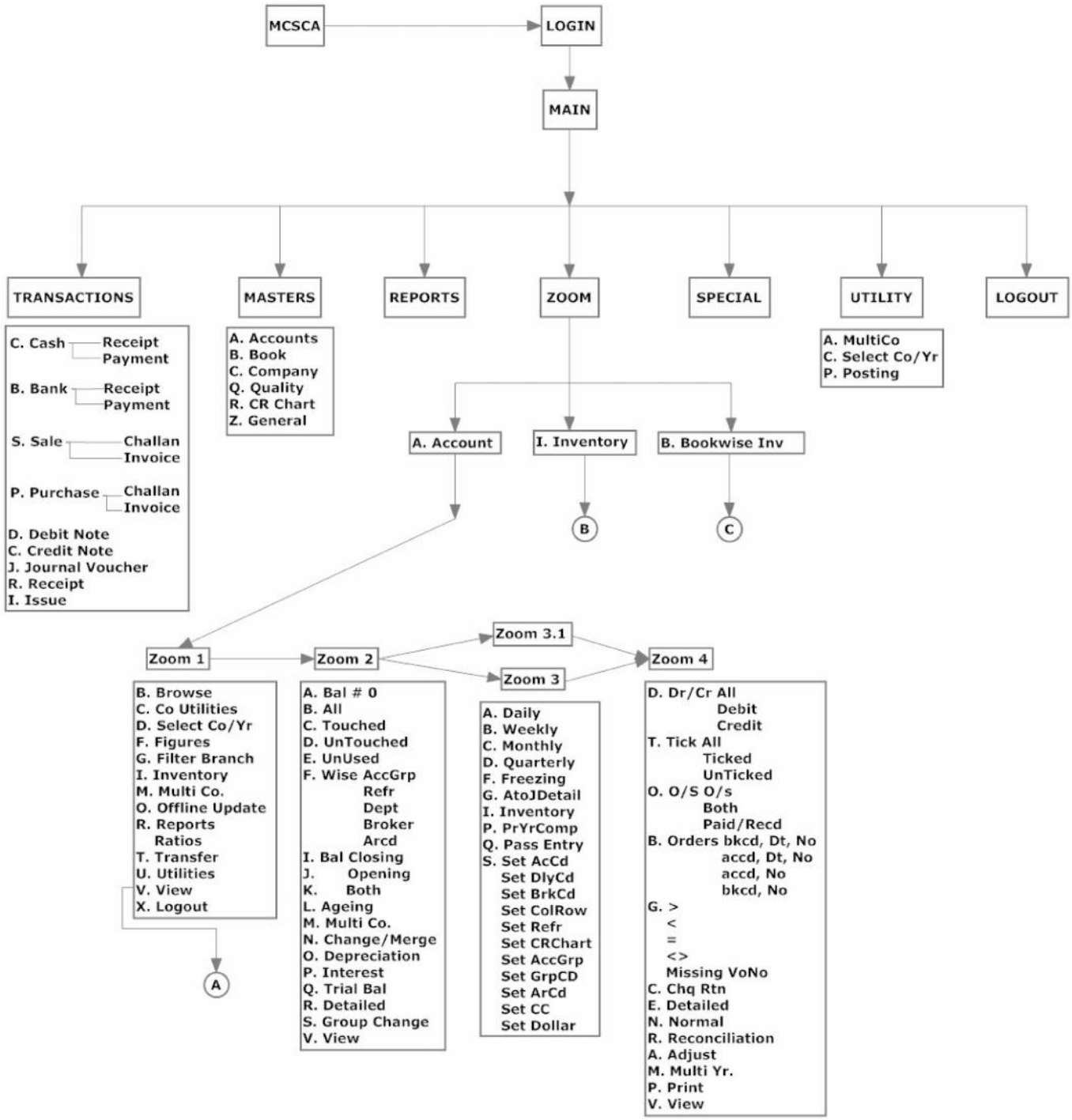
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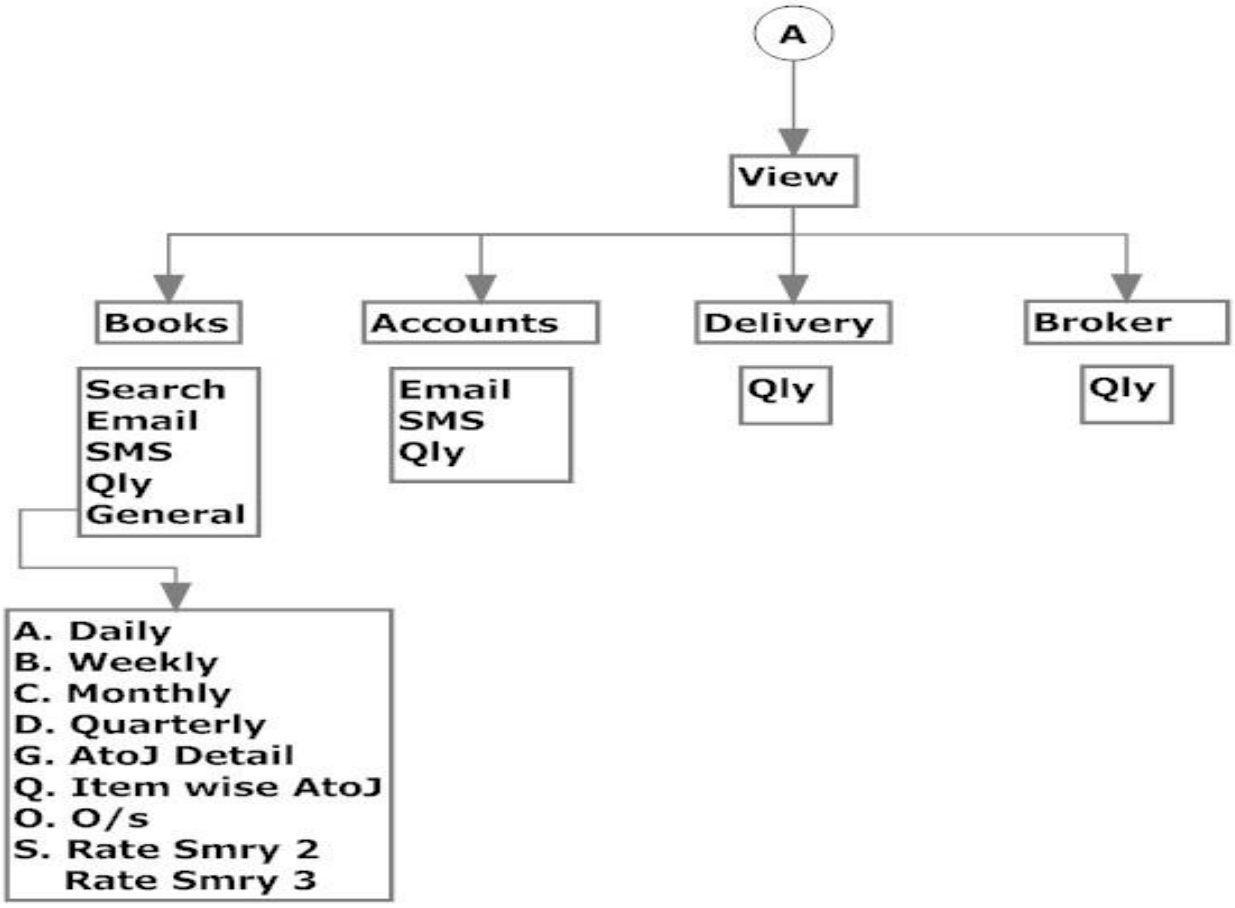
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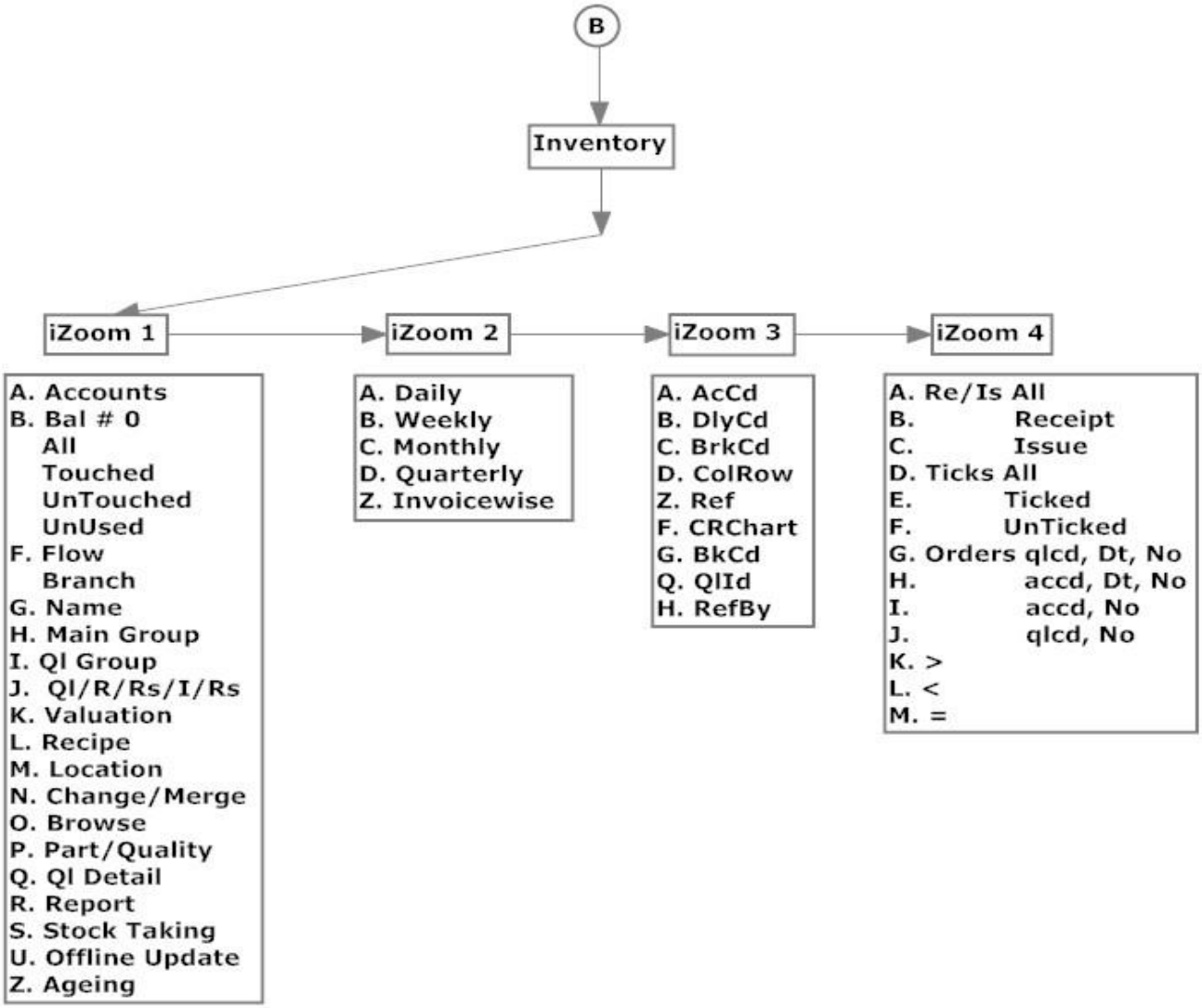
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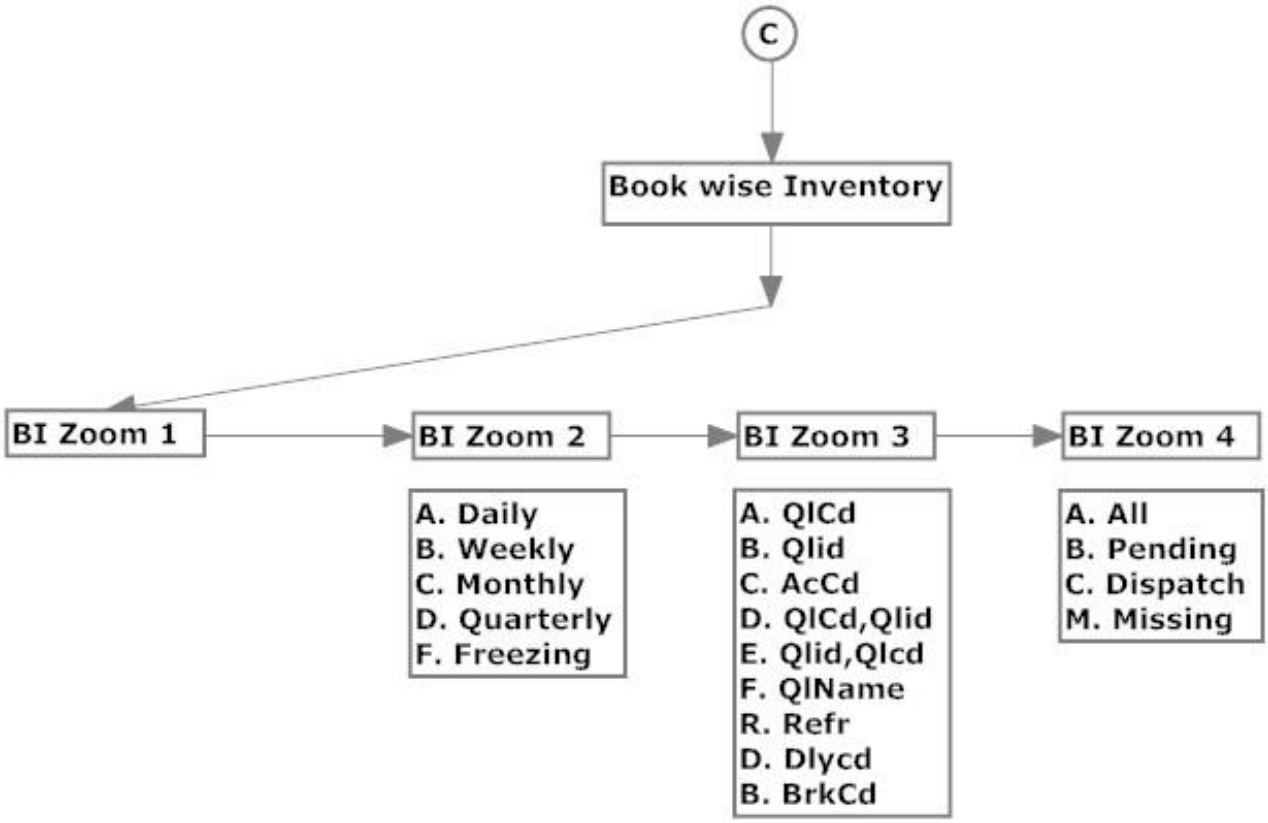
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MCSCA – SITE MAP



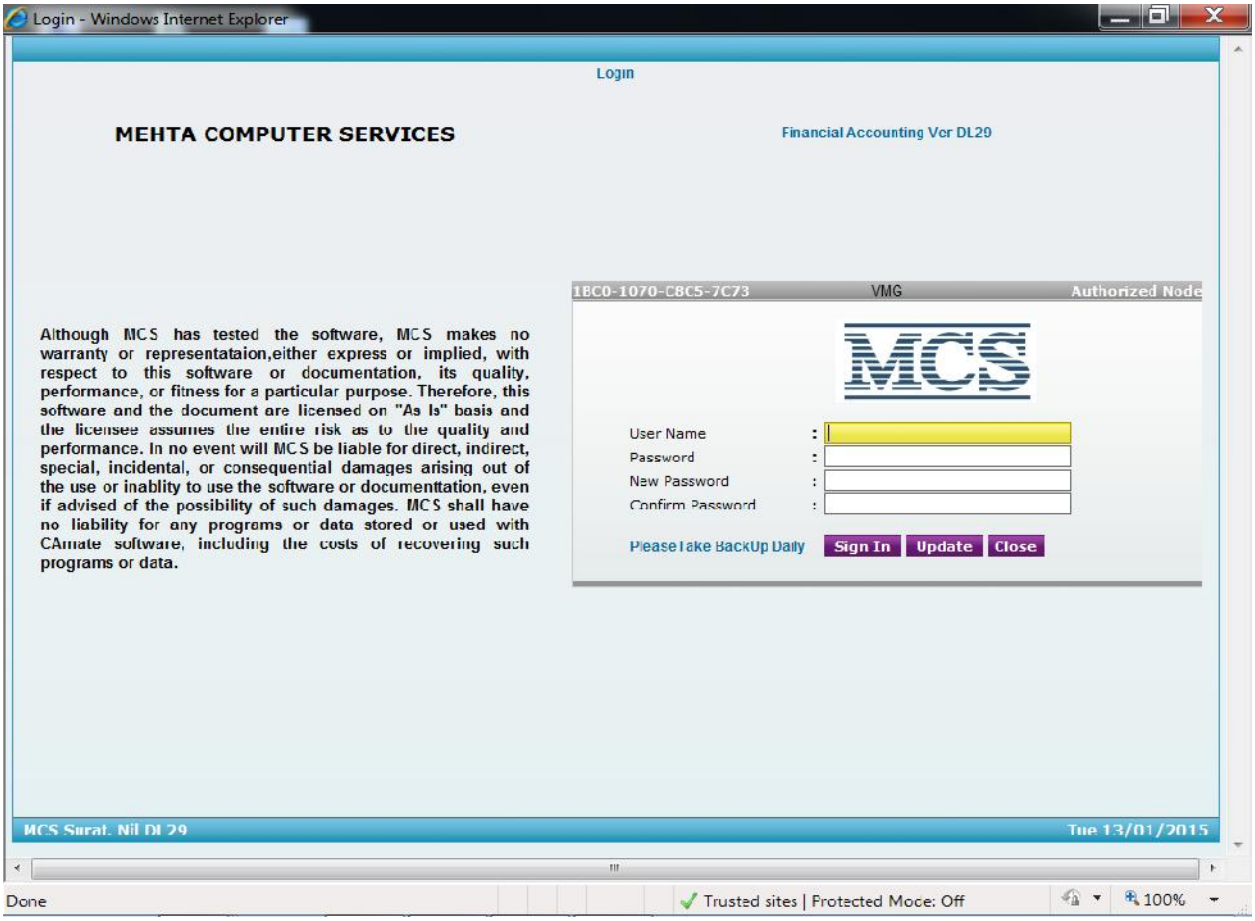

A
View
Books
Accounts
Delivery
Broker
Search
Email
SMS
Qly
General
Email
SMS
Qly
Qly
Qly
A. Daily
B. Weekly
C. Monthly
D. Quarterly
G. AtoJ Detail
Q. Item wise AtoJ
O. O/s
S. Rate Smry 2
Rate Smry 3


B
Inventory
iZoom 1
iZoom 2
iZoom 3
iZoom 4
A. Accounts
B. Bal # 0
All
Touched
UnTouched
UnUsed
F. Flow
Branch
G. Name
H. Main Group
I. Ql Group
J. Ql/R/Rs/I/Rs
K. Valuation
L. Recipe
M. Location
N. Change/Merge
O. Browse
P. Part/Quality
Q. Ql Detail
R. Report
S. Stock Taking
U. Offline Update
Z. Ageing
A. Daily
B. Weekly
C. Monthly
D. Quarterly
Z. Invoicewise
A. AcCd
B. DlyCd
C. BrkCd
D. ColRow
Z. Ref
F. CRChart
G. BkCd
Q. QlId
H. RefBy
A. Re/Is All
B. Receipt
C. Issue
D. Ticks All
E. Ticked
F. UnTicked
G. Orders qlcd, Dt, No
H. accd, Dt, No
I. accd, No
J. qlcd, No
K. >
L. <
M. =


C
Book wise Inventory
BI Zoom 1
BI Zoom 2
A. Daily
B. Weekly
C. Monthly
D. Quarterly
F. Freezing
BI Zoom 3
A. QlCd
B. Qlid
C. AcCd
D. QlCd,Qlid
E. Qlid,Qlcd
F. QlName
R. Refr
D. Dlycd
B. BrkCd
BI Zoom 4
A. All
B. Pending
C. Dispatch
M. Missing

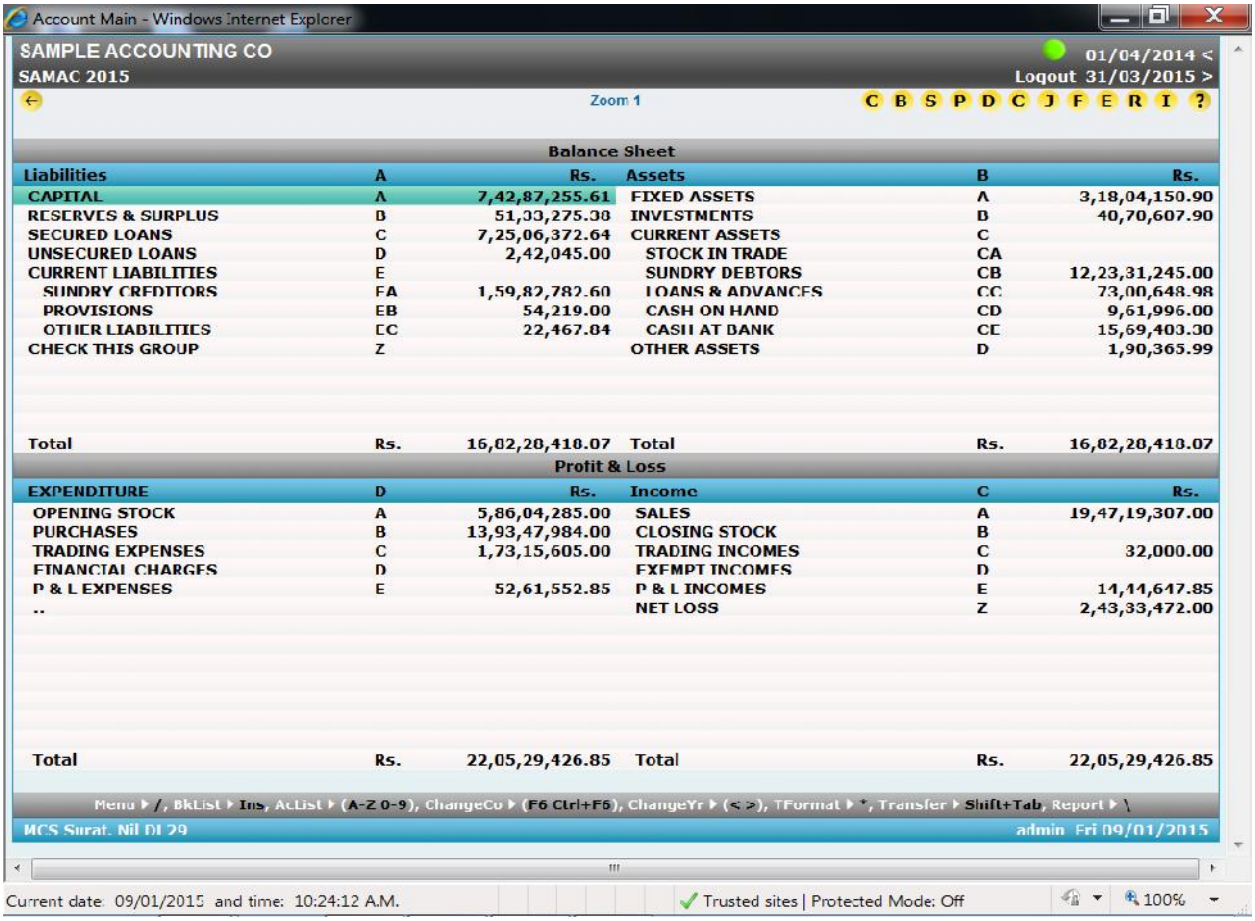
1. OVERVIEW

1.1 LOGIN

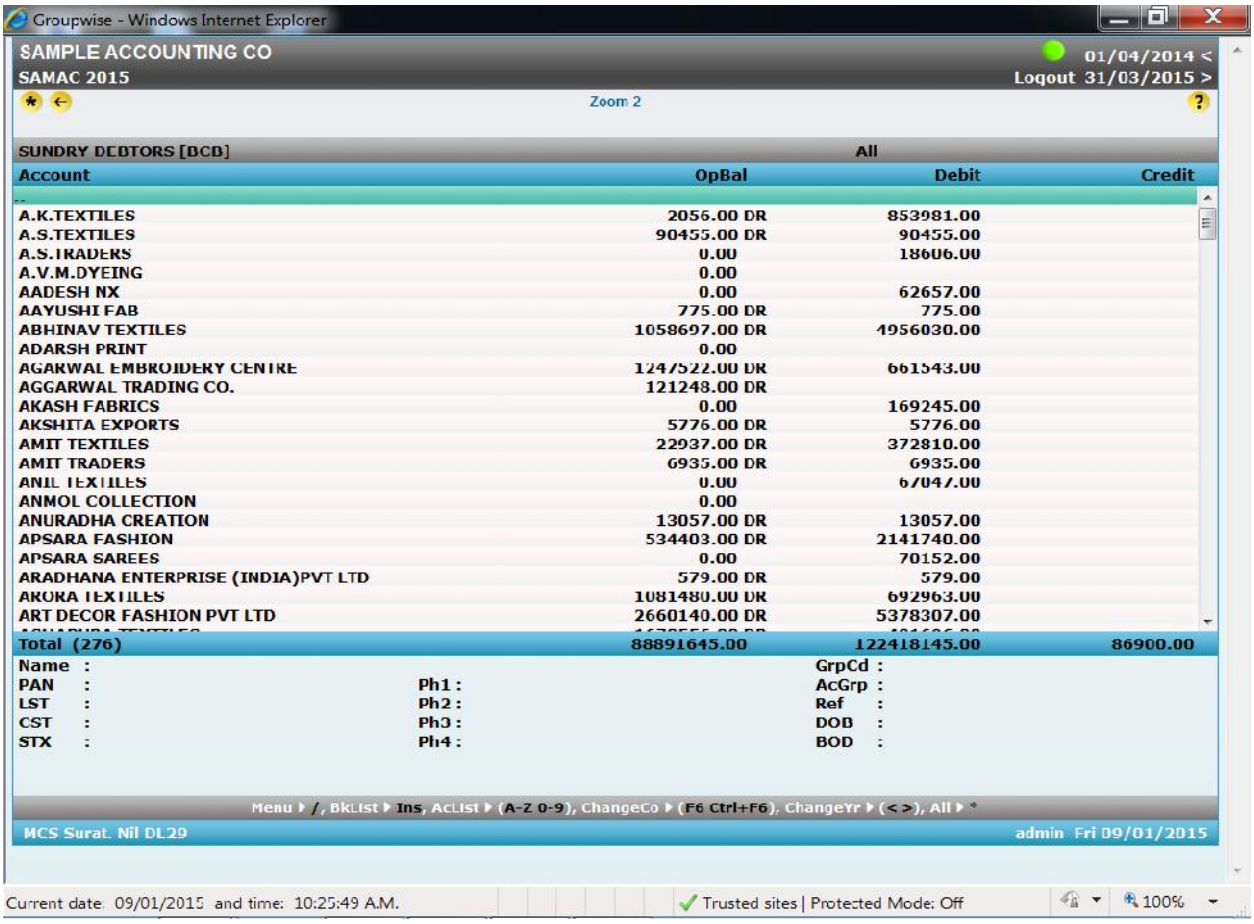


1.2 ZOOM

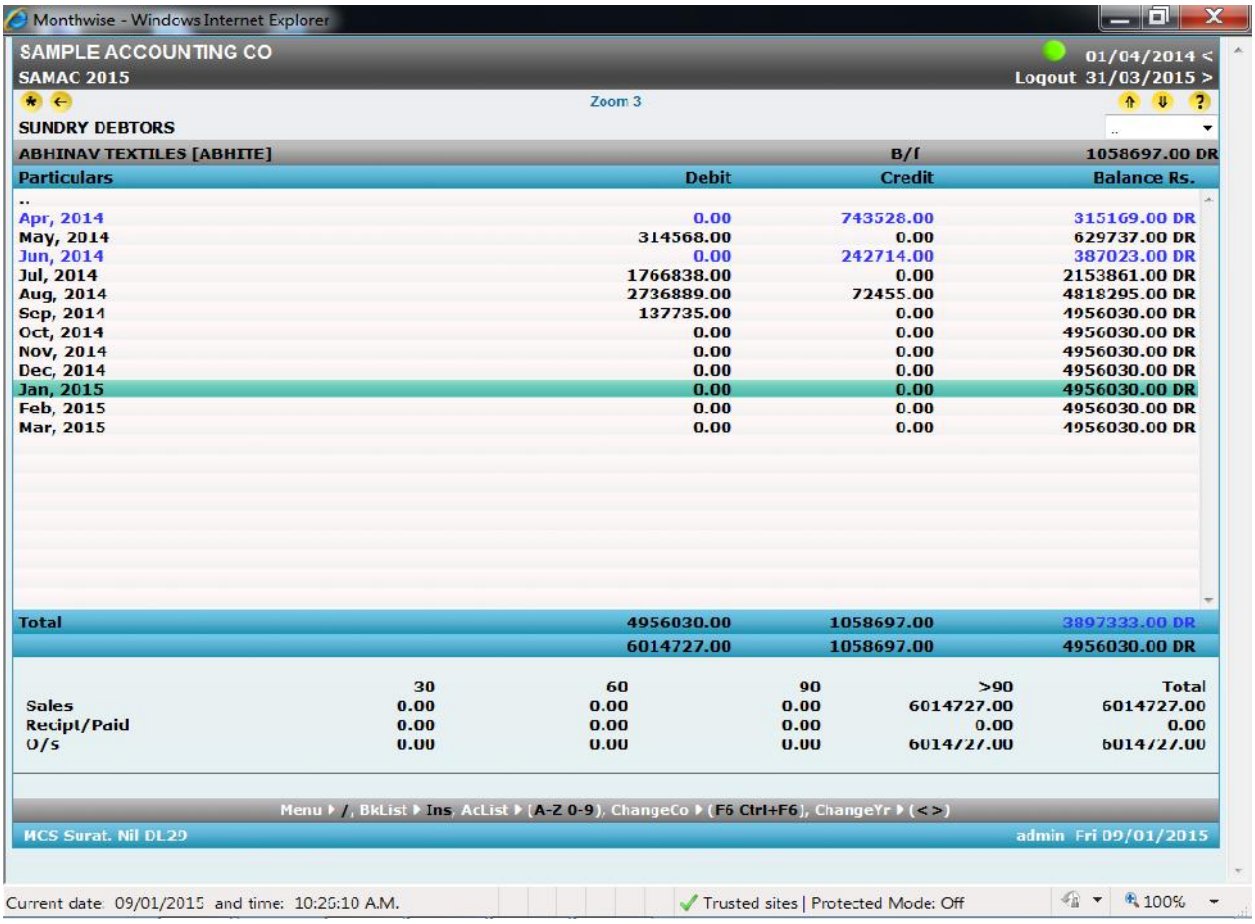
1.2.1 Zoom 1



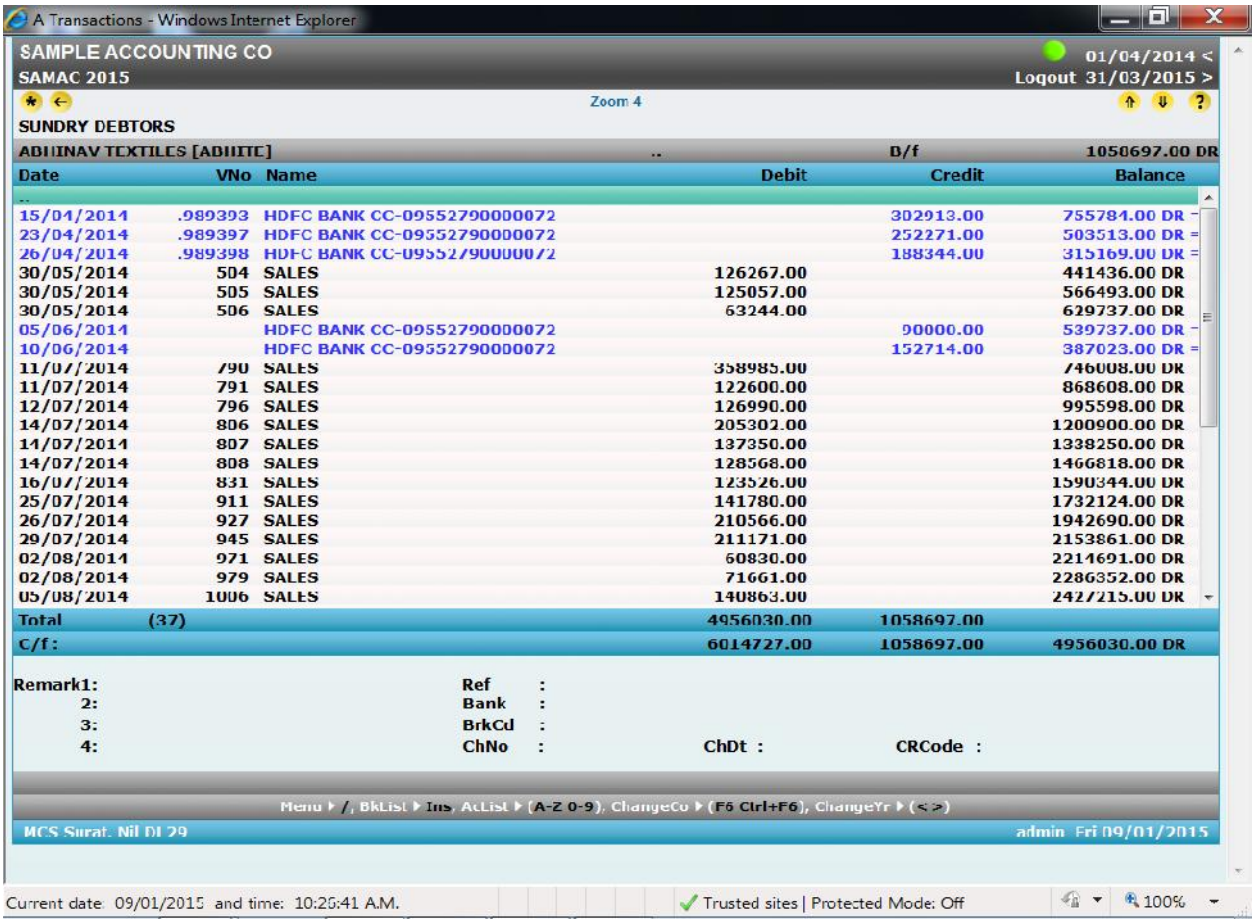
1.2.2 Zoom 2


Groupwise - Windows Internet Explorer
SAMPLE ACCOUNTING CO
SAMAC 2015
01/04/2014 <
Logout 31/03/2015 >
Zoom 2
SUNDRY DEBTORS [BCD]
All
Account
OpBal
Debit
Credit
A.K.TEXTILES 2056.00 DR 853981.00
A.S.TEXTILES 90455.00 DR 90455.00
A.S.TRADERS 0.00 18606.00
A.V.M.DYEING 0.00
AADESH NX 0.00 62657.00
AAYUSHI FAB 775.00 DR 775.00
ABHINAV TEXTILES 1058697.00 DR 4956030.00
ADARSH PRINT 0.00
AGARWAL EMBROIDERY CENTRE 124522.00 DR 661543.00
AGGARWAL TRADING CO. 121248.00 DR
AKASH FABRICS 0.00 169245.00
AKSHITA EXPORTS 5776.00 DR 5776.00
AMIT TEXTILES 22937.00 DR 372810.00
AMIT TRADERS 6935.00 DR 6935.00
ANIL TEXTILES 0.00 67047.00
ANMOL COLLECTION 0.00
ANURADHA CREATION 13057.00 DR 13057.00
APSARA FASHION 534403.00 DR 2141740.00
APSARA SAREES 0.00 70152.00
ARADHANA ENTERPRISE (INDIA)PVT LTD 579.00 DR 579.00
ARORA TEXTILES 1081480.00 DR 692963.00
ART DECOR FASHION PVT LTD 2660140.00 DR 5378307.00
Total (276) 88891645.00 122418145.00 86900.00
Name :
PAN :
LST :
CST :
STX :
Ph1 :
Ph2 :
Ph3 :
Ph4 :
GrpCd :
AcGrp :
Ref :
DOB :
BOD :
Menu / , BkList Ins, AcList (A-Z 0-9), ChangeCo (F6 Ctrl+F6), ChangeYr (< >), All *
MCS Surat. Nil DL29
admin Fri 09/01/2015
Current date: 09/01/2015 and time: 10:25:49 A.M.
Trusted sites | Protected Mode: Off
100%

1.2.3 Zoom 3

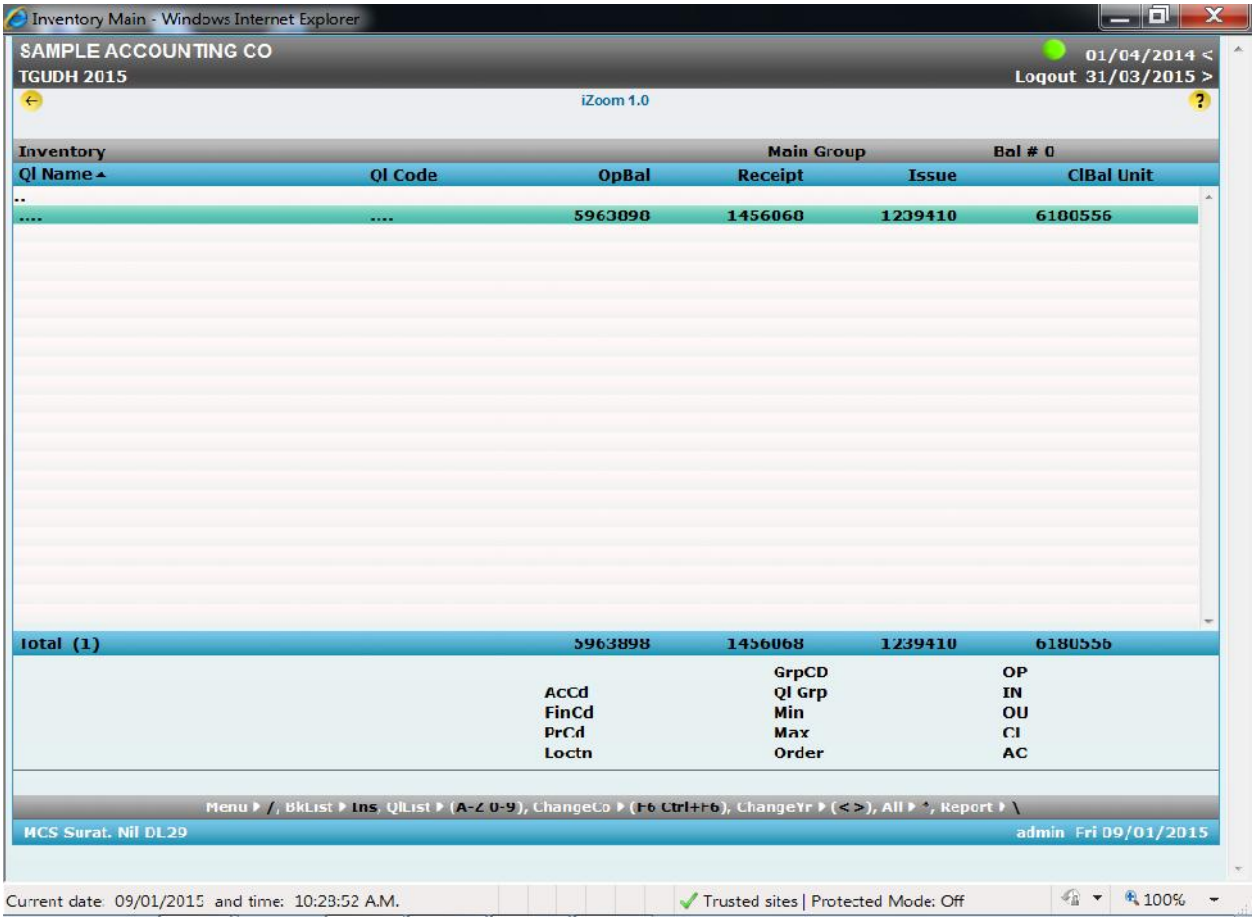

Monthwise - Windows Internet Explorer
SAMPLE ACCOUNTING CO
SAMAC 2015
01/04/2014 <
Logout 31/03/2015 >
Zoom 3
SUNDRY DEBTORS
ABHINAV TEXTILES [ABHITE]
B/f
1058697.00 DR
Particulars
Debit
Credit
Balance Rs.
Apr, 2014 0.00 743528.00 315169.00 DR
May, 2014 314568.00 0.00 629737.00 DR
Jun, 2014 0.00 242714.00 387023.00 DR
Jul, 2014 1766838.00 0.00 2153861.00 DR
Aug, 2014 2736889.00 72455.00 4818295.00 DR
Sep, 2014 137735.00 0.00 4956030.00 DR
Oct, 2014 0.00 0.00 4956030.00 DR
Nov, 2014 0.00 0.00 4956030.00 DR
Dec, 2014 0.00 0.00 4956030.00 DR
Jan, 2015 0.00 0.00 4956030.00 DR
Feb, 2015 0.00 0.00 4956030.00 DR
Mar, 2015 0.00 0.00 4956030.00 DR
Total 4956030.00 1058697.00 3897333.00 DR
6014727.00 1058697.00 4956030.00 DR
30 60 90 >90 Total
Sales 0.00 0.00 0.00 6014727.00 6014727.00
Recipt/Paid 0.00 0.00 0.00 0.00 0.00
O/s 0.00 0.00 0.00 6014727.00 6014727.00
Menu / , BkList Ins, AcList (A-Z 0-9), ChangeCo (F6 Ctrl+F6), ChangeYr (< >)
MCS Surat. Nil DL29
admin Fri 09/01/2015
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Trusted sites | Protected Mode: Off
100%

