is 1000.
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**Sales tab:**

<u>FIELD</u>	<u>DESCRIPTION</u>
Rate	Enter the sales rate of the item. For example, if you want to sell an item for Rs. 60 per kg, then the rate is 60 and unit is kg.
Unit	Enter the unit in which you sell the item. (see the above field)
Account	Select the sales account that is affected by the sales of the item.
Column in Tax register	Select the register column in which the net amount for a sales transaction on the item is entered.
Unit information	Enter the conversion multiplier to indicate how many 'sales' units make one 'purchase' unit. For example, if the purchase unit is 'kg' and sales unit is 'gm', the conversion multiplier is 1000.

**Custom fields:**

<u>FIELD</u>	<u>DESCRIPTION</u>
Custom field	Lists the custom fields that you have setup.
Value	Enter the value for each custom field.

4. After entering the details, opt for one of the following options:
1. To save the item details and return to the setup items window, click **OK**.
  2. To save the item details and setup another item, click **Another**.

**STEP 2: Modifying details of an Item**

After you have setup an item, you can even modify the details of an item such as item name, rate, minimum quantity or the code. At any time it is possible for you to modify the details.

- To modify the details of an item:
  1. From the setup menu, select **Items** and a window appears.
  2. Select the item you want to modify and click **Edit**.
  3. After modifying the details click **ok**.

**STEP 3: Deleting an item**

Once you have setup an item, you may wish to delete an item which is of no longer use. You can delete an item anytime.

- To delete an item:
  1. From the setup menu, select **Items** and so the window will appear.
  2. Select the item you want to delete and click **Delete**.
  3. Sahaj Accounting will confirm you the deletion.

## REGISTER COLUMNS

In this chapter you will learn how to setup, modify details of, and delete a register column.

### STEP 1: Setting up register column

- To setup a register column, from the setup menu opt for one of the following:
  1. To setup a Sales Tax Register Column, point to register columns and click **sales**. The setup sales tax register columns dialog box appears.
  2. To setup a Purchase Tax Register Columns, point to register columns and click **Purchases**. The Setup Purchase Tax Register Columns dialog box appears.
  3. Click **New**. The Add sales tax register column or Add Purchase tax register column dialog box appears.
  4. Type the name of the new register column, type and sequence number.
  5. Sahaj Accounting will display the name of the new register column at the bottom of the list.
  6. To add more columns repeat step 3 and step 4.
  7. Click **close**.

### STEP 2: Modifying details of a register column

- To modify the details of a register column:
  1. In the setup sales tax register column or setup Purchase tax register column dialog box, double click the register column you want to modify.
  2. Modify the details that you want to modify.
  3. Click **ok**.
  4. Click another if you want to setup another tax register column.

### STEP 3: Deleting a register column

- To delete a register column that is no longer required:
  1. In the setup sales tax register or setup purchase tax register column dialog box, select the register column that you want to delete.
  2. Click **Delete**.
  3. Sahaj Accounting will confirm you the deletion.

## CHARGES

Several types of charges are levied on sales and purchases transactions. The levy varies depending on the item sold or purchased. A charge may be x percent on one item and y percent on other item.

Sahaj Accounting provides the following charge types:

1. CST(central sales tax)
2. SST(state sales tax)
3. VAT(value added tax)
4. Octroi
5. Freight
6. Excise
7. Discount

You can define charge types other than the specified above.

### STEP 1: Setting up a charge category

You can setup any number of charge categories. For each charge category you need to select the charge type applicable and moreover you will have to specify the charge rate.

- To setup a charge category
  1. From the setup menu select charges. The setup charges window appears.
  2. Click new to enter the details of a charge. The fields are as follows:

<b>FIELD</b>	<b>DESCRIPTION</b>
Name	Type the name of the charge other than the existing ones.
Type	Select a charge type for the charge category.
<b>Charge</b> <ol style="list-style-type: none"><li>1. Amount</li><li>2. Adjustments</li></ol>	Enter the amount of the charge category. Enable the adjustments and mention the round off option along with the amount.
<b>Tax register</b> <ol style="list-style-type: none"><li>1. Purchase</li><li>2. Sales</li></ol>	Displays others as default register column under which the charge amount, calculated on the charge rate specified, is entered for purchase transactions. Displays others as default register column under which the charge amount, calculated on the charge rate specified, is entered for Sales transactions.
Account	Select the account to which the charge amount must be posted when you enter details of a purchase transaction in a document.

### STEP 2: modifying details of a charge category

You can at any time modify the details of a charge category that you have setup.

- To modify the details of a charge category:
  1. From the setup menu select charges and the window appears.
  2. Select the charge category to be modified and click edit.
  3. Modify the details.
  4. Click OK.

### **STEP 3: deleting a charge category**

You can at any time delete the charge category that you have setup.

- To delete a charge category:
  1. From the setup menu, select charges and the window appears.
  2. Select the charge category to be deleted.
  3. Sahaj Accounting will confirm the deletion.

## NARRATIONS

A narration is a description that explains why a posting is made to an account. For example, if you have entered charges for packaging and transportation for a sales transaction, you can give a narration to explain these entries.

In this chapter you will learn about how to setup a narration, modifying details of a narration and how to delete a narration.

### STEP 1: Setting up a Narration

- To setup a narration
  1. Select **Narrations** from setup menu and the window appears.
  2. Click **New**. The New Narration dialog box appears.
  3. Enter the details in the fields as follows:

<u>FIELD</u>	<u>DESCRIPTION</u>
Description	Enter the description for the narration.
Account	Select the account to which the narration must be posted.

### Tax Register column

<u>FIELD</u>	<u>DESCRIPTION</u>
Purchase	Select the register column in which the transaction amount is posted for purchase transactions.
Sales	Select the register column in which the transaction amount is posted for sales transactions.

4. After entering all the information, opt for one of the following:
  1. To save the details and to return on narration window, click **OK**.
  2. To save narration details and setup another narration click **Another**.

### STEP 2: Modifying details of a narration

Once you have setup a narration you may want to modify the details of the narration. At any time you can modify the details of a narration.

- To modify a narration:
  1. Select **Narrations** from the setup menu and the window appears.
  2. Select the narration that you want to modify, click **edit**. The edit narration dialog box appears.
  3. Modify the details you want to and click **OK**.

### STEP 3: Deleting a narration

After setting up a narration, you can delete a narration no longer in use. You can at any time delete a narration.

- To delete a narration:

1. Select **Narrations** from the setup menu and the window appears.
2. Select the narration that you want to delete, click **Delete**.
3. Sahaj Accounting will confirm you the deletion.

## CUSTOM FIELDS

Using custom fields, you can classify and categorise accounts and items, or record additional details. When you include custom fields in a document, Sahaj Accounting will pick up automatically the values you have specified for these custom fields.

In this chapter, you will learn how to setup a custom field, modifying details of a custom field and also how to delete a custom field.

### STEP 1: Setting up a custom field

- From the setup menu, choose one of the following
  1. To setup an account custom field, choose custom fields and click **accounts** and the dialog box appears for setup account related custom fields.
  2. To setup an item custom field, choose custom fields and click **items** and the dialog box appears for setup item related custom fields.
  3. Click **New** and the new custom field dialog box appears.
  4. Enter the details:

<u>FIELD</u>	<u>DESCRIPTION</u>
Custom name	Enter the name of the new custom field.
Type	Select the type of the custom field. It can be either of Amount, date, number, text. <u>Amount</u> : takes an amount as the value. <u>Date</u> : takes a date as the value. <u>Number</u> : takes a number as the value. <u>Text</u> : takes a text as the value.

5. Click **OK**. Sahaj Accounting sets up the custom field.

### STEP 2: modifying details of a custom field

You can at anytime modify details of a custom field but you cannot modify the custom field type.

- To modify the custom field:
  1. To modify an account custom field, choose custom fields and click **accounts** and the dialog box appears for setup account related custom fields.
  2. To modify an item custom field, choose custom fields and click **items** and the dialog box appears for setup item related custom fields.
  3. Select the custom field that you want to modify and click **edit**. The edit custom field dialog box for that field appears.
  4. Modify the details and click **ok**.

### STEP 3: Deleting a custom field

You can delete the custom fields that you no longer need.

- To delete a custom field:
  1. To delete an Account custom field, choose custom fields and click **accounts** and the dialog box appears for setup account related custom fields.
  2. To delete an item custom field, choose custom fields and click **items** and the dialog box appears for setup item related custom fields.
  3. Select the custom field that you want to delete and click **delete**.
  4. Sahaj Accounting will confirm you the deletion.

## ANALYSIS CATEGORIES

Analysis categories are criteria that you specify to obtain analytical information on your business operation.

You can analyse your expenditure by defining categories, their child category and their values. You can setup as many analysis categories you want. For each category, you can have up to five sub-levels, including the main category.

The values at each level are the values for the corresponding category. You can have up to five levels of values. Moreover you can have any number of values at each level.

### STEP 1: setting up an analysis category

You can setup any number of analysis categories. For each category you will be able to setup five sub levels.

In order to setup an analysis category, you need to first define a category and then assign values to it.

- 1. Defining analysis categories:** You can define analysis categories at the main level and at the sub levels also. You can define up to five levels of analysis categories including the main level. At the main level you can have any number of analysis categories.
  - **To define an analysis category at the main level**
    1. From the setup menu, select **analysis categories** and a window will appear.
    2. Click **new category**.
    3. An option will appear where you have to type the name of the analysis category you want to create.
    4. And analysis category is defined at the main level.
  - **to define an analysis category at the sub-level**
    1. From the setup menu, select **analysis categories** and a window will appear.
    2. Select the analysis category for which you want to define sub-level.
    3. Click **child-category**.
    4. An option will appear where you have to type the name of the analysis category you want to create.
    5. And analysis category is defined at the sub-level.
- 2. Defining values for analysis categories:** you can define values for analysis categories both at the main level and at the sub level. The values at each level are the values for corresponding analysis category.
  - **To define a value at the main level**
    1. From the setup menu, select **analysis categories** and a window will appear.
    2. Select the analysis category for which you want to specify a value.
    3. Click **new value**.
    4. An option will appear where you have to type the value of the analysis category.
    5. Value of the analysis category is defined at the main level.
  - **to define a value at the sub-level**
    1. From the setup menu, select **analysis categories** and a window will appear.

2. Select the analysis category for which you want to specify a value.
3. Click **child value**.
4. An option will appear where you have to type the value of the analysis category.
5. Value of the analysis category is defined at the sub-level.

### **STEP 2: modifying details of an analysis category**

You can modify the details of an analysis category already created. You will be able to modify the name of the analysis category and its respective value.

- **To modify an analysis category or a value**
  1. From the setup menu, select **analysis categories** and a window will appear.
  2. Select the analysis category or a value that you want to modify.
  3. Click **edit**.
  4. Enter the new name or new value.

### **STEP 3: deleting an analysis category**

You can delete the analysis categories and the values that are no longer needed. But if you delete an analysis category or a value, all the sub-levels under the category or a value will get automatically deleted.

- **To delete an analysis category or a value**
  1. From the setup menu, select **analysis categories** and a window will appear.
  2. Select the analysis category or a value that you want to delete.
  3. Click **delete**.

## ENTERING DETAILS IN DOCUMENTS

### Document Type

Document Type represents the type of the document.

- **Document Type**

Displays the document type.

### **Document Number**

Here the Document No is displayed. This is displayed by the system. User can not modify or write anything here. Data type is alphanumeric. A maximum of 20 characters can be inserted.

### **Document No Series**

Select a series type. Series type is the part of the document number that can be specified by the user to show that type of vouchers.

### **Document No From**

Put the number which is lower bound of the last part of the document number, known as sequence number, for that documents which will be shown. Data type is alphanumeric.

### **Document Number pending allotment lot details**

You would see the full functionality and contents of portfolio, when you opt for portfolio module through which you can track and manage all your investments along with accounting.

### **Document Level Charges**

Document Level Charges lists the charges which correspond to Document level. Particular Charges has to be selected by using add/remove button.

### **Document Date**

Here the Document Date is displayed. This is displayed by the system. User can not modify or write anything here. A maximum of 10 characters can be inserted.