1.2.4 Zoom 4

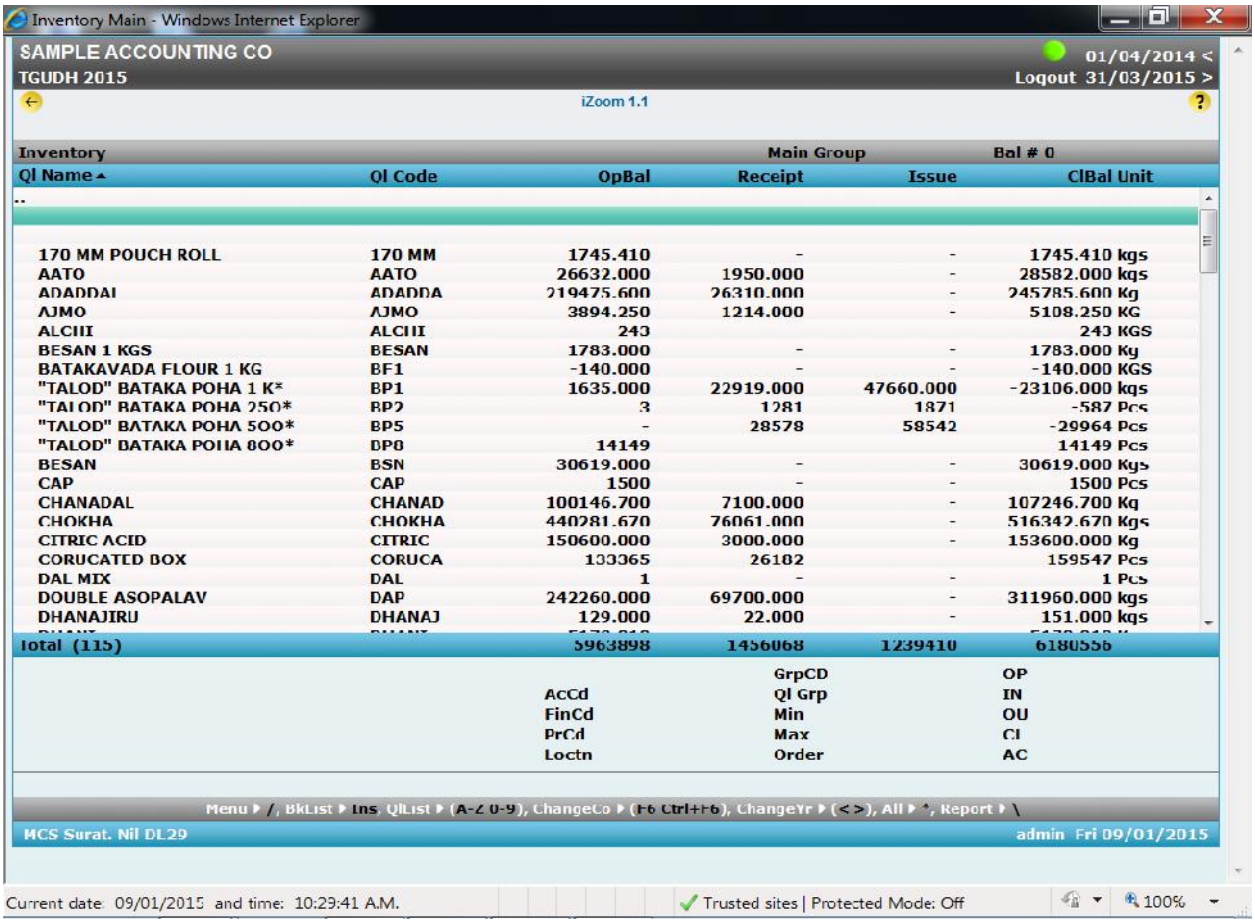

A Transactions - Windows Internet Explorer
SAMPLE ACCOUNTING CO
SAMAC 2015
01/04/2014 <
Logout 31/03/2015 >
Zoom 4
SUNDRY DEBTORS
ADHINAV TEXTILES [ADHITE] .. D/f 1050697.00 DR
Date VNo Name Debit Credit Balance
15/04/2014 .989393 HDFC BANK CC-09552790000072 302913.00 755784.00 DR
23/04/2014 .989397 HDFC BANK CC-09552790000072 252271.00 503513.00 DR
26/04/2014 .989398 HDFC BANK CC-09552790000072 188344.00 315169.00 DR
30/05/2014 504 SALES 126267.00 441436.00 DR
30/05/2014 505 SALES 125057.00 566493.00 DR
30/05/2014 506 SALES 63244.00 629737.00 DR
05/06/2014 HDFC BANK CC-09552790000072 90000.00 539737.00 DR
10/06/2014 HDFC BANK CC-09552790000072 152714.00 387023.00 DR
11/07/2014 790 SALES 358985.00 746008.00 DR
11/07/2014 791 SALES 122600.00 868608.00 DR
12/07/2014 796 SALES 126990.00 995598.00 DR
14/07/2014 806 SALES 205302.00 1200900.00 DR
14/07/2014 807 SALES 137350.00 1338250.00 DR
14/07/2014 808 SALES 128568.00 1466818.00 DR
16/07/2014 831 SALES 123526.00 1590344.00 DR
25/07/2014 911 SALES 141780.00 1732124.00 DR
26/07/2014 927 SALES 210566.00 1942690.00 DR
29/07/2014 945 SALES 211171.00 2153861.00 DR
02/08/2014 971 SALES 60830.00 2214691.00 DR
02/08/2014 979 SALES 71661.00 2286352.00 DR
05/08/2014 1006 SALES 140863.00 2427215.00 DR
Total (37) 4956030.00 1058697.00
C/f: 6014727.00 1058697.00 4956030.00 DR
Remark1:
2:
3:
4:
Ref :
Bank :
BrkCd :
ChNo : ChDt : CRCode :
Menu / BkList Ins, AcList (A-Z 0-9), ChangeCo (F6 Ctrl+F6), ChangeYr (< >)
MCS Surat. Nil DI 29
admin Fri 09/01/2015
Current date: 09/01/2015 and time: 10:26:41 A.M.
Trusted sites | Protected Mode: Off
100%

1.3 INVENTORY ZOOM

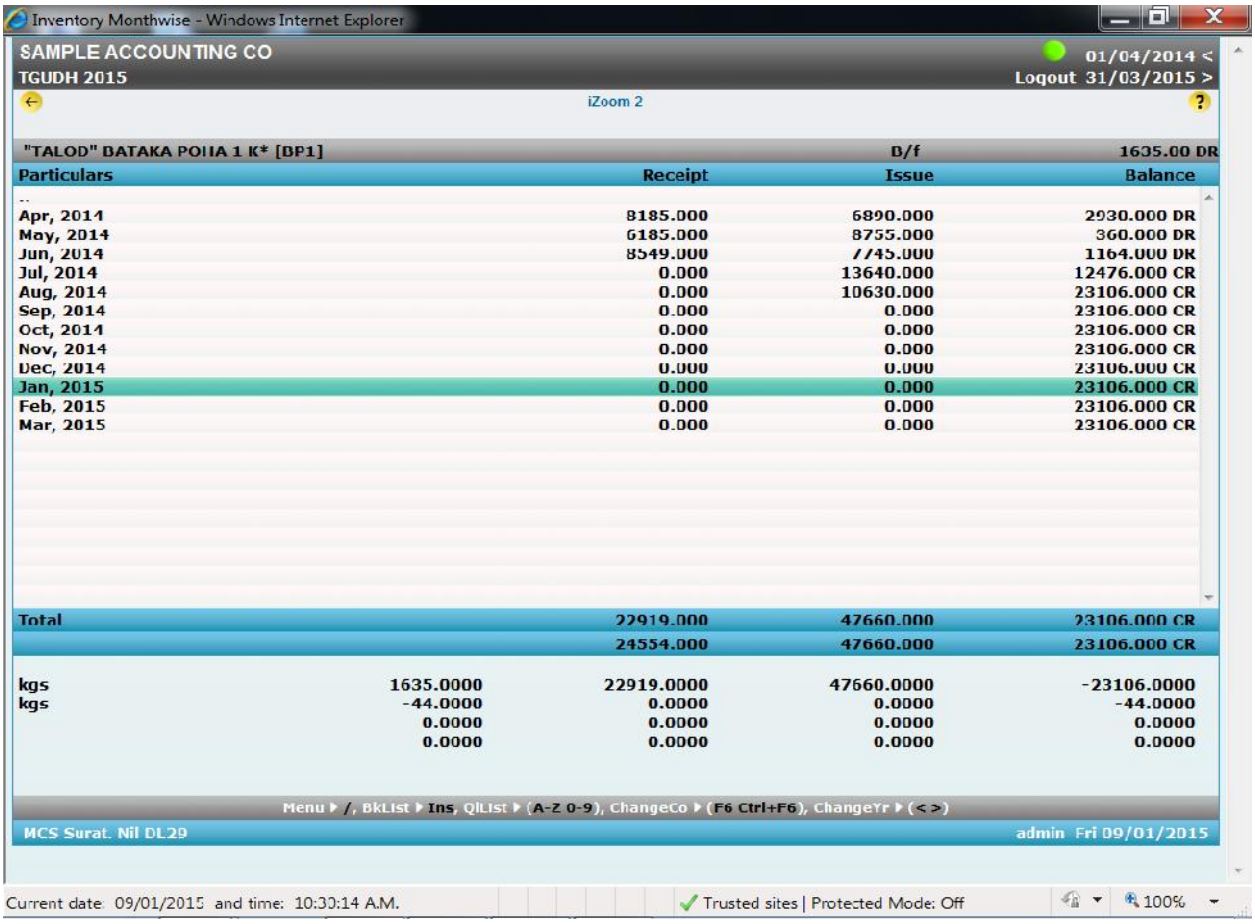
1.3.1 iZoom 1.0



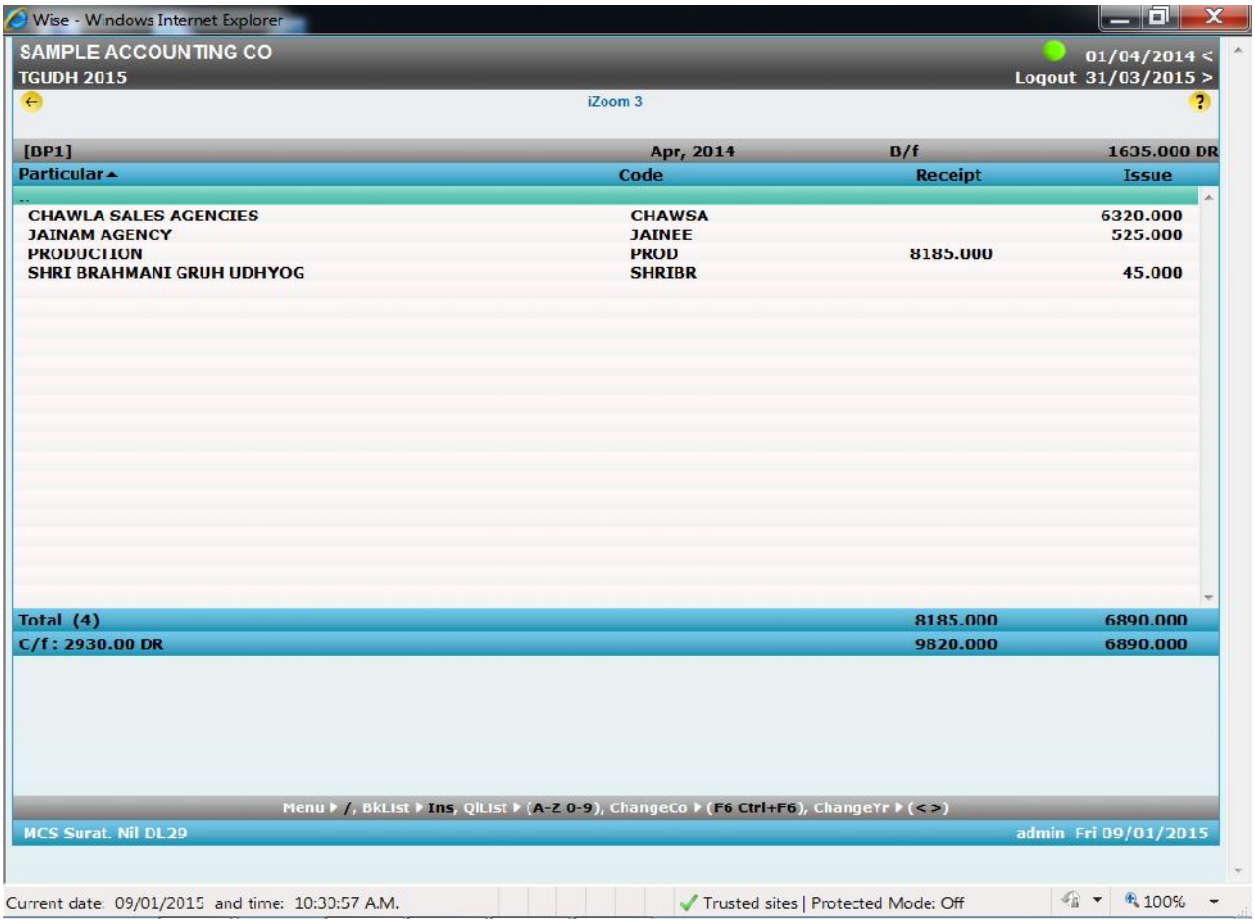
1.3.2 iZoom 1.1


Inventory Main - Windows Internet Explorer
SAMPLE ACCOUNTING CO
TGUDH 2015
01/04/2014 <
Logout 31/03/2015 >
iZoom 1.1
Inventory
Main Group
Bal # 0
Ql Name
Ql Code
OpBal
Receipt
Issue
ClBal Unit
170 MM POUCH ROLL 170 MM 1745.410 - - 1745.410 kgs
AATO AATO 26632.000 1950.000 - 28582.000 kgs
ADADDAI ADADDA 219475.600 26310.000 - 245785.600 Kg
AJMO AJMO 3894.250 1214.000 - 5108.250 KG
ALCHI ALCHI 243 243 KGS
BESAN 1 KGS BESAN 1783.000 - - 1783.000 Kg
BATAKAVADA FLOUR 1 KG BF1 -140.000 - - -140.000 KGS
"TALOD" BATAKA POHA 1 K* BP1 1635.000 22919.000 47660.000 -23106.000 kgs
"TALOD" BATAKA POHA 250* BP2 3 1281 1871 -587 Pcs
"TALOD" BATAKA POHA 500* BP5 - 28578 58542 -29964 Pcs
"TALOD" BATAKA POHA 800* BP8 14149 14149 Pcs
BESAN BSN 30619.000 - - 30619.000 Kgs
CAP CAP 1500 - - 1500 Pcs
CHANADAL CHANAD 100146.700 7100.000 - 107246.700 Kg
CHOKHA CHOKHA 440281.670 76061.000 - 516342.670 Kgs
CITRIC ACID CITRIC 150600.000 3000.000 - 153600.000 Kg
CORUCATED BOX CORUCA 133365 26182 159547 Pcs
DAL MIX DAL 1 - - 1 Pcs
DOUBLE ASOPALAV DAP 242260.000 69700.000 - 311960.000 kgs
DHANAJIRU DHANAJ 129.000 22.000 - 151.000 kgs
Total (115) 5963898 1456068 1239410 6180556
GrpCD OP
ACCd Ql Grp IN
FinCd Min OU
PrCd Max CI
Loctn Order AC
Menu ▸ /, BkList ▸ Ins, QlList ▸ (A-Z 0-9), ChangeCo ▸ (F6 Ctrl+F6), ChangeYr ▸ (< >), All ▸ *, Report ▸ \
MCS Surat. Nil DL29
admin Fri 09/01/2015
Current date: 09/01/2015 and time: 10:29:41 A.M.
Trusted sites | Protected Mode: Off
100%

1.3.3 iZoom 2


Inventory Monthwise - Windows Internet Explorer
SAMPLE ACCOUNTING CO
TGUDH 2015
01/04/2014 <
Logout 31/03/2015 >
iZoom 2
"TALOD" BATAKA POHA 1 K* [DP1]
D/f
1635.00 DR
Particulars
Receipt
Issue
Balance
Apr, 2014 8185.000 6890.000 2930.000 DR
May, 2014 6185.000 8755.000 360.000 DR
Jun, 2014 8549.000 7745.000 1164.000 DR
Jul, 2014 0.000 13640.000 12476.000 CR
Aug, 2014 0.000 10630.000 23106.000 CR
Sep, 2014 0.000 0.000 23106.000 CR
Oct, 2014 0.000 0.000 23106.000 CR
Nov, 2014 0.000 0.000 23106.000 CR
Dec, 2014 0.000 0.000 23106.000 CR
Jan, 2015 0.000 0.000 23106.000 CR
Feb, 2015 0.000 0.000 23106.000 CR
Mar, 2015 0.000 0.000 23106.000 CR
Total 22919.000 47660.000 23106.000 CR
24554.000 47660.000 23106.000 CR
kgs 1635.0000 22919.0000 47660.0000 -23106.0000
kgs -44.0000 0.0000 0.0000 -44.0000
0.0000 0.0000 0.0000 0.0000
0.0000 0.0000 0.0000 0.0000
Menu ▸ /, BkList ▸ Ins, QlList ▸ (A-Z 0-9), ChangeCo ▸ (F6 Ctrl+F6), ChangeYr ▸ (< >)
MCS Surat. Nil DL29
admin Fri 09/01/2015
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Trusted sites | Protected Mode: Off
100%

1.3.4 iZoom 3

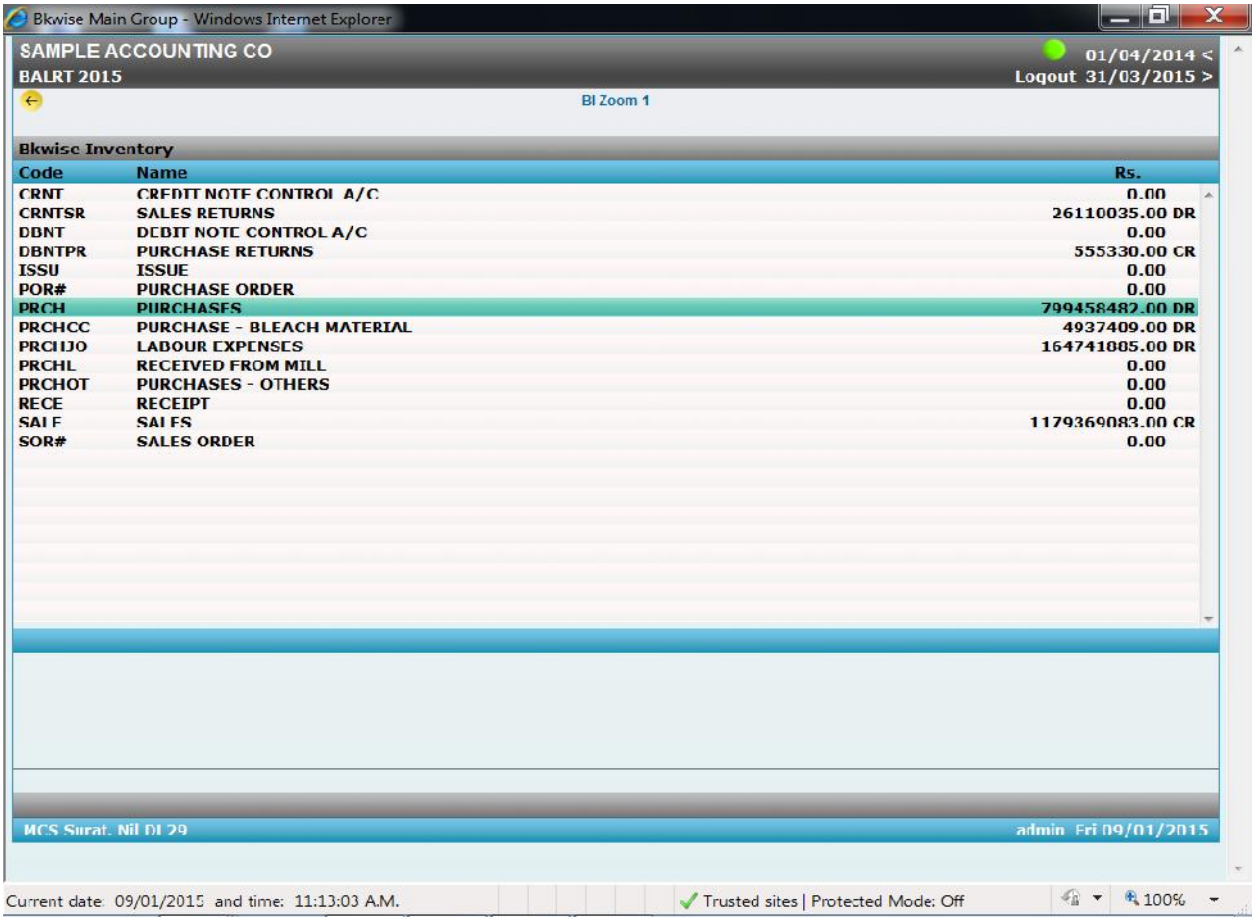

Wise - Windows Internet Explorer
SAMPLE ACCOUNTING CO
TGUDH 2015
01/04/2014 <
Logout 31/03/2015 >
iZoom 3
[DP1]
Apr, 2014
D/f
1635.000 DR
Particular
Code
Receipt
Issue
CHAWLA SALES AGENCIES
CHAWSA
6320.000
JAINAM AGENCY
JAINEE
525.000
PRODUCTION
PROD
8185.000
SHRI BRAHMANI GRUH UDHYOG
SHRIBR
45.000
Total (4)
8185.000
6890.000
C/f : 2930.00 DR
9820.000
6890.000
Menu ▸ /, BkList ▸ Ins, QlList ▸ (A-Z 0-9), ChangeCo ▸ (F6 Ctrl+F6), ChangeYr ▸ (< >)
MCS Surat. Nil DL29
admin Fri 09/01/2015
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Trusted sites | Protected Mode: Off
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1.3.5 iZoom 4

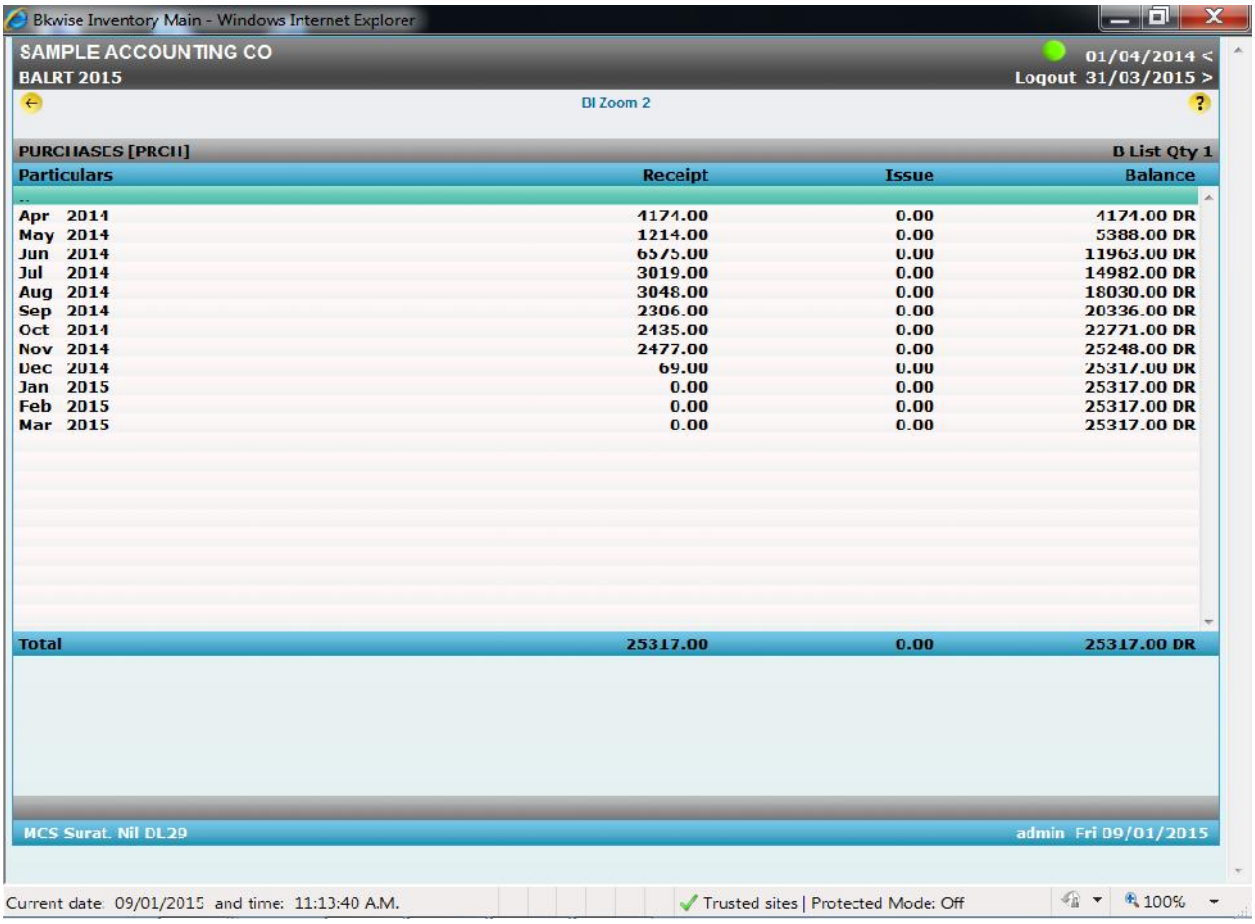

B Transactions - Windows Internet Explorer
SAMPLE ACCOUNTING CO
TGUDH 2015
01/04/2014 <
Logout 31/03/2015 >
iZoom 4
[BP1] Apr, 2014 B/f 1635.000 DR
cDate cNo. iNo. Refr BkCode AcCode Receipt Issue Balance
01/04/2014 0 RECE PROD 150.000 1785.000 DR
02/04/2014 6 6 SALEEX JAINEE 150.000 1635.000 DR
02/04/2014 16 16 SALEEX SHRIBR 30.000 1605.000 DR
03/04/2014 0 RECE PROD 820.000 2425.000 DR
04/04/2014 0 RECE PROD 262.000 2687.000 DR
05/04/2014 0 RECE PROD 833.000 3520.000 DR
07/04/2014 0 RECE PROD 150.000 3670.000 DR
07/04/2014 48 48 SALEEX CHAWSA 3400.000 270.000 DR
08/04/2014 0 RECE PROD 530.000 800.000 DR
11/04/2014 0 RECE PROD 333.000 1133.000 DR
12/04/2014 0 RECE PROD 462.000 1595.000 DR
15/04/2014 112 112 SALEEX JAINEE 150.000 1445.000 DR
15/04/2014 113 113 SALEEX CHAWSA 1420.000 25.000 DR
16/04/2014 0 RECE PROD 145.000 170.000 DR
17/04/2014 0 RECE PROD 591.000 761.000 DR
18/04/2014 0 RECE PROD 797.000 1558.000 DR
19/04/2014 0 RECE PROD 593.000 2151.000 DR
21/04/2014 172 172 SALEEX JAINEE 225.000 1926.000 DR
22/04/2014 0 RECE PROD 441.000 2367.000 DR
23/04/2014 0 RECE PROD 754.000 3121.000 DR
23/04/2014 221 221 SALEEX CHAWSA 1500.000 1621.000 DR
Total (27) 8185.000 6890.000 2930.000 DR
C/f: 9820.000 6890.000 2930.000 DR
AcName :
QlId :
Rem1:
2:
3:
4:
BkName :
QlGrp :
Rate :
Amount :
Delivery :
Broker :
Menu ▸ /, BkList ▸ Ins, QlList ▸ (A-Z 0-9), ChangeCo ▸ (F6 Ctrl+F6), ChangeYr ▸ (< >)
MCS Surat. Nil DL29
admin Fri 09/01/2015
Current date: 09/01/2015 and time: 10:31:19 A.M.
Trusted sites | Protected Mode: Off
100%

1.4 BOOKWISE INVENTORY ZOOM

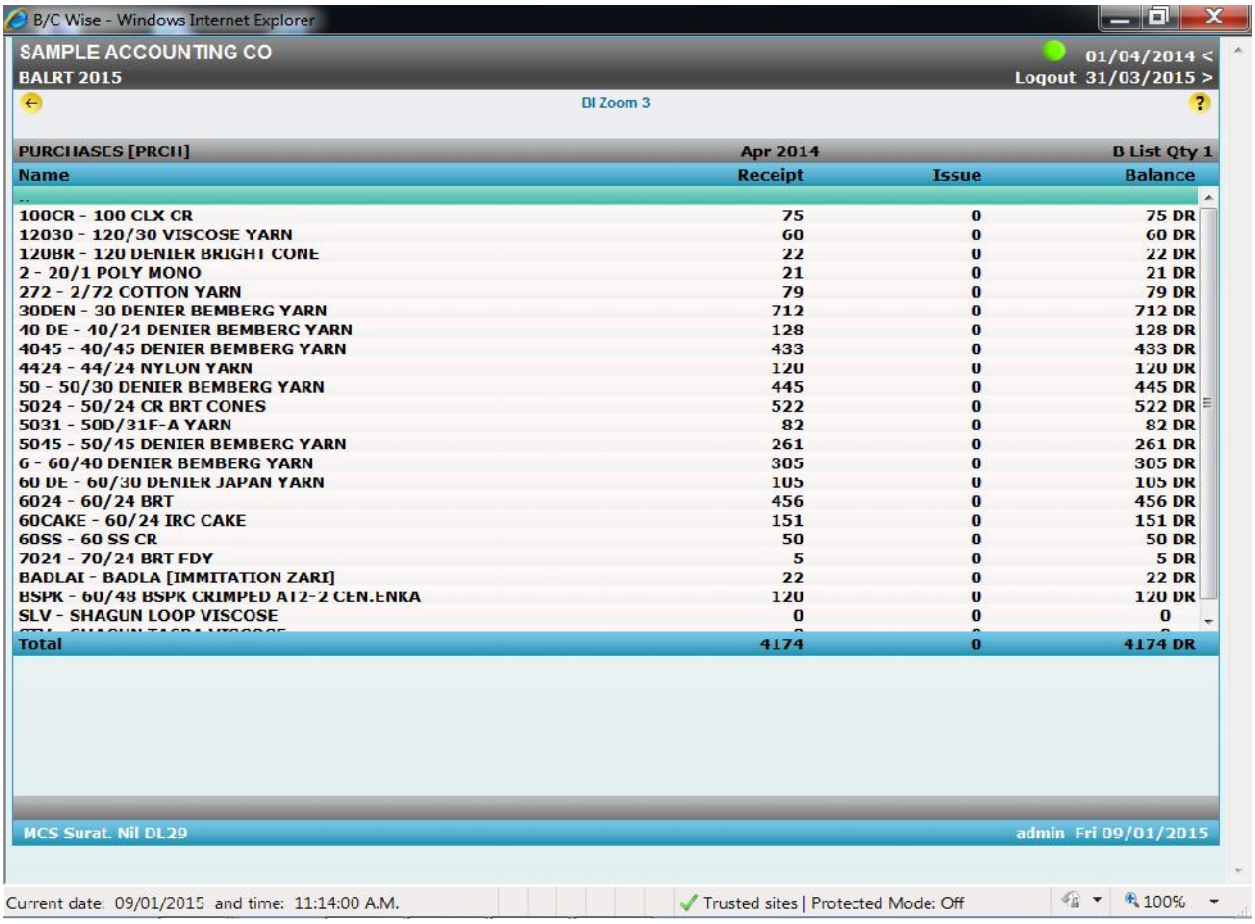
1.4.1 BI Zoom 1



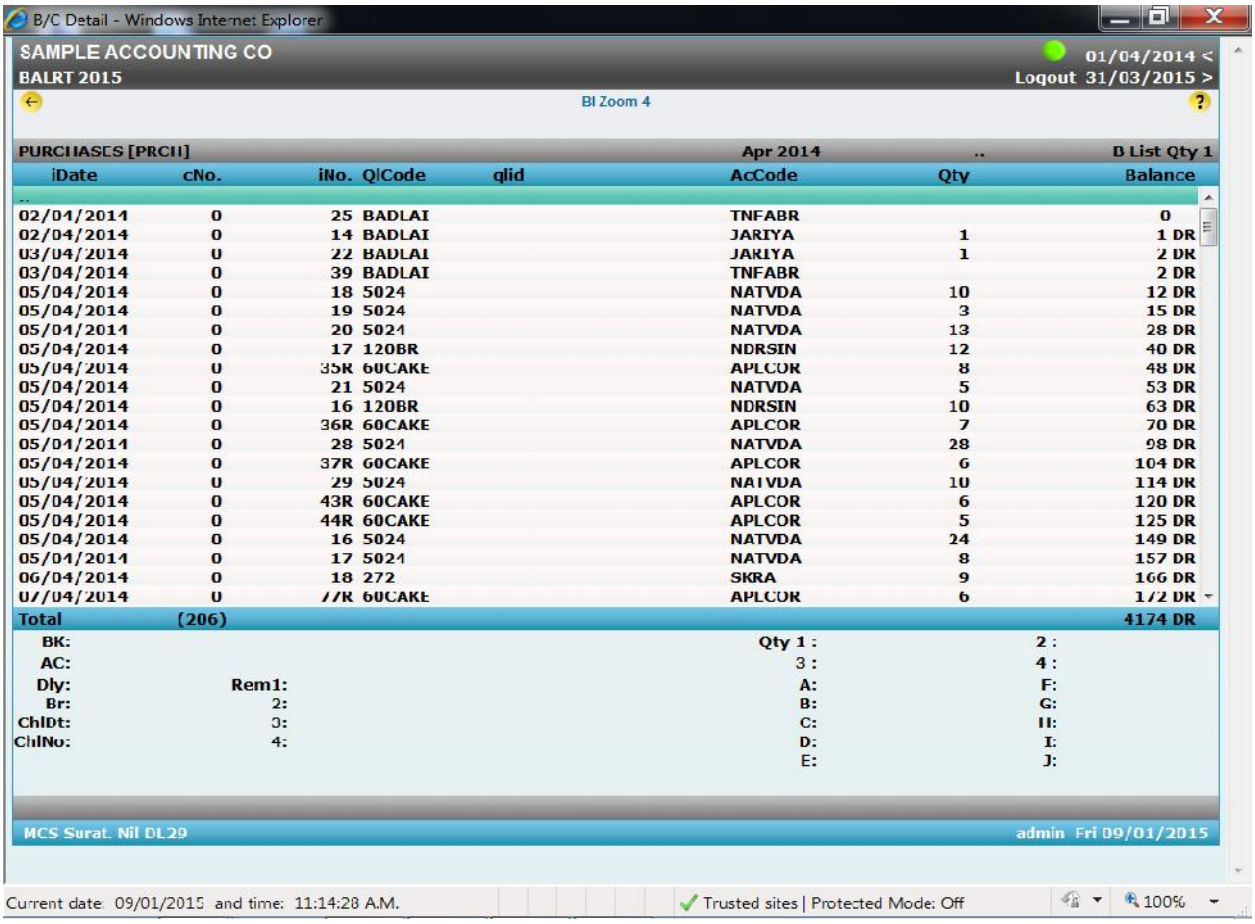
1.4.2 BI Zoom 2


Bkwise Inventory Main - Windows Internet Explorer
SAMPLE ACCOUNTING CO
BALRT 2015
01/04/2014 <
Logout 31/03/2015 >
BI Zoom 2
PURCHASES [PRCH]
B List Qty 1
Particulars
Receipt
Issue
Balance
Apr 2014 4171.00 0.00 4171.00 DR
May 2014 1214.00 0.00 5388.00 DR
Jun 2014 6575.00 0.00 11963.00 DR
Jul 2014 3019.00 0.00 14982.00 DR
Aug 2014 3048.00 0.00 18030.00 DR
Sep 2014 2306.00 0.00 20336.00 DR
Oct 2014 2435.00 0.00 22771.00 DR
Nov 2014 2477.00 0.00 25248.00 DR
Dec 2014 69.00 0.00 25317.00 DR
Jan 2015 0.00 0.00 25317.00 DR
Feb 2015 0.00 0.00 25317.00 DR
Mar 2015 0.00 0.00 25317.00 DR
Total 25317.00 0.00 25317.00 DR
MCS Surat. Nil DL29
admin Fri 09/01/2015
Current date: 09/01/2015 and time: 11:13:40 A.M.
Trusted sites | Protected Mode: Off
100%