### **Adding a New Document**

You can add a document in Sahaj Accounting

#### **To add a new document:**

1. Click **Activities** on the **Sahaj Accounting** screen. A pull-down menu appears.
2. Click **Maintain Document**. The Maintain Document screen appears.
3. Click **New**. A new pop up screen appears.
4. Enter the details in that pop up screen.
5. Click on **Save** to create the document.

- **About Maintain Document**

Maintain document screen displays all document types like Deposits, Withdrawal etc., Each document type contains daybooks, which you have created apart from the predefined. Details of transactions made using each daybook in a calendar month displayed in the Transactions. Activities like view, edit, print and deletion of transactions can be done here.

You may also enter transactions from here by selecting the required daybook. The period for which the daybook transactions are to be displayed can be selected by using the right button of the mouse through change selection option

You can create

**1. HEADER DETAILS:**

**Header Account**

Displays the name of the bank from which the deposit is being made. Double Click on the field or F2 opens Account List Screen. This will always display bank and overdraft type of accounts.

**Balance**

Displays the balance of the header account which you have selected. It is automatically populated once you choose a header account.

**2. DOCUMENT DETAILS:**

**Document Number**

Displays the voucher number. It is automatically displayed depending the daybook series. Only the last box is editable.

**Document Date**

Displays the transaction date. Log in date is displayed by default but you can change it.

Note: Date cannot be later than the login date and Date should be within financial year

**Reference Number**

You may enter a reference number.

**Reference Date**

You may enter the reference date.

**Buttons:**

**Calendar**

Clicking on this opens a popup calendar. You can visually select a particular date by using it.

**3. BANK DETAILS:**

**Bank**

Depending on the bank you select at the header this field is automatically displayed and is not editable.

**Branch**

Depending on the bank you select at the header this field is automatically displayed and is not editable Account

**No.**

Depending on the bank you select at the header this field is automatically displayed and is not editable

**4. TRANSFER DETAILS:**

**Narration**

You can give a general description about the details of the transaction through narration. You may type the narration or press F2 or double click in the narration field to get your standard narrations. You can modify the narration during transaction entry.

**Sr. No.**

This displays the serial number. It is a system generated field.

**Narration**

You may type the narration or press F2 or double click in the narration field to get your standard narrations. You can modify the narration during transaction entry.

**Account**

Displays, by default, the line account tagged to the narration. You can however change the line of account. Press F2 or Double Click to open Account List Screen. You can right click the mouse button over it opens popup menu, you can select account analysis category from the list. Account list will display all cash type of accounts.

**Amount**

Enter the amount being deposited

**Total**

Displays the document total

**Note: Using F10 the user defined fields (UDFs) for document can be invoked after selecting the header account. The UDFs for table can be invoked at each transaction line.**

**Buttons:**

**Save and New**

Saves the transaction and allows you to enter another transaction

**Save**

Saves the document.

### **Save & Print**

Saves the document and prints it.

### **Preview**

Gives you a print preview of the document. You can view and print multiple outputs designed through Document Designer.

### **Cancel**

Cancels the transaction after warning and gets you back to the screen of Maintain documents

### **Withdrawals**

#### **FIELDS:**

#### **Header Account**

Displays the name of the bank from which the withdrawal is being made. Double Click in the field or F2 opens Account List Screen. This will always display bank and overdraft type of accounts.

#### **Balance**

Displays the balance of the header account, which you have selected. It is automatically populated once you choose a header account. .

#### **1. DOCUMENT DETAILS:**

#### **Document Number**

Displays the voucher number. It is automatically displayed depending the daybook series only the last box is editable.

#### **Document Date**

Displays transaction date Login date is displayed by default you can change it.

Note: Date cannot be later than the login date and Date should be within financial year

#### **Buttons:**

#### **Calendar**

Clicking on this opens a popup calendar. You can visually select a particular date by using it.

#### **Reference Number**

You may enter reference number.

#### **Reference Date**

You may enter the reference date. .

## **2. BANK DETAILS:**

### **Bank**

Depending on the bank you select at the header this field is automatically displayed and is not editable.

### **Branch**

Depending on the bank you select at the header this field is automatically displayed and is not editable.

### **Account No.**

Depending on the bank you select at the header this field is automatically displayed and is not editable.

### **Cheque No.**

You can enter the details of Cheque number

### **Cheque date**

You can enter the details of Cheque date

### **Drawn on**

Depending the bank you select at the header this field is automatically displayed and is not editable

## **3. TRANSFER DETAILS:**

### **Narration**

You can give a general description about the details of the transaction through narration. You may type the narration or press F2 or double click in the narration field to get your standard narrations. You can modify the narration during transaction entry.

### **Sr. No.**

This shows the serial number. It is a system generated field.

### **Narration**

### **Narration**

You may type the narration or press F2 or double click in the narration field to get your standard narrations. You can modify the narration during transaction entry.

### **Account**

Displays, by default, the line account tagged to the narration. You can however change the line of account. Press F2 or Double Click to opens Account List Screen. You can right click the mouse button over it opens popup menu, you can select account analysis category from the list. Account list will display all cash type of accounts.

### **Amount**

Enter the amount being withdrawn

### **Total**

Displays the document total

**Note: Using F10 the user defined fields (UDFs) for document can be invoked after selecting the header account. The UDFs for table can be invoked at each transaction line.**

### **Buttons:**

#### **Save and New**

Saves the transaction and allows you to enter another transaction

#### **Save**

Saves the document.

#### **Save & Print**

Saves the document and prints it.

#### **Preview**

Gives you a print preview of the document. You can view and print multiple outputs designed through Document Designer.

#### **Cancel**

Cancels the transaction after warning and gets you back to the screen of Maintain documents

### **Transfers**

#### **1. HEADER DETAILS:**

##### **Header Account**

Displays the name of the header account, which you have to select. Press F2 or Double click to open

##### **Account List**

Header will display all bank and overdraft types of accounts .

##### **Balance**

Displays the balance of the header account, which you have selected.

#### **2. DOCUMENT DETAILS:**

##### **Document Number**

Displays the document series number. Only the last box is editable.

##### **Document Date**

Displays the document Date. Default date is log on date but you can change it Note:  
Document date cannot be later than the login date and should be within the financial year.

**Reference Number**

You may enter a reference number in this field .

**Reference Date**

You may enter a reference date.

**Buttons:**

**Calendar**

Clicking on this opens a popup calendar. you can select a date .

**3. BANK DETAILS:**

**Bank**

This field is automatically picked up from the header account and is not editable

**Branch**

This field is automatically picked up from the header account and is not editable

**Account Number**

This field is automatically picked up from the header account and is not editable

**4. TRANSFER DETAILS:**

**Narration**

You may type the narration or press F2 or double click in the narration field to get your standard narrations. You can modify the narration during transaction entry.

**Account**

If an account is tagged to the narration this will displays by default, the line account tagged to the narration. You can however change the line of account. Press F2 to open Account List. Select the account. Line accounts will also display all bank and overdraft types of accounts other than the header account

**Amount**

Enter the amount of transfer

**Total**

Displays the total document amount.

**Note: Using F10 the user defined fields (UDFs) for document can be invoked after selecting the header account. The UDFs for table can be invoked at each transaction line.**

**Buttons:**

**Save & New**

Saves the transaction and allows you to enter another transaction

**Save**

Saves the document.

**Save & Print**

Saves and Prints the document.

**Preview**

Gives you a print preview of the document. You can view and print multiple outputs designed through Document Designer.

**Cancel**

To exit the document entry screen without saving details

**Cash Transfers****1. HEADER DETAILS:****Header Account**

Header account is the account against which one or multiple accounts can be squared. Displays the name of the header account, which you have to select. Just type in the account name or Press F2 or Double click to open Account List. Header will display all cash types of accounts.

**Balance**

Displays the balance of the header account, which you have selected. .

**2. DOCUMENT DETAILS****Document Number**

Displays the document series number. You can change the series start number.

**Document Date**

Displays the document Date. Default date is log on date but you can change it

Note: Document date cannot be later than the login date and should be within the financial year.

**Reference Number**

You may enter a reference number in this field

**Reference Date**

You may enter a reference date.

**3. TRANSFER DETAILS**

**Narration**

You can give a general description about the details of the transaction through narration. You may type the narration or press F2 or double click in the narration field to get your standard narrations. You can modify the narration during transaction entry.

**Buttons:****Calendar**

Clicking on this opens a popup calendar. You can select a date.

**Sr. No.**

This field shows the serial number. It is a system generated field.

**Narration**

You may want to enter narrations for each transaction line. You may type the narration or press F2 or double click in the narration field to get your standard narrations. You can modify the narration during transaction entry.

**Account**

You need to select the affected account. If a narration is used and an account is tagged to the narration then the same will displayed by default. You can however change the line of account. Press F2 or Double Click to open Account List. Select the account. Line accounts will also display all cash types of accounts other than the header account

**Amount**

Displays the amount for line account.

**Total**

Displays the total document amount. Note: Using F10 the user defined fields (UDFs) for document can be invoked after selecting the header account. The UDFs for table can be invoked at each transaction line.

**Buttons:****Save & New**

Saves the transaction and allows you to enter another transaction

**Save**

To save the document.

**Save & Print**

To saves the document and print it.

**Preview**

Gives you a print preview of the document. You can view and print multiple outputs designed through Document Designer

## **Cancel**

To Exit the document entry screen.

## **Payments**

### 1. Bank Payments

#### **1. HEADER DETAILS:**

##### **Name**

Displays the name of the bank from which the payment is being affected. Double click on the field or F2 opens Account List Screen.

##### **Balance**

Displays the balance of the header account, which you have selected. It is automatically populated once you choose a header account.

#### **2. DOCUMENT DETAILS:**

##### **Number**

Displays the voucher number. It is automatically displayed depending the daybook series. Only the last box is editable.

##### **Date**

Displays the transaction date. Log in date is displayed by default but you can change it.

Note: Date cannot be later than the login date and Date should be within financial year

#### **3. REFERENCE DETAILS**

##### **Number**

You may enter a reference number.

##### **Date**

You may enter the reference date. Data type is Date.

##### **Buttons:**

##### **Calendar**

Clicking on this opens a popup calendar. You can visually select a particular date by using calendar.

#### **4. BANK DETAILS**

##### **Bank**

This field is automatically picked up from the header account and is not editable

##### **Branch**

This field is automatically picked up from the header account and is not editable

**A/c. No.**

This field is automatically picked up from the header account and is not editable

**5. TRANSACTION DETAILS****Narration**

You may type the narration or press F2 or double click in the narration field to get your standard narrations. You can modify the narration during transaction entry.

**Sr. No.**

Displays the serial number. It is a system generated value.

**Narration**

You may type the narration or press F2 or double click in the narration field to get your standard narrations. You can modify the narration during transaction entry.

**Account/Profile**

Displays the account list/customer or supplier list. Right Click mouse button it opens a popup menu from where you can select the account/customer or supplier list/analysis category.

**Amount**

To enter the amount of payment being made.

**Cheque No.**

To enter the details of cheque number.

**Cheque Date**

To enter the details of Cheque date..

**Drawn On**

This fields will Display the name of the bank and branch on which the cheque is drawn. It is automatically populated after the you chooses a header account.

**Total Amount**

Displays the total document amount

Note: Using F10 the user defined fields (UDFs) for document can be invoked after selecting the header account. The UDFs for table can be invoked at each transaction line.

**Buttons:****Save and New**

Saves the transaction and allows you to enter another transaction

**Save**

Saves the entered document.

**Save & Print**

Saves and Prints the document

**Payment Advice**

Shows a payment advice for payments made to suppliers, which can be printed

**Preview**

Gives you a print preview of the document. You can view and print multiple outputs designed through Document Designer.

**Cancel**

Cancels the transaction after warning and gets you back to the screen of Maintain documents

**2. Cash Payments****1. HEADER DETAILS:****Name**

Displays the list of cash types of accounts. Press F2 or double click to display cash type of accounts

**Balance**

Displays the balance of the header account It is automatically populated once you choose a header account.

**2. DOCUMENT DETAILS:****Document Number**

Displays the voucher number. It is automatically populated. Only the last box is editable.

**Document Date**

Displays the date on which voucher was made. Default is log on date but you can change it.