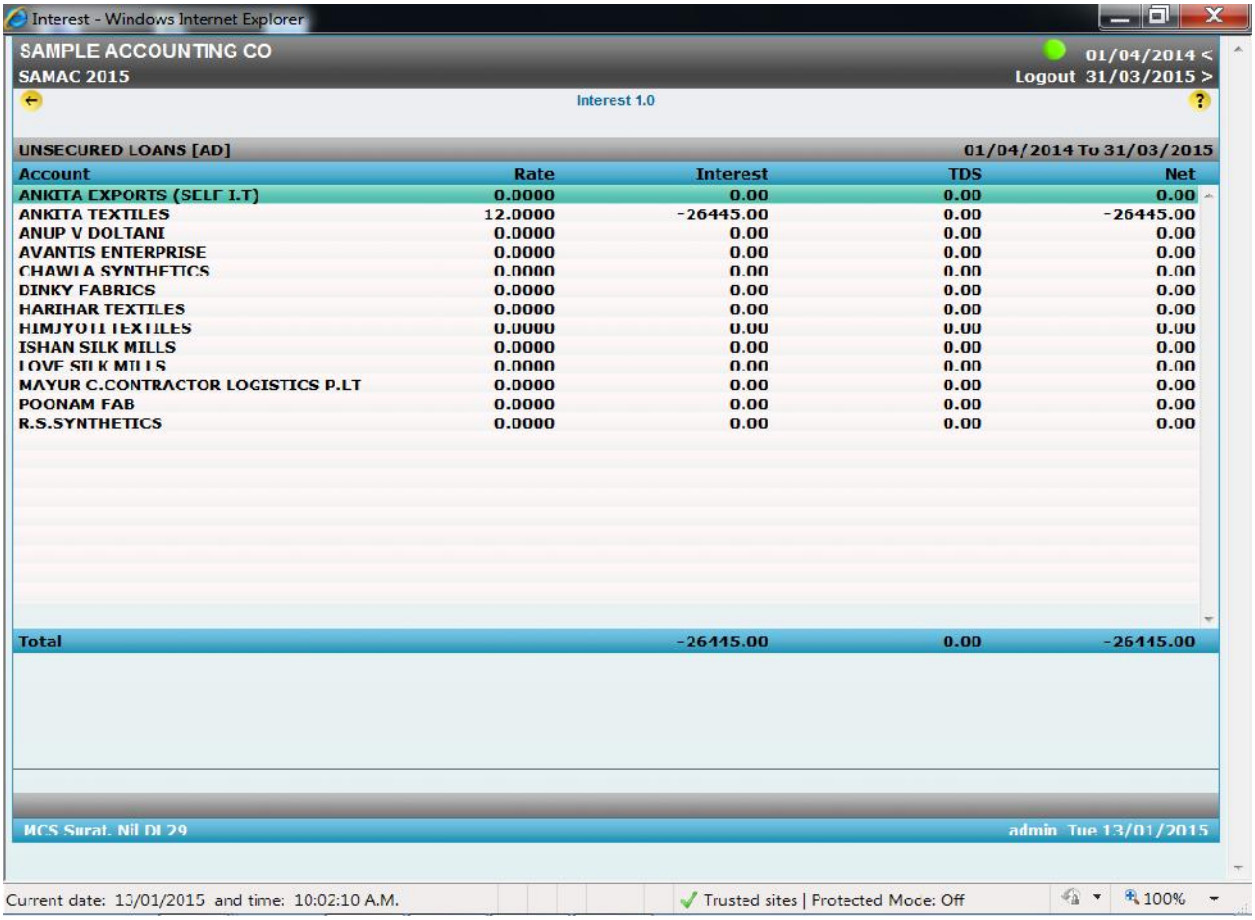
1.4.3 BI Zoom 3


B/C Wise - Windows Internet Explorer
SAMPLE ACCOUNTING CO
BALRT 2015
01/04/2014 <
Logout 31/03/2015 >
BI Zoom 3
PURCHASES [PRCH]
Apr 2014
B List Qty 1
Name
Receipt
Issue
Balance
100CR - 100 CLX CR 75 0 75 DR
12030 - 120/30 VISCOSE YARN 60 0 60 DR
120BR - 120 DENIER BRIGHT CONE 22 0 22 DR
2 - 20/1 POLY MONO 21 0 21 DR
272 - 2/72 COTTON YARN 79 0 79 DR
30DEN - 30 DENIER BEMBERG YARN 712 0 712 DR
40 DE - 40/24 DENIER BEMBERG YARN 128 0 128 DR
4045 - 40/45 DENIER BEMBERG YARN 433 0 433 DR
4424 - 44/24 NYLON YARN 120 0 120 DR
50 - 50/30 DENIER BEMBERG YARN 445 0 445 DR
5024 - 50/24 CR BRT CONES 522 0 522 DR
5031 - 50D/31F-A YARN 82 0 82 DR
5045 - 50/45 DENIER BEMBERG YARN 261 0 261 DR
6 - 60/40 DENIER BEMBERG YARN 305 0 305 DR
60 DE - 60/30 DENIER JAPAN YARN 105 0 105 DR
6024 - 60/24 BRT 456 0 456 DR
60CAKE - 60/24 IRC CAKE 151 0 151 DR
60SS - 60 SS CR 50 0 50 DR
7024 - 70/24 BRT FDY 5 0 5 DR
BADLAI - BADLA [IMMITATION ZARI] 22 0 22 DR
BSPK - 60/48 BSPK CRIMPED AT2-2 CEN.ENKA 120 0 120 DR
SLV - SHAGUN LOOP VISCOSE 0 0 0
Total 4174 0 4174 DR
MCS Surat. Nil DL29
admin Fri 09/01/2015
Current date: 09/01/2015 and time: 11:14:00 A.M.
Trusted sites | Protected Mode: Off
100%

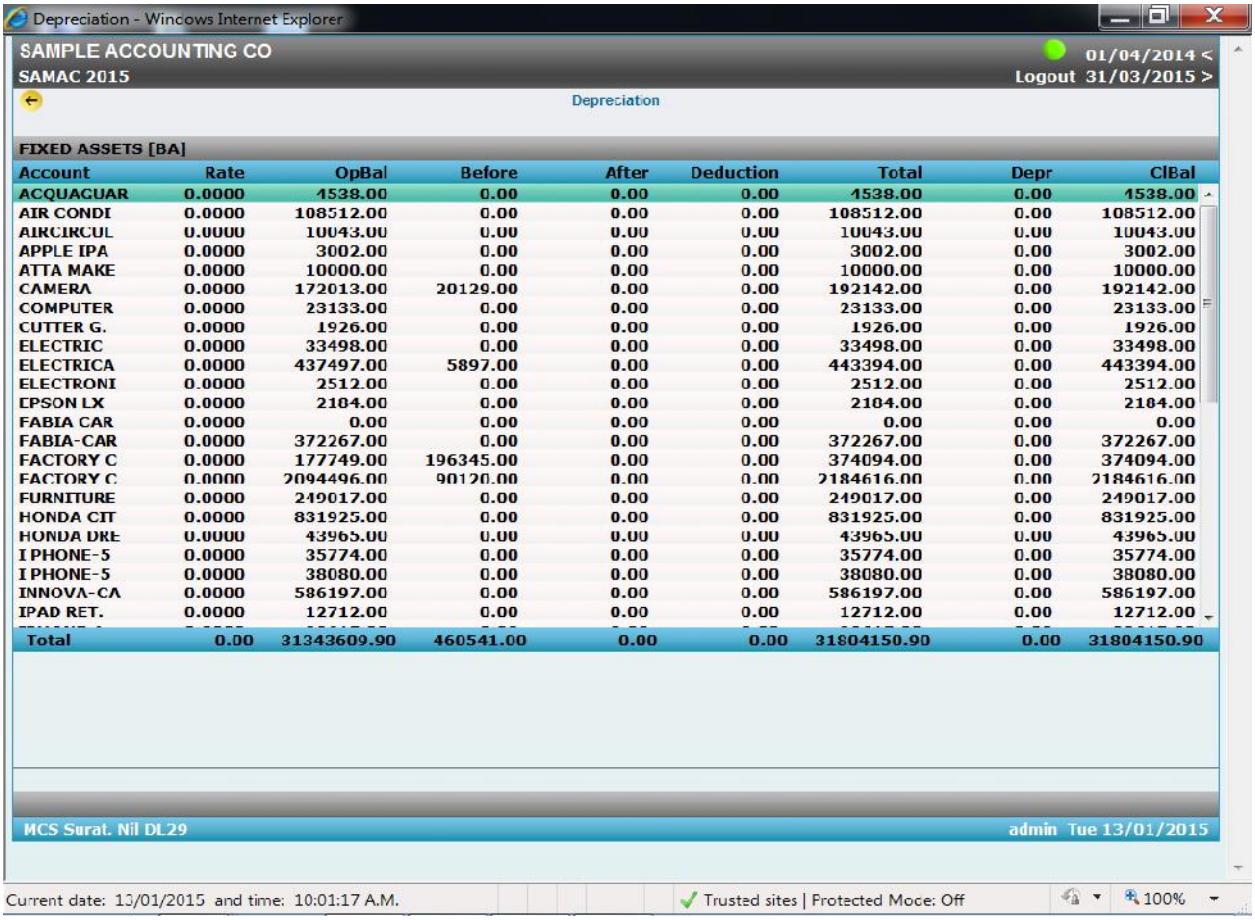
1.4.4 BI Zoom 4


B/C Detail - Windows Internet Explorer
SAMPLE ACCOUNTING CO
BALRT 2015
01/04/2014 <
Logout 31/03/2015 >
BI Zoom 4
PURCHASES [PRCH] Apr 2014 .. B List Qty 1
iDate cNo. iNo. QlCode qlid AcCode Qty Balance
02/04/2014 0 25 BADLAI TNFABR 0
02/04/2014 0 14 BADLAI JARIYA 1 1 DR
03/04/2014 0 22 BADLAI JARIYA 1 2 DR
03/04/2014 0 39 BADLAI TNFABR 2 DR
05/04/2014 0 18 5024 NATVDA 10 12 DR
05/04/2014 0 19 5024 NATVDA 3 15 DR
05/04/2014 0 20 5024 NATVDA 13 28 DR
05/04/2014 0 17 120BR NDRSIN 12 40 DR
05/04/2014 0 35R 60CAKE APLCOR 8 48 DR
05/04/2014 0 21 5024 NATVDA 5 53 DR
05/04/2014 0 16 120BR NDRSIN 10 63 DR
05/04/2014 0 36R 60CAKE APLCOR 7 70 DR
05/04/2014 0 28 5024 NATVDA 28 98 DR
05/04/2014 0 37R 60CAKE APLCOR 6 104 DR
05/04/2014 0 29 5024 NATVDA 10 114 DR
05/04/2014 0 43R 60CAKE APLCOR 6 120 DR
05/04/2014 0 44R 60CAKE APLCOR 5 125 DR
05/04/2014 0 16 5024 NATVDA 24 149 DR
05/04/2014 0 17 5024 NATVDA 8 157 DR
06/04/2014 0 18 272 SKRA 9 166 DR
07/04/2014 0 77R 60CAKE APLCOR 6 172 DR
Total (206) 4174 DR
BK: Qty 1 : 2 :
AC: 3 : 4 :
Dly: Rem1: A: F:
Br: 2: B: G:
ChlDt: 3: C: H:
ChlNo: 4: D: I:
E: J:
MCS Surat. Nil DL29 admin Fri 09/01/2015
Current date: 09/01/2015 and time: 11:14:28 A.M.
Trusted sites | Protected Mode: Off
100%

1.5 INTEREST


Interest - Windows Internet Explorer
SAMPLE ACCOUNTING CO
SAMAC 2015
01/04/2014 <
Logout 31/03/2015 >
Interest 1.0
UNSECURED LOANS [AD]
01/04/2014 To 31/03/2015
Account Rate Interest TDS Net
ANKITA EXPORTS (SELF I.T) 0.0000 0.00 0.00 0.00
ANKITA TEXTILES 12.0000 -26445.00 0.00 -26445.00
ANUP V DOLTANI 0.0000 0.00 0.00 0.00
AVANTIS ENTERPRISE 0.0000 0.00 0.00 0.00
CHAWLA SYNTHETICS 0.0000 0.00 0.00 0.00
DINKY FABRICS 0.0000 0.00 0.00 0.00
HARIHAR TEXTILES 0.0000 0.00 0.00 0.00
HIMJYOTI TEXTILES 0.0000 0.00 0.00 0.00
ISHAN SILK MILLS 0.0000 0.00 0.00 0.00
LOVE SILK MILLS 0.0000 0.00 0.00 0.00
MAYUR C.CONTRACTOR LOGISTICS P.LT 0.0000 0.00 0.00 0.00
POONAM FAB 0.0000 0.00 0.00 0.00
R.S.SYNTHETICS 0.0000 0.00 0.00 0.00
Total -26445.00 0.00 -26445.00
MCS Surat. Nil DI 29
admin Tue 13/01/2015
Current date: 13/01/2015 and time: 10:02:10 A.M.
Trusted sites | Protected Mode: Off
100%

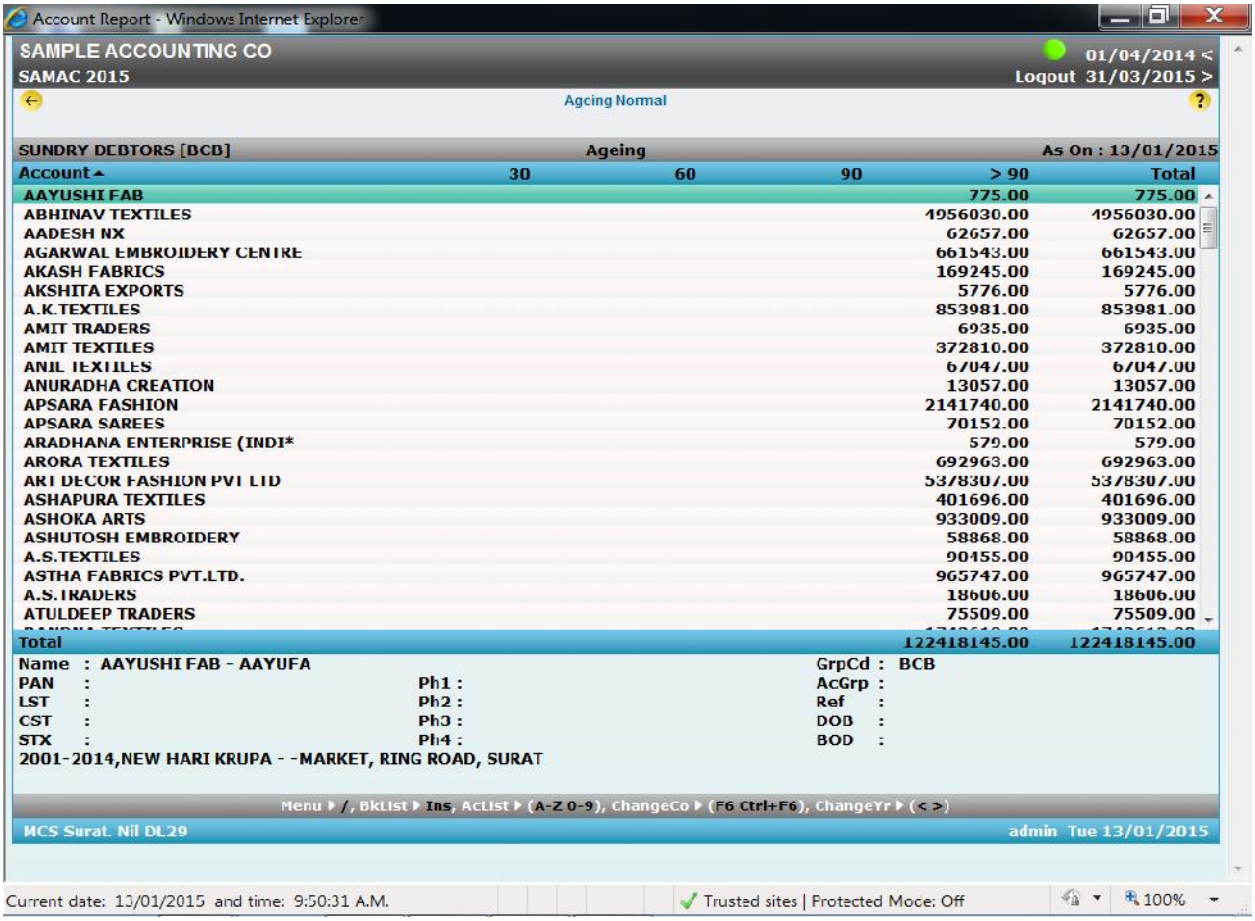
1.6 DEPRECIATION



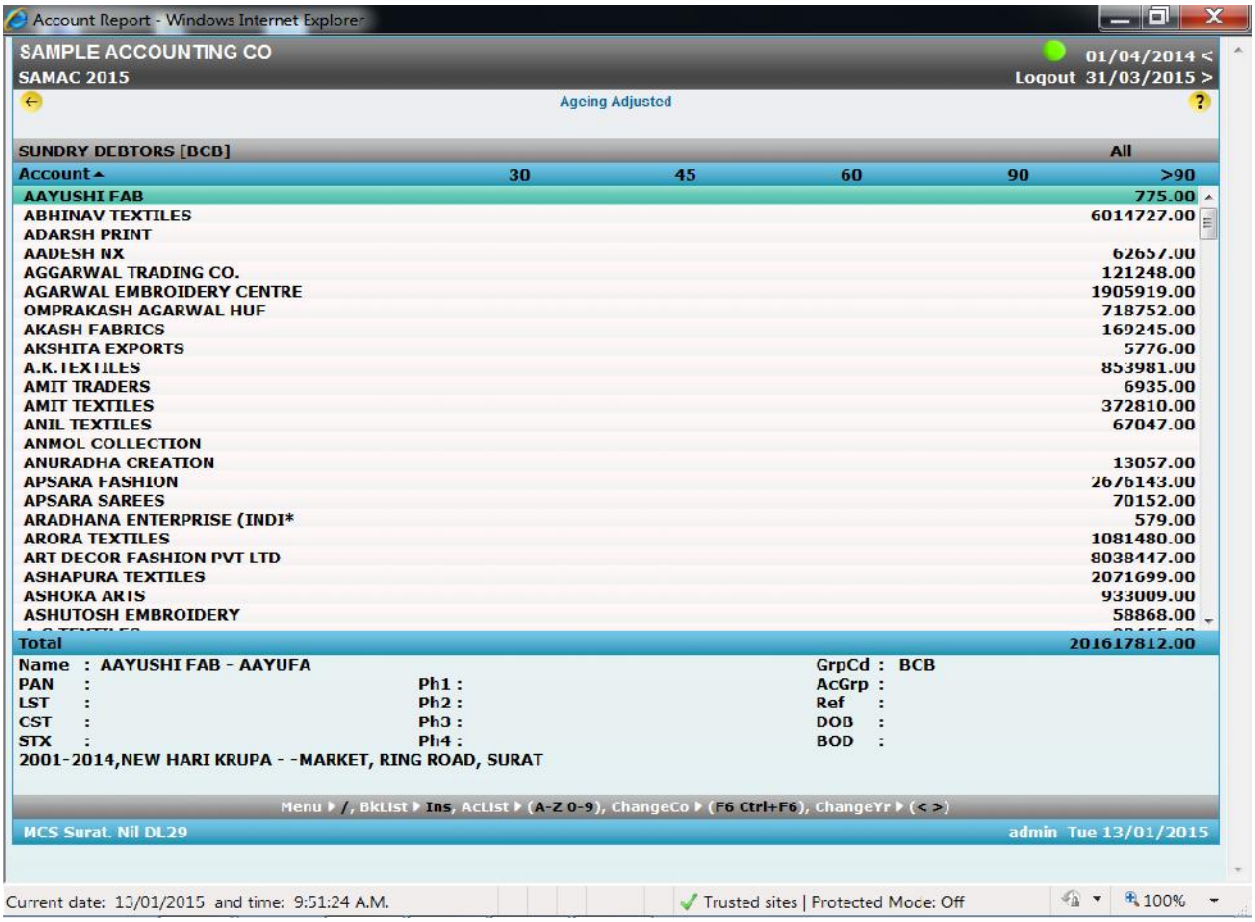
Account	Rate	OpBal	Before	After	Deduction	Total	Depr	ClBal
ACQUAGUAR	0.0000	1538.00	0.00	0.00	0.00	1538.00	0.00	1538.00
AIR CONDI	0.0000	108512.00	0.00	0.00	0.00	108512.00	0.00	108512.00
AIRCIRCUL	0.0000	10043.00	0.00	0.00	0.00	10043.00	0.00	10043.00
APPLE IPA	0.0000	3002.00	0.00	0.00	0.00	3002.00	0.00	3002.00
ATTA MAKE	0.0000	10000.00	0.00	0.00	0.00	10000.00	0.00	10000.00
CAMERA	0.0000	172013.00	20129.00	0.00	0.00	192142.00	0.00	192142.00
COMPUTER	0.0000	23133.00	0.00	0.00	0.00	23133.00	0.00	23133.00
CUTTER G.	0.0000	1926.00	0.00	0.00	0.00	1926.00	0.00	1926.00
ELECTRIC	0.0000	33498.00	0.00	0.00	0.00	33498.00	0.00	33498.00
ELECTRICA	0.0000	437497.00	5897.00	0.00	0.00	443394.00	0.00	443394.00
ELECTRONI	0.0000	2512.00	0.00	0.00	0.00	2512.00	0.00	2512.00
EPSON LX	0.0000	2184.00	0.00	0.00	0.00	2184.00	0.00	2184.00
FABIA CAR	0.0000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FABIA-CAR	0.0000	372267.00	0.00	0.00	0.00	372267.00	0.00	372267.00
FACTORY C	0.0000	177749.00	196345.00	0.00	0.00	374094.00	0.00	374094.00
FACTORY C	0.0000	2094496.00	90120.00	0.00	0.00	2184616.00	0.00	2184616.00
FURNITURE	0.0000	249017.00	0.00	0.00	0.00	249017.00	0.00	249017.00
HONDA CIT	0.0000	831925.00	0.00	0.00	0.00	831925.00	0.00	831925.00
HONDA DRE	0.0000	43965.00	0.00	0.00	0.00	43965.00	0.00	43965.00
I PHONE-5	0.0000	35774.00	0.00	0.00	0.00	35774.00	0.00	35774.00
I PHONE-5	0.0000	38080.00	0.00	0.00	0.00	38080.00	0.00	38080.00
INNOVA-CA	0.0000	586197.00	0.00	0.00	0.00	586197.00	0.00	586197.00
IPAD RET.	0.0000	12712.00	0.00	0.00	0.00	12712.00	0.00	12712.00
Total	0.00	31343609.90	460541.00	0.00	0.00	31804150.90	0.00	31804150.90

1.7 AGEING

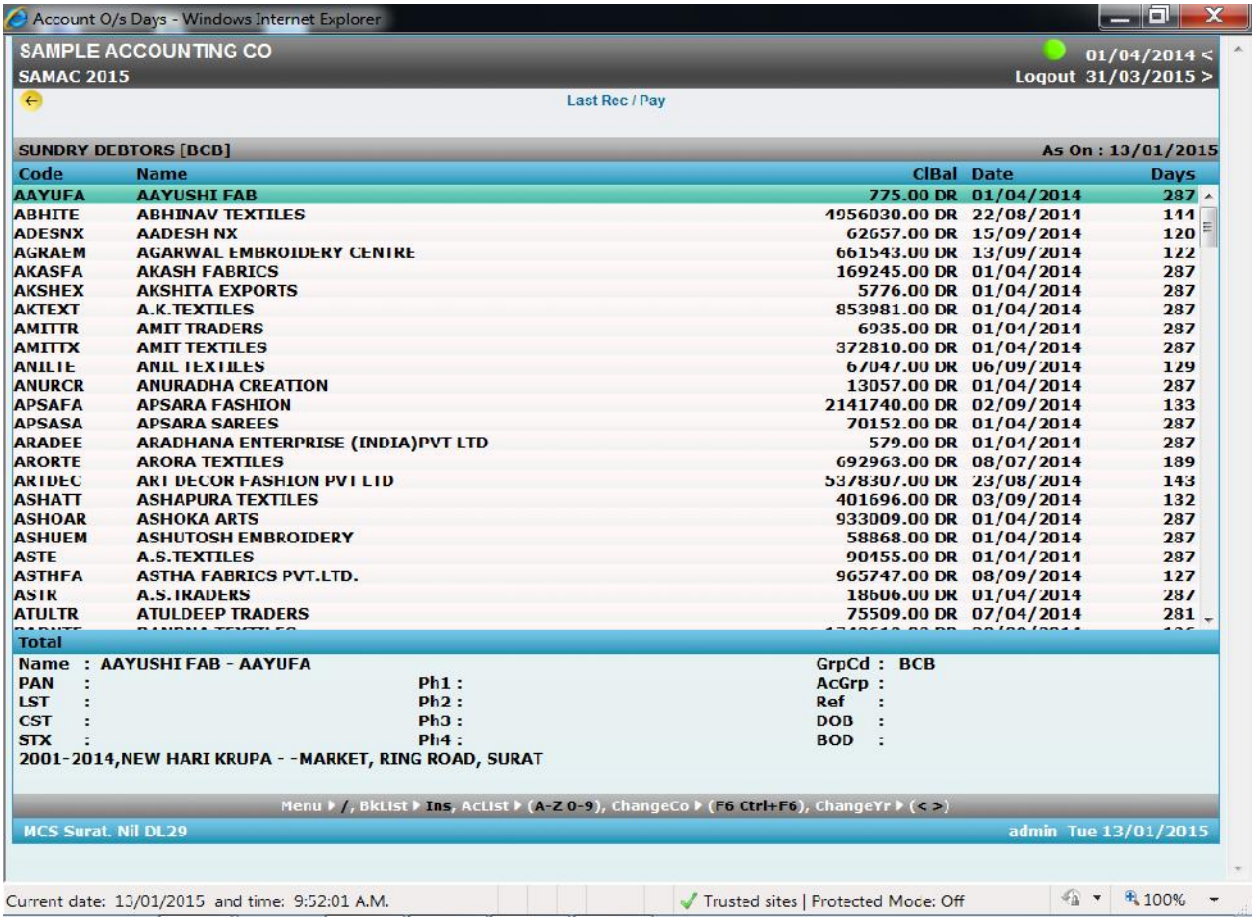
1.7.1 Ageing Normal



1.7.2 Ageing Adjusted

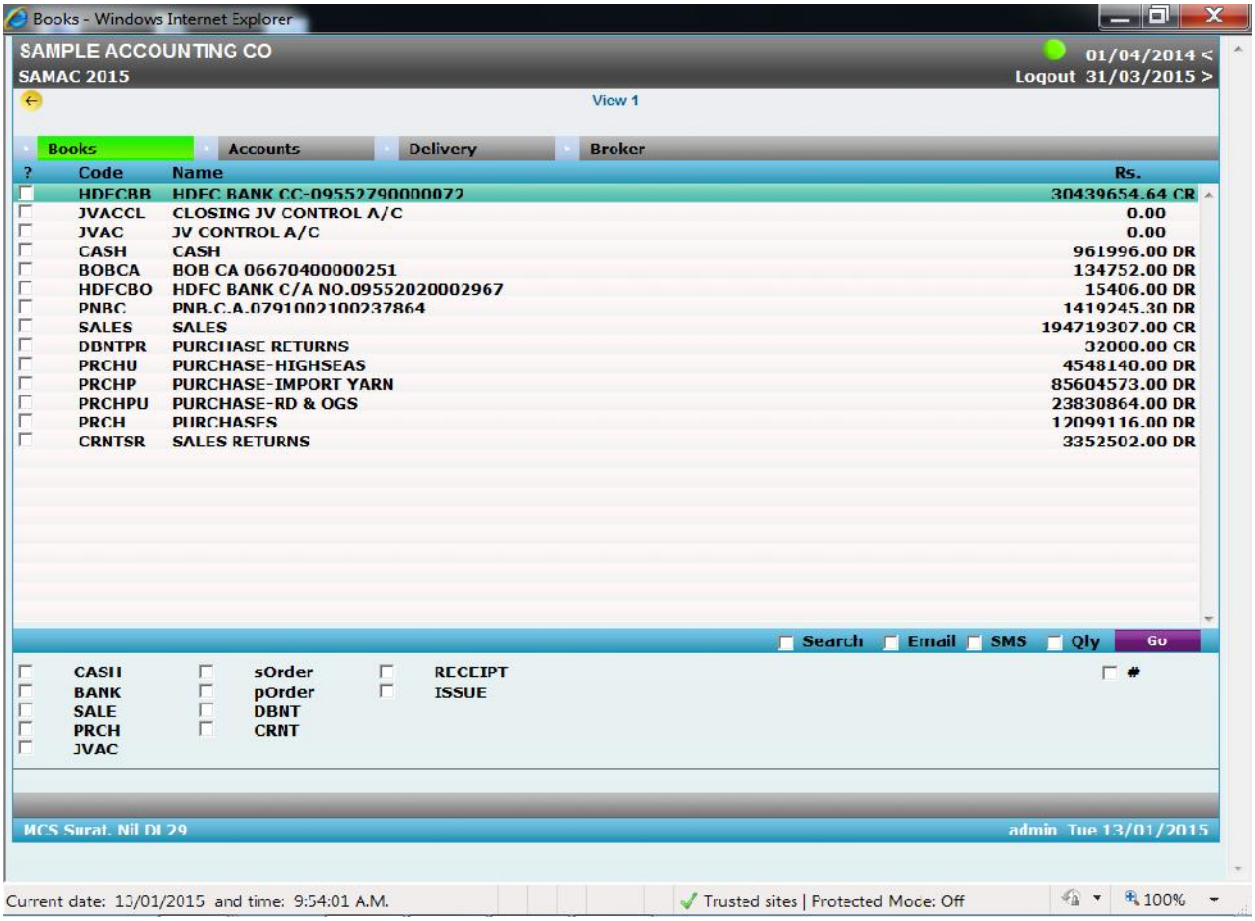


1.7.3 Ageing Last Rec / Pay

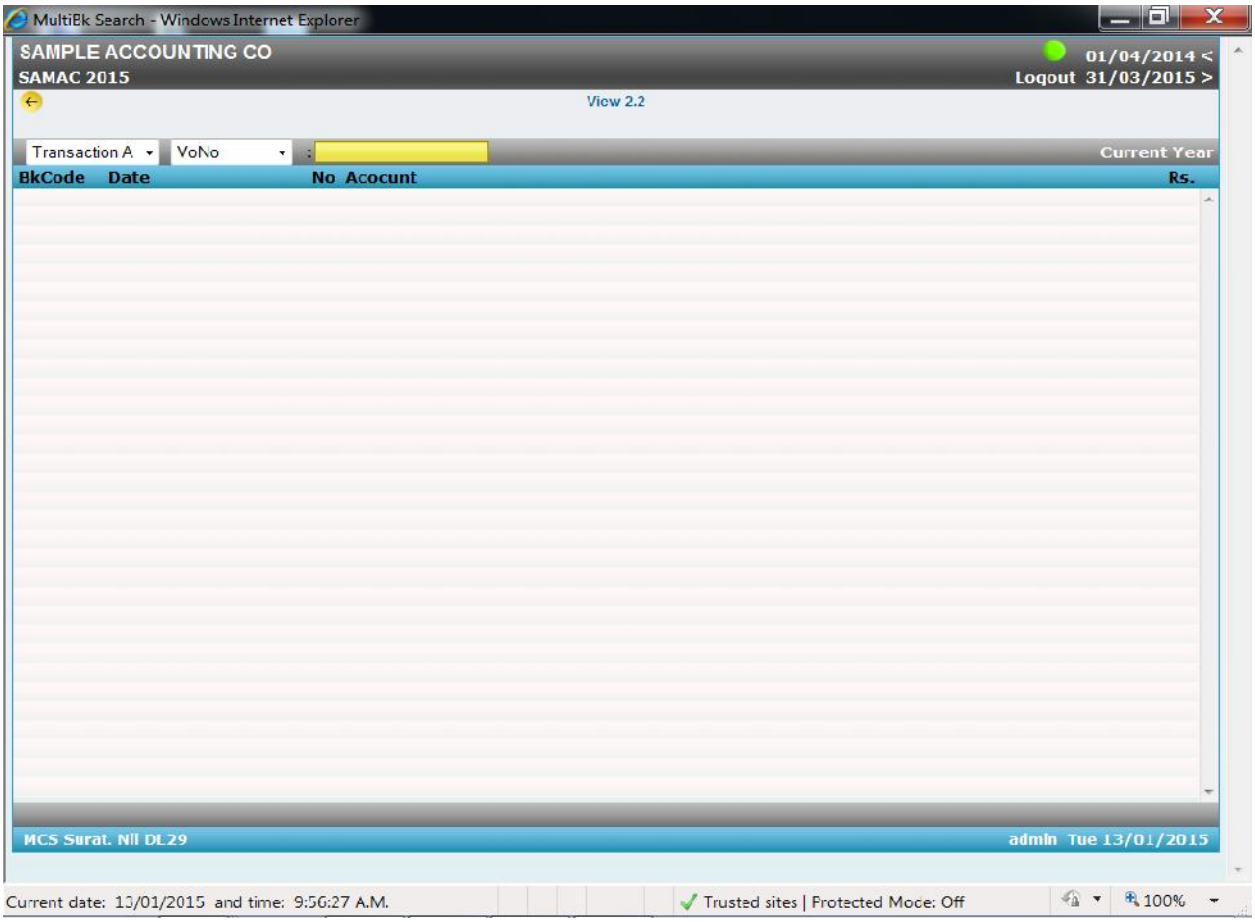


1.8 VIEW

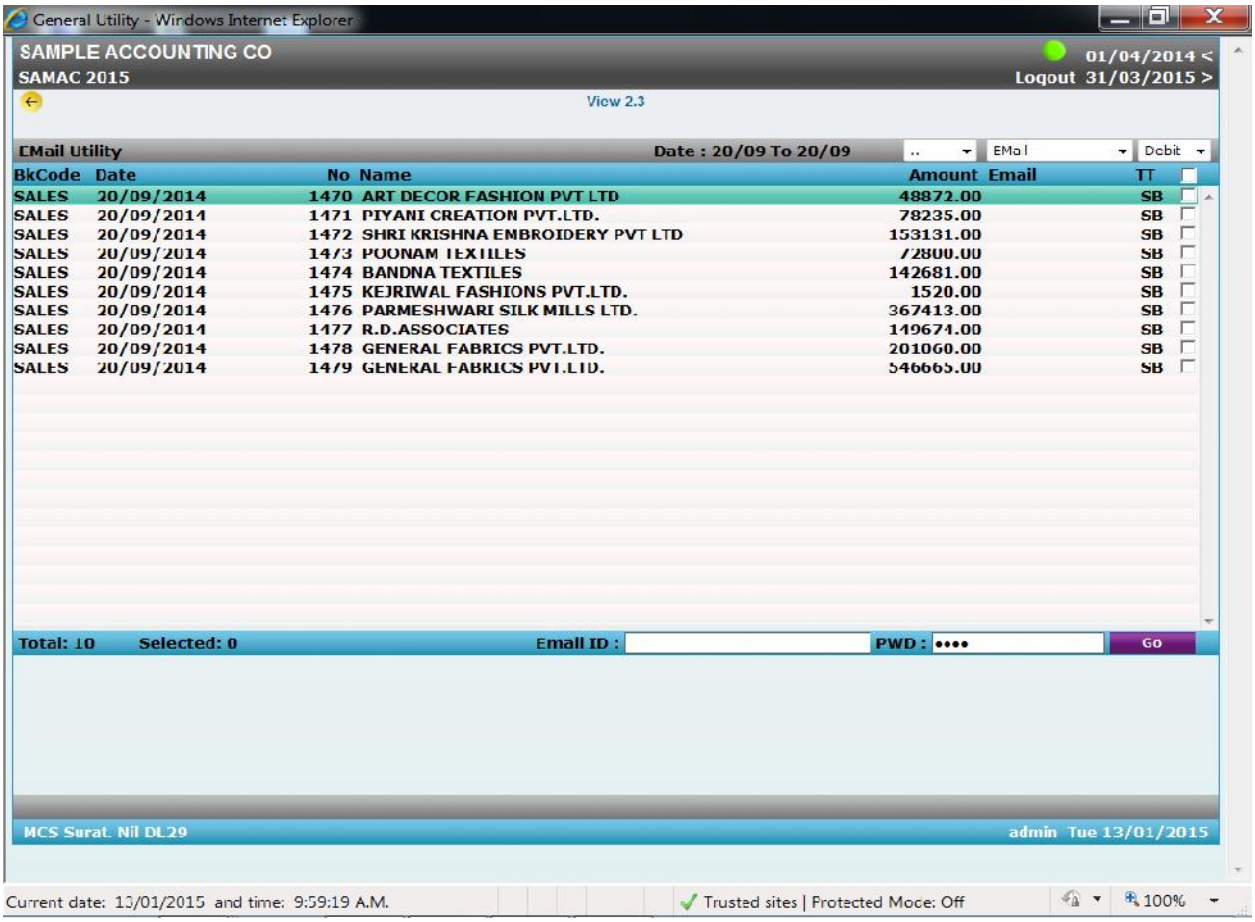
1.8.1 View 1



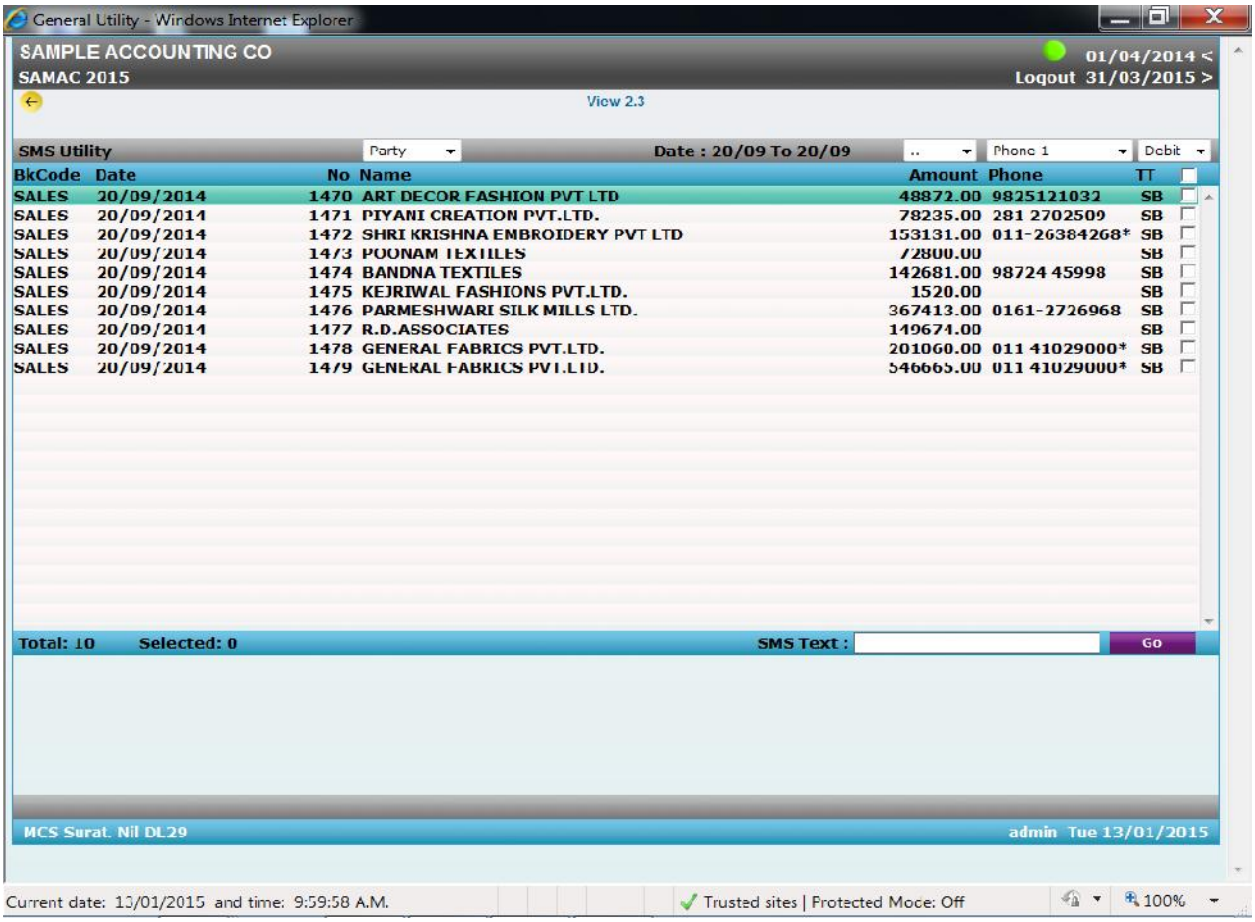
1.8.2 Search


MultiEk Search - Windows Internet Explorer
SAMPLE ACCOUNTING CO
SAMAC 2015
01/04/2014 <
Logout 31/03/2015 >
View 2.2
Transaction A
VoNo
Current Year
BkCode Date No Acocunt Rs.
MCS Surat. Nil DL29
admin Tue 13/01/2015
Current date: 13/01/2015 and time: 9:56:27 A.M.
Trusted sites | Protected Mode: Off
100%