Note: Document date cannot be later than the login date and should be within the financial year.

**Reference Number**

To enter reference number

**Reference Date**

To enter reference date

**Buttons:****Calendar**

Clicking on this opens a popup calendar. You can visually select a particular date by using it.

### **3. TRANSACTION DETAILS:**

#### **Narration**

You may type the narration or press F2 or double click in the narration field to get your standard narrations. You can modify the narration during transaction entry.

#### **Sr. No.**

Displays the serial number. It is a system generated value.

#### **Narration**

You may type the narration or press F2 or double click in the narration field to get your standard narrations. You can modify the narration during transaction entry.

#### **Account/Profile**

Displays the account list. Press F2 to select the account from the account list. Right Click right mouse button it opens a popup menu. You can select account/customer or supplier/analysis category Screen.

#### **Amount**

Enter the amount paid. Total Amount displays the total document amount.

Note: Using F10 the user defined fields (UDFs) for document can be invoked after selecting the header account. The UDFs for table can be invoked at each transaction line.

#### **Buttons:**

##### **Save & New**

Saves the transaction and allows you to enter another transaction

##### **Save**

Saves the document.

##### **Save & Print**

Saves and prints the document.

##### **Payment Advice**

You can preview a payment advice if you have made payment to a supplier . You can also print the payment advice

##### **Preview**

Gives a print preview of the document.

##### **Cancel**

Exits the document entry screen without saving details

##### **Receipts**

## 1. Bank Receipts

### 1. HEADER DETAILS:

#### **Name**

Displays the name of the bank from which the receipt is being deposited. Double Click on the field or F2 opens Account List Screen. This field will display all bank and overdraft types of accounts

#### **Balance**

Displays the balance of the header account, which you have selected. It is automatically populated on selection of header account.

### 2. DOCUMENT DETAILS:

#### **Number**

Displays the voucher number. It is automatically displayed depending on the daybook series. Only the last box is editable.

#### **Date**

Displays the transaction date. Login date is displayed by default, but you can change it.

Note : Date cannot be later than the login date and Date should be within financial year

### 3. REFERENCE DETAILS:

#### **Number**

You may enter a reference number.

#### **Date**

You may enter the reference date.

#### **Buttons:**

#### **Calendar**

Clicking on this opens a popup calendar. You can visually select a particular date by using it.

### 4. BANK DETAILS

#### **Bank**

This field is automatically picked up from the header account and is not editable

#### **Branch**

This field is automatically picked up from the header account and is not editable

#### **A/c. No.**

This field is automatically picked up from the header account and is not editable

### 5. TRANSACTION DETAILS

**Narration**

You can give a general description about the details of the transaction through narration. You may type the narration or press F2 or double click in the narration field to get your standard narrations. You can modify the narration during transaction entry.

**Sr. No.**

Displays the serial number. It is a system generated value.

**Narration**

You may type the narration or press F2 or double click in the narration field to get your standard narrations. You can modify the narration during transaction entry.

**Account/Profile**

Displays the account list/customer or supplier list. Right Click mouse button it opens a popup menu from where you can select the account/customer or supplier list/analysis category.

**Amount**

Enter the amount being withdrawn.

**Cheque No.**

Enter the details of cheque number.

**Cheque Date**

Enter the details of Cheque date.

**Drawn On**

This field will display the name of the bank and branch on which the cheque is drawn. It is a non-editable field. It is automatically populated after you choose a header account.

**Total Amount**

Displays the total document amount.

Note: Using F10 the user defined fields (UDFs) for document can be invoked after selecting the header account. The UDFs for table can be invoked at each transaction line.

**Buttons:****Save and New**

Saves the transaction and allows you to enter another transaction

**Save**

Clicking on this saves the entered document.

**Save & Print**

saves and prints the document.

## **Receipt**

Shows a receipt for moneys received from customers, which can be printed.

## **Preview**

Gives you a print preview of the document. You can view and print multiple outputs designed through Document Designer

## **Cancel**

Cancels the transaction after warning and gets you back to the screen of Maintain documents.

Note: All receipts and payments to customers and / or suppliers should be adjusted before year end.

## 2. Cash Receipts

### **1. HEADER DETAILS:**

#### **Name**

Displays the list of cash types of accounts. Press F2 or double click to display cash type of accounts

#### **Balance**

Displays the balance of the header account. It is automatically populated after you choose a header account.

### **2. DOCUMENT DETAILS:**

#### **Document Number**

Displays the voucher number. It is automatically populated. Only the last box is editable.

#### **Document Date**

Displays the date on which voucher was made. Default is log on date but you can change it.

Note: Document date cannot be later than the login date and should be within the financial year.

### **3. REFERENCE DETAILS:**

#### **Reference Number**

To enter reference number.

#### **Reference Date**

To enter reference date

#### **Buttons:**

#### **Calendar**

Clicking on this opens a popup calendar. You can visually select a particular date by using it.

#### **4. TRANSACTION DETAILS:**

##### **Narration**

You may type the narration or press F2 or double click in the narration field to get your standard narrations. You can modify the narration during transaction entry.

##### **Sr. No.**

Displays the serial number. It is a system generated value.

##### **Narration**

You may type the narration or press F2 or double click in the narration field to get your standard narrations. You can modify the narration during transaction entry.

##### **Account/Profile**

Displays the account list. Press F2 to select the account from the account list. Right Click right mouse button it opens a popup menu. You can select account/customer or supplier/analysis category Screen.

##### **Amount**

Enter the amount received

##### **Total Amount**

Displays the total document amount.

Note: Using F10 the user defined fields (UDFs) for document can be invoked after selecting the header account. The UDFs for table can be invoked at each transaction line.

##### **Buttons:**

##### **Save & New**

Saves the transaction and allows you to enter another transaction

##### **Save**

Saves the document.

##### **Save & Print**

Saves and Prints the document .

##### **Receipt**

You can preview a receipt for the amount received. You can also print the receipt

##### **Preview**

Gives a print preview of the document.

##### **Cancel**

Exits the document entry screen without saving details.

Note: All receipts and payments to customers and / or suppliers should be adjusted before year end.

## **Purchases**

### 1. Cash Purchases

#### **1. SUPPLIER DETAILS:**

##### **Name**

Displays the list of suppliers. Double click or Press F2 to open

##### **Supplier List**

Select supplier from the list.

##### **Address**

Displays the address of the supplier. It is automatically populated once you choose a supplier.

##### **Account**

Displays the account to which the supplier is tagged .This will display as cash ,bank or overdraft type of accounts

##### **Code**

Displays the account code of the supplier. It is automatically populated after you choose a supplier.

##### **Balance**

Displays the balance of the account. It is automatically populated after once you choose a supplier.

#### **2. DOCUMENT DETAILS:**

##### **Document No.**

Displays the voucher number. It is automatically populated. Only the last box is editable.

##### **Date**

Displays the date on which voucher was made. Default is log on date but you can change it.

Note: Document date cannot be later than the login date and should be within the financial year.

##### **Bill No.**

Displays the bill number present in the supplier's bill.

##### **Bill Date**

Displays the bill date.

##### **Buttons:**

## **Calendar**

Clicking on this opens a popup calendar. You can visually select a particular date by using it.

### **3. LINE DETAILS:**

#### **Narration**

You may type the narration or press F2 or double click in the narration field to get your standard narrations. You can modify the narration during transaction entry.

#### **Serial No.**

Displays the serial number. It is a system generated value.

#### **Item**

Press F2 to get the Item list. You can also select a narration by pressing F4 key and even modify the narration thereon, or simply type in the narration. The accounts, tax register columns if not tagged to items or narrations used will automatically be displayed for tagging. Press F11 to know the stock position of the item selected.

#### **Quantity**

Enter the Quantity of the item purchased .

#### **Unit**

Displays the default unit of the item. You can get the list of units for that item by pressing F2

#### **Rate**

Rate automatically populated depending on rate of charges you have included at the document level while setting up your daybook. You may however modify the same at the time of transaction entry.

#### **Amount**

Displays the amount of the item. This is a display field only and is a result of multiplication of Quantity and Rate.

Note : If you select a bank account at the header. You can also enter details of Cheque number and Cheque date in Payment details. Sub Total Details

#### **Charge**

It is automatically populated depending on charges you have included at the document level while setting up your daybook. You can change the charge amount if it's a flat type of charge and the charge percentage if it is percentage type.

#### **Rate**

Rate automatically populated depending on rate of charges you have included at the document level while setting up your daybook. You may however modify the same at the time of transaction entry.

#### **Amount**

Calculates the charge in case % type of charge is selected, alternatively allows you to enter the charge amount in case flat type of charge is selected

#### **Remarks**

To add some remarks

#### **Grand Total**

Displays the document grand total.

Note: Using F10 the user defined fields (UDFs) for document can be invoked after selecting the header account. The UDFs for table can be invoked at each transaction line.

#### **Buttons:**

##### **Save & New**

Saves the transaction and allows you to enter another transaction

##### **Save**

Saves the document.

##### **Save & Print**

Saves and prints the document.

##### **Preview**

Gives you a print preview of the document. You can view and print multiple outputs designed through Document Designer

##### **Cancel**

Exits the document entry screen without saving details

#### 2. Credit Purchases

##### 1. **SUPPLIER DETAILS:**

##### **Name**

Displays the name of the supplier. Just type the name of the supplier or Press F2 or Double Click displays Supplier List. select supplier from the list.

##### **Address**

Displays the address of the supplier. It is populated after you choose a supplier based on what you have entered in the billing address at the time of setting up a supplier.

##### **Account**

Displays the account of the supplier.

##### **Code**

Displays the account code of the supplier. It is populated after you choose a supplier based on code you have entered at the time of setting up supplier.

**Balance**

Displays the balance of the selected supplier account.

**2. DOCUMENT DETAILS:****Document Number**

Displays the document series number. The series start number can be changed by you.

**Date**

Displays the date of transaction. Default date is log on date but you can change it.

Note: Date cannot be later than the login date and Date should be within financial year

**Due On**

You may enter the due date of the bill.

**Bill No.**

You may enter the supplier's bill number.

**Bill Date**

You may enter the supplier's bill date.

**Buttons:****Calendar**

Click on this opens a popup calendar. You can select a date.

**Narration**

You can give a general description about the details of the transaction through narration. You may type the narration or press F2 or double click in the narration field to get your standard narrations. You can modify the narration during transaction entry.

**3. LINE DETAILS:****Serial No.**

Displays the serial number. It is a system generated value.

**Item**

Press F2 to get the Item list. You can also select a narration by pressing F4 key and even modify the narration thereon, or simply type in the narration. The accounts, tax register columns if not tagged to items or narrations used will automatically be displayed for tagging. Press F11 to know the stock position of the item selected.

**Quantity**

You can enter the Quantity of the item purchased Unit. It displays the default unit selected for the Unit of the item. You may change the unit. Rate displays the Rate of the item. You can enter the rate of the item purchased.

**Amount**

Displays the amount of the item and is a result of multiplication of unit and rate Sub Total Details

**Charge**

The charge can be selected by pressing F2 and can even be modified. If the charge is linked to item or customer, the same will be displayed in color and can be even be modified.

**Rate**

Rate of charge automatically populated depending on rate of charges you have included at the document level while setting up your daybook. You may however modify the same at the time of transaction entry

**Amount**

Calculates the charge in case % type of charge is selected, alternatively allows you to enter the charge amount incase flat type of charge is selected.

**Remarks**

You may enter any remarks / comments here.

**Grand Total**

Displays the grand total.

Note: Using F10 the user defined fields (UDFs) for document can be invoked after selecting the header account. The UDFs for table can be invoked at each transaction line.

**Buttons:****Save & New**

Saves the transaction and allows you to enter another transaction

**Save**

Saves the document.

**Save & Print**

Saves the document and prints the document.

**Preview**

Gives you a print preview of the document. You can view and print multiple outputs designed through Document Designer

**Cancel**

Exits the document entry screen without saving details

**Sales**

1. Cash Sales

## **1. CUSTOMER DETAILS:**

### **Name**

Displays the name of the customer. Press F2 or Double click to open Customer/Supplier List Screen. You can select customer from the list.

### **Address**

Displays the address of the customer. It is automatically populated after you choose a customer.

### **Account**

Displays the account of the customer. It is automatically populated after you chooses a customer. Account field displays all cash , bank and overdraft types of account

### **Code**

Displays the account code of the customer. It is automatically populated after you choose a customer.

### **Balance**

Displays the balance of the header account. It is automatically populated after you choose a customer.

## **2. DOCUMENT DETAILS:**

### **Document No.**

Displays the voucher number. It is automatically populated. Only the last box is editable.

### **Date**

Displays the date on which voucher was made. Default is log on date but you can change it.

Note: Document date cannot be later than the login date and should be within the financial year.

### **DC No.**

Displays the customer bill number.

### **DC Date**

Displays the customer bill date.

### **Buttons:**

#### **Calendar**

Clicking on this opens a popup calendar. You can visually select a particular date by using it.  
Line Details

#### **Narration**

You may type the narration or press F2 or double click in the narration field to get your standard narrations. You can modify the narration during transaction entry.

**Serial No.**

Displays the serial number. It is a system generated value.

**Item**

Displays the Item list / Narration. You can right click the mouse button it opens popup menu. You can select account/narration/item/analysis category/tax register column from the list or you may press F2 for invoking Item list. Press F11 to know the stock position of the item selected.

**Quantity**

Enter the Quantity of the item sold .

**Unit**

Displays the default Unit of the item. You can get the list of units for that item by pressing F2

**Rate**

You can enter a rate or select rates defined based on Price Matrix by pressing F2 .

**Amount**

Displays the amount of the item. This is a display field only and is a result of multiplication of Quantity and Rate.

Note : If you select a bank account at the header. You can also enter details of Cheque number and Cheque date in Payment details .

**3. SUB TOTAL DETAILS:**

**Charge**

It is automatically populated depending on charges you have included at the document level while setting up your daybook. You can change the charge amount if it's a flat type of charge and the charge percentage if it is percentage type.

**Rate**

Rate automatically populated depending on rate of charges you have included at the document level while setting up your daybook. You may however modify the same at the time of transaction entry.

**Amount**

Calculates the charge in case % type of charge is selected, alternatively allows you to enter the charge amount incase flat type of charge is selected

**Remarks**

To add some remarks

## **Grand Total**

Displays the document grand total

Note: Using F10 the user defined fields (UDFs) for document can be invoked after selecting the header account. The UDFs for table can be invoked at each transaction line.

## **Buttons:**

### **Save & New**

Saves the transaction and allows you to enter another transaction

### **Save**

Save the document.

### **Save & Print**

Saves and Prints the document.

### **Preview**

Gives you a print preview of the document. You can view and print multiple outputs designed through Document Designer

### **Cancel**

Exits the document entry screen without saving details

## 2. Credit Sales

### 1. **CUSTOMER DETAILS:**

#### **Name**

Displays the name of the customer. Just type the name of the customer or Press F2 or Double Click displays customer List Screen. You may select customer from the list.

#### **Address**

Displays the address of the customer. It is populated after you choose a customer based on what you have entered in the billing address at the time of setting up a customer.

#### **Account**

Displays the account of the customer.

#### **Code**

Displays the account code of the customer. It is populated after you choose a customer based on code you have entered at the time of setting up customer.

#### **Balance**

Displays the balance of the selected customer account.

## 2. **DOCUMENT DETAILS**

**Document Number**

Displays the document series number. You can change the series start number.

**Date**

Displays the date of transaction. Default date is log on date but you can change it.

Note: Date cannot be later than the login date and Date should be within financial year

**Due On**

Displays the date on which voucher is due on. This depends on the number of days credit that has been allowed to the customer at the time of setting up the customer

Note: It will be automatically calculated and displayed. You may however change the same

**DC No.**

You may enter the delivery challan /bill number.

**DC Date**

You may enter the delivery challan/bill date.

**Buttons:****Calendar**

Clicking on this opens a popup calendar. You can select a date.

**Narration**

You can give a general description about the details of the transaction through narration. You may type the narration or press F2 or double click in the narration field to get your standard narrations. You can modify the narration during transaction entry.

**3. LINE DETAILS:****Serial No.**

Displays the serial number. It is a system generated value.

**Item**

Press F2 to select from the Item list displayed. You can also select a narration by pressing F4 key and even modify the narration thereon, or simply type in the narration. The accounts, tax register columns if not tagged to items or narrations used will automatically be displayed for tagging. Press F11 to know the stock position of the item selected.

**Quantity**

You can enter the Quantity of the item sold

**Unit**

Displays the default unit selected for the Unit of the item.

**Rate**

Displays the Rate of the item. You can enter a rate or select rates defined based on Price Matrix by pressing F2 .You may enter a rate different from the rate populated.

**Amount**

Displays the amount of the item.

**4. SUB TOTAL DETAILS:****Charge**

It is automatically populated depending on charges you have included at the document level while setting up your daybook. You can change the charge amount if it's a flat type of charge and the charge percentage if it is percentage type.

**Rate**

Rate automatically populated depending on rate of charges you have included at the document level while setting up your daybook. You may however modify the same at the time of transaction entry.

**Amount**

Calculates the charge in case % type of charge is selected, alternatively allows you to enter the charge amount incase flat type of charge is selected

**Remarks**

You may enter any remarks / comments here.

**Grand Total**

Displays the grand total.

Note: Using F10 the user defined fields (UDFs) for document can be invoked after selecting the header account. The UDFs for table can be invoked at each transaction line.

**Buttons:****Save & New**

Saves the transaction and allows you to enter another transaction

**Save**

Saves the document.

**Save & Print**

Saves the document and prints the document.

**Preview**

Gives you a print preview of the document.

**Cancel**

Exits the document entry screen without saving details

**Purchase Returns**1. Cash Purchases Return**1. SUPPLIER DETAILS:****Name**

Displays the list of suppliers. Double click or Press F2 to open

**Supplier List**

Select supplier from the list.

**Address**

Displays the address of the supplier. It is automatically populated once you choose a supplier.

**Account**

Displays the account to which the supplier is tagged . This will display as cash, bank or overdraft type of accounts

**Code**

Displays the account code of the supplier. It is automatically populated after you choose a supplier.

**Balance**

Displays the balance of the header account. It is automatically populated once you choose a supplier.

**2. DOCUMENT DETAILS:****Document No.**

Displays the voucher number. It is automatically populated. Only the last box is editable.

**Date**

Displays the date on which voucher was made. Default is log on date but you can change it.

Note: Document date cannot be later than the login date and should be within the financial year.

**Bill No.**

Displays the bill number present in the supplier's bill.

**Bill Date**

Displays the bill date.

**Buttons:****Calendar**

Clicking on this opens a popup calendar. You can visually select a particular date by using it.

**3. LINE DETAILS****Narration**

You may type the narration or press F2 or double click in the narration field to get your standard narrations. You can modify the narration during transaction entry.

**Serial No.**

Displays the serial number. It is a system generated value.

**Item**

Press F2 to get the Item list. You can also select a narration by pressing F4 key and even modify the narration thereon, or simply type in the narration. The accounts, tax register columns if not tagged to items or narrations used will automatically be displayed for tagging. Press F11 to know the stock position of the item selected.

**Quantity**

Enter the Quantity of the item purchased .

**Unit**

Displays the default unit of the item. You can get the list of units for that item by pressing F2

**Rate**

You can enter a rate or select rates defined based on Price Matrix by pressing F2 .

**Amount**

Displays the amount of the item. This is a display field only and is a result of multiplication of Quantity and Rate.

Note : If you select a bank account at the header. You can also enter details of Cheque number and Cheque date in Payment details .

**Charge**

It is automatically populated depending on charges you have included at the document level while setting up your daybook. You can change the charge amount if it's a flat type of charge and the charge percentage if it is percentage type.

**Rate**

Rate automatically populated depending on rate of charges you have included at the document level while setting up your daybook. You may however modify the same at the time of transaction entry.

**Amount**

Calculates the charge in case % type of charge is selected, alternatively allows you to enter the charge amount in case flat type of charge is selected

**Remarks**

To add some remarks

**Grand Total**

Displays the document total.

Note: Using F10 the user defined fields (UDFs) for document can be invoked after selecting the header account. The UDFs for table can be invoked at each transaction line.

**Buttons:****Save & New**

Saves the transaction and allows you to enter another transaction

**Save**

Saves the document.

**Save & Print**

Saves and prints the document..

**Preview**

Gives you a print preview of the document. You can view and print multiple outputs designed through Document Designer

**Cancel**

Exits the document Entry screen without saving details

**2. Credit Purchases Return****1. SUPPLIER DETAILS:****Name**

Displays the name of the supplier. Just type the supplier name or Press F2 or Double Click displays Supplier List Screen. You may select supplier from the list.

**Address**

Displays the address of the supplier. It is populated after you choose a supplier based on what you have entered in the billing address at the time of setting up a supplier.

**Account**

Displays the account of the supplier.

**Code**

Displays the account code of the supplier. It is populated after you choose a supplier based on code you have entered at the time of setting up supplier.

**Balance**

Displays the balance of the selected supplier account.

**2. DOCUMENT DETAILS:****Document Number**

Displays the document series number. The series start number can be changed .

**Date**

Displays the date of transaction. Default date is log on date but you can change it.

Note: Date cannot be later than the login date and Date should be within financial year

**Due On**

You may enter the due date or the date before which the supplier would accept the goods back.

**Bill No.**

You may enter the supplier's bill number.

**Bill Date**

You may enter the supplier's bill date.

**Buttons:****Calendar**

Clicking on this opens a popup calendar. You can select a date.

**Narration**

You can give a general description about the details of the transaction through narration. You may type the narration or press F2 or double click in the narration field to get your standard narrations. You can modify the narration during transaction entry.

**3. LINE DETAILS****Serial No.**

Displays the serial number. It is a system generated value.

**Item**

Press F2 to select from the Item list displayed. You can also select a narration by pressing F4 key and even modify the narration thereon, or simply type in the narration. The accounts, tax register columns if not tagged to items or narrations used will automatically be displayed for tagging. Press F11 to know the stock position of the item selected.

**Quantity**

You can enter the Quantity of the item returned

**Unit**

Displays the default unit selected for the Unit of the item. You may change the unit

**Rate**

Displays the Rate of the item. You can enter the rate of the item returned

**Amount**

Displays the amount of the item and is the result of multiplication of Quantity and Rate

**4. SUB TOTAL DETAILS****Charge**

It is automatically populated depending on charges you have included at the document level while setting up your daybook. You can change the charge amount if it's a flat type of charge and the charge percentage if it is percentage type.

**Rate**

Rate automatically populated depending on rate of charges you have included at the document level while setting up your daybook. You may however modify the same at the time of transaction entry.

**Amount**

Calculates the charge in case % type of charge is selected, alternatively allows you to enter the charge amount incase flat type of charge is selected.

**Remarks**

You may enter any remarks / comments here.

**Grand Total**

Displays the grand total.

Note: Using F10 the user defined fields (UDFs) for document can be invoked after selecting the header account. The UDFs for table can be invoked at each transaction line.

**Buttons:****Save & New**

Saves the transaction and allows you to enter another transaction

**Save**

Saves the document.

**Save & Print**

Saves the document and prints the document.

**Preview**

Gives you a print preview of the document. You can view and print multiple outputs designed through Document Designer

**Cancel**

Exits the document entry screen without saving details

**Sales Returns****1. Cash Sales Return****1. CUSTOMER DETAILS:****Name**

Displays the list of suppliers. Double click or Press F2 to open Supplier List. Select supplier from the list.

**Address**

Displays the address of the customer. It is automatically populated after you choose a customer.

**Account**

Displays the account to which the customer is tagged . This will display as cash, bank or overdraft type of accounts

**Code**

Displays the account code of the customer. It is automatically populated after you choose a customer.

**Balance**

Displays the balance of the header account. It is automatically populated after you chooses a customer.

**2. DOCUMENT DETAILS:****Document No.**

Displays the voucher number. It is automatically populated. Only the last box is editable.

**Date**

Displays the date on which voucher was made. Default is log on date but you can change it.

Note: Document date cannot be later than the login date and should be within the financial year.

**DC No.**

Enter the customer's bill number.

**DC Date**

Enter the bill date.