1.8.3 Email


General Utility - Windows Internet Explorer
SAMPLE ACCOUNTING CO
SAMAC 2015
01/04/2014 <
Logout 31/03/2015 >
View 2.3
EMail Utility
Date : 20/09 To 20/09
EMail
Debit
BkCode Date No Name Amount Email TT
SALES 20/09/2014 1470 ART DECOR FASHION PVT LTD 48872.00 SB
SALES 20/09/2014 1471 PIYANI CREATION PVT.LTD. 78235.00 SB
SALES 20/09/2014 1472 SHRI KRISHNA EMBROIDERY PVT LTD 153131.00 SB
SALES 20/09/2014 1473 POONAM TEXTILES 72800.00 SB
SALES 20/09/2014 1474 BANDNA TEXTILES 142681.00 SB
SALES 20/09/2014 1475 KEJRIWAL FASHIONS PVT.LTD. 1520.00 SB
SALES 20/09/2014 1476 PARMESHWARI SILK MILLS LTD. 367413.00 SB
SALES 20/09/2014 1477 R.D.ASSOCIATES 149674.00 SB
SALES 20/09/2014 1478 GENERAL FABRICS PVT.LTD. 201060.00 SB
SALES 20/09/2014 1479 GENERAL FABRICS PVT.LTD. 546665.00 SB
Total: 10 Selected: 0 Email ID : PWD : Go
MCS Surat. Nil DL29
admin Tue 13/01/2015
Current date: 13/01/2015 and time: 9:59:19 A.M.
Trusted sites | Protected Mode: Off
100%

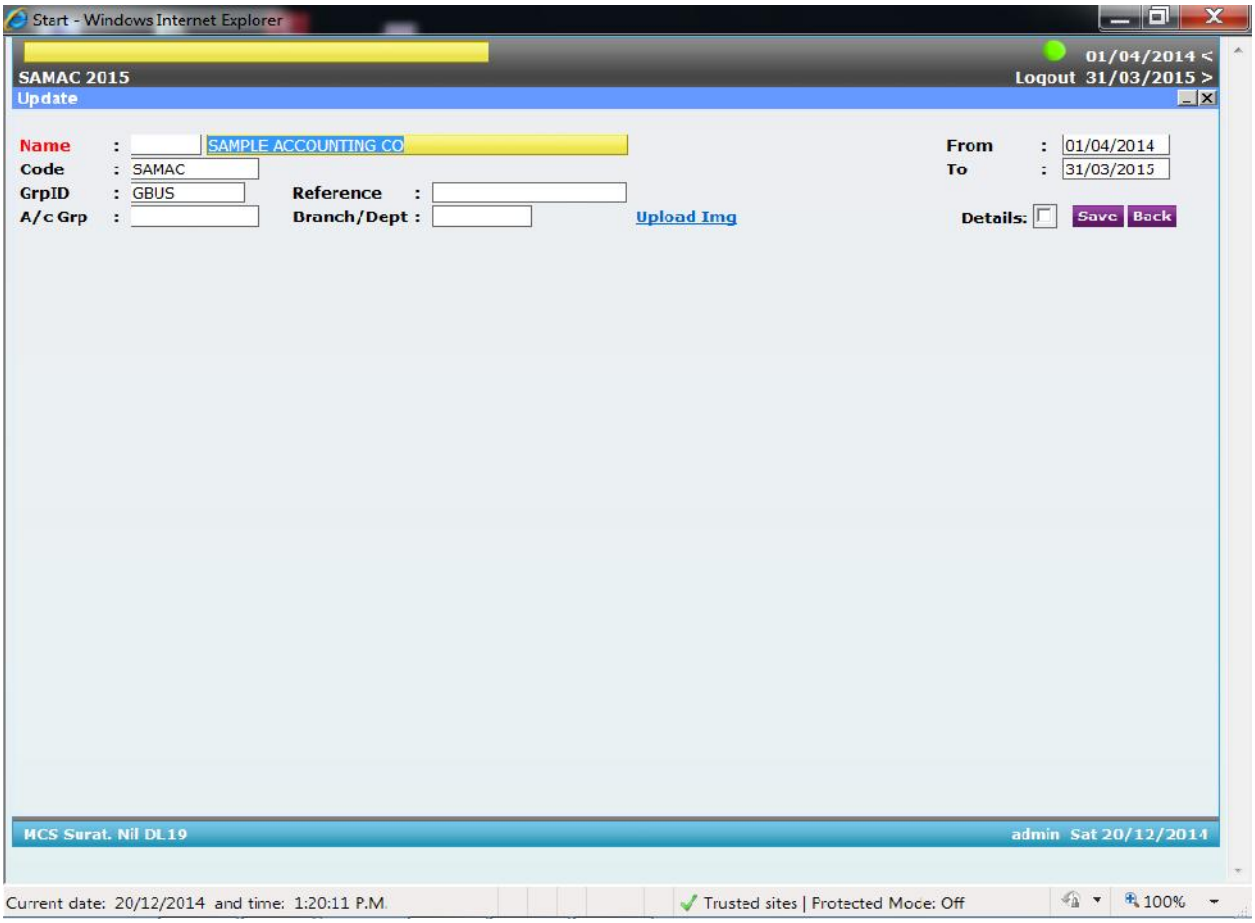
1.8.4 SMS


General Utility - Windows Internet Explorer
SAMPLE ACCOUNTING CO
SAMAC 2015
01/04/2014 <
Logout 31/03/2015 >
View 2.3
SMS Utility
Party
Date : 20/09 To 20/09
Phone 1
Debit
BkCode Date No Name Amount Phone TT
SALES 20/09/2014 1470 ART DECOR FASHION PVT LTD 48872.00 9825121032 SB
SALES 20/09/2014 1471 PIYANI CREATION PVT.LTD. 78235.00 281 2702509 SB
SALES 20/09/2014 1472 SHRI KRISHNA EMBROIDERY PVT LTD 153131.00 011-26384268* SB
SALES 20/09/2014 1473 POONAM TEXTILES 72800.00 SB
SALES 20/09/2014 1474 BANDNA TEXTILES 142681.00 98724 45998 SB
SALES 20/09/2014 1475 KEJRIWAL FASHIONS PVT.LTD. 1520.00 SB
SALES 20/09/2014 1476 PARMESHWARI SILK MILLS LTD. 367413.00 0161-2726968 SB
SALES 20/09/2014 1477 R.D.ASSOCIATES 149674.00 SB
SALES 20/09/2014 1478 GENERAL FABRICS PVT.LTD. 201060.00 011 41029000* SB
SALES 20/09/2014 1479 GENERAL FABRICS PVT.LTD. 546665.00 011 41029000* SB
Total: 10 Selected: 0
SMS Text :
Go
MCS Surat. Nil DL29
admin Tue 13/01/2015
Current date: 13/01/2015 and time: 9:59:58 A.M.
Trusted sites | Protected Mode: Off
100%

2 MASTERS

2.1 COMPANY MASTER

2.1.1 Main



a. Name : Write Salutation like Mr. Mrs. Ms M/s Shri
And Write Company Name [Maximum 60 Characters]

b. CoCode : A Five Character Code will be generated and displayed against Code. This is the CoCode. You can change the CoCode.
[Maximum 6 characters]

c. GRoupId : Leave GroupId as GBUS which means General Business.

d. Co Group : If you have a Group of Companies you can select the parent CoCode here or write the above CoCode here to make this a parent company.

e. Reference : Write Reference, if any.

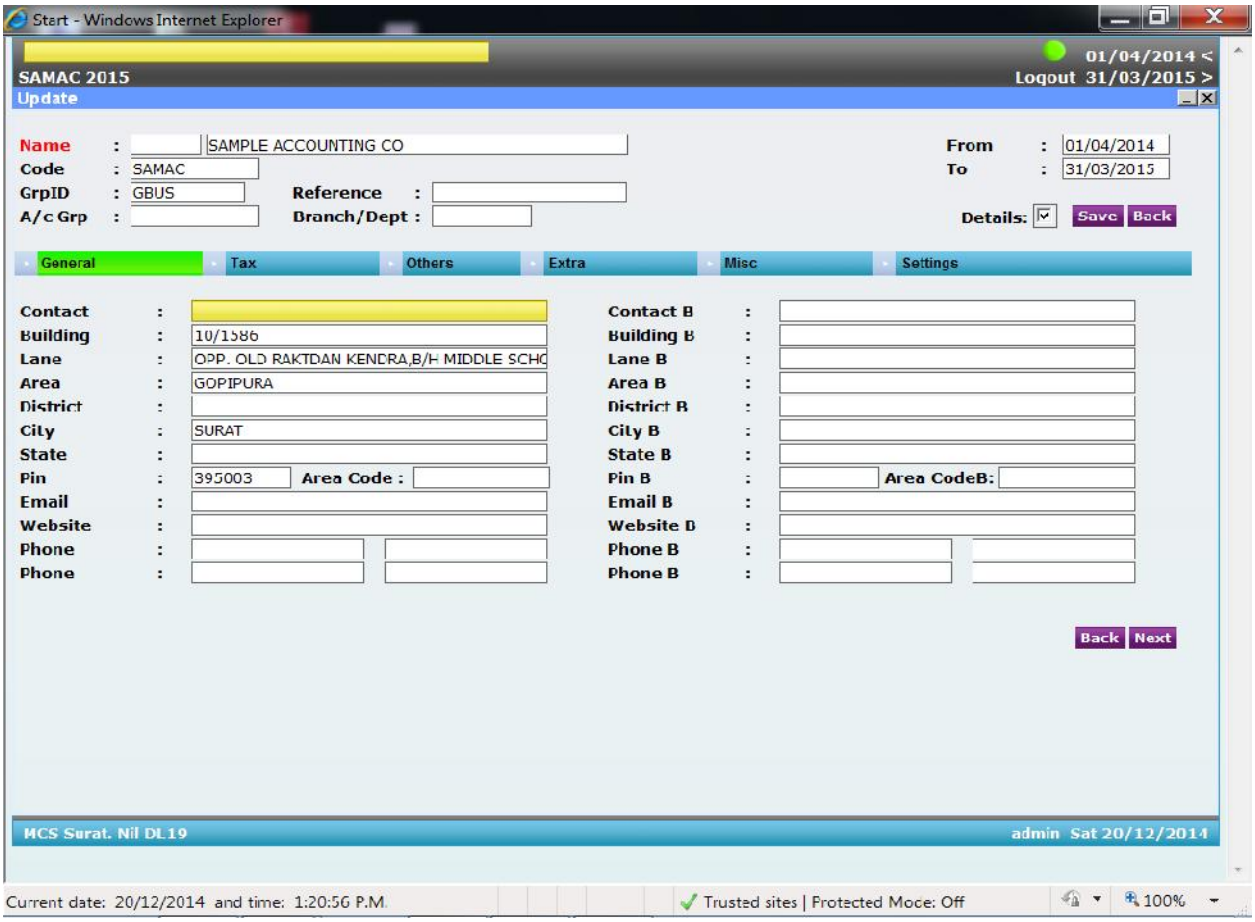
f. Branch/Dept: Leave it blank.

g. From : Write starting date of the period of accounting

h. To : Write ending date of the period of accounting

i. Details : Click on Details OR Ctrl + D
It will open the General Section of the Company Master

2.1.2 General



On this screen you have to write the Contact person name and full address of the Company along with the Company's Email, Website and Phone Numbers.
Factory/Other address and other Email, Website and Phone Numbers can also be written here.

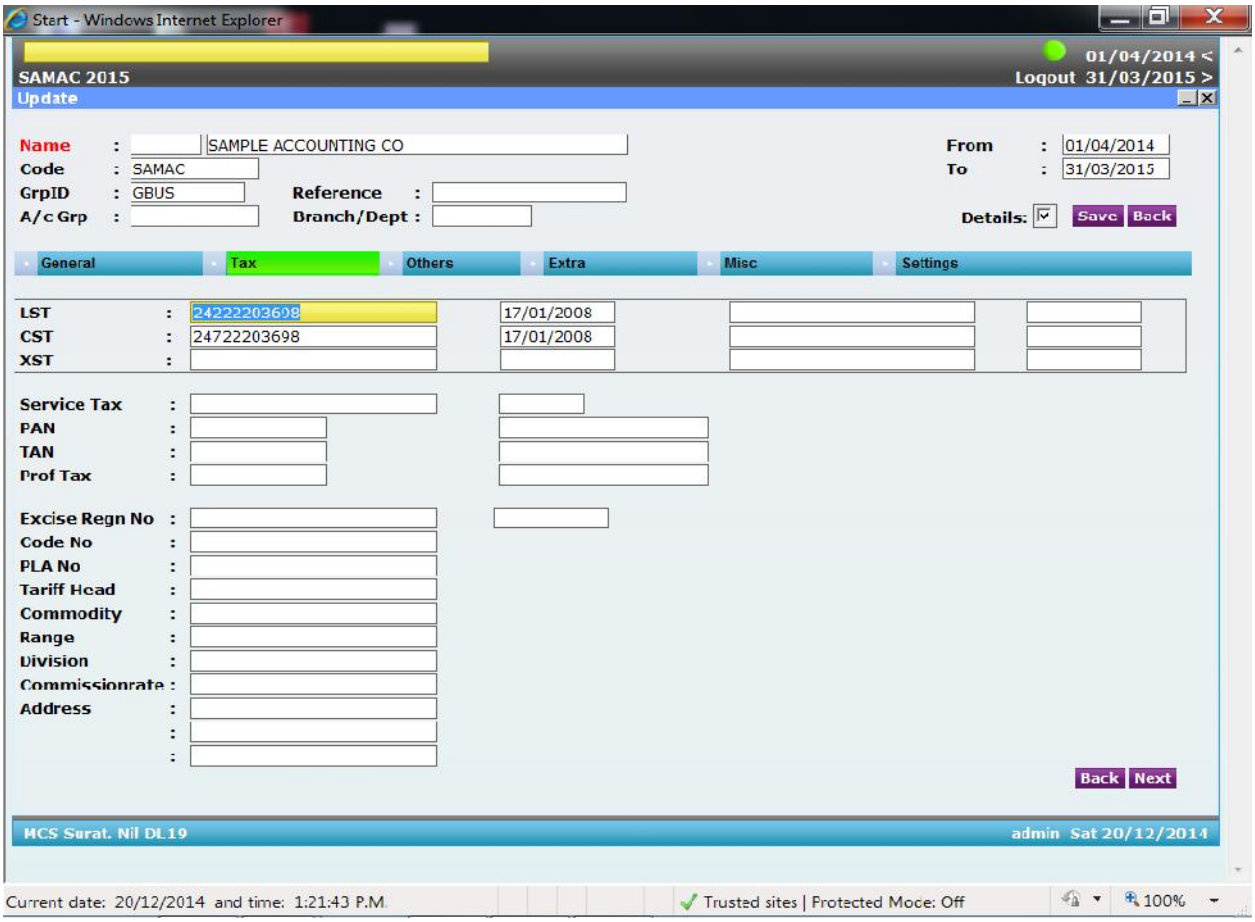
Area
District
City
State

 For Self Help in above fields



to go to next page - Company Master – Tax

2.1.3 Tax

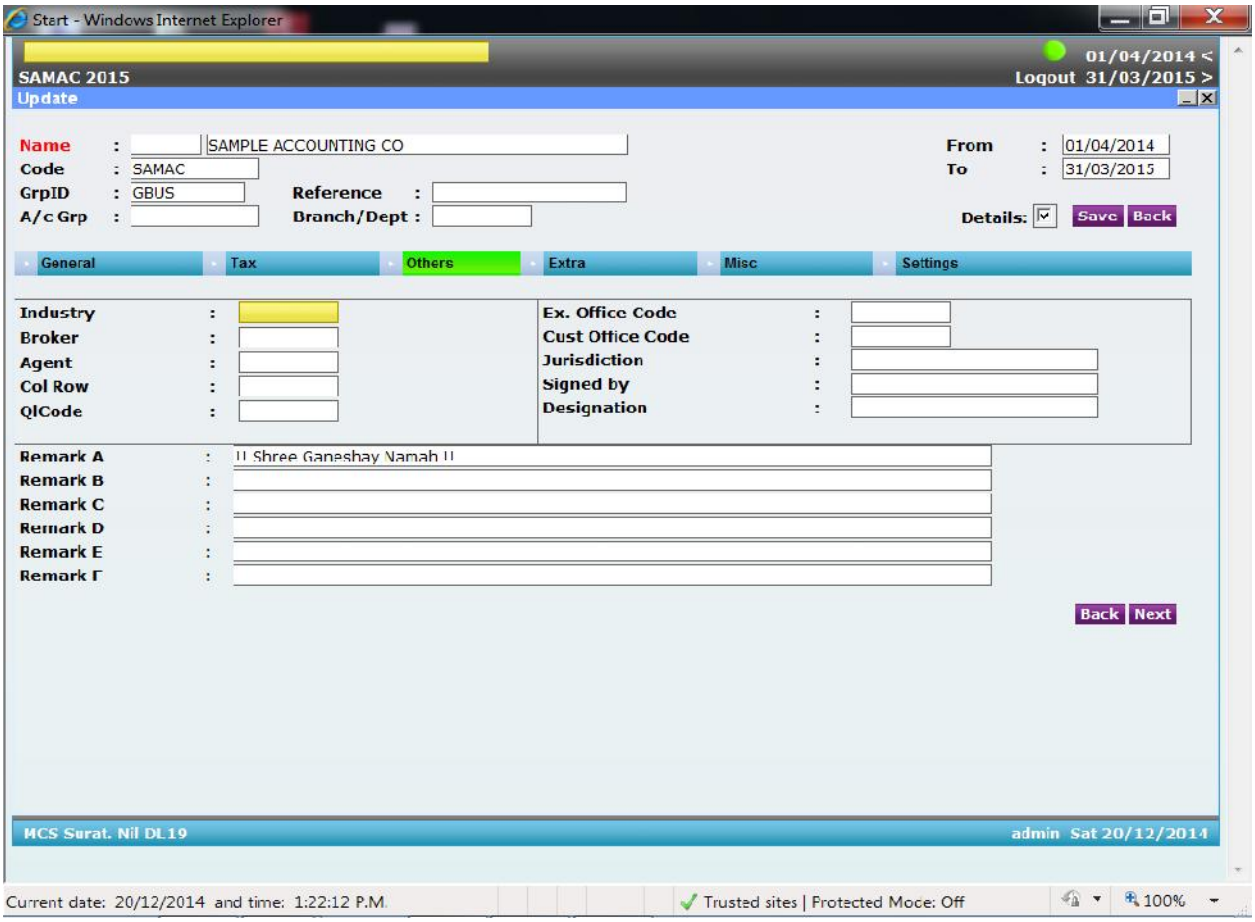


Various Sales Tax, Central Sales Tax, Service Tax, PAN, TAN, Profession Tax and Excise Registration details are to be written here.

Page Up to go to previous page - Company Master - General

Page Down to go to next page - Company Master - Others

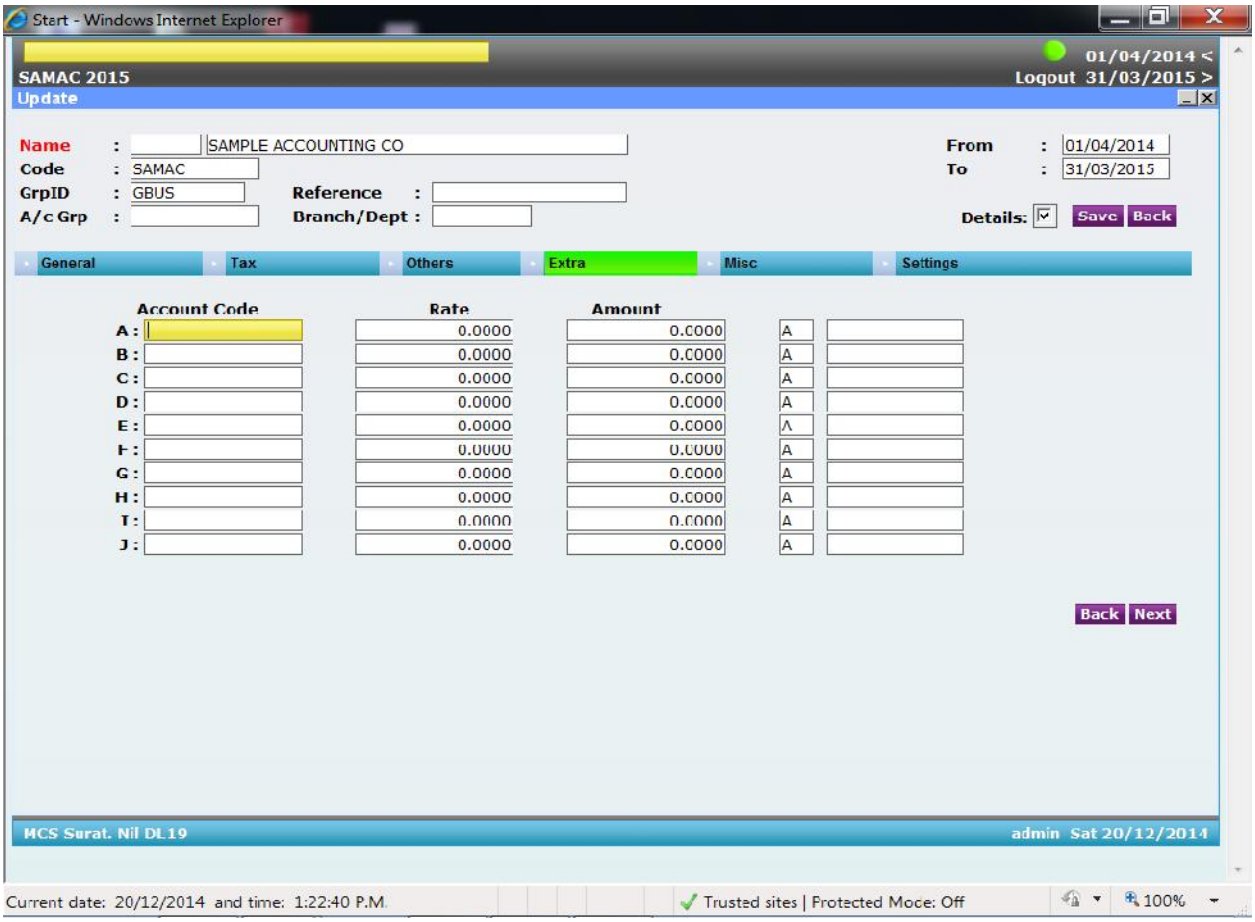
2.1.4 Others



Page Up to go to previous page - Company Master – Tax

Page Down to go to next page - Company Master - Extra

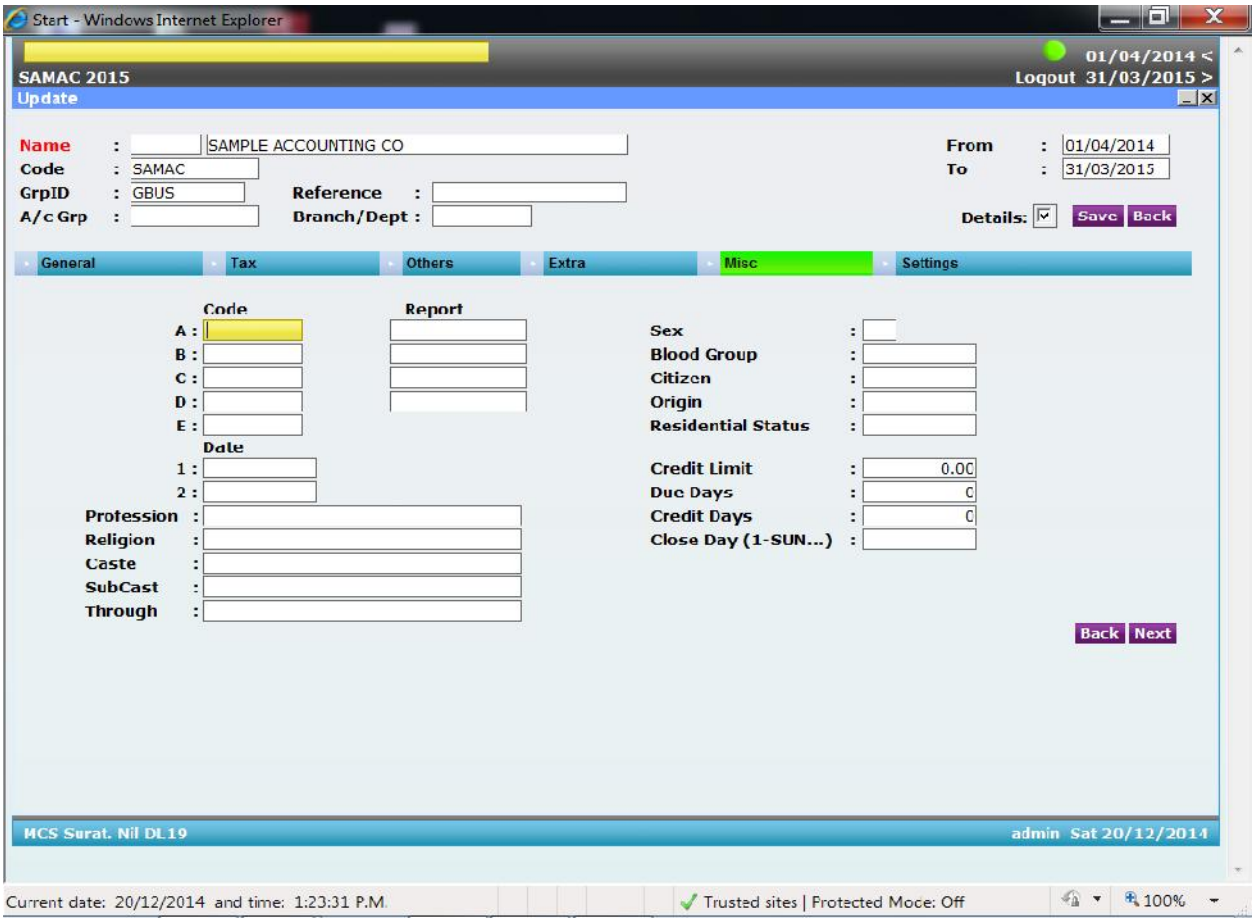
2.1.5 Extra



Page Up to go to previous page - Company Master - Others

Page Down to go to next page - Company Master - Misc

2.1.6 Misc



Profession
Religion
Caste
Sub Caste
Through

 For Self Help in above fields

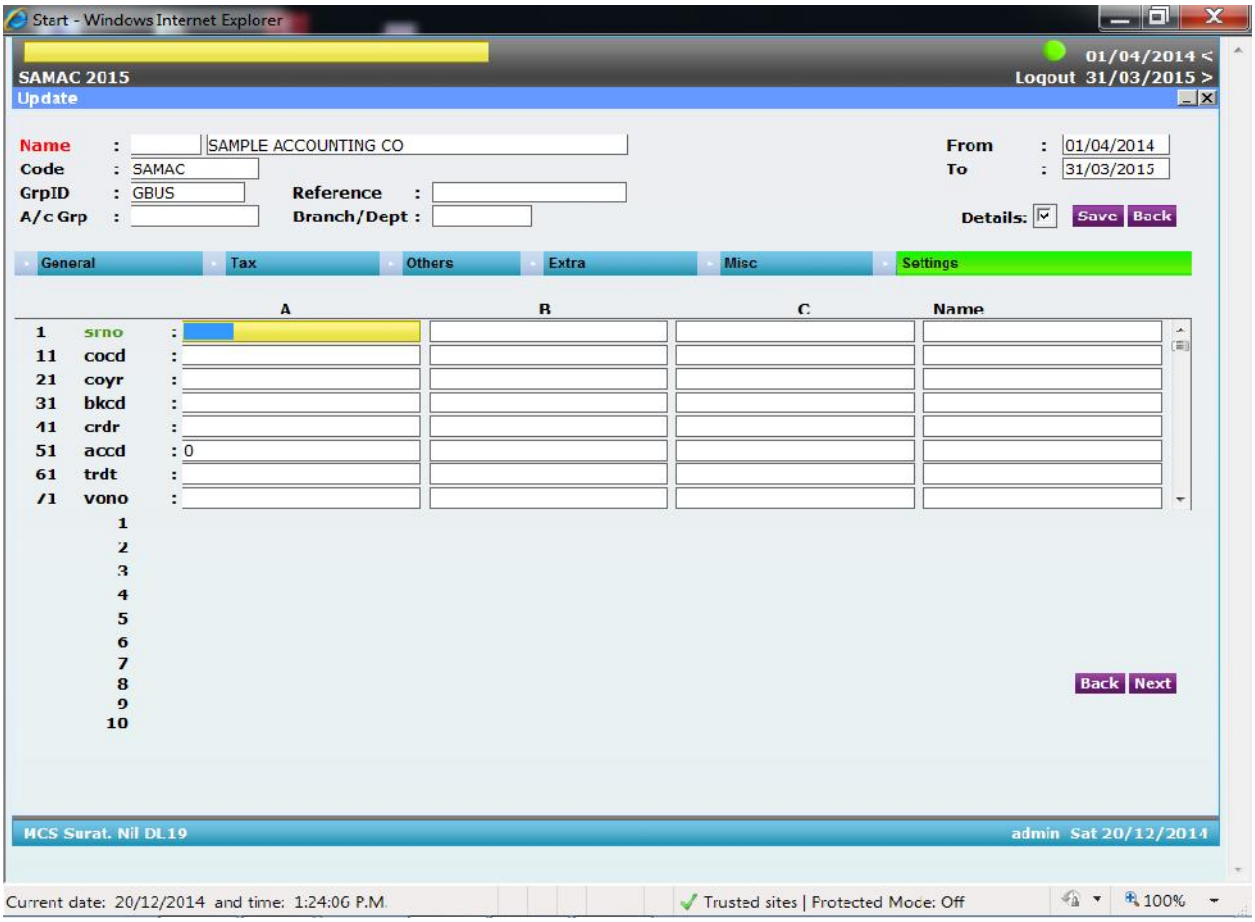


to go to previous page - Company Master - Extra



to go to next page - Company Master - Settings

2.1.7 Settings

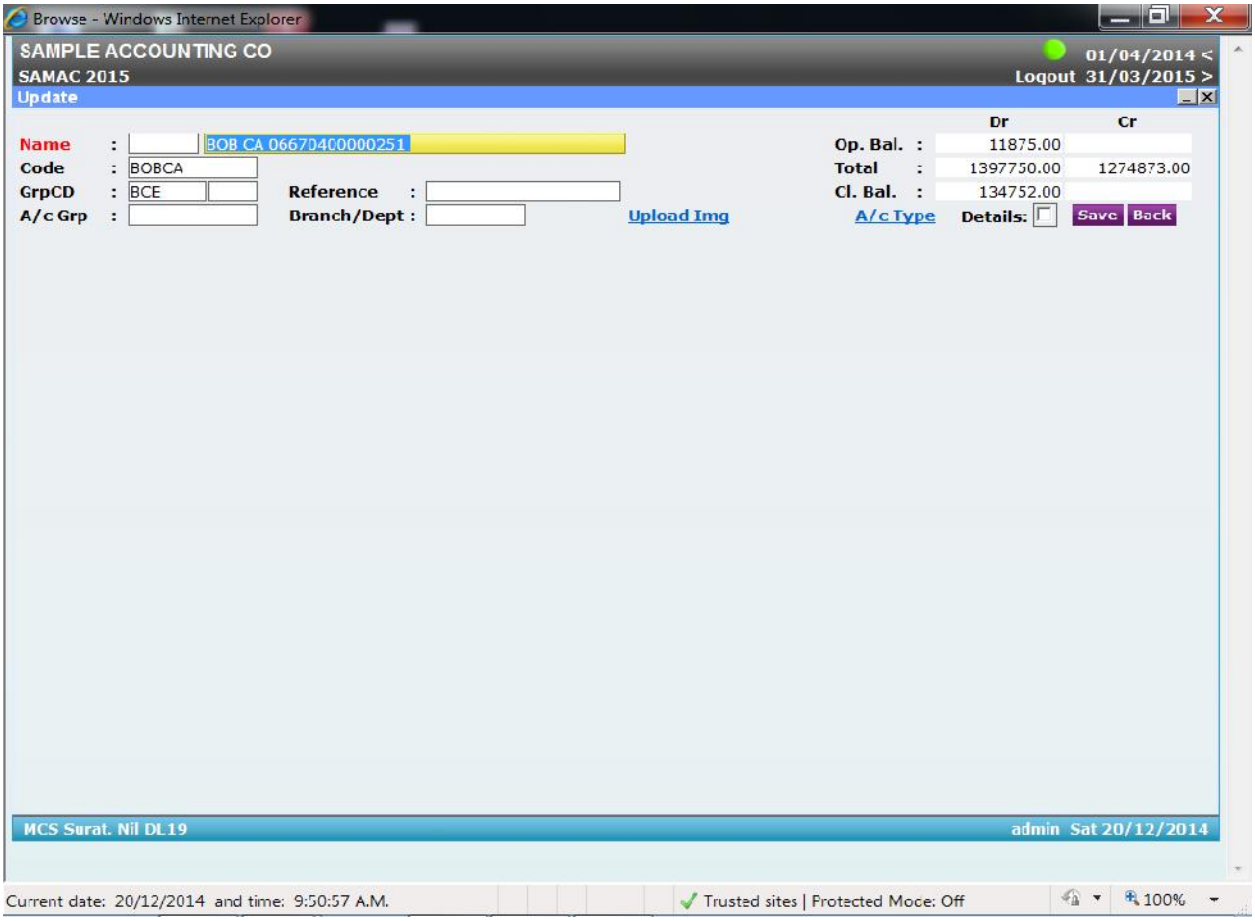


Page Up to go to previous page - Company Master - Misc

Page Down to go to next page - Company Master - General

2.2 BOOK MASTER

2.2.1 Main



a. Name : Write Salutation like Mr. Mrs. Ms M/s Shri
And Write Account Name [Maximum 60 Characters]

b. BkCode : A Six Character Code will be generated and displayed.
(Maximum 6 characters) You can change the BkCode.
[BkCode cannot be changed in EDIT Mode]

c. GrpCD : Select Group [From Liabilities, Assets, Income, Expenditure]
[For e.g., Capital, Unsecured Loans, Sundry Creditors, Fixed Assets
Sundry Debtors, P&L Incomes, P&L Expenses]

d. A/c Group : If you have a Group of Accounts you can select the Group AcCode here or write the above AcCode here to make this a Group Account.

e. Reference : Write Reference, if any.

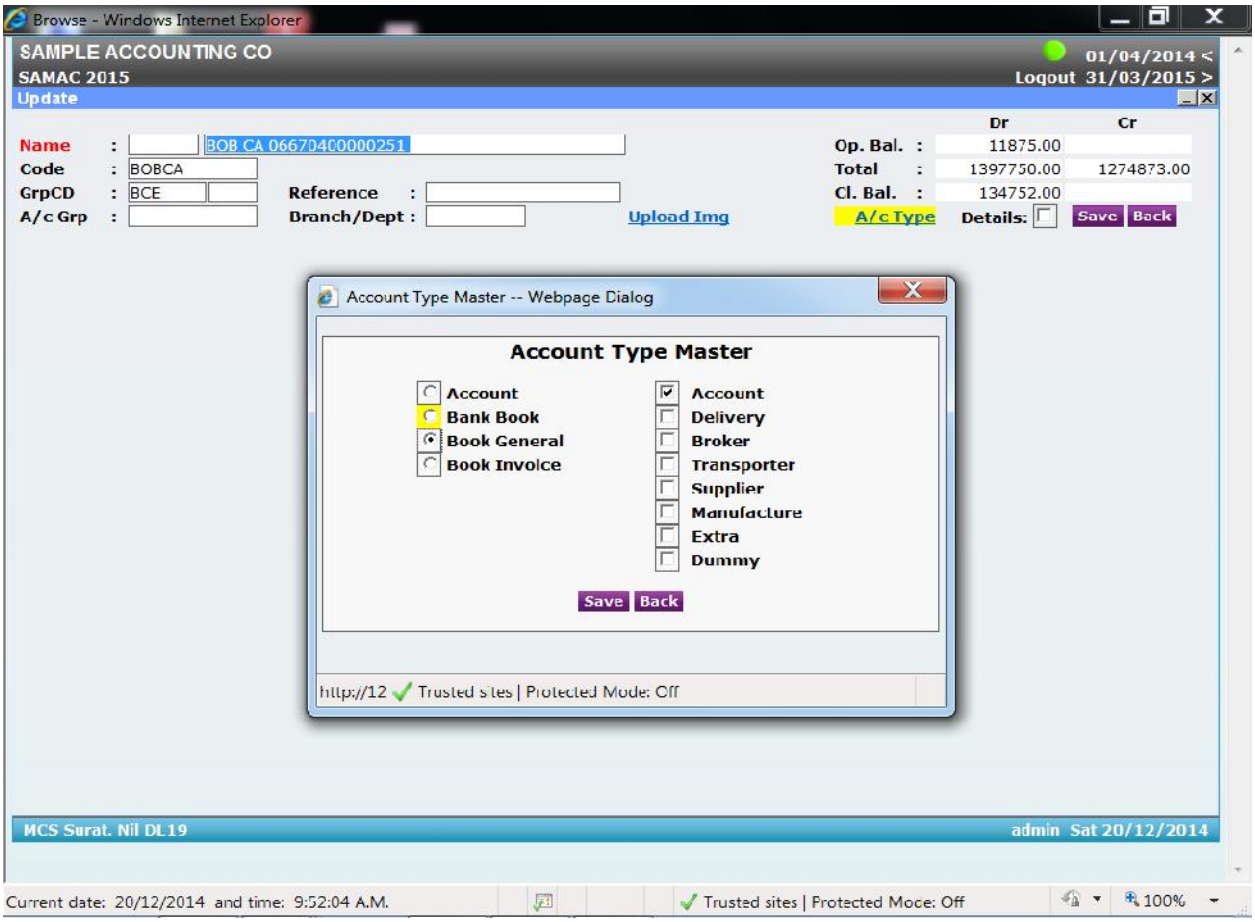
f. Branch/Dept: Leave it blank.

g. Op. Bal. : Write here Opening Balance of the Account
[Closing Balance from the Previous Year's Balance Sheet]

h. Cl. Bal. : Calculated Closing Balance will be displayed here

i. Details : Click on Details OR Ctrl + D
It will open the General Section of the Book Master

2.2.2 A/c Type

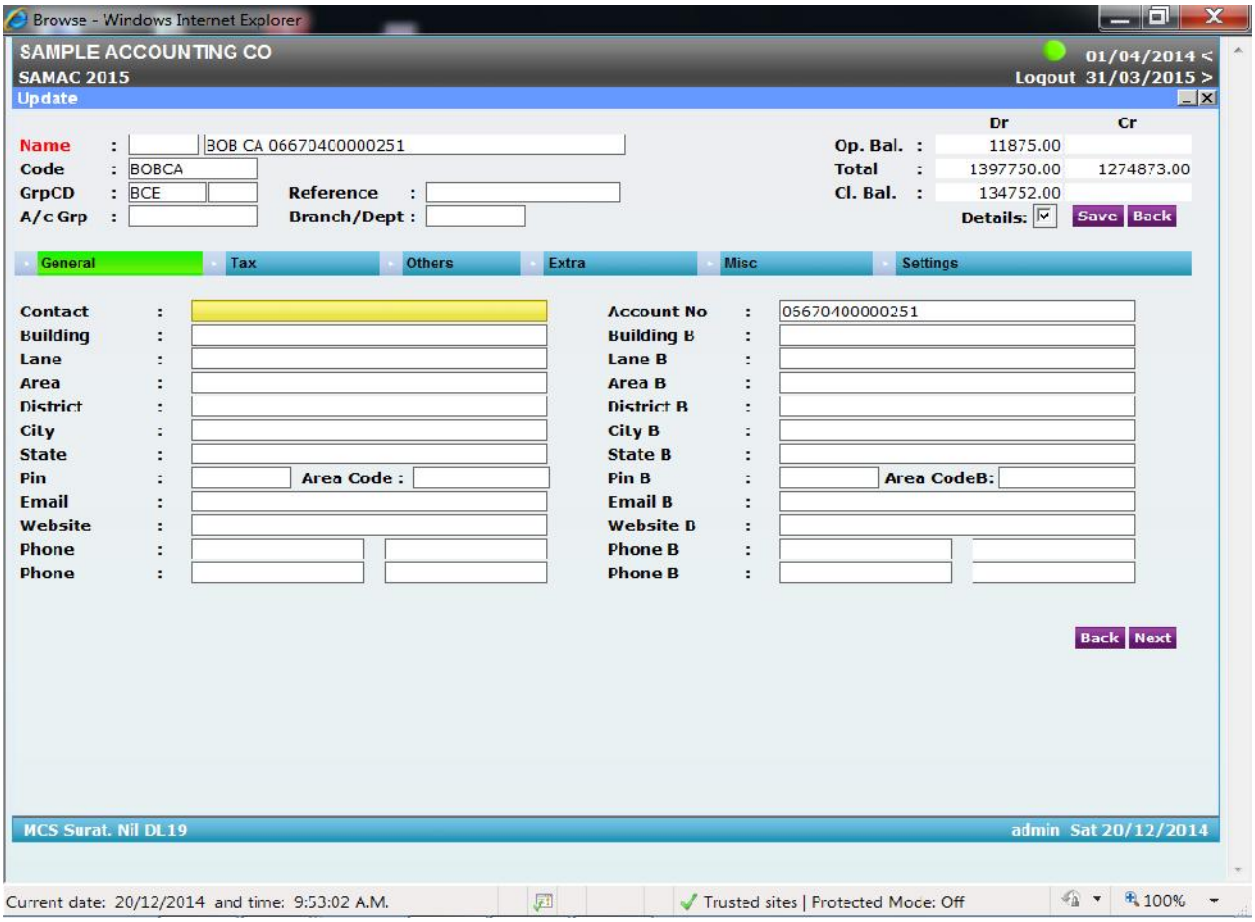


Select Bank Book — if it is a Bank Book

Select Book General — if it is a Purchase / Sale / Debit Note / Credit Note /Journal and it is to be used in General mode.