**Buttons:**

**Calendar**

Clicking on this opens a popup calendar. You can visually select a particular date by using it.

**3. LINE DETAILS:**

**Narration**

You may type the narration or press F2 or double click in the narration field to get your standard narrations. You can modify the narration during transaction entry.

**Serial No.**

Displays the serial number. It is a system generated value.

**Item**

Press F2 to get the Item list. You can also select a narration by pressing F4 key and even modify the narration thereon, or simply type in the narration. The accounts, tax register columns if not tagged to items or narrations used will automatically be displayed for tagging. Press F11 to know the stock position of the item selected.

**Quantity**

Enter the Quantity of the item returned.

**Unit**

Displays the default unit of the item. It is automatically populated after you chooses an item.

**Rate**

You can enter a rate or select rates defined based on Price Matrix by pressing F2 .

**Amount**

Displays the amount of the item. This is a display field only and is a result of multiplication of Quantity and Rate

Note : If you select a bank account at the header. You can also enter details of Cheque number and Cheque date in Payment details .

#### **4.SUB TOTAL DETAILS:**

##### **Charge**

It is automatically populated depending on charges you have included at the document level while setting up your daybook. You can change the charge amount if it's a flat type of charge and the charge percentage if it is percentage type.

##### **Rate**

Rate automatically populated depending on rate of charges you have included at the document level while setting up your daybook. You may however modify the same at the time of transaction entry.

##### **Amount**

Calculates the charge in case % type of charge is selected, alternatively allows you to enter the charge amount in case flat type of charge is selected

##### **Grand Total**

Displays the grand total. .

Note: Using F10 the user defined fields (UDFs) for document can be invoked after selecting the header account. The UDFs for table can be invoked at each transaction line.

##### **Buttons:**

##### **Save & New**

Saves the transaction and allows you to enter another transaction

##### **Save**

Saves the document.

##### **Save & Print**

Saves and Prints the document.

##### **Preview**

Gives you a print preview of the document. You can view and print multiple outputs designed through Document Designer

##### **Cancel**

Exits the document entry screen without saving details.

#### 2. Credit Sales Return

##### 1. **CUSTOMER DETAILS:**

##### **Name**

Displays the name of the customer. Press F2 or Double Click displays customer List Screen. You may select customer from the list.

**Address**

Displays the address of the customer. It is populated after you choose a customer based on what you have entered in the billing address at the time of setting up a customer.

**Account**

Displays the account of the customer.

**Code**

Displays the account code of the customer. It is populated after you choose a customer based on code you have entered at the time of setting up customer.

**Balance**

Displays the balance of the selected customer account.

**2. DOCUMENT DETAILS:****Document Number**

Displays the document series number. You can change the series start number.

**Date**

Displays the date of transaction. Default date is log on date but you can change it.

Note: Date cannot be later than the login date and Date should be within financial year

**Due On**

Displays the date on which voucher is due on. This depends on the number of days credit that has been allowed to the customer at the time of setting up the customer

Note: It will be automatically calculated and displayed. You may however change the same

**DC No.**

You may enter the delivery challan /bill number.

**DC Date**

You may enter the delivery challan/bill date.

**Buttons:****Calendar**

Clicking on this opens a popup calendar. You can select a date.

**Narration**

You can give a general description about the details of the transaction through narration. You may type the narration or press F2 or double click in the narration field to get your standard narrations. You can modify the narration during transaction entry.

**3. LINE DETAILS**

**Serial No.**

Displays the serial number. . It is a system generated value.

**Item**

Press F2 to get the Item list. You can also select a narration by pressing F4 key and even modify the narration thereon, or simply type in the narration. The accounts, tax register columns if not tagged to items or narrations used will automatically be displayed for tagging. Press F11 to know the stock position of the item selected.

**Quantity**

You can enter the Quantity of the item returned

**Unit**

Displays the default Unit of the selected item. You can modify the units if there are other units set up for that item.

**Rate**

Displays the default Rate of the item. You may also enter the rate of the item returned

**Amount**

Displays the amount of the item and is the result of multiplication of Quantity and Rate

**4. SUB TOTAL DETAILS:****Charge**

It is automatically populated depending on charges you have included at the document level while setting up your Daybook. You can change the charge amount if it's a flat type of charge and the charge percentage if it is percentage type.

**Rate**

Rate automatically populated depending on rate of charges you have included at the document level while setting up your daybook. You may however modify the same at the time of transaction entry.

**Amount**

Calculates the charge in case % type of charge is selected, alternatively allows you to enter the charge amount incase flat type of charge is selected

**Remarks**

To enter any remarks / comments here.

**Grand Total**

Displays the grand total.

Note: Using F10 the user defined fields (UDFs) for document can be invoked after selecting the header account. The UDFs for table can be invoked at each transaction line.

**Buttons:****Save & New**

Saves the transaction and allows you to enter another transaction

**Save**

Saves the document.

**Save & Print**

Saves the document and prints the document.

**Preview**

Gives you a print preview of the document. You can view and print multiple outputs designed through Document Designer

**Others**

1. Credit Note

**1. HEADER DETAILS****Name**

Displays the name of the customer/supplier. It opens Customer/Supplier List Screen. You can select customer/supplier from the list. You can double click or press F2 for the Customer/Supplier List Screen.

**Address**

Displays the address of the customer/supplier. This field shall display the address from the profile

**Account**

Displays the account tagged to the customer/supplier.

**Code**

Displays the code which you have entered at the time of creating the profile

**Balance**

Displays the balance present in the corresponding account. It is automatically populated after you choose a customer.

**2. DOCUMENT DETAILS****Credit Note No.**

Displays the credit note number. Only the last box is editable.

**Credit Note Date**

Displays the credit note date. Default is log on date but you can change it.

Note: Date cannot be later than the login date

### **Reference Number**

You can enter a reference number in this field

### **Reference Date**

You can enter a reference date in this field.

### **Narration**

You can give a general description about the details of the transaction through narration. You may type the narration or press F2 or double click in the narration field to get your standard narrations. You can modify the narration during transaction entry.

### **Buttons:**

#### **Calendar**

Clicking on this opens a popup calendar. You can visually select a particular date by using it.

### **3. TRANSACTION DETAILS:**

#### **Sr. No.**

This field shows the serial number. It is a system generated field.

#### **Narration**

You may type the narration or press F2 or double click in the narration field to get your standard narrations. You can modify the narration during transaction entry.

#### **Account**

Displays, by default, the line account tagged to the narration. You can however change the line of account. Double Click to open Account List Screen.

#### **Amount**

Displays the amount of the credit note for the line account.

#### **Total**

Displays the total amount

Note: Using F10 the user defined fields (UDFs) for document can be invoked after selecting the header account. The UDFs for table can be invoked at each transaction line.

### **Buttons:**

#### **Save and New**

Save the document and allows you to enter a new document

#### **Save**

Saves the document.

**Save & Print**

Saves and Prints the document.

**Preview**

Gives you a print preview of the document. You can view and print multiple outputs designed through Document Designer

**Cancel**

Cancels the document without saving and returns to Maintain document screen.

**2. Debit Note****1. HEADER DETAILS:****Name**

Displays the name of the customer/supplier. It opens Customer/Supplier List Screen. You can select customer/supplier from the list. You can double click or press F2 for the Customer/Supplier List Screen.

**Address**

Displays the address of the customer/supplier. This field shall display the address from the profile

**Account**

Displays the account tagged to the customer/supplier.

**Code**

Displays the code which you have entered at the time of creating the profile

**Balance**

Displays the balance present in the corresponding account. It is automatically populated after you choose a customer.

**2. DOCUMENT DETAILS****Debit Note No.**

Displays the debit note number. Only the last box is editable.

**Debit Note Date**

Displays the debit note date. Default is log on date but you can change it.

**Reference Number**

You can enter a reference number in this field.

**Reference Date**

You can enter a reference date in this field.

**Buttons:****Calendar**

Clicking on this opens a popup calendar. You can visually select a particular date by using it.

**Narration**

You can give a general description about the details of the transaction through narration. You may type the narration or press F2 or double click in the narration field to get your standard narrations. You can modify the narration during transaction entry.

**3. TRANSACTION DETAILS:****Sr. No.**

This field shows the serial number. It is a system generated field.

**Narration**

You may type the narration or press F2 or double click in the narration field to get your standard narrations. You can modify the narration during transaction entry.

**Account**

Displays, by default, the line account tagged to the narration. You can change the line of account. Double Click to open Account List Screen.

**Amount**

Displays the amount of the debit note for the line account

**Total**

Displays the total amount.

Note: Using F10 the user defined fields (UDFs) for document can be invoked after selecting the header account. The UDFs for table can be invoked at each transaction line.

**Buttons:****Save and New**

Saves the document and allows you to enter a new document

**Save**

Saves the document.

**Save & Print**

Saves and prints the document.

**Preview**

Gives you a print preview of the document. You can view and print multiple outputs designed through Document Designer

## **Cancel**

Cancels the document without saving and returns to Maintain document screen.

- **Screen Fields For Maintain Document**

The screen is split into two panes, the left hand side pane displays the Document types and the right hand side pane displays the Transactions. When you select a particular document type from the left hand pane , transactions for the current month up to the login date are displayed in the right hand

### **Fields:**

#### **Document Date**

Displays the transaction date.

#### **Document Number**

Displays the document number.

#### **Header Account**

Displays the header account

#### **Amount**

Displays the amount in a particular transaction.

### **Buttons:**

#### **New**

You can enter a transaction by selecting a document type and clicking New button

#### **Edit**

You can select a transaction by clicking any of the document details and click Edit to Edit the transaction

#### **Delete**

You can select a transaction by clicking any of the document details and click Delete to Delete the transaction. You can also delete multiple documents at one time by Delete key after selecting the desired documents.

#### **Print**

You can select a transaction by clicking any of the document details and click Print to Print the transaction. You can also print multiple documents at a time by selecting the desired documents and using Print key

#### **Close**

Closes the Maintain Document screen

- **Editing a Document**

You can edit a document in Sahaj Accounting

To edit a document,

1. Click **Activities** on the **Sahaj Accounting** screen. A pull-down menu appears.
2. Click **Maintain Document**. The Maintain Document screen appears.
3. Click **Edit**. A new pop up screen appears.
4. Change the required fields in that pop up screen. For the details about new popup screen see
5. Click on **Save** to maintain the changed values the document.

- **Deleting a Document**

You can delete a document in Sahaj Accounting

To delete a document,

1. Click **Activities** on the **Sahaj Accounting** screen. A pull-down menu appears.
2. Click **Maintain Document**. The Maintain Document screen appears.
3. Select a document what will be deleted.
4. Click on **Delete**. The document will be deleted, if no transaction is made with this document.

## ADJUSTING OPEN DEBITS AN CREDITS

You can maintain invoices, receipts, payments, and other documents marked as 'open'. When you enter the details in a document pertaining to a customer or supplier, the document is maintained as 'open'. Simultaneously, you can adjust the document against other documents and 'close' it.

- **To adjust open debits and credits**
  1. From the activities menu, select **Adjust open debits credits** and adjust open debit credit window will appear.
  2. Select the name of the account for which you want to match open debits and open credits.
  3. Open debit and credit window appears, displaying all the open debit and open credit documents for the selected account name along with the balance.
  4. Select the open debit and open credit to be matched.
  5. Click on **adjust**.
  6. Enter the voucher number and amount to be adjusted.
  7. Click on **save**.
  8. Click **exit**. Sahaj Accounting will adjust the open debit and open credit documents.

## BACKING UP DATA

Only the system administrator has the authority to take backup of the data. You must take backup of your data time to time to prevent loss of data.

- **Taking backup of your data**

Sahaj Accounting automatically saves your details as you enter each document but to prevent loss of your data, you should periodically take backup of your data. Taking backup of your data saves you from re-entering the information in case your file gets damaged or corrupt. But make sure that your backup is stored in a safe place.

1. From the company menu, select **backup**.
2. Sahaj Accounting will prompt you whether you want to take the backup.
3. Select yes if you want to take the backup.
4. Select no if you don't want to take the backup.

## GENERATING CASH/BANK BOOK

The cash book provides information on transactions affecting cash accounts and the bank book provides information on transactions affecting bank accounts.

You can generate cash book or bank book for one or more cash or bank accounts and a specified date range.

The cash/bank book provides the following details:

1. Opening balance
2. Document series and number
3. Account name and narration
4. Cheque details
5. Receipts and payments for the document
6. Amount allocated to the accounts to which they are posted
7. Running balance
8. Total/closing balance

From the cash/ bank book, you can drill down to the source document. You can also modify the source document.

- **To generate the cash/bank book**
  1. From the **reports** menu, select **accounts** and then select **cash/bank book**.
  2. Cash/bank book dialog box appears.
  3. To generate cash/bank book, specify:
    1. **Accounts type:** select **individual accounts** to select accounts individually. It will display all the cash/bank accounts. All accounts are automatically selected but you can deselect the ones that you don't need.
    2. **Period selection:** Select the **PERIODICITY** with which you want to generate the report for a specified date. The periodicity can be either of monthly, quarterly, half yearly or yearly.  
**Date selection:** select this option to specify the date range for which you want the report. It can be
      1. **Week to date:** from the start of the current week to today's date.
      2. **Month to date:** from the start of the current month to today's date.
      3. **Previous month:** for the previous month.
      4. **Quarter to date:** from the start of the current quarter of the financial year to today's date.
      5. **Year to date current:** from the start of the current financial year to today's date.
      6. **Between:** in between the year.**Description:** displays the description for the option selected in the date selection box.  
**From:** select the date from which you want to generate the report.  
**To:** select the date up to which you want to generate the report.
  3. **View mode:** in the view mode select either of:
    1. **Onscreen and drill down:** displays the report in the format in which it will be printed. You can even drill down to the source document from this mode, and modify details.



## GENERATING THE LEDGER

Ledger provides you the detailed or summarized classification of accounts. From the ledger you can drill down to the source document. You can also modify the source document.

The ledger provides the following details:

1. Account name
2. Document date
3. Document series and number
4. Narration
5. Opening balance and closing balance for each account
6. Each transaction amount
7. Running balance

- **To generate the ledger**

1. From the **reports** menu, select **accounts** and then select **ledger**.
2. Ledger dialog box will appear.
3. To generate ledger, specify:
  1. **Accounts type:** select **accounts by type** to automatically select all individual accounts under the type. You can even deselect the accounts that you don't need. Select **individual accounts** to select accounts individually. It will display all the cash/bank accounts. All accounts are automatically selected but you can deselect the ones that you don't need.  
**Moved accounts only:** Select it to generate reports only for accounts that have been transacted on.
  2. **Sort:** sort the reports according to chart of accounts or alphabetically.
  3. **Period selection:** Select the **PERIODICITY** with which you want to generate the report for a specified date. The periodicity can be either of monthly, quarterly, half yearly or yearly.  
**Date selection:** select this option to specify the date range for which you want the report. It can be:
    1. **Week to date:** from the start of the current week to today's date.
    2. **Month to date:** from the start of the current month to today's date.
    3. **Previous month:** for the previous month.
    4. **Quarter to date:** from the start of the current quarter of the financial year to today's date.
    5. **Year to date current:** from the start of the current financial year to today's date.
    6. **Between:** in between the year.  
**Description:** displays the description for the option selected in the date selection box.  
**From:** select the date from which you want to generate the report.  
**To:** select the date up to which you want to generate the report.
  4. **View mode:** in the view mode select either of:
    1. **Onscreen and drill down:** displays the report in the format in which it will be printed. You can even drill down to the source document from this mode, and modify details.
    2. **Print preview:** displays the report as it will be printed. You can only view the report and cannot drill down to other details or make changes.
    3. **Print:** prints the report.
4. Click **OK** and the ledger appears.

## GENERATING THE JOURNAL

Journal is the book of first entry of every transaction. Daily transactions such as purchases, sales, payments and receipts are entered in a journal. From the journal, you can drill down to the source document. You can even modify the source document.

You can generate the journal for each transaction type. Journal of a transaction provides the following details:

1. Document number, series and date.
2. Account and narration
3. Credit amount and debit amount.
4. Quantity, unit and rate.
5. Date wise total amount transacted.
6. Document wise total amount.

### STEP 1: Generating Journal

- **To generate the Journal**
  1. From the reports menu, select accounts and then select journal and click on detailed. Journal dialog box appears.
  2. To generate a journal, specify:
    1. **Date range:** Select the **PERIODICITY** with which you want to generate the report for a specified date. The periodicity can be either of monthly, quarterly, half yearly or yearly.  
**Date selection:** select this option to specify the date range for which you want the report. It can be:
      1. **Week to date:** from the start of the current week to today's date.
      2. **Month to date:** from the start of the current month to today's date.
      3. **Previous month:** for the previous month.
      4. **Quarter to date:** from the start of the current quarter of the financial year to today's date.
      5. **Year to date current:** from the start of the current financial year to today's date.
      6. **Between:** in between the year.**Description:** displays the description for the option selected in the date selection box.  
**From:** select the date from which you want to generate the report.  
**To:** select the date up to which you want to generate the report.
    2. **Documents:** In the documents tab select the following options:
      1. **Type:** displays the complete list of document types available in Sahaj Accounting. Select the documents you want. Whenever you select a document, all the documents under it are automatically selected.
      2. **Series:** select the series according to which you want to filter the documents.
      3. **From:** Type the document number from which you want to generate reports.
      4. **To:** type the document number up to which you want to generate reports.
    3. **Amount:** select the range of the amount according to which you want to filter the documents.
    4. **View mode:** in the view mode select either of:
      1. **Onscreen and drill down:** displays the report in the format in which it will be printed. You can even drill down to the source document from this mode, and modify details.

2. **Print preview:** displays the report as it will be printed. You can only view the report and cannot drill down to other details or make changes.
3. **Print:** prints the report.
5. Click **OK** and the Journal appears.

## STEP 2: Generating accounts summary

The accounts summary provides an account wise summary of the details for a particular document or document type. From the accounts summary you can drill down to the source document and moreover you can modify the source document.

The account summary will provide you with the following details:

1. Document category and transaction type.
  2. Account name.
  3. Debit amount and credit amount for each account
  4. Total debit and total credit.
- **To generate the accounts summary:**
    1. From the reports menu, select accounts then select journal and click account summary. Account summary dialog box appears.
    2. to generate accounts summary specify:
      1. **Date range:** Select the **PERIODICITY** with which you want to generate the report for a specified date. The periodicity can be either of monthly, quarterly, half yearly or yearly.
 

**Date selection:** select this option to specify the date range for which you want the report. It can be:

        1. **Week to date:** from the start of the current week to today's date.
        2. **Month to date:** from the start of the current month to today's date.
        3. **Previous month:** for the previous month.
        4. **Quarter to date:** from the start of the current quarter of the financial year to today's date.
        5. **Year to date current:** from the start of the current financial year to today's date.
        6. **Between:** in between the year.

**Description:** displays the description for the option selected in the date selection box.

**From:** select the date from which you want to generate the report.

**To:** select the date up to which you want to generate the report.
      2. **Documents:** In the documents tab select the following options:
        1. **Type:** displays the complete list of document types available in Sahaj Accounting. Select the documents you want. Whenever you select a document, all the documents under it are automatically selected.
        2. **Series:** select the series according to which you want to filter the documents.
        3. **From:** Type the document number from which you want to generate reports.
        4. **To:** type the document number up to which you want to generate reports.
      3. **View Mode:** in the view mode select either of:
        1. **Onscreen and drill down:** displays the report in the format in which it will be printed. You can even drill down to the source document from this mode, and modify details.
        2. **Print preview:** displays the report as it will be printed. You can only view the report and cannot drill down to other details or make changes.
        3. **Print:** prints the report.

4. Click **OK** and the account summary appears.

### STEP 3: Generating items summary

The items summary provides an item wise summary of the quantity and value of all transactions for a particular document type. From the items summary, you cannot drill down to the source document. The items summary provides the following details:

1. Document type
  2. Item name
  3. Quantity, unit and amount
  4. Total amount of the items
- **To generate items summary:**
    1. From the reports menu, select accounts then select journal and click item summary. Item summary dialog box appears.
    2. to generate accounts summary specify:
      1. **Date range:** Select the **PERIODICITY** with which you want to generate the report for a specified date. The periodicity can be either of monthly, quarterly, half yearly or yearly.  
**Date selection:** select this option to specify the date range for which you want the report. It can be:
        1. **Week to date:** from the start of the current week to today's date.
        2. **Month to date:** from the start of the current month to today's date.
        3. **Previous month:** for the previous month.
        4. **Quarter to date:** from the start of the current quarter of the financial year to today's date.
        5. **Year to date current:** from the start of the current financial year to today's date.
        6. **Between:** in between the year.  
**Description:** displays the description for the option selected in the date selection box.  
**From:** select the date from which you want to generate the report.  
**To:** select the date up to which you want to generate the report.
      2. **Documents:** In the documents tab select the following options:
        1. **Type:** displays the complete list of document types available in Sahaj Accounting. Select the documents you want. Whenever you select a document, all the documents under it are automatically selected.
        2. **Series:** select the series according to which you want to filter the documents.
        3. **From:** Type the document number from which you want to generate reports.
        4. **To:** type the document number up to which you want to generate reports.
      3. **View mode:** in the view mode select either of:
        1. **Onscreen and drill down:** displays the report in the format in which it will be printed. You can even drill down to the source document from this mode, and modify details.
        2. **Print preview:** displays the report as it will be printed. You can only view the report and cannot drill down to other details or make changes.
        3. **Print:** prints the report.
    3. Click **OK** and the item summary appears.

#### STEP 4: Generating narrations summary

The narrations summary provides a summarized account of the credit and debit details for a particular narration. This will summarise only the narrations that you have set up. From the narration summary, you can drill down to the source document and you can even modify the source document.

The narrations summary provides the following details:

1. Document type and narration
2. Debit and credit amount
3. Total debit and credit amount

- **To generate narrations summary:**

1. From the reports menu, select accounts then select journal and click narrations summary. Narrations summary dialog box appears.

2. to generate narrations summary specify:

1. **Date range:** Select the **PERIODICITY** with which you want to generate the report for a specified date. The periodicity can be either of monthly, quarterly, half yearly or yearly.

**Date selection:** select this option to specify the date range for which you want the report. It can be:

1. **Week to date:** from the start of the current week to today's date.
2. **Month to date:** from the start of the current month to today's date.
3. **Previous month:** for the previous month.
4. **Quarter to date:** from the start of the current quarter of the financial year to today's date.
5. **Year to date current:** from the start of the current financial year to today's date.
6. **Between:** in between the year.

**Description:** displays the description for the option selected in the date selection box.

**From:** select the date from which you want to generate the report.

**To:** select the date up to which you want to generate the report.

2. **Documents:** In the documents tab select the following options:

1. **Type:** displays the complete list of document types available in Sahaj Accounting. Select the documents you want. Whenever you select a document, all the documents under it are automatically selected.
2. **Series:** select the series according to which you want to filter the documents.
3. **From:** Type the document number from which you want to generate reports.
4. **To:** type the document number up to which you want to generate reports.

3. **View mode:** in the view mode select either of:

1. **Onscreen and drill down:** displays the report in the format in which it will be printed. You can even drill down to the source document from this mode, and modify details.
2. **Print preview:** displays the report as it will be printed. You can only view the report and cannot drill down to other details or make changes.
3. **Print:** prints the report.

4. Click **OK** and the narration summary appears.

## GENERATING THE BALANCE SHEET

Balance sheet is the statement that presents the financial position of your organisation. With the Sahaj Accounting you can generate the balance sheet as on any date you want. You can also generate comparative balance sheet to compare previous financial year's balance sheet with the current financial year's balance sheet.

### STEP 1: Generating the vertical balance sheet

The vertical balance sheet is the statement of assets and liabilities of an organisation for the current financial year as on a particular date. The vertical balance sheet is by default displayed in a vertical format.