Select Book Invoice — if it is a Purchase / Sale / Debit Note / Credit Note /Journal and it is to be used in Invoice mode.

2.2.3 General



On this screen you have to write the Contact person name and full address of the Account along with the Account's Email, Website and Phone Numbers.
Factory/Other address and other Email, Website and Phone Numbers can also be written here.

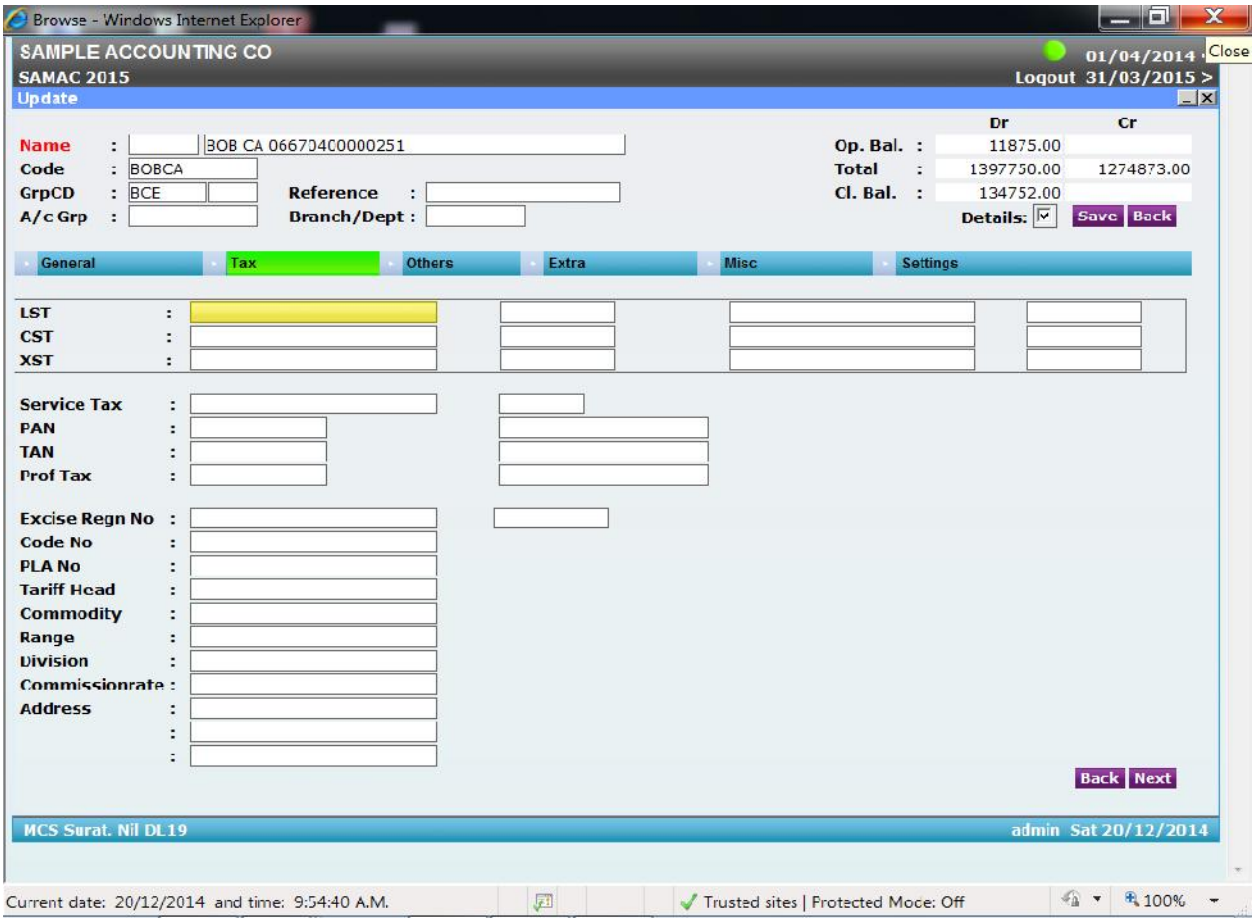
Area
District
City
State

 For Self Help in above fields



to go to next page - Book Master – Tax

2.2.4 Tax

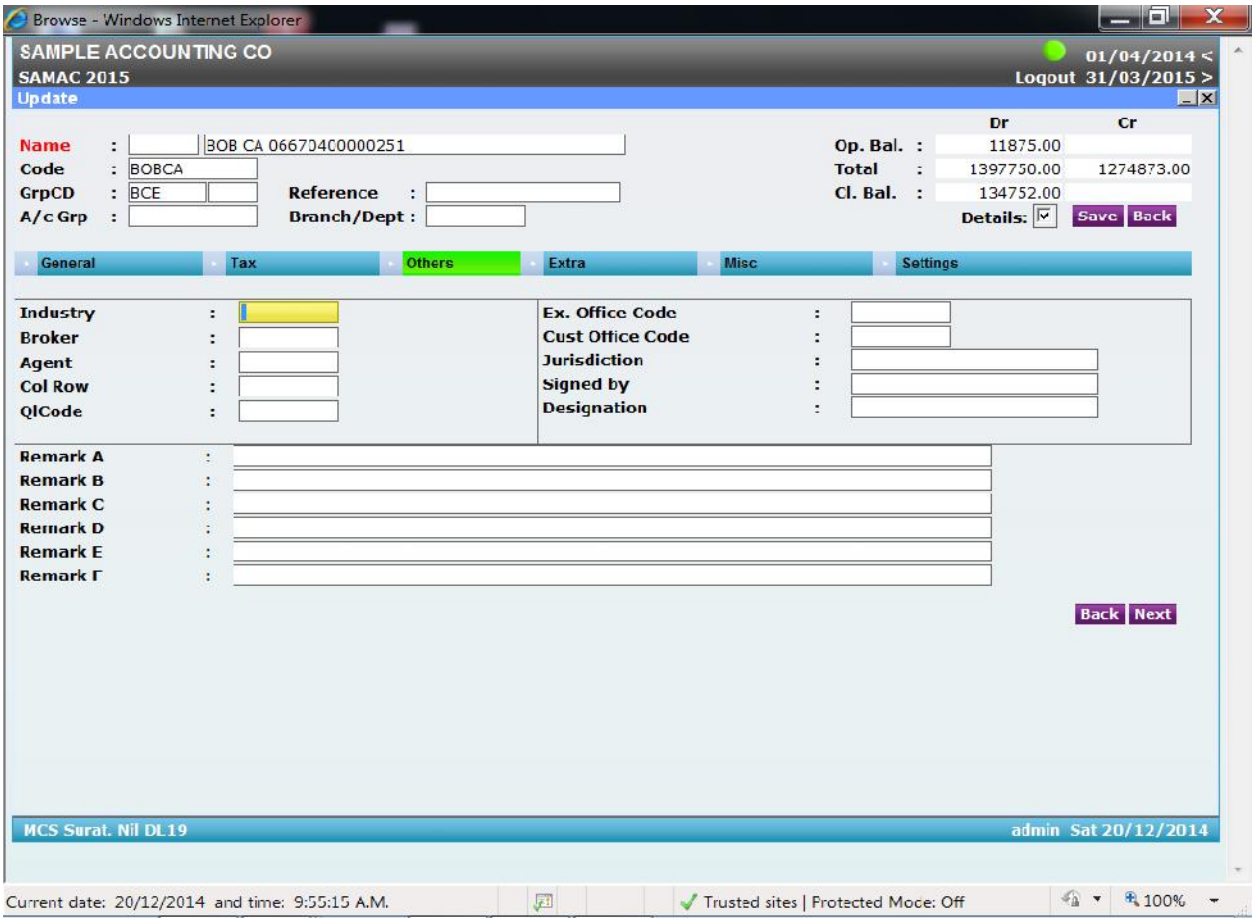


Various Sales Tax, Central Sales Tax, Service Tax, PAN, TAN, Profession Tax and excise Registration details are to be written here.

Page Up to go to previous page - Book Master - General

Page Down to go to next page - Book Master - Others

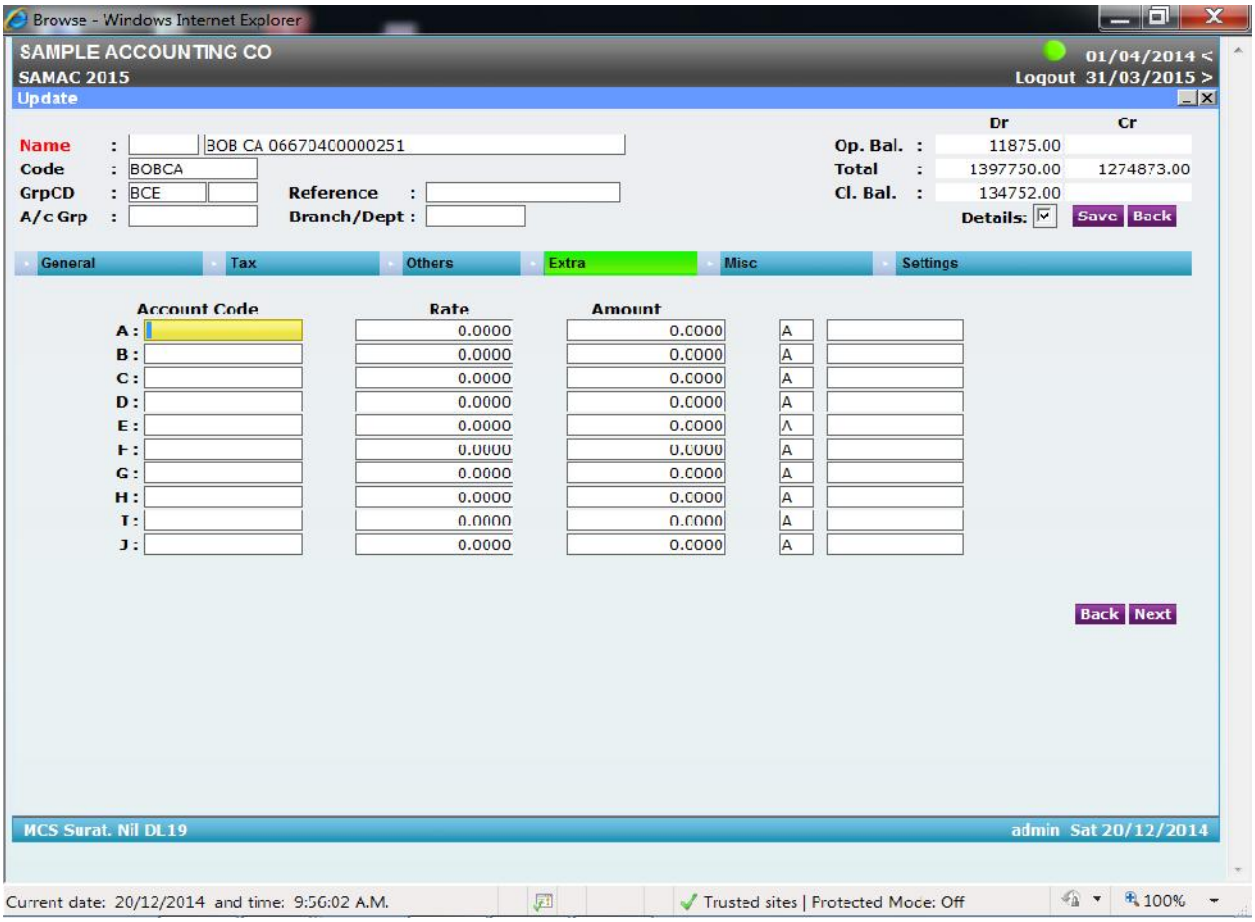
2.2.5 Others



Page Up to go to previous page - Book Master - Tax

Page Down to go to next page - Book Master – Extra

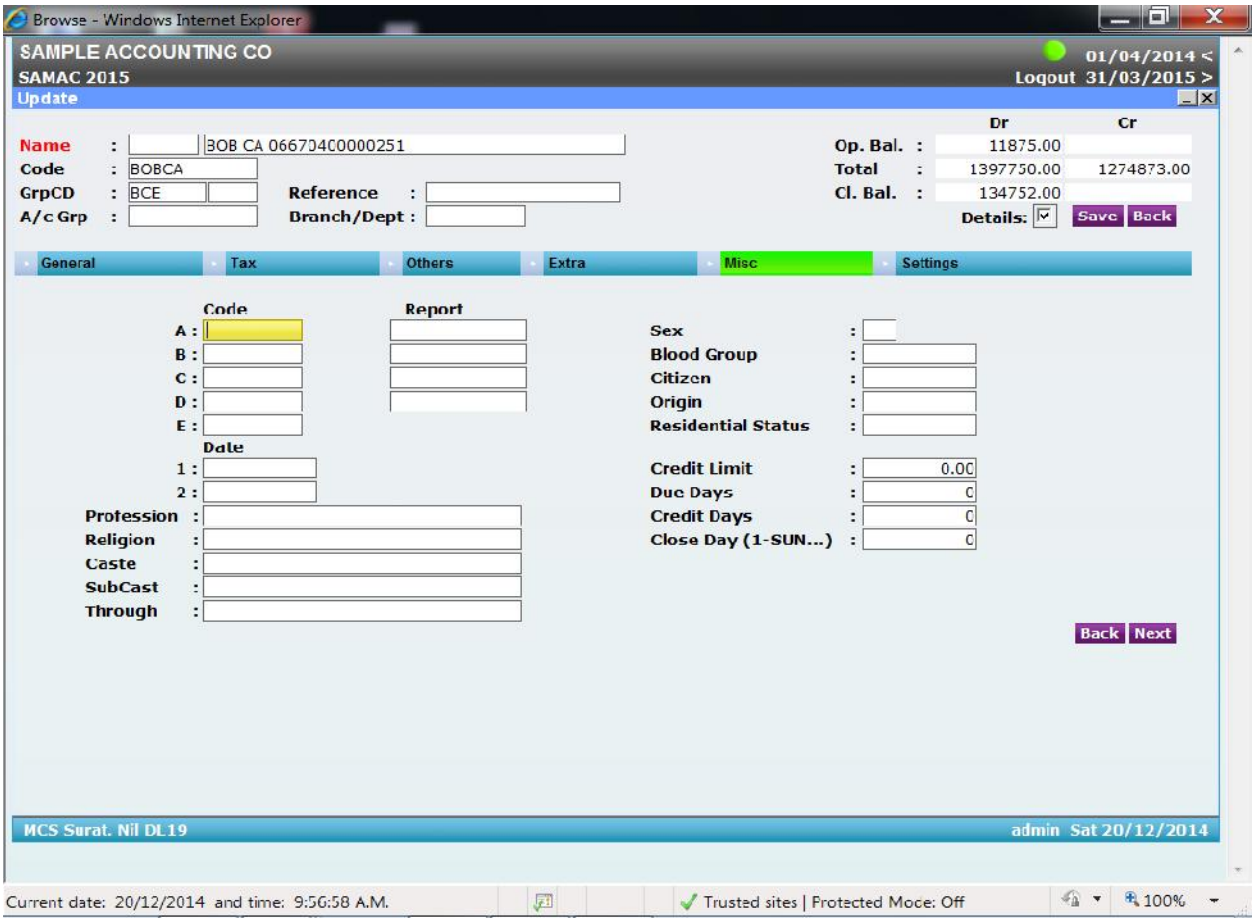
2.2.6 Extra



Page Up to go to previous page - Book Master - Others

Page Down to go to next page - Book Master - Misc

2.2.7 Misc



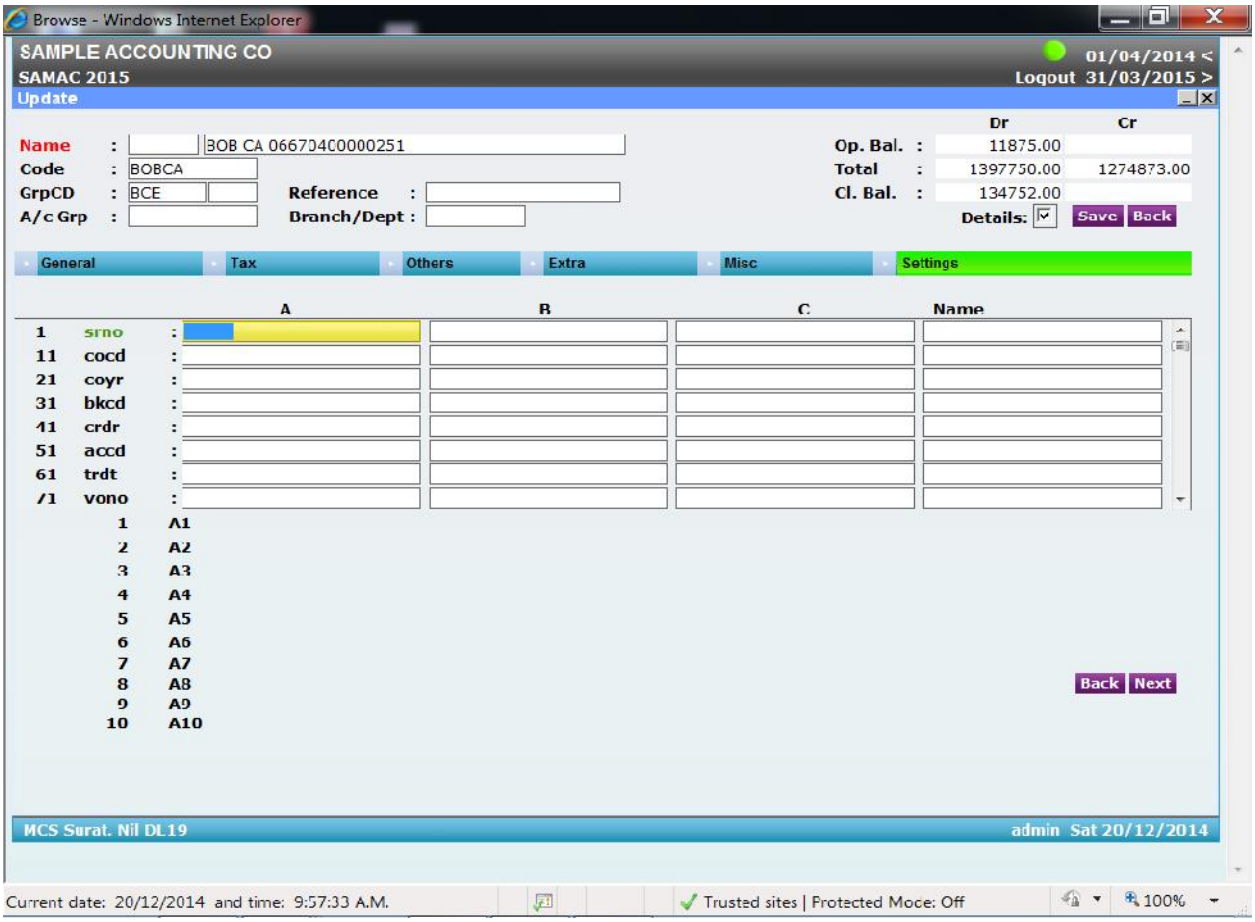
Profession
Religion
Caste
SubCast
Through

For Self Help in above fields

Page Up to go to previous page - Book Master - Extra

Page Down to go to next page - Book Master - Settings

2.2.8 Settings

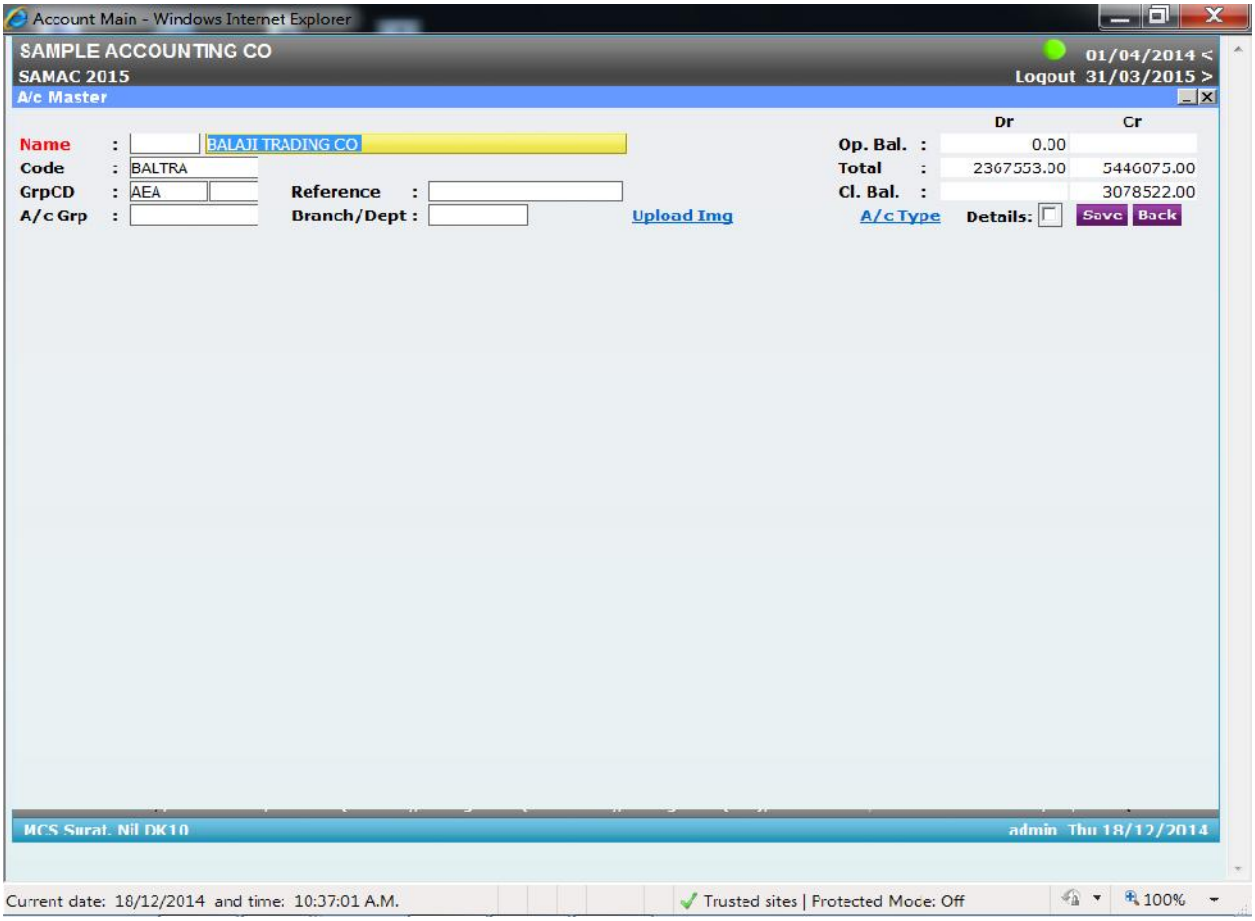


Page Up to go to previous page - Book Master - Misc

Page Down to go to next page - Book Master - General

2.3 ACCOUNT MASTER

2.3.1 Main



a. Name : Write Salutation like Mr. Mrs. Ms M/s Shri
And Write Account Name [Maximum 60 Characters]

b. AcCode : A Six Character Code will be generated and displayed.
You can change the AcCode. (Maximum 6 characters)
(Maximum 6 characters) You can change the BkCode.
[AcCode cannot be changed in EDIT Mode]

c. GrpCD : Select Group [From Liabilities, Assets, Income, Expenditure]
[For e.g., Capital, Unsecured Loans, Sundry Creditors, Fixed Assets
Sundry Debtors, P&L Incomes, P&L Expenses]

d. A/c Group : If you have a Group of Accounts you can select the Group AcCode here or write the above AcCode here to make this a Group Account.

e. Reference : Write Reference, if any.

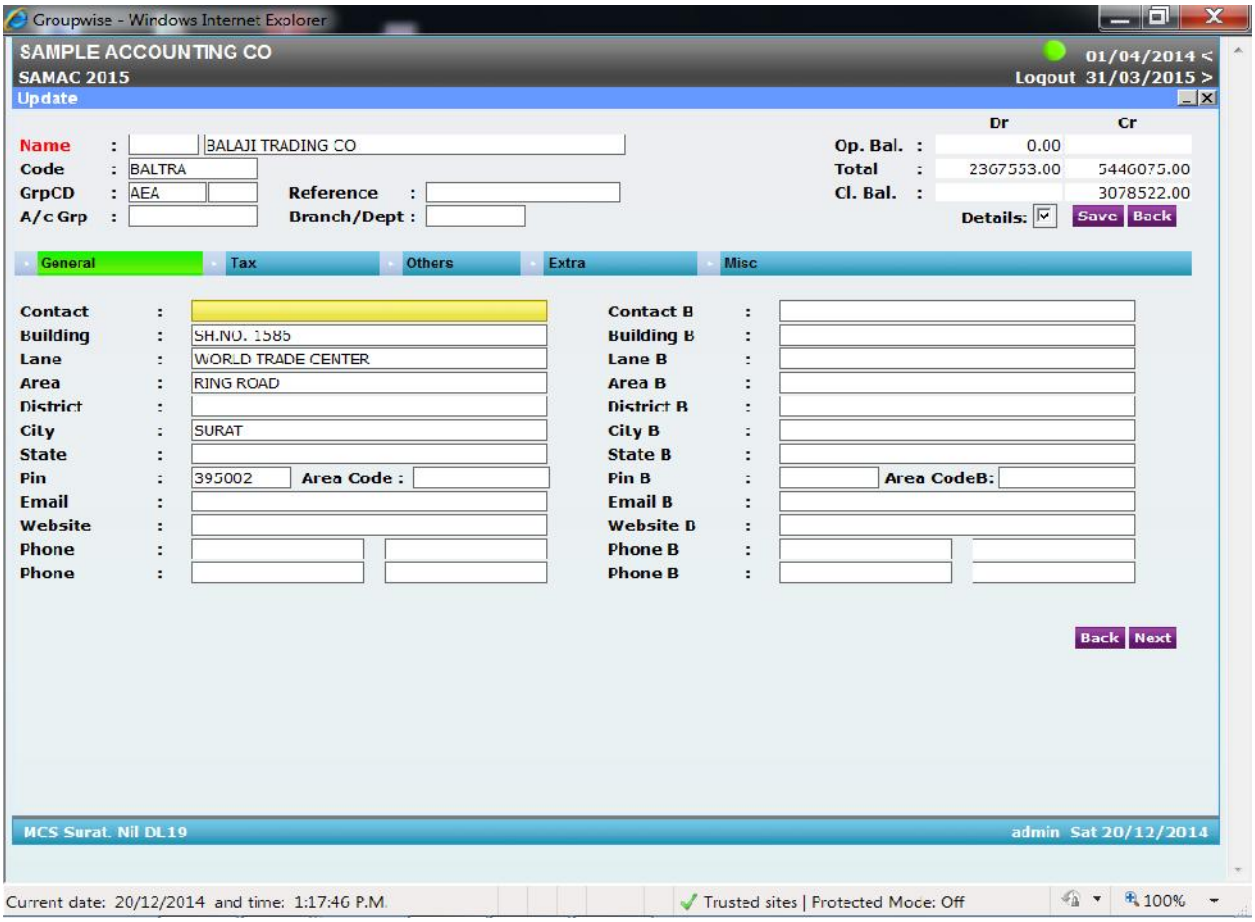
f. Branch/Dept: Leave it blank.

g. Op. Bal. : Write here Opening Balance of the Account
[Closing Balance from the Previous Year's Balance Sheet]

h. Cl. Bal. : Calculated Closing Balance will be displayed

i. Details : Click on Details OR Ctrl + D
It will open the General Section of the Account Master

2.3.2 General



Write the Contact person name and full address of the Party along with the their Email, Website and Phone Numbers. Factory/Other address and other Email, Website and Phone Numbers can also be written here. In case of Expenses/Income Account's these fields can be left blank.

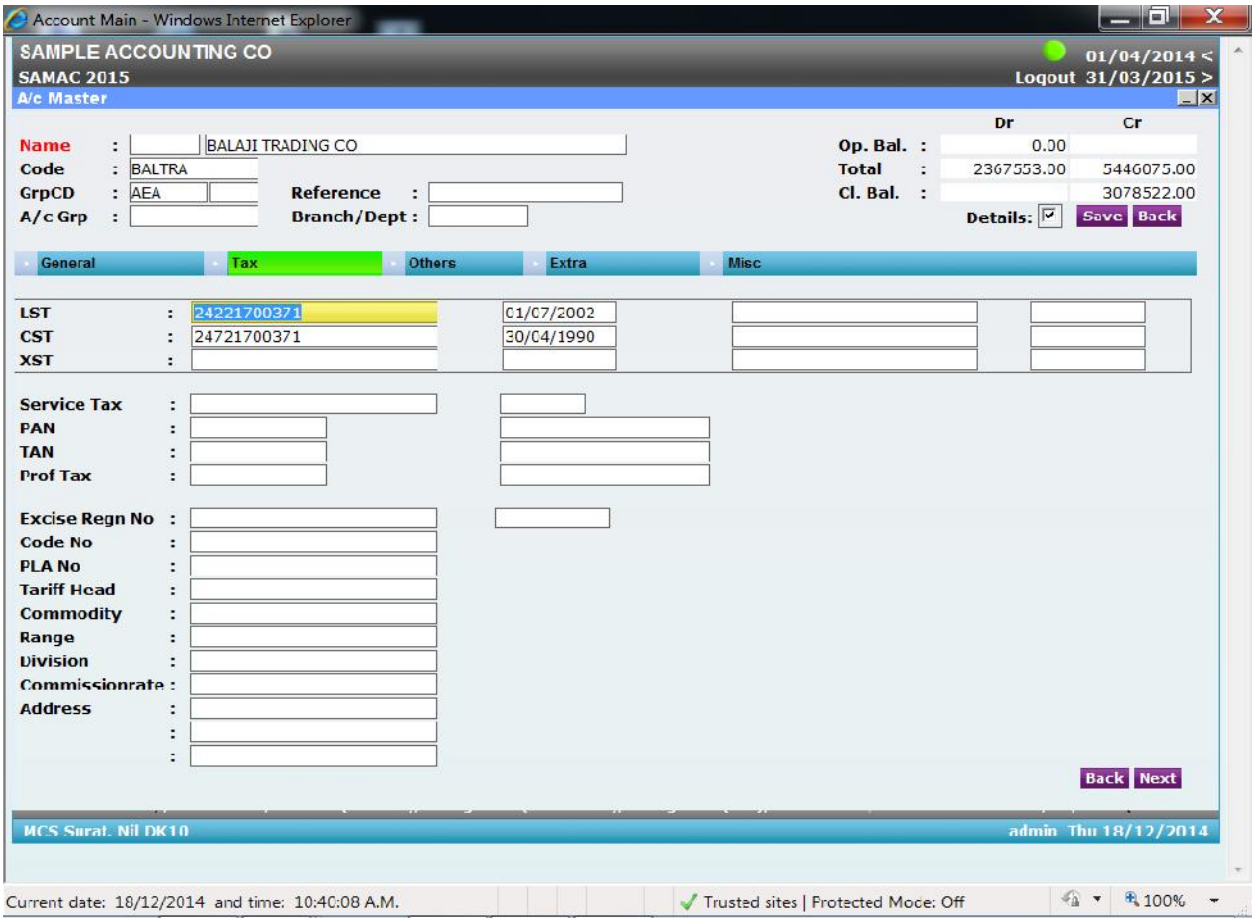
Area
District
City
State

 For Self Help in above fields



to go to next page - Account Master - Tax

2.3.3 Tax

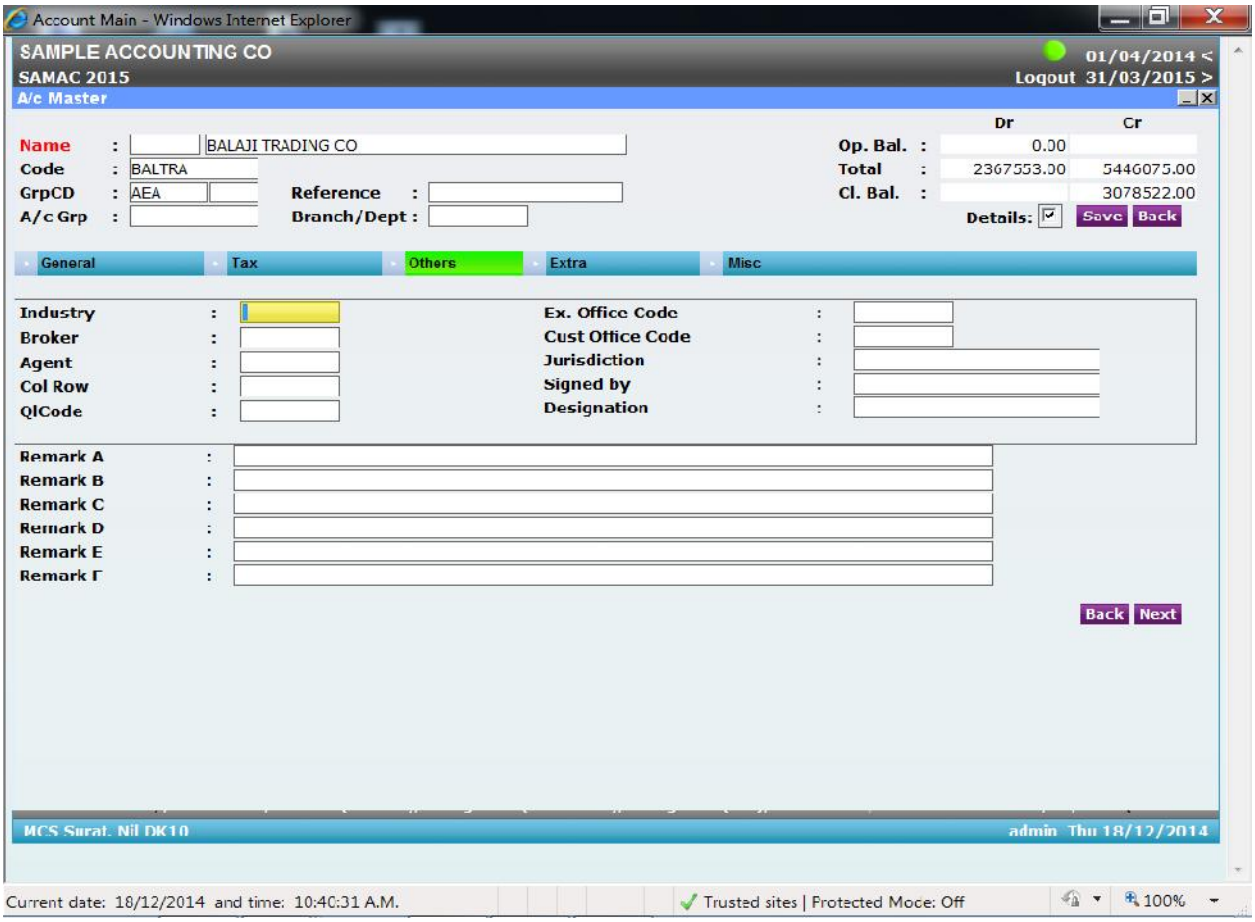


Various Sales Tax, Central Sales Tax, Service Tax, PAN, TAN, Profession Tax and excise Registration details are to be written here.

Page Up to go to previous page - Account Master - General

Page Down to go to next page - Account Master - Others

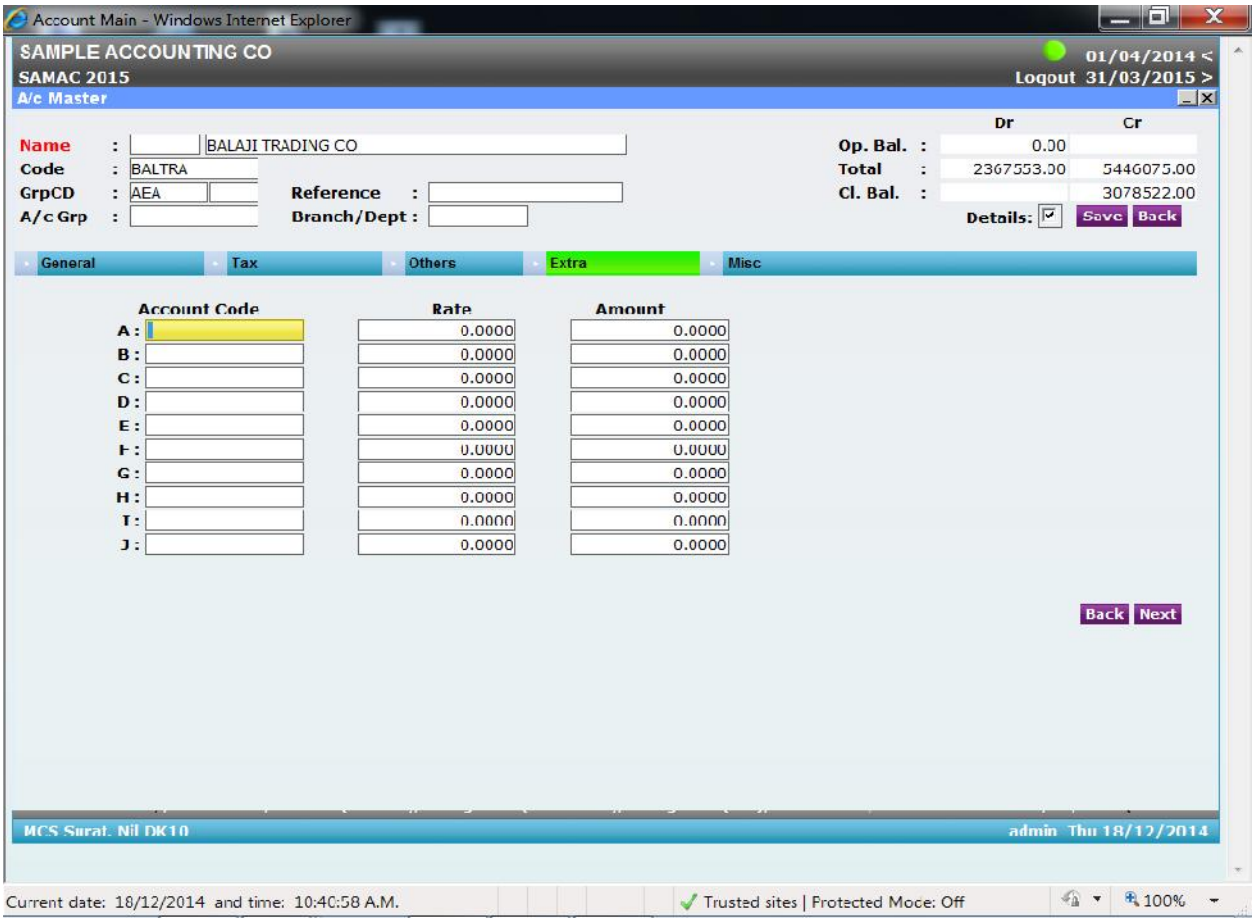
2.3.4 Others



Page Up to go to previous page - Account Master - Tax

Page Down to go to next page - Account Master – Extra

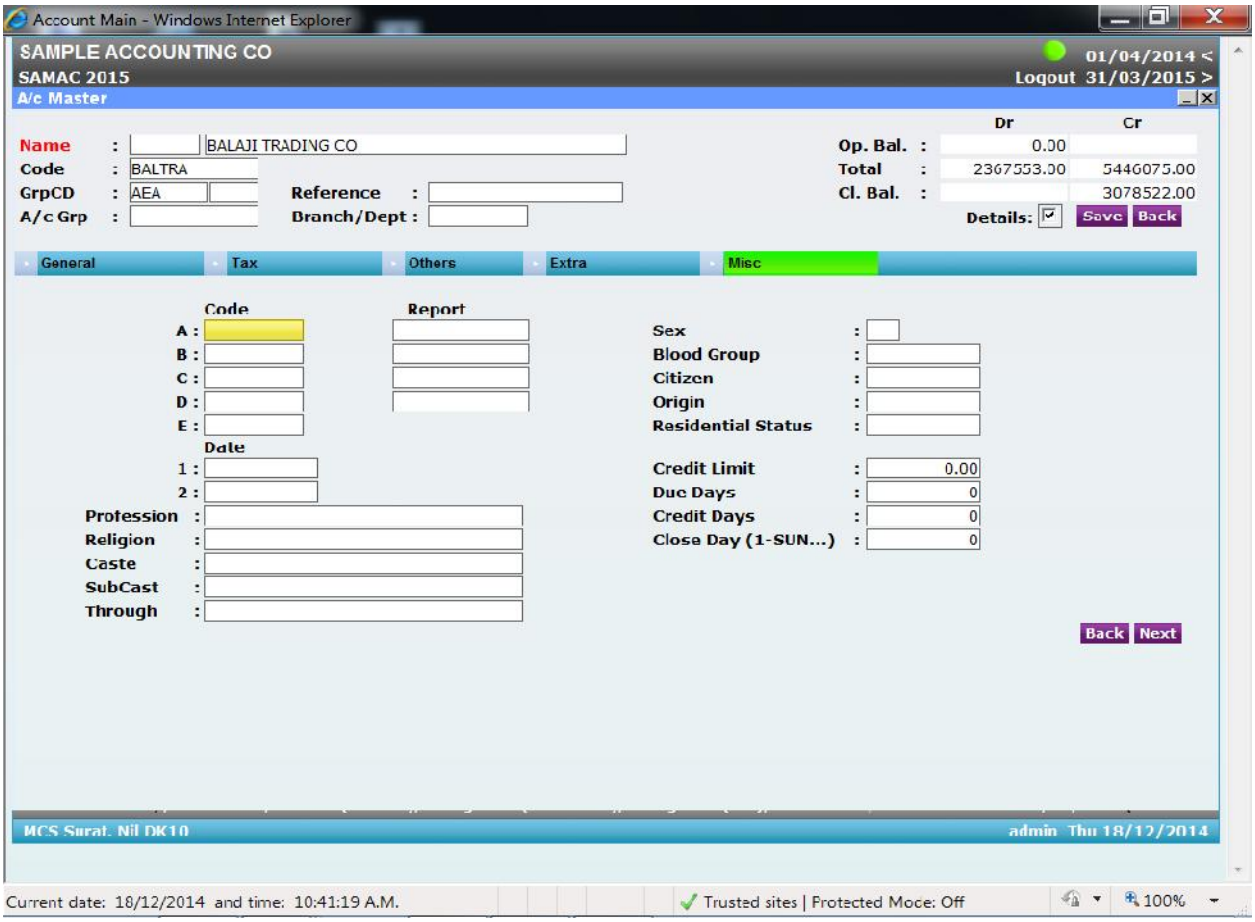
2.3.5 Extra



Page Up to go to previous page - Account Master - Others

Page Down to go to next page - Account Master - Misc

2.3.6 Misc



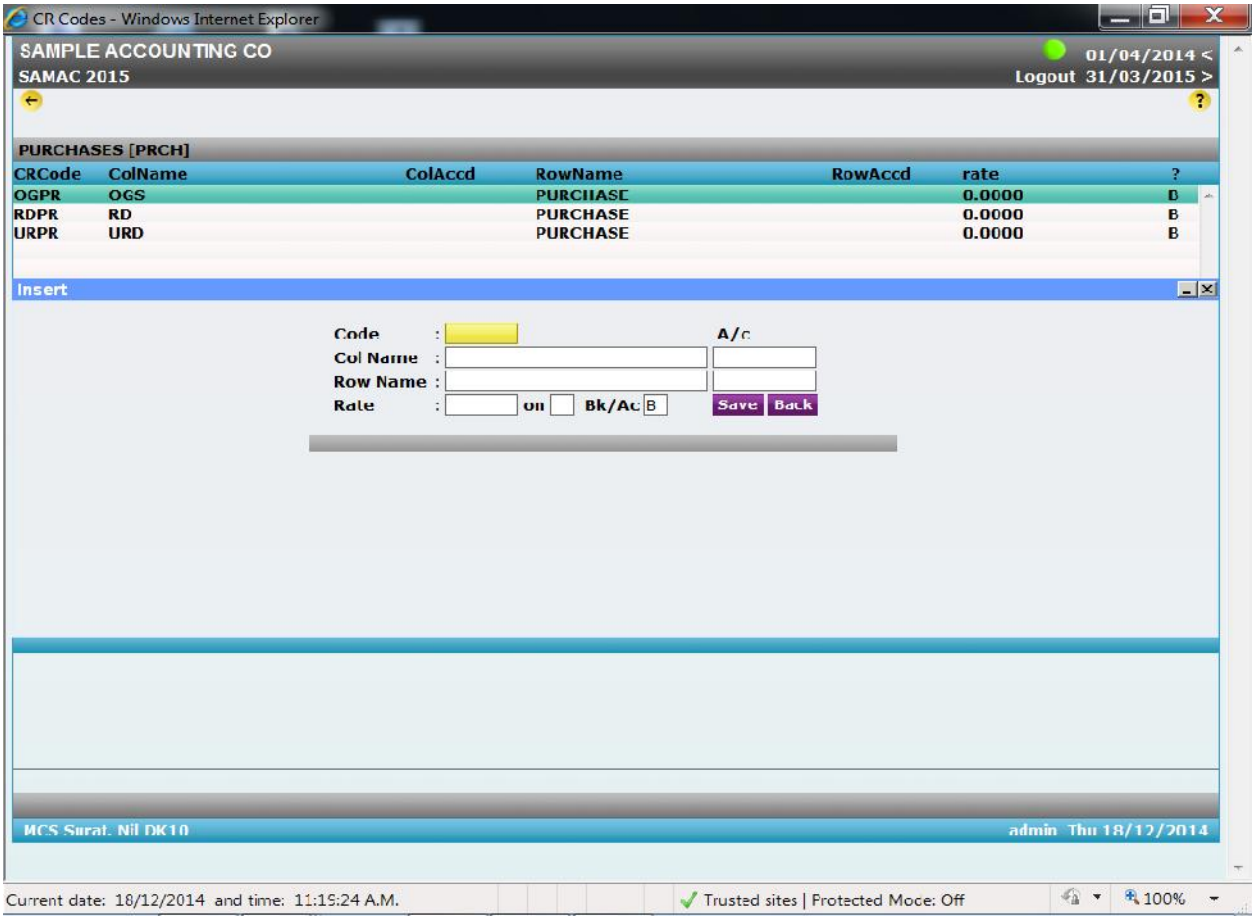
Profession
Religion
Caste
SubCast
Through

| \ For Self Help in above fields

Page Up to go to previous page - Account Master - Extra

Page Down to go to next page - Account Master - General

2.4 COLUMNROW MASTER



a. ColumnRow Code : The Code is of 4 Characters. The first 2 characters are for columns and last 2 for rows.

b. Column Name : Write RD, OGS, URD, Retail, Tax, etc

c. Column A/c : Leave it empty

d. Row Name : Write Product Name

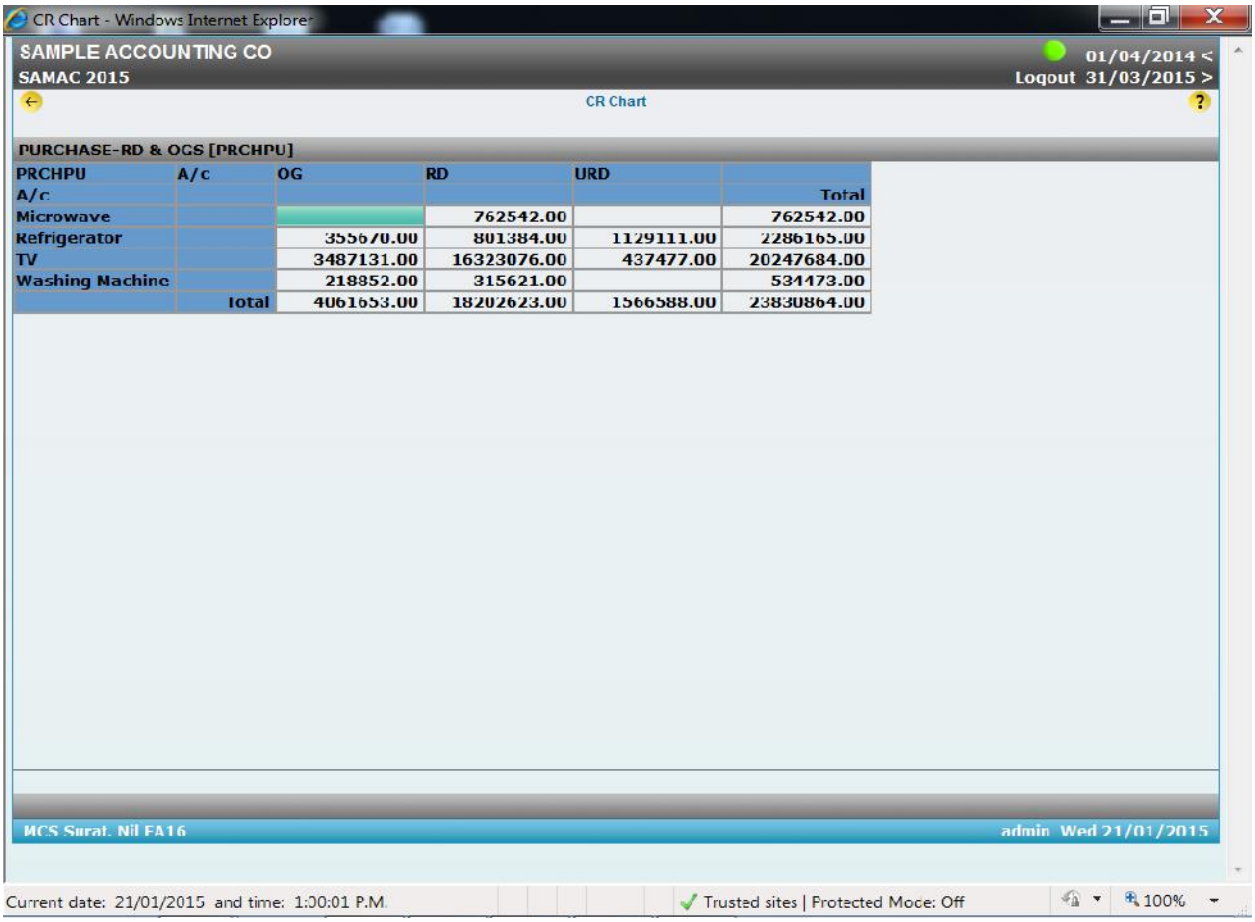
e. Row A/c : Select Account to which posting is required

f. Rate :

g. On :

h. Bk/Ac : Write B (default) for posting in Books,
A for posting in Accounts and
C for posting in both

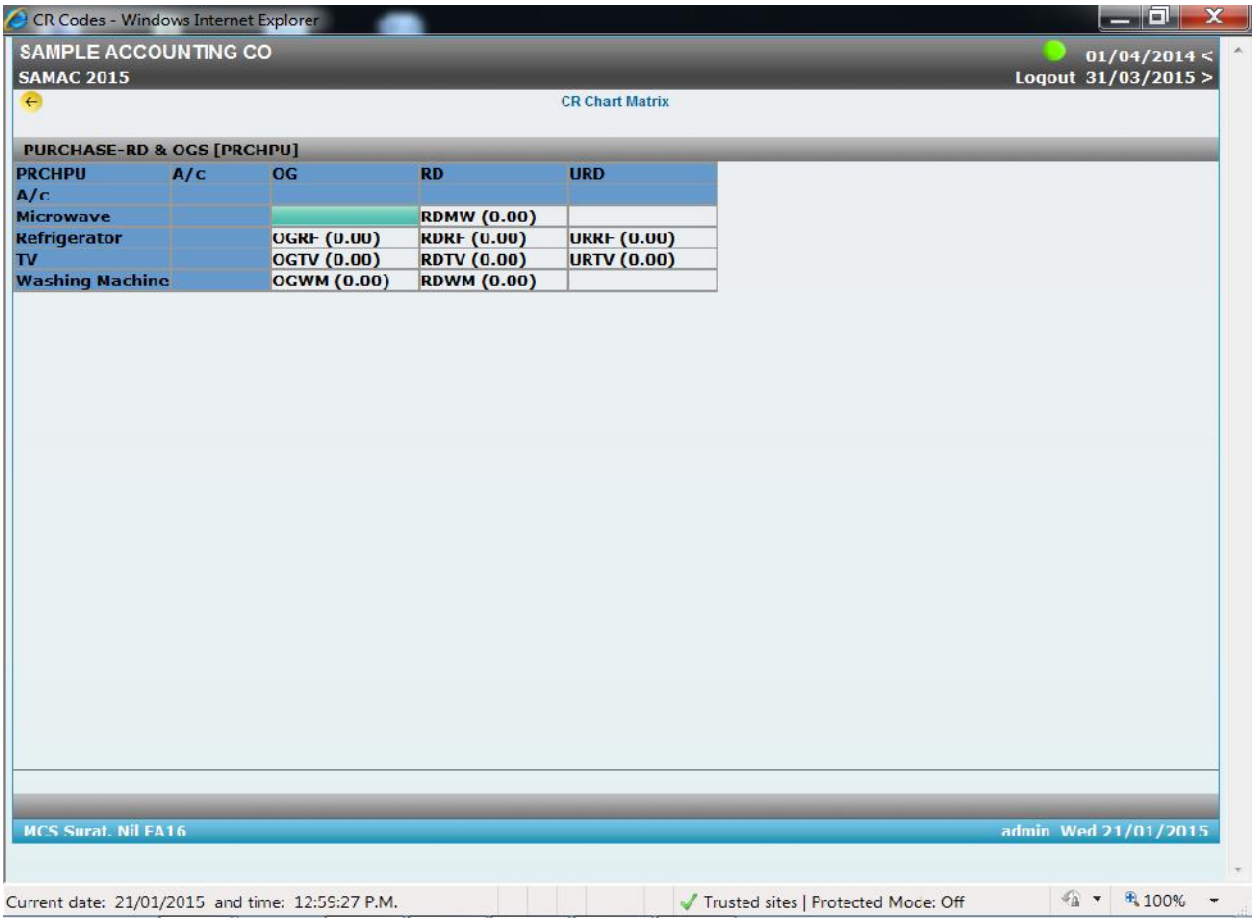
2.4.1 CR Chart



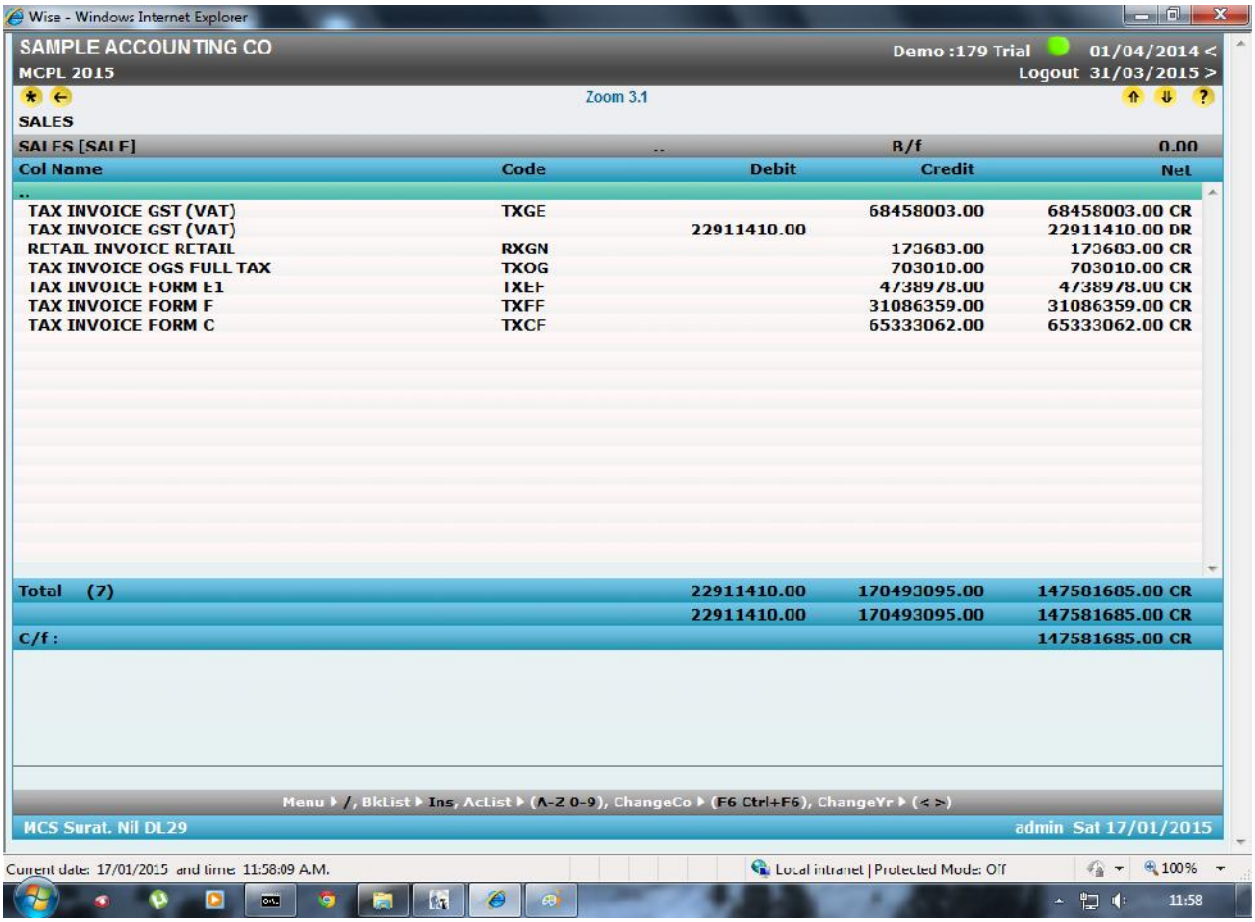
In the above example,

a. Code for Tax Invoice form C will be TXCF
b. Code for Tax Invoice form E will be TXEF

2.4.2 CR Chart Codes

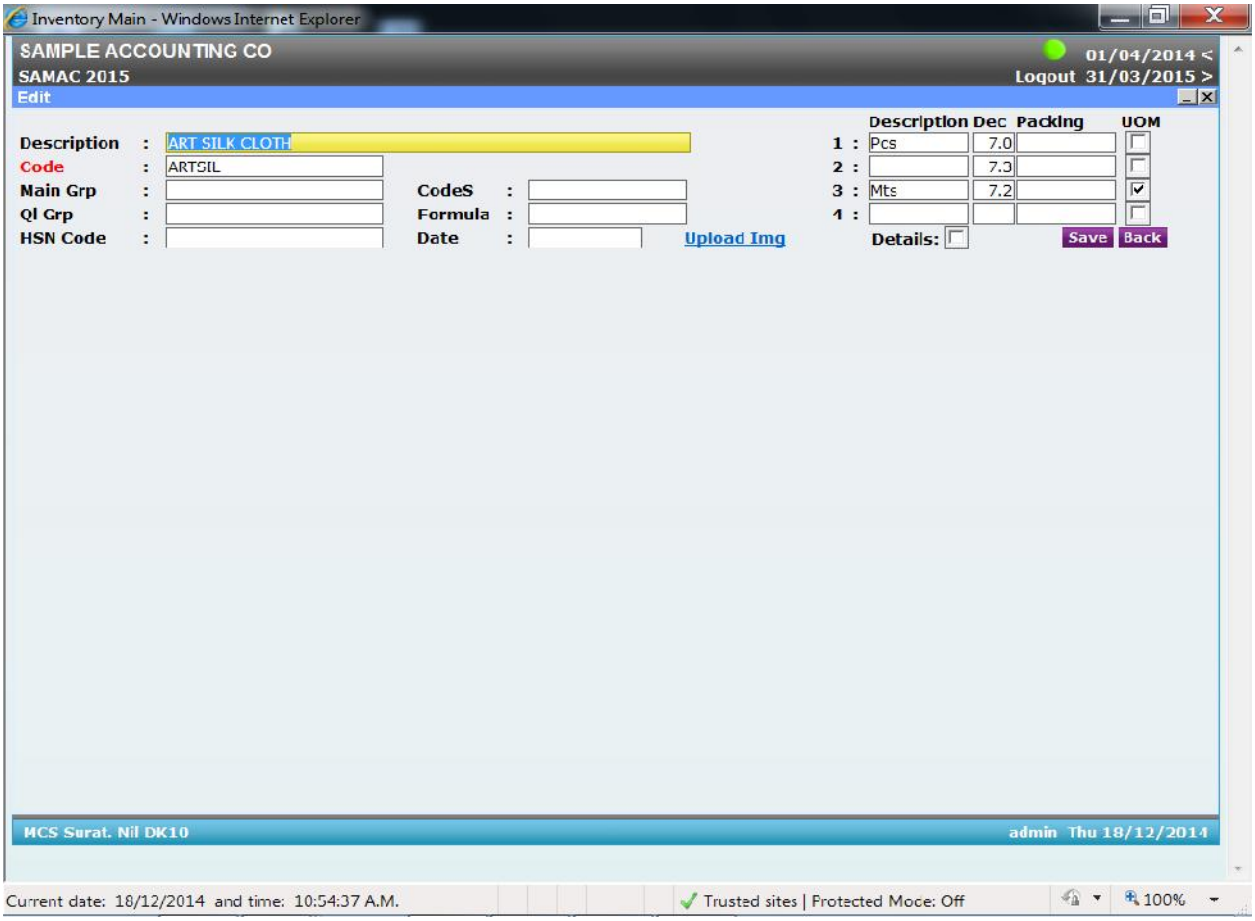


2.4.3 ColumnRow



2.5 ITEM MASTER

2.5.1 Main



a. Desc : Write Item Name (Max 60 Characters)

b. QlCode : A Six Character Code will be generated and displayed. (Maximum 13 characters) You can change the QlCode. [Item Code cannot be changed in EDIT Mode]

a. Main Group: Write main group of the Item [For e.g., Finished Goods, Raw Material, Packing Materials, Work-In-Progeress, etc]

b. Ql Group : Write subgroup of Item, if any

c. HSN : Harmonised System No.

d. CodeS : Secret Code

e. Formula :

f. Date :

g. Description : Write Pcs, Kgs, Mts, Lts, Doz, Ton, SqFt, SqMt, etc

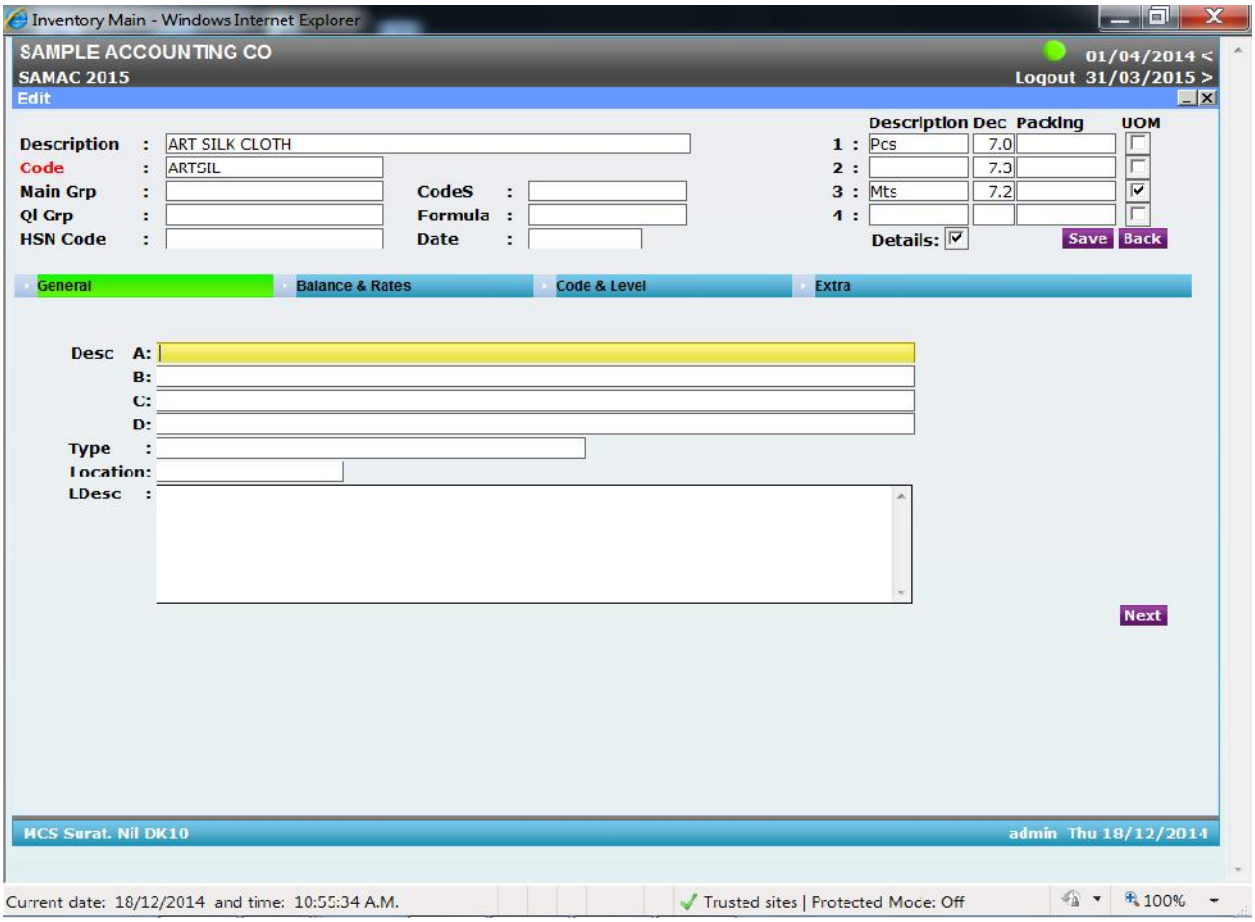
h. Decimal : Write 7, 7.3, 7.2, 7.2, 7, 7.3, 7.2, 7.2, etc

i. Packing :

j. UOM : Tick on Unit of Measurement

k. Details : Click on Details OR Ctrl + D
It will open the General Section of the Account Master

2.5.2 General



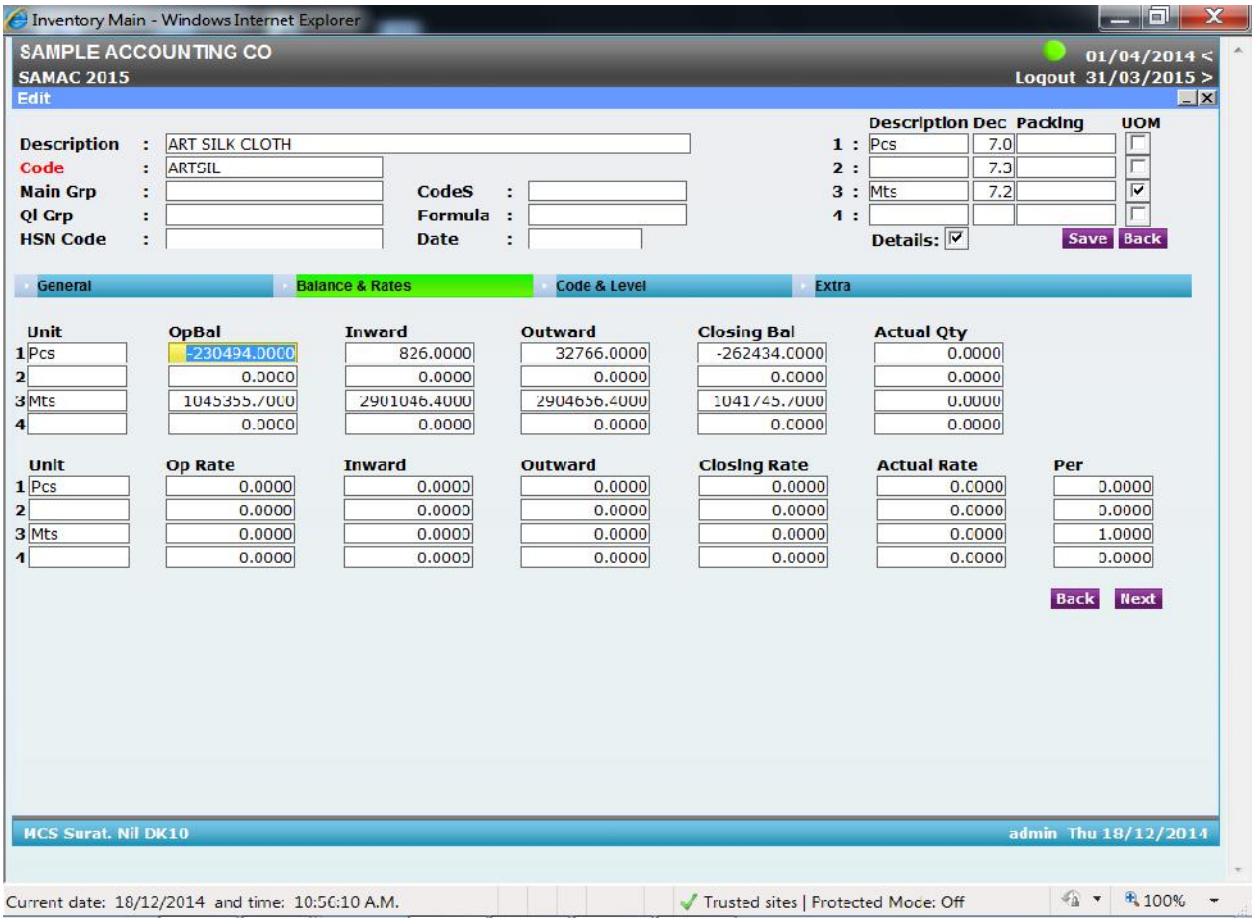
a. Desc A :
b. Desc B :
c. Desc C :
d. Desc D :

Write further description of the items in the above fields, if required

e. Type :
f. Location : Write where the item is placed
g. LDesc : Long Description of the Item

Page Down to go to next page - Item Master – Balance & Rates

2.5.3 Main



a. Quantity : Write Opening Quantity and/or Actual Quantity of the Item

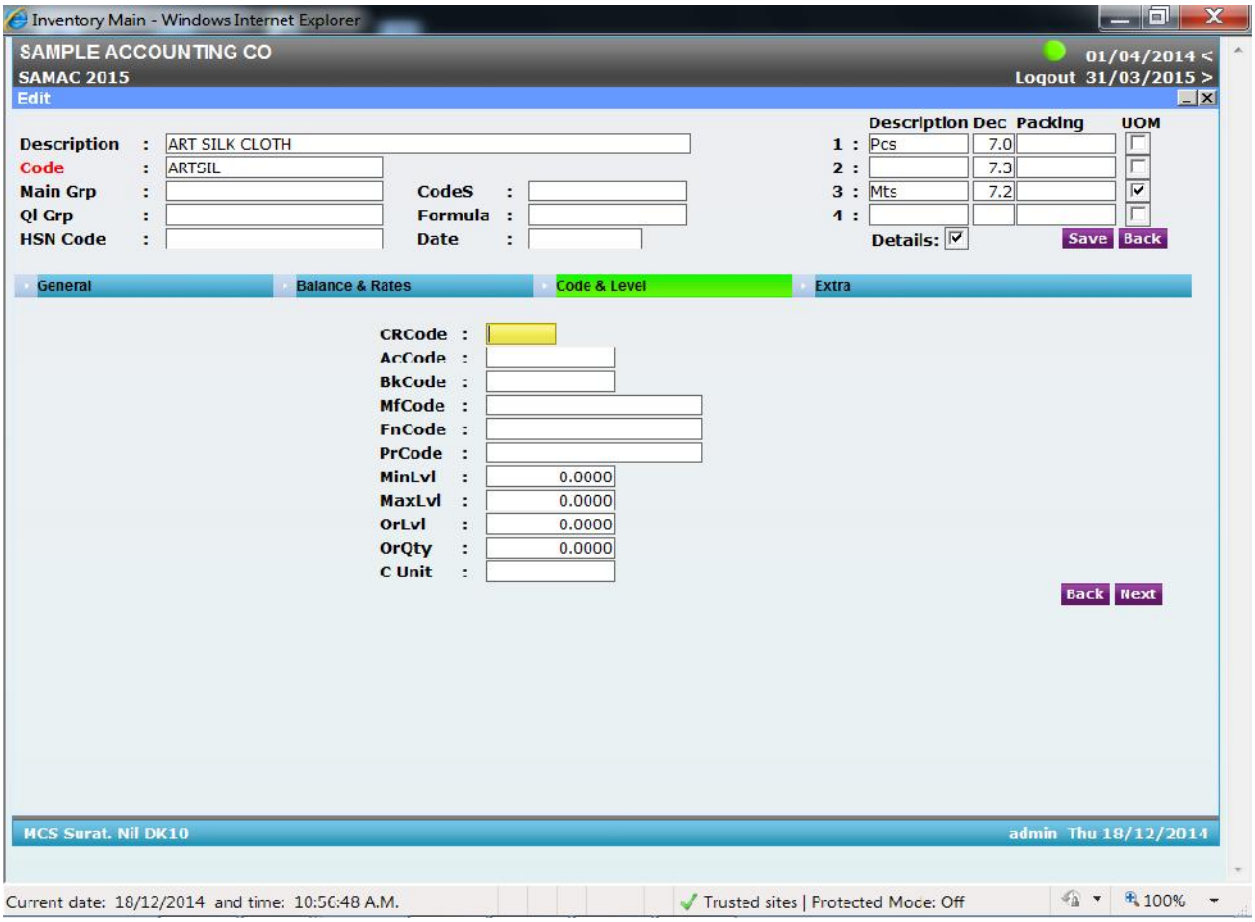
b. Rate : Write various rates like Opening Rate, Inward Rate, Outward Rate, Closing Rate or Actual Rate

c. Per : Default is 1. However,
if the given rates are per 100 pcs Write 100
if the given rate is per 12 Pcs or Dozen 12
if the given rate is per 1000 Kgs 1000
and likewise

Page Up to go to previous page - Item Master - General

Page Down to go to next page - Item Master – Code & Level

2.5.4 Code & Level

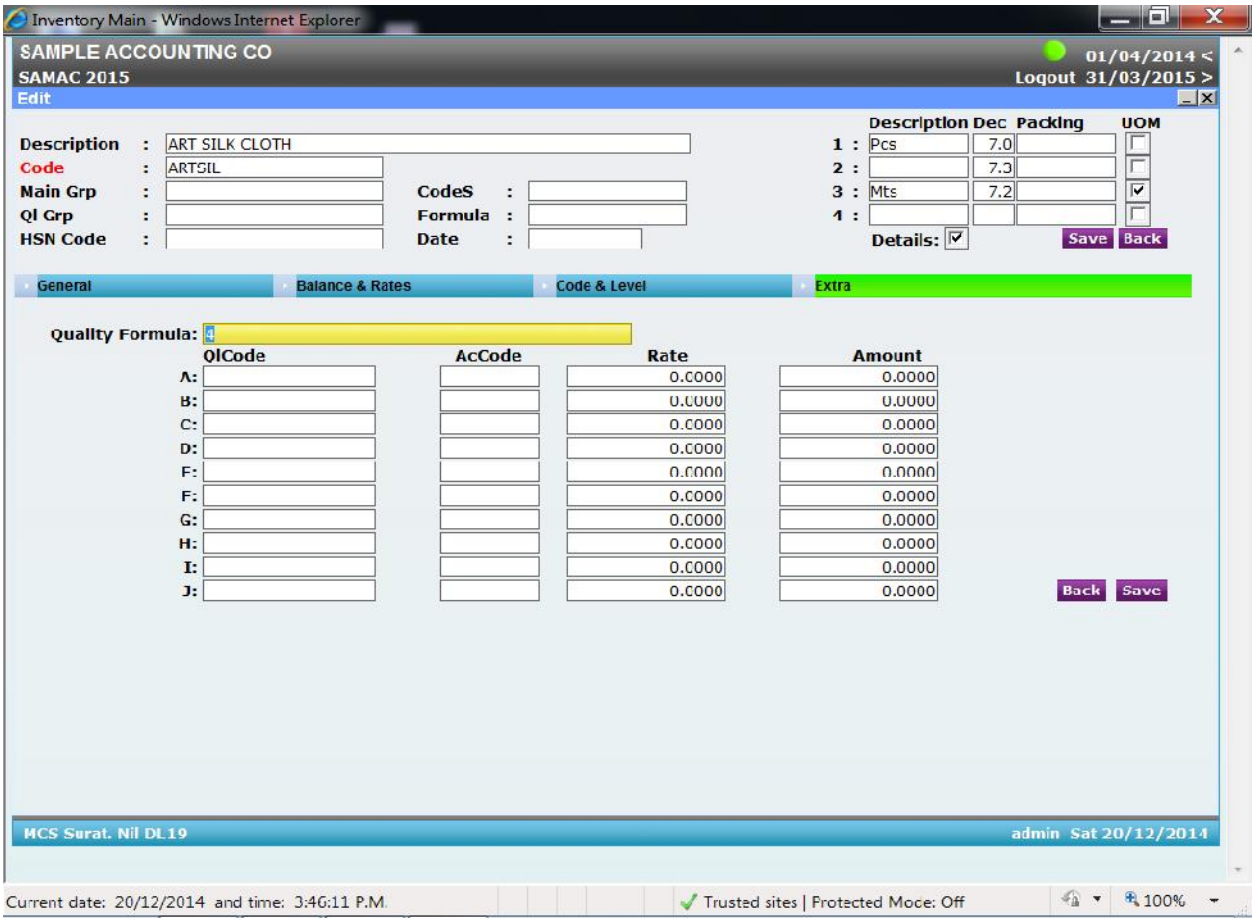


Various Codes and Level can be mentioned here.