- **To generate vertical balance sheet:**
  1. From the reports menu, select balance sheet then point to vertical.
  2. While generating vertical balance sheet specify:
    1. **Date:** Select the **PERIODICITY** with which you want to generate the balance sheet for a specified date.  
**Date selection:** select the date range for which you want the balance sheet. The date must be in the financial year.
    2. **Account:** select the levels up to which you want to view the accounts. this field will take values from 0 to 9.  
**Include zero balance:** select this if you want the accounts with zero balance also to be displayed.
    3. **View mode:** in the view mode select either of:
      1. **Onscreen and drill down:** displays the report in the format in which it will be printed. You can even drill down to the source document from this mode, and modify details.
      2. **Print preview:** displays the report as it will be printed. You can only view the report and cannot drill down to other details or make changes.
      3. **Print:** prints the report.
  3. Click **OK** and the vertical balance sheet appears.

### STEP 2: Generating the horizontal balance sheet

The horizontal balance sheet is the statement of assets and liabilities of an organisation for the current financial year as on a particular date. The horizontal balance sheet is by default displayed in a horizontal format.

- **To generate horizontal balance sheet:**
  1. From the reports menu, select balance sheet then point to horizontal.
  2. While generating horizontal balance sheet specify:
    1. **Date:** Select the **PERIODICITY** with which you want to generate the balance sheet for a specified date.  
**Date selection:** select the date range for which you want the balance sheet. The date must be in the financial year.
    2. **Account:** select the levels up to which you want to view the accounts. this field will take values from 0 to 9.  
**Include zero balance:** select this if you want the accounts with zero balance also to be displayed.
    3. **View mode:** in the view mode select either of:
  3. **View mode:** in the view mode select either of:

1. **Onscreen and drill down:** displays the report in the format in which it will be printed. You can even drill down to the source document from this mode, and modify details.
  2. **Print preview:** displays the report as it will be printed. You can only view the report and cannot drill down to other details or make changes.
  3. **Print:** prints the report.
3. Click **OK** and the horizontal balance sheet appears.

### STEP 3: Generating comparative balance sheet

You can generate the comparative balance sheet to compare the performance of the current year with that of the previous year. In this balance sheet, the amount of the previous financial year is shown alongside the amount of the current financial year. The total amount of the previous financial year is shown

- **To generate comparative balance sheet:**
  1. From the reports menu, select balance sheet then point to comparative.
  2. While generating comparative balance sheet specify:
    1. **Date:** Select the **PERIODICITY** with which you want to generate the balance sheet for a specified date.  
**Date selection:** select the date range for which you want the balance sheet. The date must be in the financial year.
    2. **Account:** select the levels up to which you want to view the accounts. this field will take values from 0 to 9.  
**Include zero balance:** select this if you want the accounts with zero balance also to be displayed.
    3. **View mode:** in the view mode select either of:
      1. **Onscreen and drill down:** displays the report in the format in which it will be printed. You can even drill down to the source document from this mode, and modify details.
      2. **Print preview:** displays the report as it will be printed. You can only view the report and cannot drill down to other details or make changes.
      3. **Print:** prints the report.
  3. Click **OK** and the comparative balance sheet appears.

## GENERATING THE TRIAL BALANCE

Sahaj Accounting maintains up-to-date account balances and you can generate trial balance on any date you want. You will be able to generate an opening trial balance statement to view the debit and credit balance of each account as on the first day of the current financial year. You can also generate standard trial balance. Trial balance totals the debit and credit balances of all accounts to check their accuracy on a particular date.

### STEP 1: Generating the standard trial balance

The standard trial balance is the list of account balances displaying the debit and credit balances.

- **To generate standard trial balance:**
  1. From the reports menu, select trial balance and then select standard.
  2. While generating standard trial balance specify:
    1. **Date:** Select the **PERIODICITY** with which you want to generate the balance sheet for a specified date.  
**Date selection:** select the date range for which you want the balance sheet. The date must be in the financial year.
    2. **Account:** select the levels up to which you want to view the accounts. this field will take values from 0 to 9.  
**Include zero balance:** select this if you want the accounts with zero balance also to be displayed.
    3. **View mode:** in the view mode select either of:
      1. **Onscreen and drill down:** displays the report in the format in which it will be printed. You can even drill down to the source document from this mode, and modify details.
      2. **Print preview:** displays the report as it will be printed. You can only view the report and cannot drill down to other details or make changes.
      3. **Print:** prints the report.
  3. Click **OK** and the standard trial balance appears.

### STEP 2: Generating the Opening trial balance

The opening trial balance is used to view the debit balance and credit balance of each account on the first day of the current financial year.

- **To generate standard trial balance:**
  1. From the reports menu, select trial balance and then select opening.
  2. While generating opening trial balance specify:
    1. **Date:** Select the **PERIODICITY** with which you want to generate the balance sheet for a specified date.  
**Date selection:** select the date range for which you want the balance sheet. The date must be in the financial year.
    2. **Account:** select the levels up to which you want to view the accounts. this field will take values from 0 to 9.  
**Include zero balance:** select this if you want the accounts with zero balance also to be displayed.
    3. **View mode:** In the view mode select either of:
  3. **View mode:** In the view mode select either of:

1. **Onscreen and drill down:** displays the report in the format in which it will be printed. You can even drill down to the source document from this mode, and modify details.
  2. **Print preview:** displays the report as it will be printed. You can only view the report and cannot drill down to other details or make changes.
  3. **Print:** prints the report.
3. Click **OK** and the opening trial balance appears.

## GENERATING THE PROFIT AND LOSS STATEMENT

The profit and loss statement indicates whether your company is running at a profit or loss in a specific period. You can generate a profit and loss statement for a specific period.

### STEP 1: Generating the vertical profit and loss statement

The vertical profit and loss statement provides details on income and expense accounts. It also presents the total profit or total loss for a specified date range vertically.

- **To generate vertical profit and loss statement:**
  1. From the reports menu, select profit and loss then point to vertical.
  2. While generating vertical profit and loss specify:
    1. **Date:** Select the **PERIODICITY** with which you want to generate the balance sheet for a specified date.  
**Date selection:** select the date range for which you want the balance sheet. The date must be in the financial year.
    2. **Account:** select the levels up to which you want to view the accounts. this field will take values from 0 to 9.  
**Include zero balance:** select this if you want the accounts with zero balance also to be displayed.
  3. **View mode:** in the view mode select either of:
    1. **Onscreen and drill down:** displays the report in the format in which it will be printed. You can even drill down to the source document from this mode, and modify details.
    2. **Print preview:** displays the report as it will be printed. You can only view the report and cannot drill down to other details or make changes.
    3. **Print:** prints the report.
  3. Click **OK** and the vertical profit and loss statement appears.

### STEP 2: Generating the horizontal profit and loss statement

The horizontal profit and loss statement provides details on income and expense accounts. It also presents the total profit or total loss for a specified date range horizontally.

- **To generate horizontal profit and loss statement:**
  1. From the reports menu, select profit and loss then point to horizontal.
  2. While generating horizontal profit and loss specify:
    1. **Date:** Select the **PERIODICITY** with which you want to generate the balance sheet for a specified date.  
**Date selection:** select the date range for which you want the balance sheet. The date must be in the financial year.
    2. **Account:** select the levels up to which you want to view the accounts. this field will take values from 0 to 9.  
**Include zero balance:** select this if you want the accounts with zero balance also to be displayed.
  3. **View mode:** in the view mode select either of:
    1. **Onscreen and drill down:** displays the report in the format in which it will be printed. You can even drill down to the source document from this mode, and modify details.

2. **Print preview:** displays the report as it will be printed. You can only view the report and cannot drill down to other details or make changes.
  3. **Print:** prints the report.
3. Click **OK** and the horizontal profit and loss statement appears.

### **STEP 3: Generating comparative profit and loss statement**

You can generate the comparative profit and loss statement in which the profit and loss statement for the previous financial year is given alongside the profit and loss statement for the current financial year for a specified date range.

- **To generate comparative profit and loss statement:**
  1. From the reports menu, select balance sheet then point to comparative.
  2. While generating comparative balance sheet specify:
    1. **Date:** Select the **PERIODICITY** with which you want to generate the balance sheet for a specified date.  
**Date selection:** select the date range for which you want the balance sheet. The date must be in the financial year.
    2. **Account:** select the levels up to which you want to view the accounts. this field will take values from 0 to 9.  
**Include zero balance:** select this if you want the accounts with zero balance also to be displayed.
  3. **View mode:** in the view mode select either of:
    1. **Onscreen and drill down:** displays the report in the format in which it will be printed. You can even drill down to the source document from this mode, and modify details.
    2. **Print preview:** displays the report as it will be printed. You can only view the report and cannot drill down to other details or make changes.
    3. **Print:** prints the report.
- 3. Click **OK** and the comparative balance sheet appears.

## GENERATING THE RECEIPTS AND PAYMENTS STATEMENT

The receipts and payments statements provide an account wise summary of all transactions on cash accounts and bank accounts.

The receipts and payments statement provides the following details:

1. Account name
2. Account wise receipts
3. Account wise payments
4. Opening balance of cash account and bank account
5. Closing balance of cash account and bank account
6. Total receipts
7. Total payments
8. Total opening balance
9. Total closing balance

- **To generate the receipts and payments statement:**

1. From the reports menu, select accounts then select statements then select receipts and payments.
2. To generate the receipts and payments statement, specify:
  1. **Date range:** Select the **PERIODICITY** with which you want to generate the report for a specified date. The periodicity can be either of monthly, quarterly, half yearly or yearly.  
**Date selection:** select this option to specify the date range for which you want the report. It can be:
    1. **Week to date:** from the start of the current week to today's date.
    2. **Month to date:** from the start of the current month to today's date.
    3. **Previous month:** for the previous month.
    4. **Quarter to date:** from the start of the current quarter of the financial year to today's date.
    5. **Year to date current:** from the start of the current financial year to today's date.
    6. **Between:** in between the year.**Description:** displays the description for the option selected in the date selection box.  
**From:** select the date from which you want to generate the report.  
**To:** select the date up to which you want to generate the report.
  2. **Account:** select the levels up to which you want to view the accounts. this field will take values from 0 to 9.
  3. **View mode:** in the view mode select either of:
    1. **Print preview:** displays the report as it will be printed. You can only view the report and cannot drill down to other details or make changes.
    2. **Print:** prints the report.
3. Click OK and receipts and payments statement appears.

## GENERATING THE ACCOUNT BALANCE STATEMENT

The account balance statement provides the monthly balance of an account for the current financial year and previous financial year.

The account balance statement provides the following details:

1. Account name
2. Month
3. Opening balance for the current financial year, along with the credit or debit sign
4. Opening balance for the previous financial year, along with the credit or debit sign
5. Month wise debit amount and credit amount for the current year.
6. Month wise debit amount and credit amount for the previous year.
7. Total account balance for the current financial year.
8. Total account balance for the previous financial year.
9. Closing balance.

- **To generate the account balance statement**

1. From the reports menu, select accounts, select statements then select account balance.
2. To generate the account balance statement specify:
  1. **Date:** Select the **PERIODICITY** with which you want to generate the balance sheet for a specified date.  
**Date selection:** select the date range for which you want the balance sheet. The date must be in the financial year.
  2. **Accounts type:** select **accounts by type** to automatically select all individual accounts under the type. You can even deselect the accounts that you don't need.  
Select **individual accounts** to select accounts individually. It will display all the cash/bank accounts. All accounts are automatically selected but you can deselect the ones that you don't need.
  3. **Sort:** sort the reports according to chart of accounts or alphabetically.
  4. **View mode:** in the view mode select either of:
    1. **Onscreen and drill down:** displays the report in the format in which it will be printed. You can even drill down to the source document from this mode, and modify details.
    2. **Print preview:** displays the report as it will be printed. You can only view the report and cannot drill down to other details or make changes.
    3. **Print:** prints the report.
3. Click ok and the account statement appears.