Page Up to go to previous page - Item Master – Balance & Rates

Page Down to go to next page - Item Master – Extra

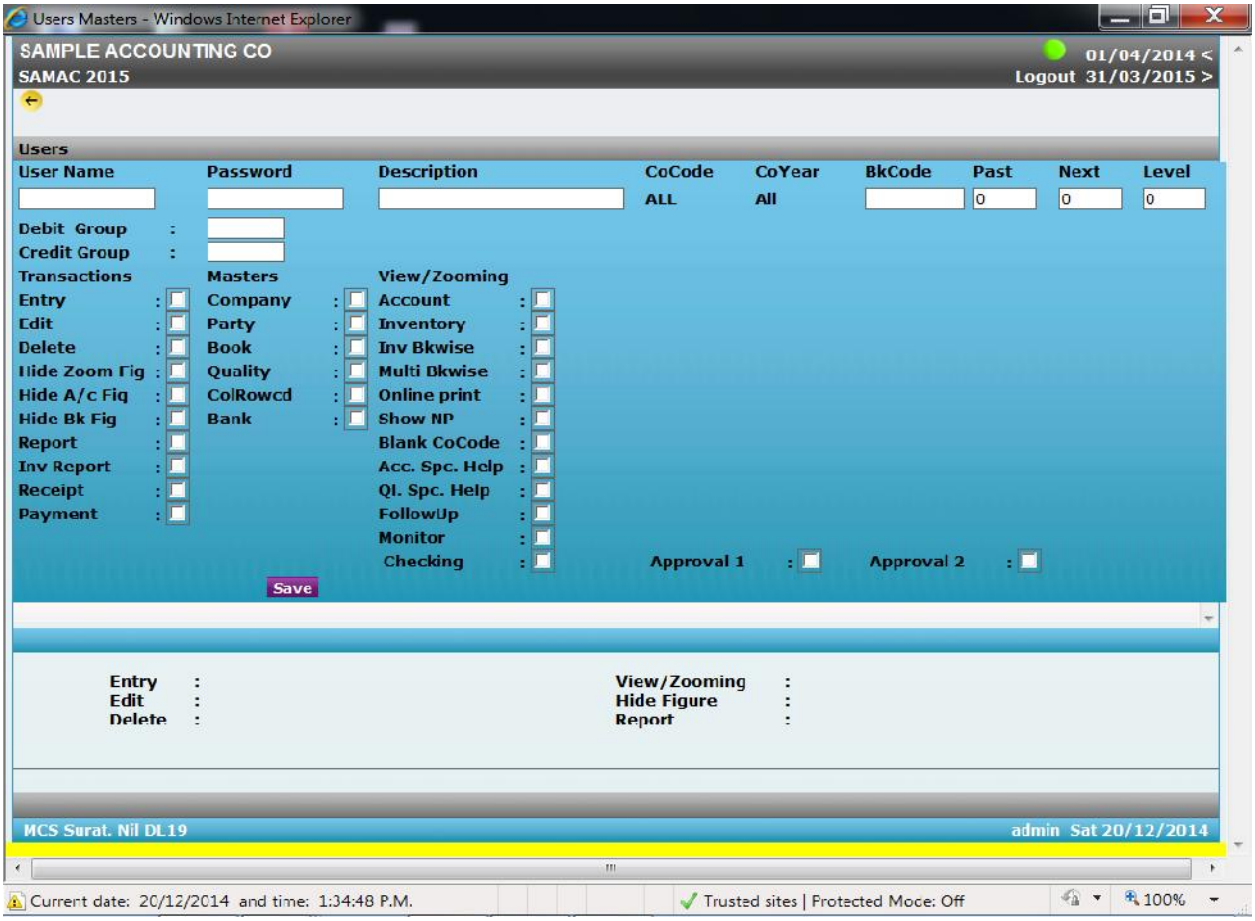
2.5.5 Extra



Page Up to go to previous page - Item Master – Code & Level

Page Down to go to next page - Item Master – General

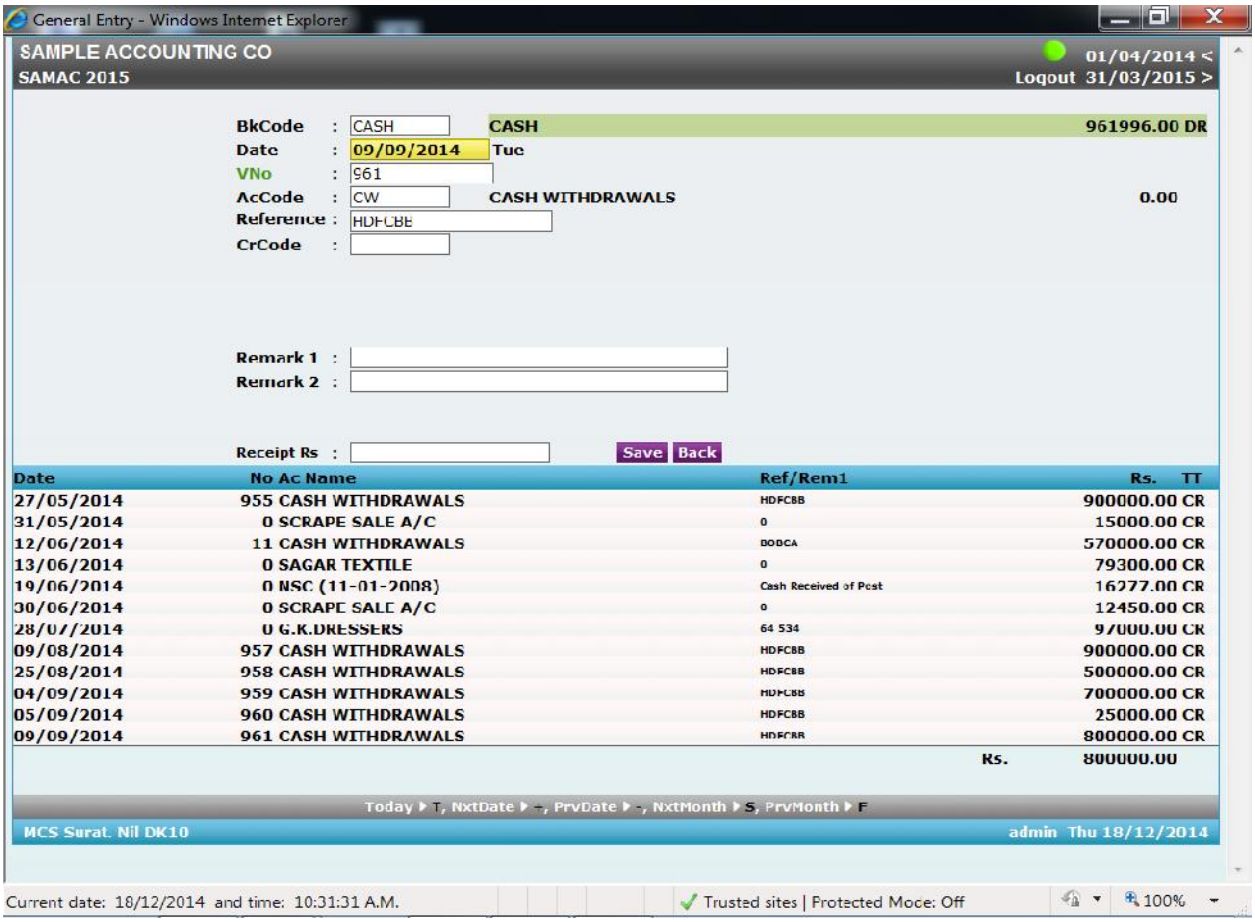
3 USER


Users Masters - Windows Internet Explorer
SAMPLE ACCOUNTING CO
SAMAC 2015
01/04/2014 <
Logout 31/03/2015 >
Users
User Name
Password
Description
CoCode
CoYear
BkCode
Past
Next
Level
ALL
All
Debit Group :
Credit Group :
Transactions
Masters
View/Zooming
Entry :
Edit :
Delete :
Hide Zoom Fig :
Hide A/c Fig :
Hide Bk Fig :
Report :
Inv Report :
Receipt :
Payment :
Company :
Party :
Book :
Quality :
ColRowcd :
Bank :
Account :
Inventory :
Inv Bkwise :
Multi Bkwise :
Online print :
Show NP :
Blank CoCode :
Acc. Spc. Help :
QI. Spc. Help :
FollowUp :
Monitor :
Checking :
Approval 1 :
Approval 2 :
Save
Entry :
Edit :
Delete :
View/Zooming :
Hide Figure :
Report :
MCS Surat. Nil DL19
admin Sat 20/12/2014
Current date: 20/12/2014 and time: 1:34:48 P.M.
Trusted sites | Protected Mode: Off
100%

4 TRANSACTIONS

4.1 CASH

4.1.1 Receipt



a. BkCode : Selected BkCode, Book Name and its Balance will be displayed here

b. Date : Write Transaction Date

c. VNo. : Write Voucher No. for Cash Receipt

d. AcCode : Select Account[Person] from whom the amount is received OR the Account[Income] which is to be Credited
Selected AcCode, Account Name and its Balance will be displayed
If the required account is not there go to Account Master for opening new account. Insert

e. Reference : Write Reference, if any [\ For Self Help]

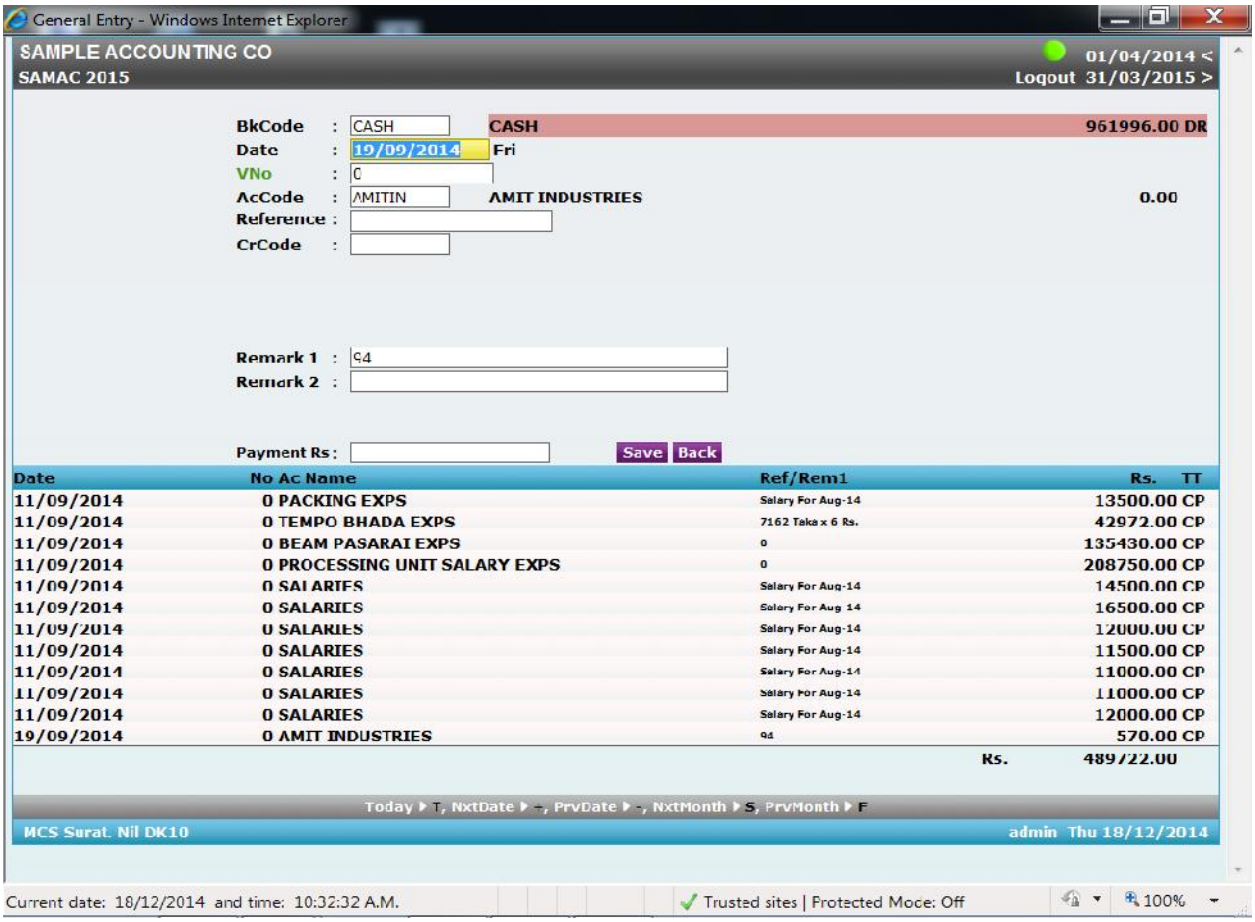
f. CRCode : Select Column Row Code, if any
Selected CRCode, Column Row Name will be displayed
If the required CRCode is not there go to ColRow Master for opening new Column Row. Insert

g. Remark 1 : Write narration, if any[\ For Self Help]

h. Remark 2 : Write narration, if any[\ For Self Help]

i. Receipt Rs. : Write Amount that has been Received
j. Save : Select Save for saving the Transaction Entry

4.1.2 Payment



a. BkCode : Selected BkCode, Book Name and its Balance will be displayed here

b. Date : Write Transaction Date

c. VNo. : Write Voucher No. for Cash Payment

d. AcCode : Select Account[Person] to whom the amount is paid
OR the Account[Expense] which is to be Debited
Selected AcCode, Account Name and its Balance will be displayed
If the required account is not there go to Account Master for opening new account. 

e. Reference : Write Reference, if any [ For Self Help]

f. CRCode : Select Column Row Code, if any
Selected CRCode, Column Row Name will be displayed
If the required CRCode is not there go to ColRow Master for opening new Column Row. 

g. Remark 1 : Write narration, if any[ For Self Help]

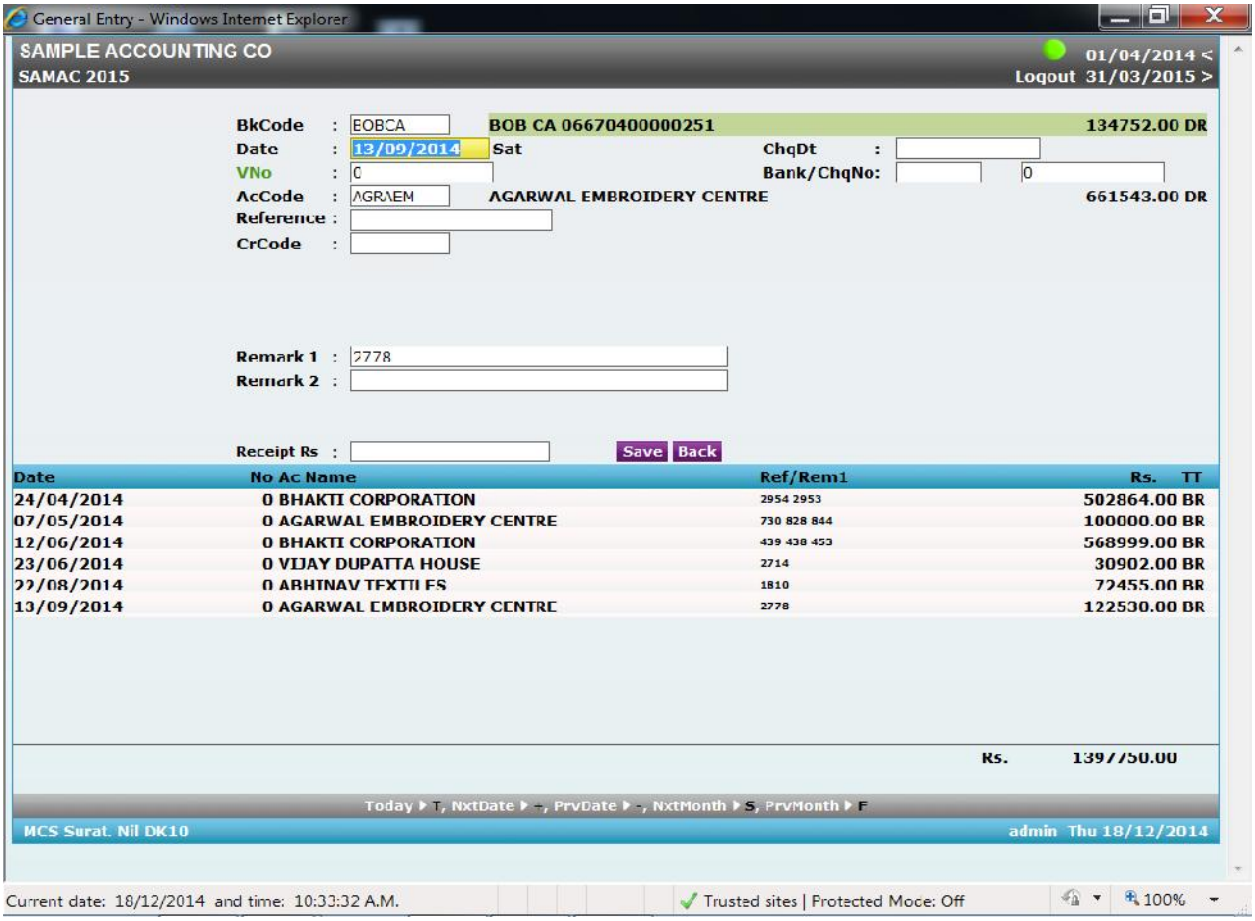
h. Remark 2 : Write narration, if any[ For Self Help]

i. Payment Rs. : Write Amount that has been Paid

j. Save : Select Save for saving the Transaction Entry

4.2 BANK

4.2.1 Receipt



a. BkCode : Selected BkCode, Book Name and its Balance will be displayed

b. Date : Write Transaction Date

c. VNo. : Write Voucher No. for Bank Receipt

d. Chq Date : Write Date which is written on the cheque received

e. Bank : Select name of the bank whose cheque is received

f. Chq No : Write cheque number of the cheque received

g. AcCode : Select Account[Person] from whom the amount is Received
OR the Account[Income] which is to be Credited
Selected AcCode, Account Name and its Balance will be displayed
If the required account is not there go to Account Master for opening new account. 

h. Reference : Write Reference, if any [ For Self Help]

i. CRCode : Select Column Row Code, if any
Selected CRCode, Column Row Name will be displayed
If the required CRCode is not there go to ColRow Master for opening new Column Row. 

j. Remark 1 : Write narration, if any[ For Self Help]

k. Remark 2 : Write narration, if any[ For Self Help]

l. Receipt Rs. : Write Amount that has been Received

m. Save : a. Without Adjusting the bills – Select Save

b. Adjusting the bills 

Select the Book For All Books 

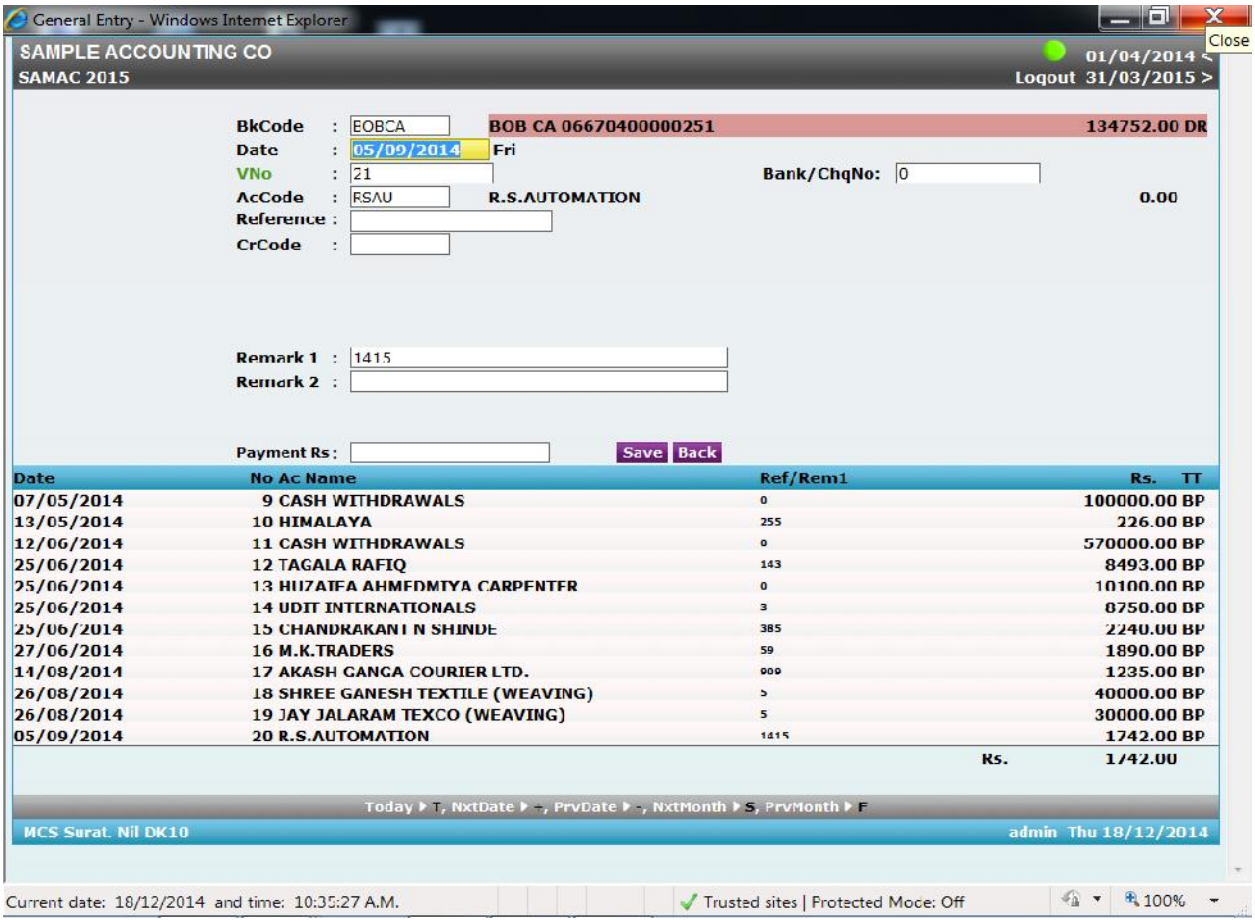
For Particular Book 

List of all outstanding/pending bills for the selected party will be displayed. Select the bill against which said amount received is to be adjusted. Write the amount received against the selected bill. And the amount to be adjusted, if any. If a JV is to be passed for the Adjusted amount Select Entry, else Select O/s.

For completing the transaction 

n. Save : Select Save for saving the Transaction Entry

4.2.2 Payment



a. BkCode : Selected BkCode, Book Name and its Balance will be displayed

b. Date : Write Transaction Date

c. VNo. : Write Voucher No. for Bank Payment

d. Chq No : Write cheque number of the cheque issued

e. AcCode : Select Account[Person] to whom the amount is Paid OR the Account[Expense] which is to be Debited
Selected AcCode, Account Name and its Balance will be displayed
If the required account is not there go to Account Master for opening new account. Insert

f. Reference : Write Reference, if any[\ For Self Help]

g. CRCode : Select Column Row Code, if any
Selected CRCode, Column Row Name will be displayed
If the required CRCode is not there go to ColRow Master for opening new Column Row. Insert

h. Remark 1 : Write narration, if any[\ For Self Help]

i. Remark 2 : Write narration, if any[\ For Self Help]

j. Payment Rs. : Write Amount that has been Paid

k. Save : a. Without Adjusting the bills – Select Save

b. Adjusting the bills 

Select the Book For All Books 



For Particular Book

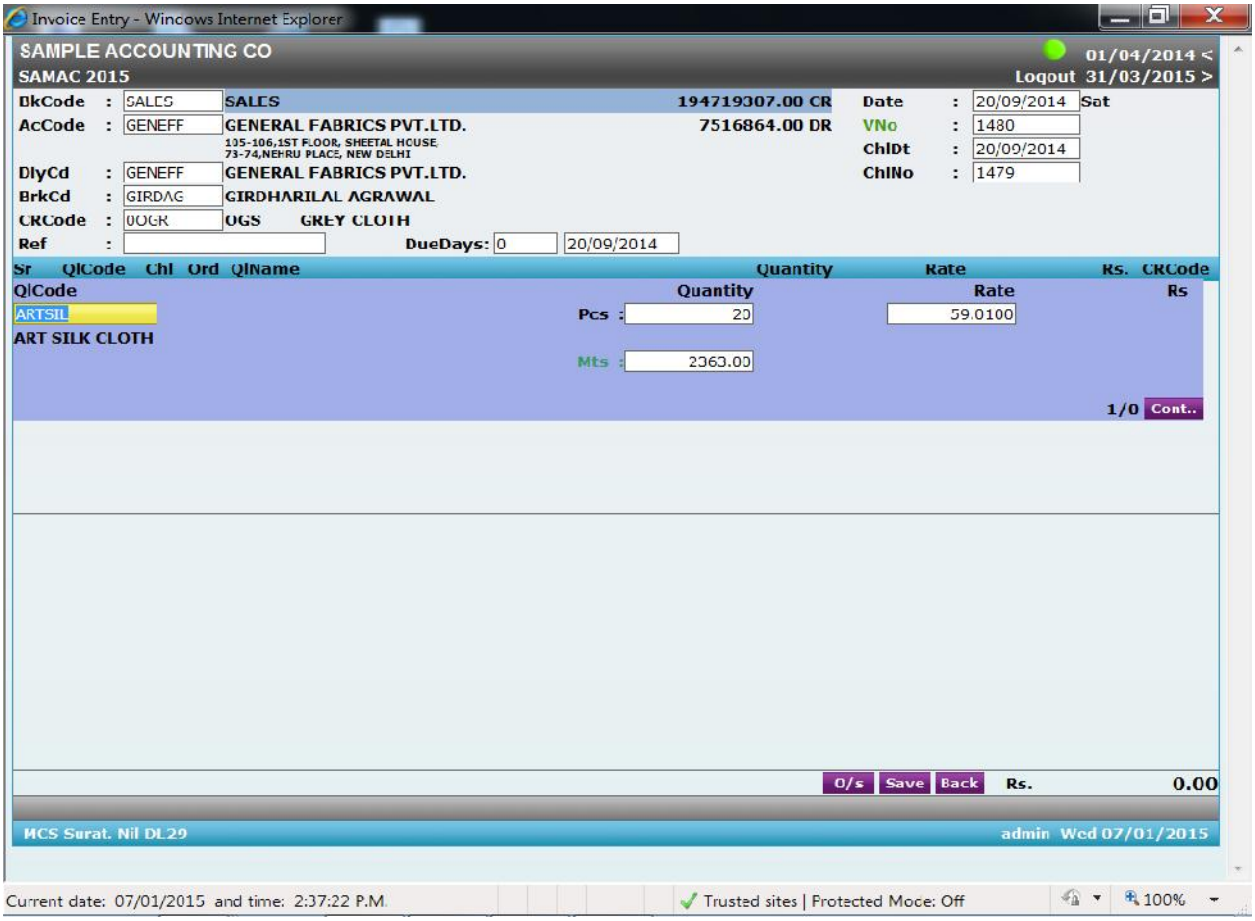
List of all outstanding/pending bills for the selected party will be displayed. Select the bill against which said amount received is to be adjusted. Write the amount paid against the selected bill. And the amount to be adjusted, if any. If a JV is to be passed for the Adjusted amount Select Entry, else Select O/s.

For completing the transaction 

Select Save for saving the Transaction Entry

4.3 SALE

4.3.1 Invoice 1



a. BkCode : BkCode, Book Name and Balance will be displayed

b. Date : Write Transaction Date

c. VNo. : Invoice No. will come automatically [Last No+1]

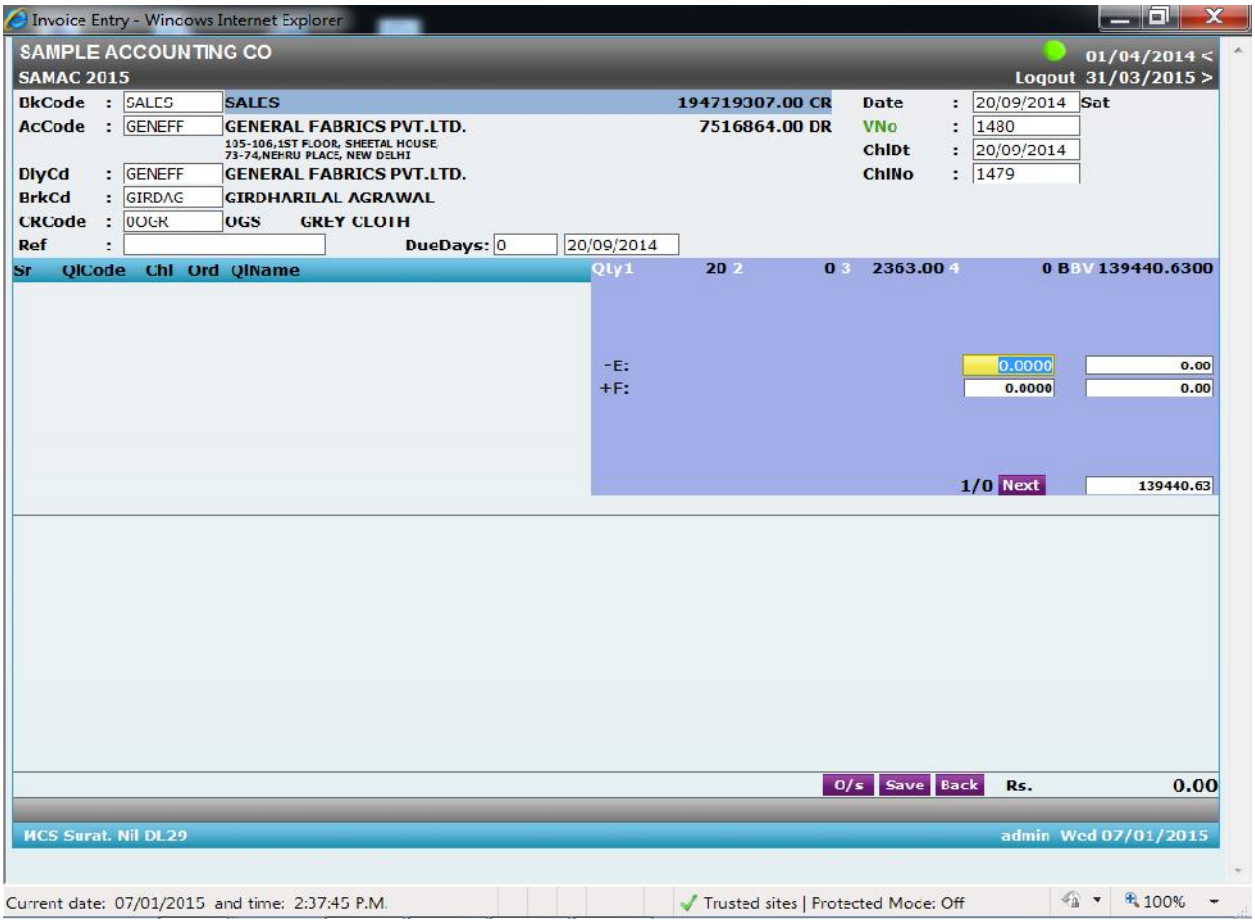
d. ChlDt : Write Challan Date

e. ChlNo. : Challan No. will come automatically [Last No +1]

f. AcCode : Select Account[Party] to whom the goods are sold OR
the Account which is to be Debited
Selected AcCode, Account Name and its Balance will be displayed
Party's Address and TIN No. will also be displayed
If the required account is not there go to Account Master for opening new account. 

g. DyCode : Select Account[Party] to whom the goods are delivered OR
the Account where the goods are to be delivered
Selected DyCode, Delivery Account Name and its Balance will be displayed.
If the required account is not there go to Account Master for opening new account. 

4.3.2 Invoice 2



h. BrkCode : Select Account[Broker] through whom the goods are sold OR Selected BrkCode, Broker Name and its Balance will be displayed. If the required account is not there go to Account Master for opening new account. Insert

i. CRCode : Select Column Row Code, if any
Selected CRCode, Column Row Name will be displayed
If the required CRCode is not there go to ColRow Master for opening new Column Row. Insert

j. Ref : Write reference, if any

k. Items : Select Items

l. ItemCd : Select Item sold
Selected ItemCode, Item Name and its Balance will be displayed
If the required Item is not there go to Item Master for opening new Item. Insert

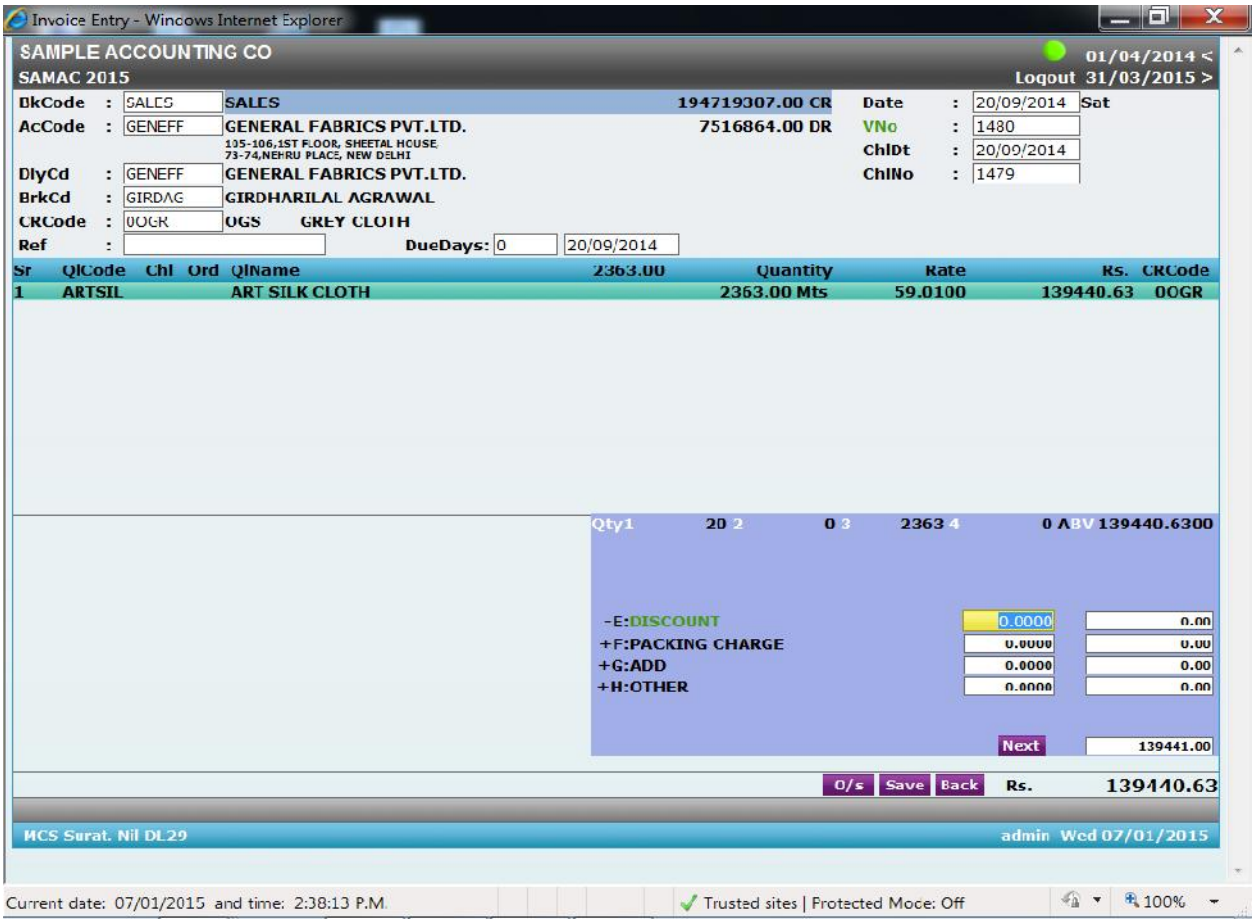
m. Quantity : Write Quantity Sold

n. Rate : Write Rate @ which the Item is sold

o. Amount : Amount will be calculated and kept in Amount Field (Quantity*Rate)

p. Remarks : Write Item wise Remarks, if any

4.3.3 Invoice 3



q. Add/Less : Item wise Addition/Deduction will be made here
(Discount, Freight, Excise, Service Tax, Vat, etc)

IF OTHER ITEMS ARE TO BE ADDED IN THE BILL STEPS FROM K TO Q SHOULD BE REPEATED.