## GENERATING GROUP BALANCE STATEMENT

The group balance statement provides the breakup of the current balance of a group as on a particular date. The group balance provides you the following details:

1. Group name
  2. Accounts or sub groups under the group
  3. Debit and credit balances
  4. Current balance
- **To generate group balance:**
    1. From the reports menu, select accounts, select statements then select account balance.
    2. To generate the account balance statement specify:
      1. **Date:** Select the **PERIODICITY** with which you want to generate the balance sheet for a specified date.  
**Date selection:** select the date range for which you want the balance sheet. The date must be in the financial year.
      2. **Accounts type:** select **accounts by type** to automatically select all individual accounts under the type. You can even deselect the accounts that you don't need.  
Select **individual accounts** to select accounts individually. It will display all the cash/bank accounts. All accounts are automatically selected but you can deselect the ones that you don't need.
      3. **Sort:** sort the reports according to chart of accounts or alphabetically.
      4. **View mode:** in the view mode select either of:
        1. **Onscreen and drill down:** displays the report in the format in which it will be printed. You can even drill down to the source document from this mode, and modify details.
        2. **Print preview:** displays the report as it will be printed. You can only view the report and cannot drill down to other details or make changes.
        3. **Print:** prints the report.
    3. Click ok and the account statement appears.

## GENERATING CUSTOMER/SUPPLIER REPORTS

You can generate a number of analytical reports on the transactions with your customers and suppliers.

### STEP 1: Generating dues receivable/dues payable report

The dues receivable report gives details of the money to be received from customers and the dues payable report gives details of the money paid to the suppliers. You can generate the dues receivable report based on customer or due date and you can generate the dues payable report based on supplier or due date.

Dues receivable/dues payable report provides:

1. Accounts on which money is due or overdue for receipt or payment
2. List of documents under each account giving the breakup of the dues or over dues to be received or paid along with the document number and date
3. Sub-total of money over due.
4. Money due for receipt/payment for specified periods(in days) on each account
5. Sub-total of money due for each period.
6. Unadjusted credit amount or debit amount.
7. Cumulative outstanding amount.

- **To generate dues receivable/dues payable report:**

1. From the reports menu, opt for one of the following:
  - a. To generate the dues receivable report sorted by customer, point to customer and then dues receivable and click by customer and the dialog box appears.
  - b. To generate the dues receivable report sorted by due date, point to customer and then dues receivable and click by due date and the dialog box appears.
  - c. To generate the dues payable report sorted by supplier, point to supplier and then dues payable and click by supplier and the dialog box appears.
  - d. To generate the dues payable report sorted by due date, point to supplier and then dues payable and click by due date and the dialog box appears.
2. While generating dues receivable/dues payable report specify:
  - a. Accounts
  - b. Date range
  - c. View mode
3. Click OK and the dues receivable/dues payable report appears.

### STEP 2: Generating the summary of dues receivable/dues payable

The summary of dues receivable/dues payable provides the following information:

1. Accounts on which money is due or overdue for receipt or payment
2. Money due for receipt/payment for specified periods(in days) on each account
3. Money due for receipt/payment
4. Unadjusted credit amount or debit amount.
5. Cumulative outstanding amount.

- **To generate the summary of dues receivable/dues payable**

1. From the reports menu, opt for one of the following:
  - a. To generate the summary of dues receivable, point to customer then dues receivable then summary and the summary of dues receivable appears.

- b. To generate the summary of dues payable, point to supplier then dues payable then summary and the summary of dues payable appears.
2. To generate the summary of dues receivable/dues payable specify:
  - a. Accounts
  - b. Date range
  - c. View mode
3. Click OK and the summary of dues receivable/dues payable appears.

### **STEP 3: Generating ageing receivable/ageing payable report**

The ageing report provides complete information about amounts that are overdue on each account.

The ageing receivable/ageing payable report provides the following:

1. Accounts on which money is due or overdue for receipt or payment
2. List of documents under each account giving the breakup of the dues or over dues to be received or paid along with the document number and date
3. Sub-total of money over due.
4. Money due for receipt/payment for specified periods(in days) on each account
5. Unadjusted credit amount or debit amount.
6. Cumulative outstanding amount.

- **To generate ageing receivable/ageing payable report:**
  1. From the reports menu, opt for one of the following:
    - a. To generate the ageing receivable report sorted by customer, point to customer and then ageing receivable and click by customer and the dialog box appear.
    - b. To generate the ageing receivable report sorted by due date, point to customer and then ageing receivable and click by due date and the dialog box appears.
    - c. To generate the ageing payable report sorted by supplier, point to supplier and then ageing payable and click by supplier and the dialog box appears.
    - d. To generate the ageing payable report sorted by due date, point to supplier and then ageing payable and click by due date and the dialog box appears.
  2. While generating ageing receivable/ageing payable report specify:
    - a. Accounts
    - b. Date range
    - c. View mode
  3. Click OK and the ageing receivable/ageing payable report appears.

### **STEP 4: Generating the summary of ageing receivable/ageing payable**

The summary of ageing receivable/ageing payable provides the following information:

1. Accounts on which money is due or overdue for receipt or payment
2. Money due for receipt/payment for specified periods(in days) on each account
3. Sub-total of Money due
4. Unadjusted credit amount or debit amount.
5. Cumulative outstanding amount.

- **To generate the summary of ageing receivable/ageing payable**
  1. From the reports menu, opt for one of the following:
    - a. To generate the summary of ageing receivable, point to customer then ageing receivable then summary and the summary of ageing receivable appears.

- b. To generate the summary of ageing payable, point to supplier then ageing payable then summary and the summary of ageing payable appears.
2. To generate the summary of ageing receivable/ageing payable specify:
  - a. Accounts
  - b. Date range
  - c. View mode
3. Click OK and the summary of ageing receivable/ageing payable appears.

#### **STEP 5: Generating the outstanding statement**

The customer outstanding statement gives you information on how much your customers owe you and the supplier's outstanding statement gives you information on how much you owe your suppliers. It gives the following information:

1. Customer/supplier account
  2. Documents under the account along with the document number, amount and date
  3. Adjusted amount
  4. Out standings on the document
  5. Total outstanding.
- **To generate outstanding statement:**
    1. From the reports menu, opt for one of the following:
      - a. To generate customer outstanding, point to customer and then outstanding statement and the dialog box appear.
      - b. To generate supplier outstanding, point to supplier and click outstanding statement and the dialog box appear.
    2. While generating outstanding statement specify:
      - a. Accounts
      - b. Date range
      - c. View mode
    3. Click OK and the outstanding statement appears.

#### **STEP 6: Generating customer/supplier list**

The customer/supplier list provides the following:

1. Customer/supplier name
  2. Contact person
  3. Shipping address and billing address
  4. Number of days of credit
  5. Credit limit
  6. CST and SST number.
- **To generate customer/supplier list:**
    1. From the reports menu, opt for one of the following:
      - a. To generate customer list, point to customer and then customer list and the dialog box appear.
      - b. To generate supplier list, point to supplier and then supplier list and the dialog box appear.
    2. While generating outstanding statement specify:
      - a. Accounts
      - b. Date range

- c. View mode
3. Click OK and the customer/supplier list appears.

#### **STEP 7: Generating items summary**

The item summary provides the following:

1. Customer/supplier name
2. List of items sold/purchased
3. Sales/purchase quantity
4. Sales/purchase unit
5. Net sales/purchase of each item
6. Total values of all items sold to the customer or purchased from the supplier.

- **To generate items summary:**

1. From the reports menu, opt for one of the following:
  - a. To generate customer item summary, point to customer and then item summary and the dialog box appear.
  - b. To generate supplier item summary, point to supplier and then item summary and the dialog box appear.
2. While generating outstanding statement specify:
  - a. Accounts
  - b. Date range
  - c. View mode
3. Click OK and the item summary appears.

## GENERATING STOCK REPORTS

You can maintain details of total sales and purchases of items till date. You can also maintain a stock ledger of all transactions for each item.

### STEP 1: Generating the item list

The item list displays all the items you have setup in Sahaj Accounting along with the details of stock quantity and value. The item list provides the following details:

1. Item name and description
2. Opening stock quantity and value
3. Purchase unit and rate
4. Sales unit and rate
5. Minimum stock quantity
6. Stock in hand

- **To generate the item list:**

1. From the reports menu, select stock reports and click item list and the dialog box appears.
2. To generate item list specify:
  1. A set of items or all the items
  2. Custom fields
  3. Whether you want moved items only
  4. Whether you want items below the minimum stock quantity only
  5. View mode
3. Click ok and the item list appears.

### STEP 2: Generating the item customer summary

The item customer summary provides all the information on the customers to whom items have been sold. You can generate item customer summary for a set of items or all the items. The item customer summary gives the following details:

1. Item name
2. Customer name
3. Sales quantity, unit, rate and value
4. Total quantity, unit, rate and value

- **To generate the item customer summary**

1. From the reports menu, select stock reports, click customer summary and the dialog box appears.
2. To generate the item customer summary, specify:
  1. A set of customers or all customers
  2. Custom fields for customers
  3. A set of items or all the items
  4. Custom fields for items
  5. Whether you want items below minimum stock quantity only
  6. View mode
3. Click ok and the item customer summary appears.

### **STEP 3: Generating the item supplier summary**

The item supplier summary provides all the information on the suppliers from whom items have been purchased. You can generate item supplier summary for a set of items or all the items.

The item customer summary gives the following details:

1. Item name
2. Supplier name
3. Purchase quantity, unit, rate and value
4. Total quantity, unit, rate and value

- **To generate the item supplier summary**

1. From the reports menu, select stock reports, click supplier summary and the dialog box appears.
2. To generate the item supplier summary, specify:
  1. A set of suppliers or all suppliers
  2. Custom fields for suppliers
  3. A set of items or all the items
  4. Custom fields for items
  5. Whether you want items below minimum stock quantity only
  6. View mode
3. Click ok and the item supplier summary appears.

### **STEP 4: Generating the stock position report**

You can generate the stock position report for a set of items or all the items on any date.

The stock position report gives the following details:

1. Item name
2. Opening quantity, unit, and value
3. Purchase quantity, unit and value
4. Sales quantity, unit and value
5. Closing quantity, unit and value.

- **To generate the stock position report**

1. From the reports menu, select stock reports, click stock position and the dialog box appears.
2. To generate stock position report, specify:
  1. An item or a set of items
  2. Custom fields
  3. Whether you want items below minimum stock quantity only
  4. Date as on which you want the report
  5. View mode
3. Click ok and the stock position report appears.

### **STEP 5: Generating the stock ledger**

The stock ledger is the list of all transactions carried out on items. You can generate the stock ledger for a set of items or all items for a date range.

The stock ledger gives the following details:

1. Item name and specification

2. Document date and number
  3. Purchase quantity, unit, rate and value for each document
  4. Sales quantity, unit, rate and value for each document
  5. Balance quantity, unit, rate and value
  6. Total or closing balance
  7. Grand total
- **To generate the stock ledger**
    1. From the reports menu, point to stock reports and click stock ledger. And the dialog box appears.
    2. To generate stock ledger specify:
      1. An item, a set of items or all the items
      2. Custom fields
      3. Whether you want moved items only
      4. Whether you want items below minimum stock quantity only
      5. Date range
      6. View mode
    3. Click ok and the stock ledger appears.

## VIEW END/YEAR END PROCESSING

System administrator is authorized to perform year end processing. While setting up your company you must have specified the start date as well as the end date for a financial year.

### STEP 1: Processing year-end

When you log on to Sahaj Accounting on a date after the end date of the current financial year, Sahaj Accounting prompts you to perform financial year end processing. If you don't want to perform year-end processing, you need to extend the financial period.

#### 1. Extending the financial period

If the financial period you had specified is less than 18 months and you don't want to perform year-end processing, you can extend the period of the financial year up to a maximum of 18 months.

#### 2. Performing year end processing

When you perform year end processing, the closing balances as on the end date of the financial year are carried forward to the new financial year. The balances of the profit and loss accounts are made zero and the net profit and loss for the year is carried forward to the balance sheet and reflected in the 'profit and loss- previous year' account. The opening stock of items is computed and carried forward to the new financial year.

### STEP 2: To perform view end/year end processing

1. Log on to Sahaj Accounting on a date after the end date of the current financial year. The year end processing dialog box appears.
2. Enter the details as follows:

<u>FIELD</u>	<u>DESCRIPTION</u>
<b>New financial year</b> 1. Start  2. End	Displays the start date of the financial year. The start date of the new financial year is the date immediately after the end date of the previous financial year. Enter the end date of the new financial year.
<b>Select the Activities</b>	Select the activities you want to perform. You can perform the following activities: 1. Open books for new financial year 2. Carry forward account balances 3. Carry forward item stock.