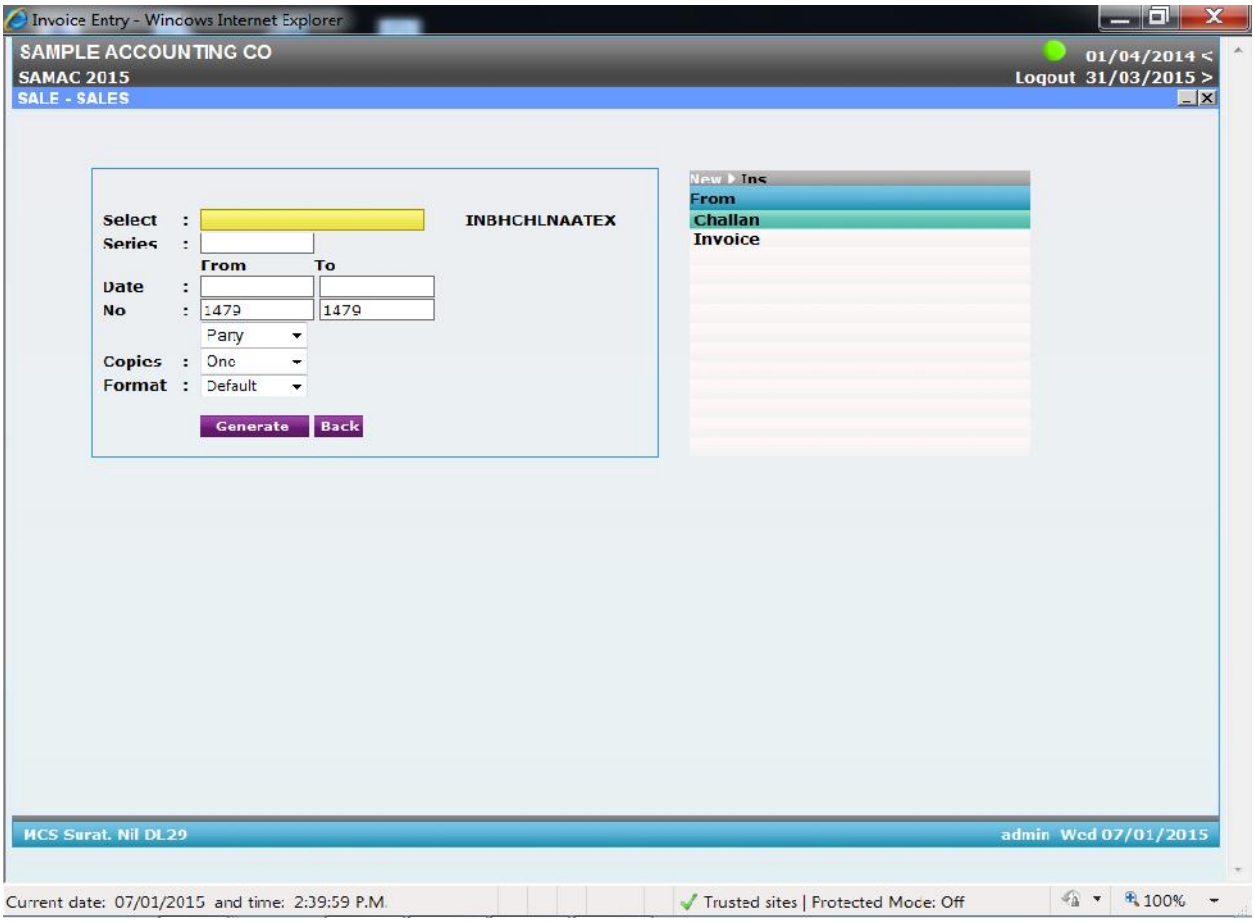
FOR COMING OUT FROM ITEM SECTION OF THE BILL Esc, ← OR WRITE > . > . in ItemCD and press Enter

r. Remarks : Write Bill wise Remarks, if any
s. Add/Less : Bill wise Addition/Deduction will be made here
(Discount, Freight, Excise, Service Tax, Vat, etc)
t. Bill Amount: The final Invoice Amount will be displayed next to the Save Button
u. Save : Select Save for saving the Transaction Entry

4.3.4 SALES Challan/Invoice Printing

Transaction Sales Challan Select Challan Page Up

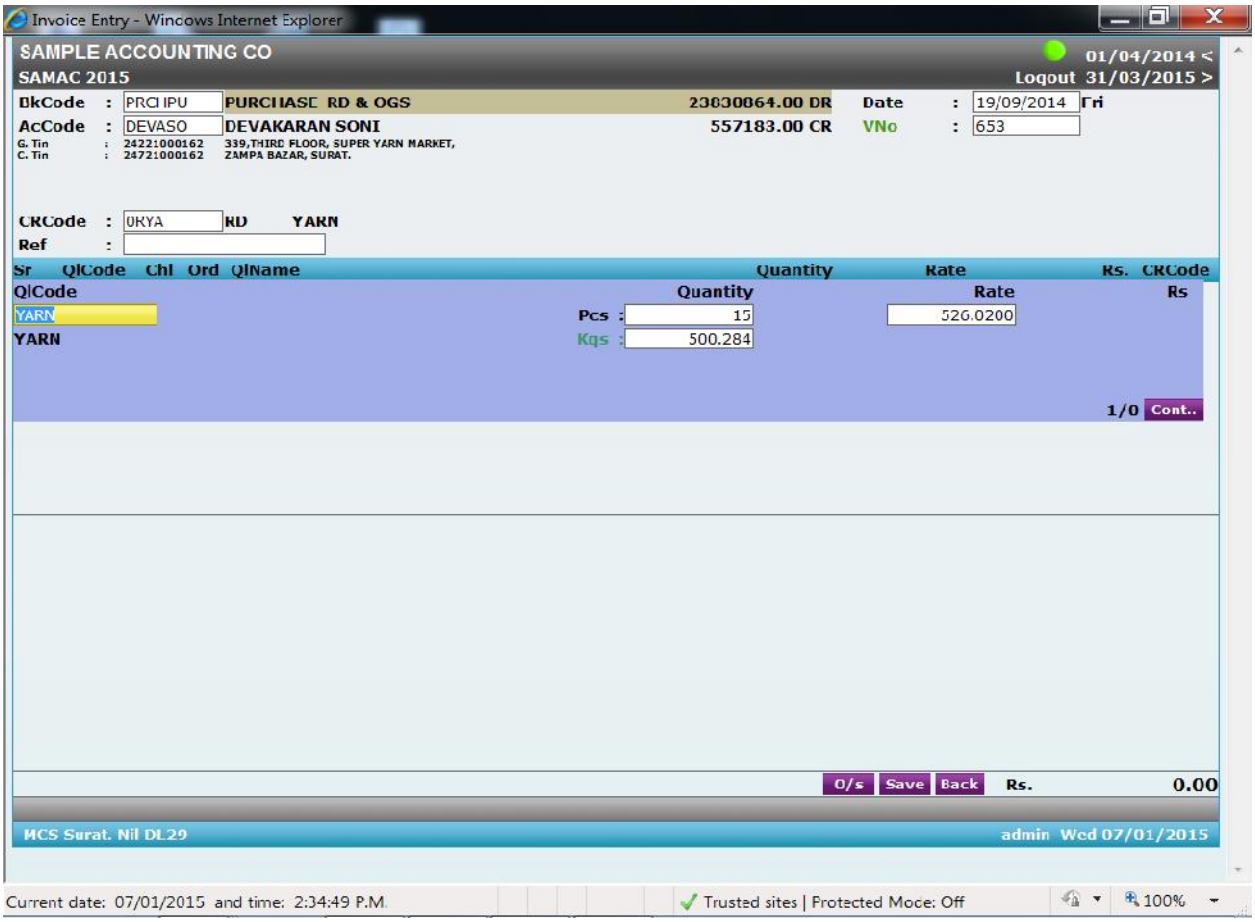
Invoice Select Invoice Page Up



a. Select : Select the File Format to be Printed
b. Series : Write Series, if any
c. Date : Should be written ONLY if you want to print Date wise
d. No : Write Challan No, if you want to Print Challan
Write Invoice No, if you want to print Invoice
e. Copies : Write number of copies to be printed
f. Format : Select Default/Word/XLS/Word 2007/XLS2007
g. Generate : Select Generate to Generate the Challan/Invoice

4.4 PURCHASE

4.4.1 Invoice1



a. BkCode : BkCode, Book Name and Balance will be displayed

b. Date : Write Transaction Date

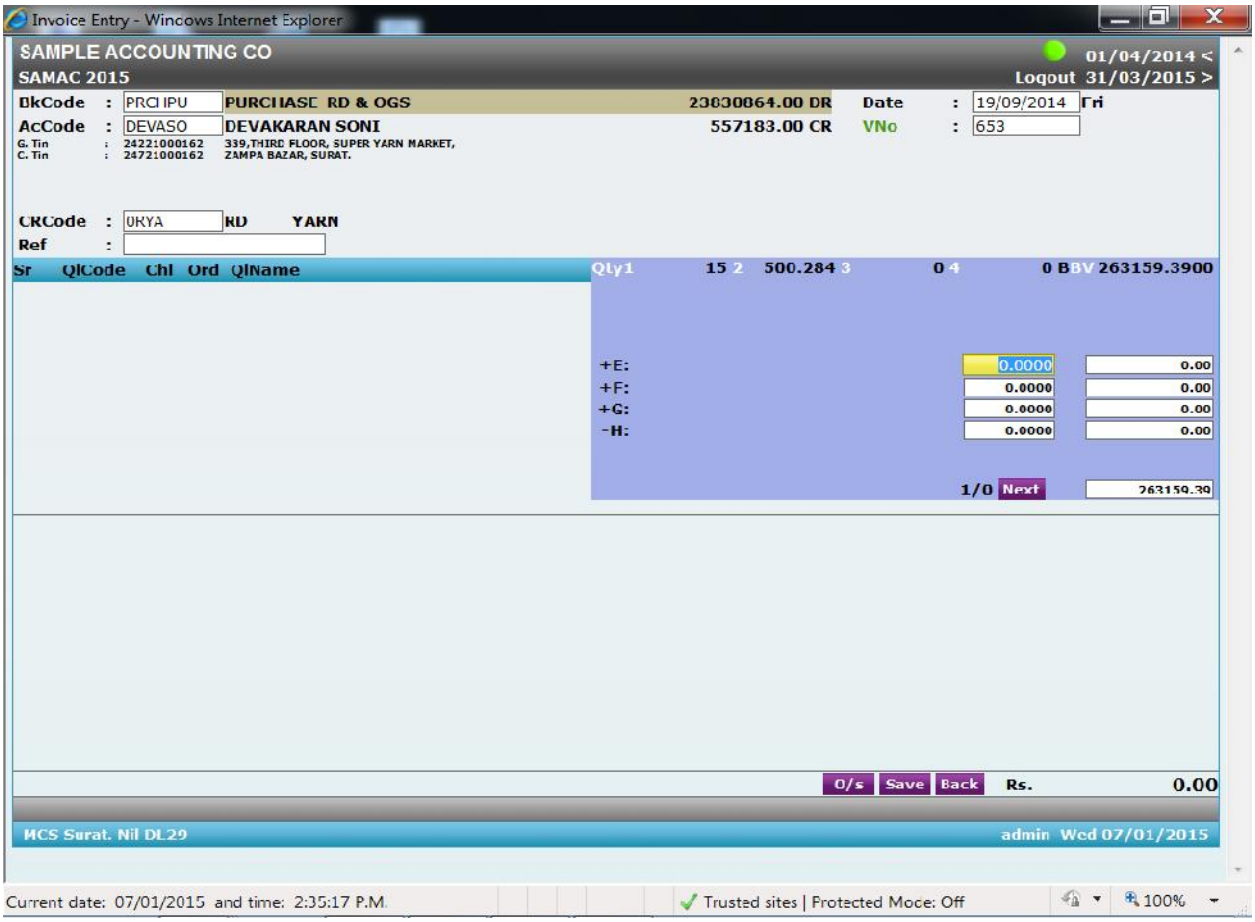
c. VNo. : Invoice No. will come automatically [Last No+1]

d. AcCode : Select Account[Party] from whom the goods are purchased OR the Account which is to be Credited
Selected AcCode, Account Name and its Balance will be displayed
Party's Address and TIN No. will also be displayed
If the required account is not there go to Account Master for opening new account. Insert

e. CRCode : Select Column Row Code, if any
Selected CRCode, Column Row Name will be displayed
If the required CRCode is not there go to ColRow Master for opening new Column Row. Insert

f. Ref : Write reference, if any

4.4.2 Invoice 2



g. Items : Select Items

h. ItemCd : Select Item purchased
Selected ItemCode, Item Name and its Balance will be displayed
If the required Item is not there go to Item Master for opening new Item. Insert

i. Quantity : Write Quantity Purchased

j. Rate : Write Rate @ which the Item is purchased

k. Amount : Amount will be calculated and kept in Amount Field (Quantity*Rate)

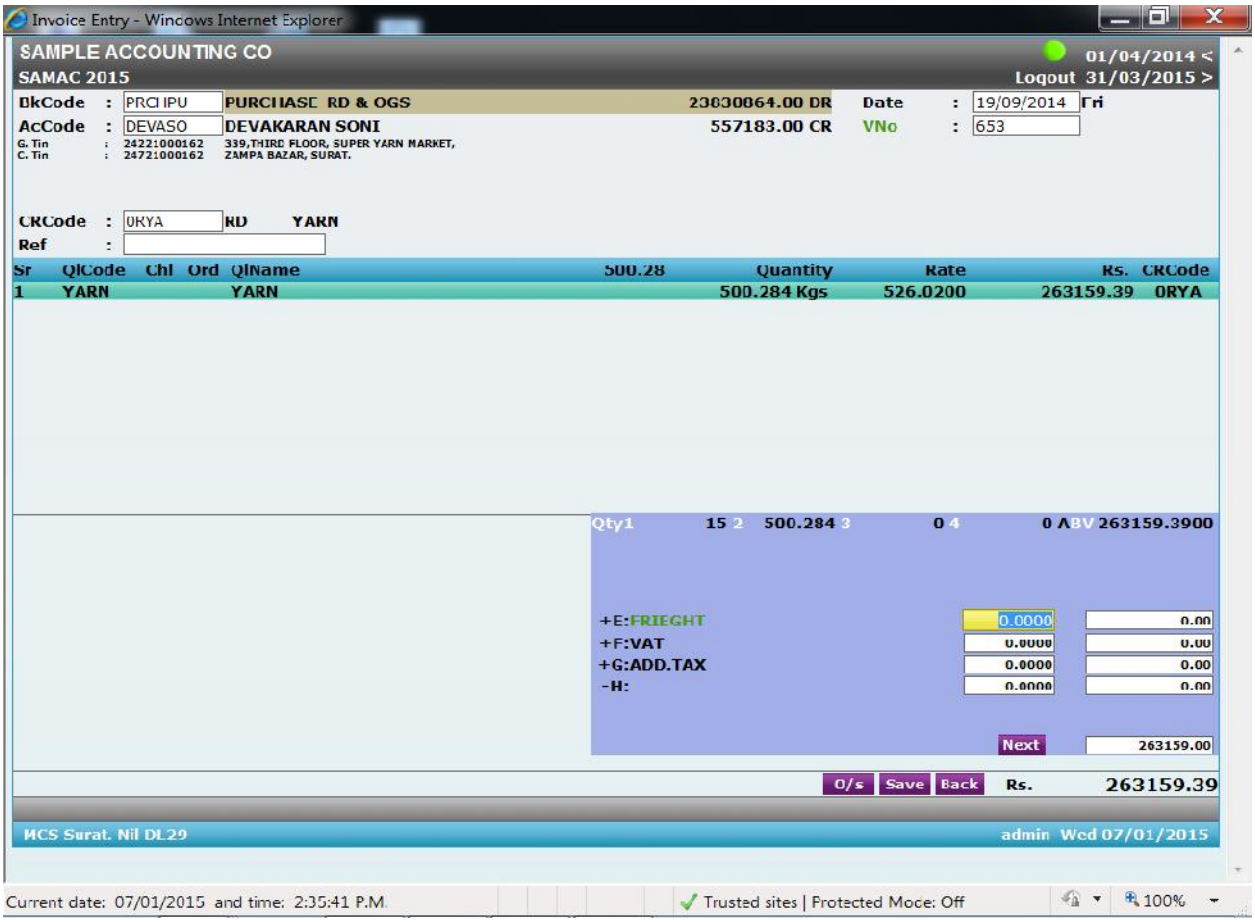
l. Remarks : Write Item wise Remarks, if any

m. Add/Less : Item wise Addition/Deduction will be made here (Discount, Freight, Excise, Service Tax, Vat, etc)

IF OTHER ITEMS ARE TO BE ADDED IN THE BILL STEPS FROM G TO K SHOULD BE REPEATED.

FOR COMING OUT FROM ITEM SECTION OF THE BILL Esc , ← OR WRITE > . > . in ItemCD and press Enter

4.4.3 Invoice 3



a. Remarks : Write Bill wise Remarks, if any

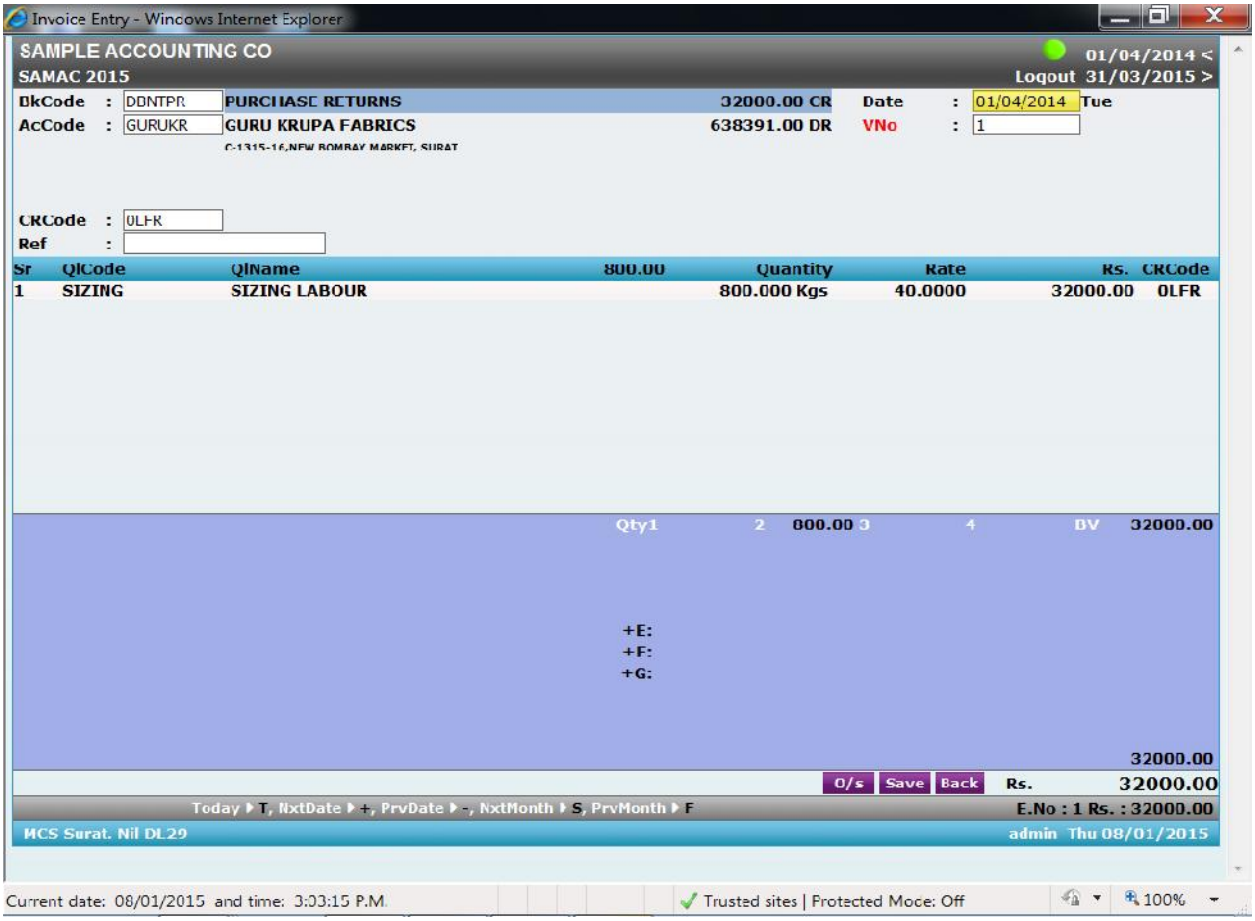
b. Add/Less : Bill wise Addition/Deduction will be made here (Discount, Freight, Excise, Service Tax, Vat, etc)

c. Bill Amount: The final Invoice Amount will be displayed next to the Save Button

d. Save : Select Save for saving the Transaction Entry

4.5 DEBIT NOTE

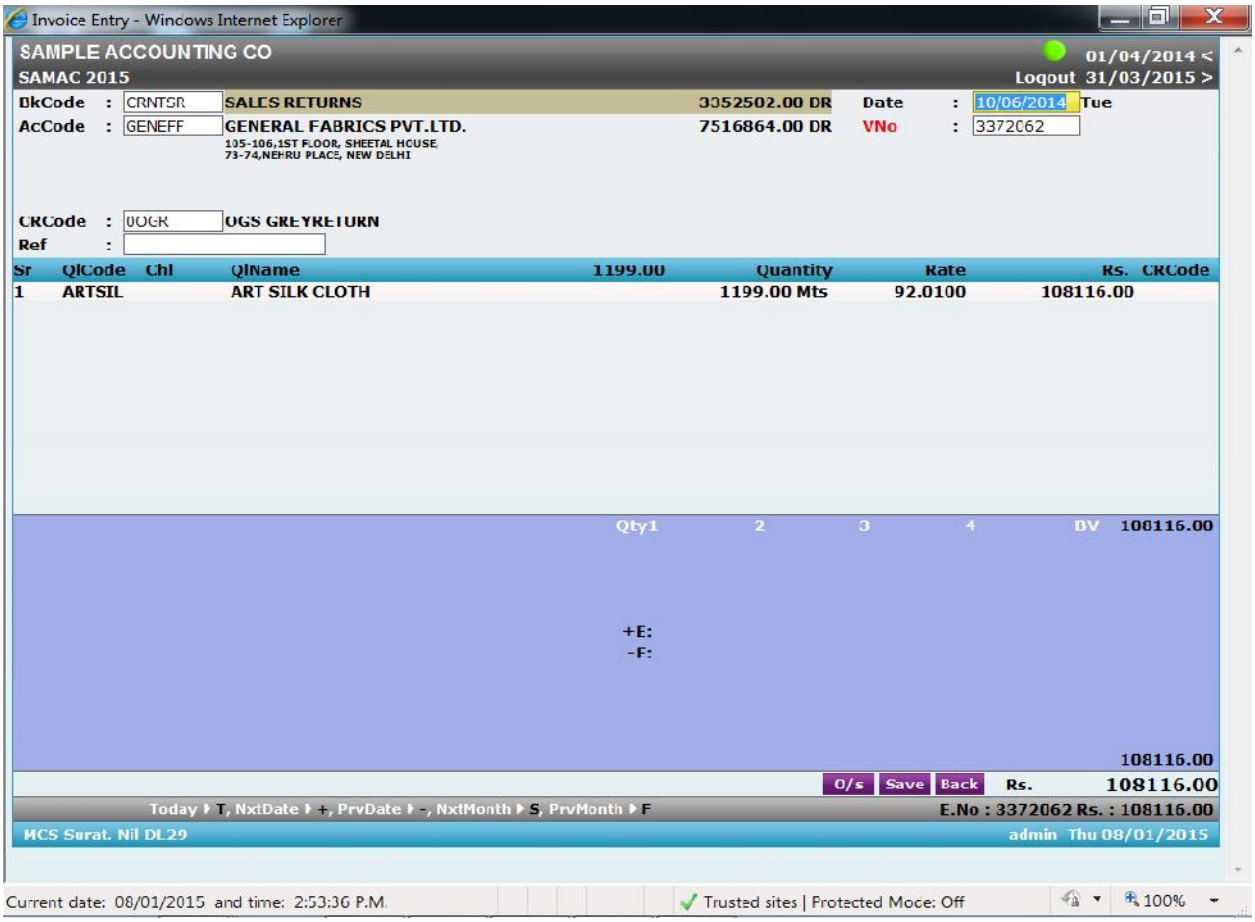
Purchase Returns



Debit Note / Purchase Return entries are to be made on the same line as that of PURCHASES/SALES.

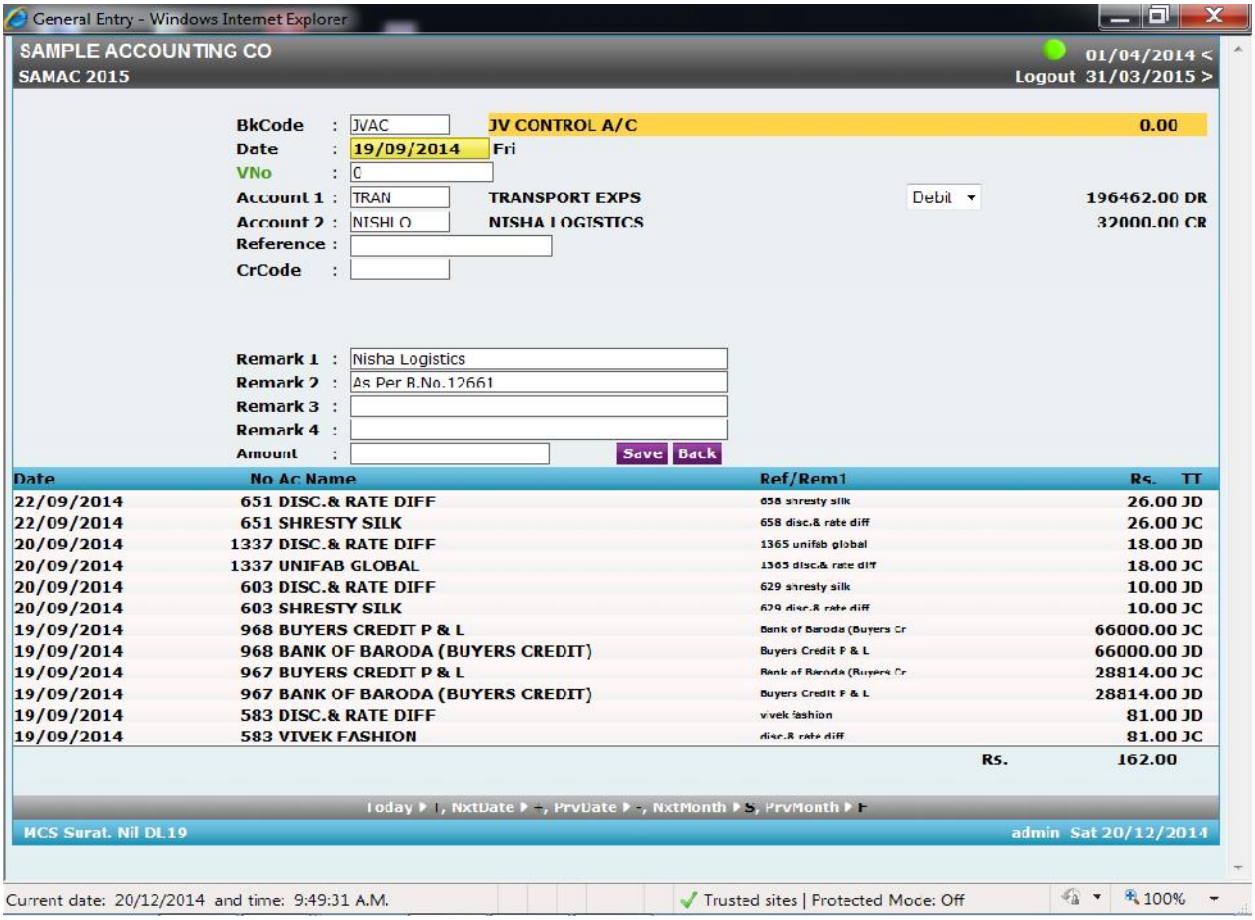
4.6 CREDIT NOTE

Sales Returns



Credit Note / Sales Return entries are to be made on the same line as that of PURCHASES/SALES.

4.7 JOURNAL



a. BkCode : Selected BkCode, Book Name and its Balance will be displayed

b. Date : Write Transaction Date

c. VNo. : Write Journal Voucher No

d. Account 1 : Select First Account

e. Debit/Credit : Select Debit if Account 1 is to be debited and Account 2 Credited
Select Credit if Account 1 is to be Credited and Account 2 Debited

f. Account 2 : Select Second Account

g. Reference : Write Reference, if any [For Self Help]

h. CRCode : Select Column Row Code, if any

i. Remark 1 : Write narration, if any[For Self Help]

j. Remark 2 : Write narration, if any[For Self Help]

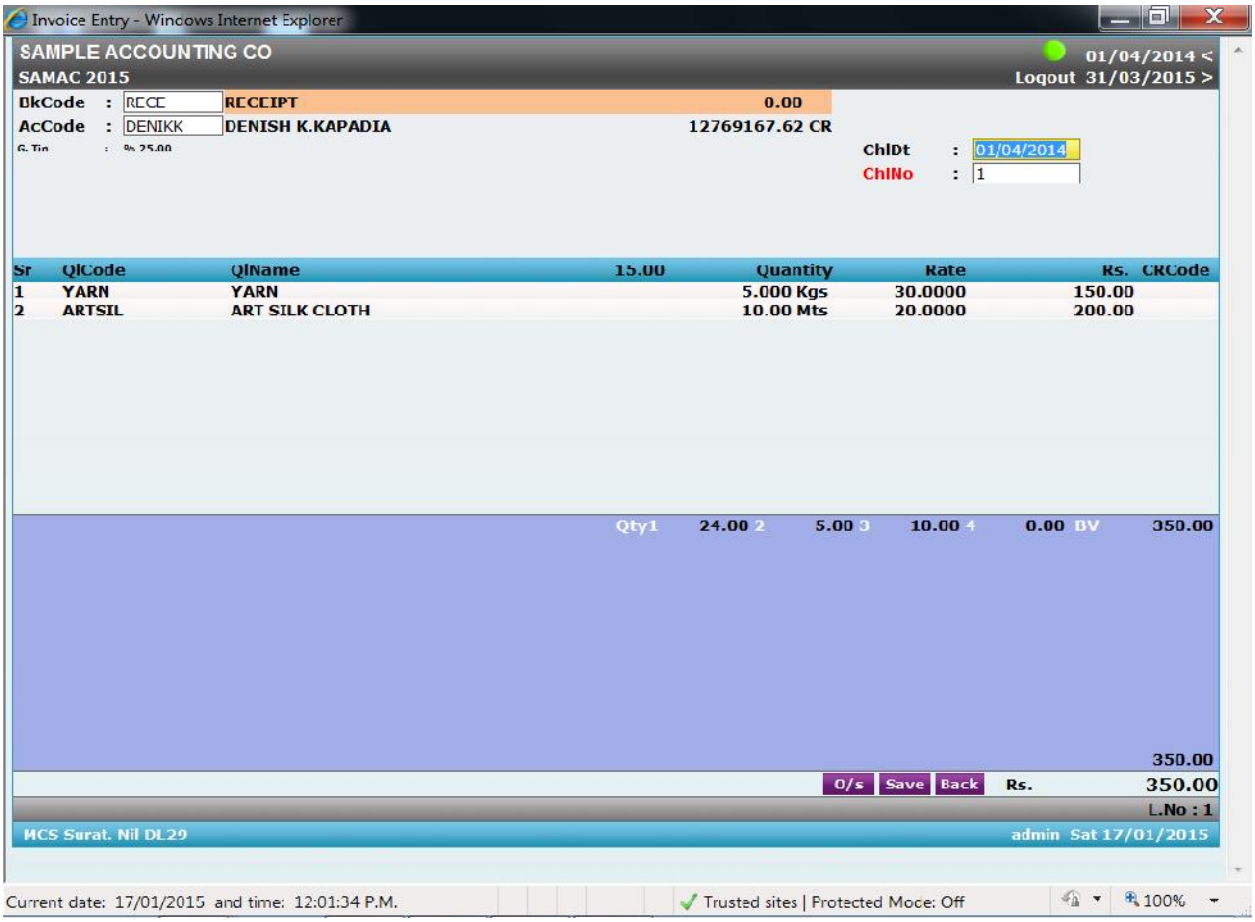
k. Remark 3 : Write narration, if any[For Self Help]

l. Remark 4 : Write narration, if any[For Self Help]

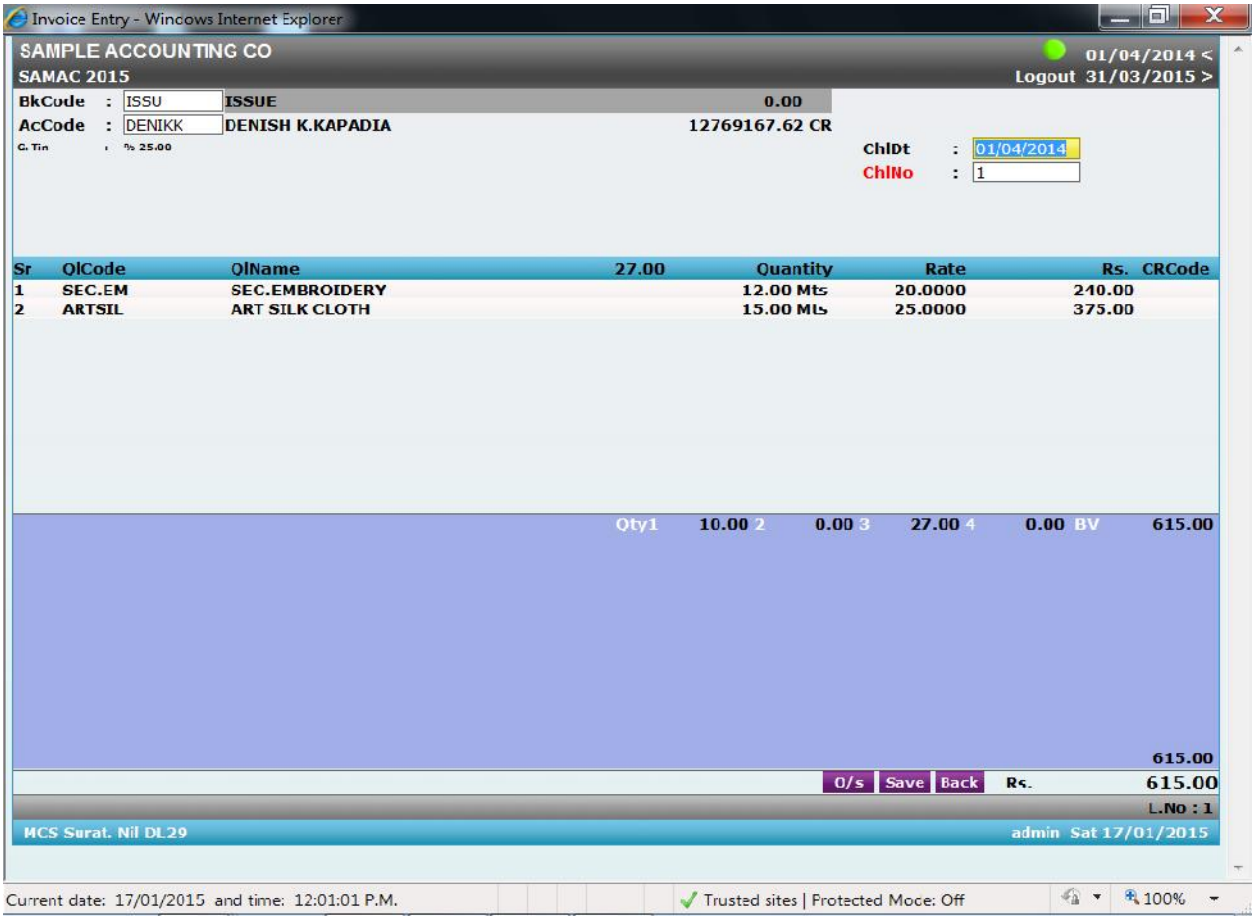
m. Amount Rs. : Write Amount

n. Save : Select Save

4.8 RECEIPT

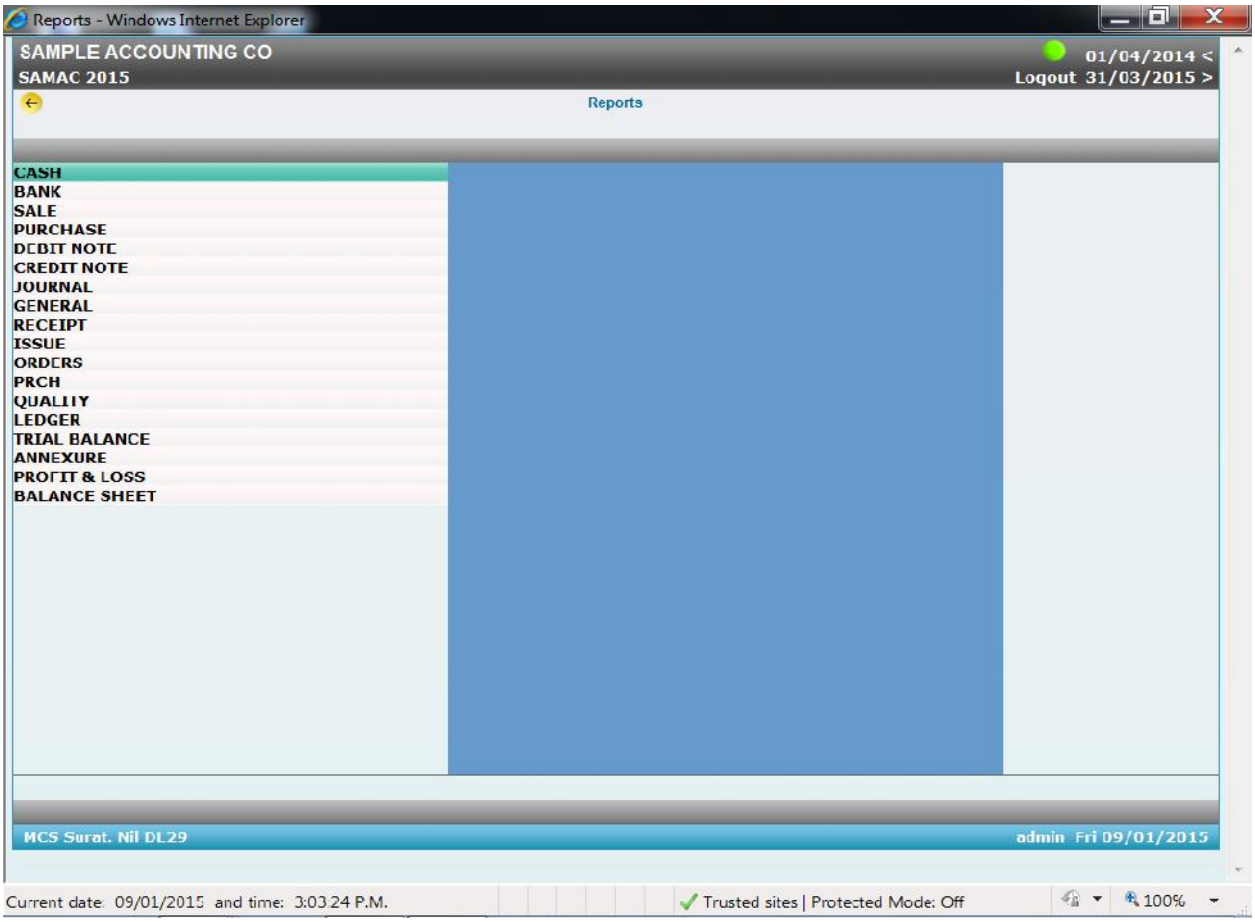

Invoice Entry - Wincows Internet Explorer
SAMPLE ACCOUNTING CO
SAMAC 2015
01/04/2014 <
Logout 31/03/2015 >
BkCode : RECC RECCIPT 0.00
AcCode : DENIKK DENISH K.KAPADIA 12769167.62 CR
ChlDt : 01/04/2014
ChlNo : 1
Sr QlCode QlName 15.00 Quantity Rate Rs. CRCode
1 YARN YARN 5.000 Kgs 30.0000 150.00
2 ARTSIL ART SILK CLOTH 10.00 Mts 20.0000 200.00
Qty1 24.00 2 5.00 3 10.00 4 0.00 BV 350.00
350.00
O/s Save Back Rs. 350.00
L.No : 1
MCS Surat. Nil DL29
admin Sat 17/01/2015
Current date: 17/01/2015 and time: 12:01:34 P.M.
Trusted sites | Protected Mode: Off
100%

4.9 ISSUE

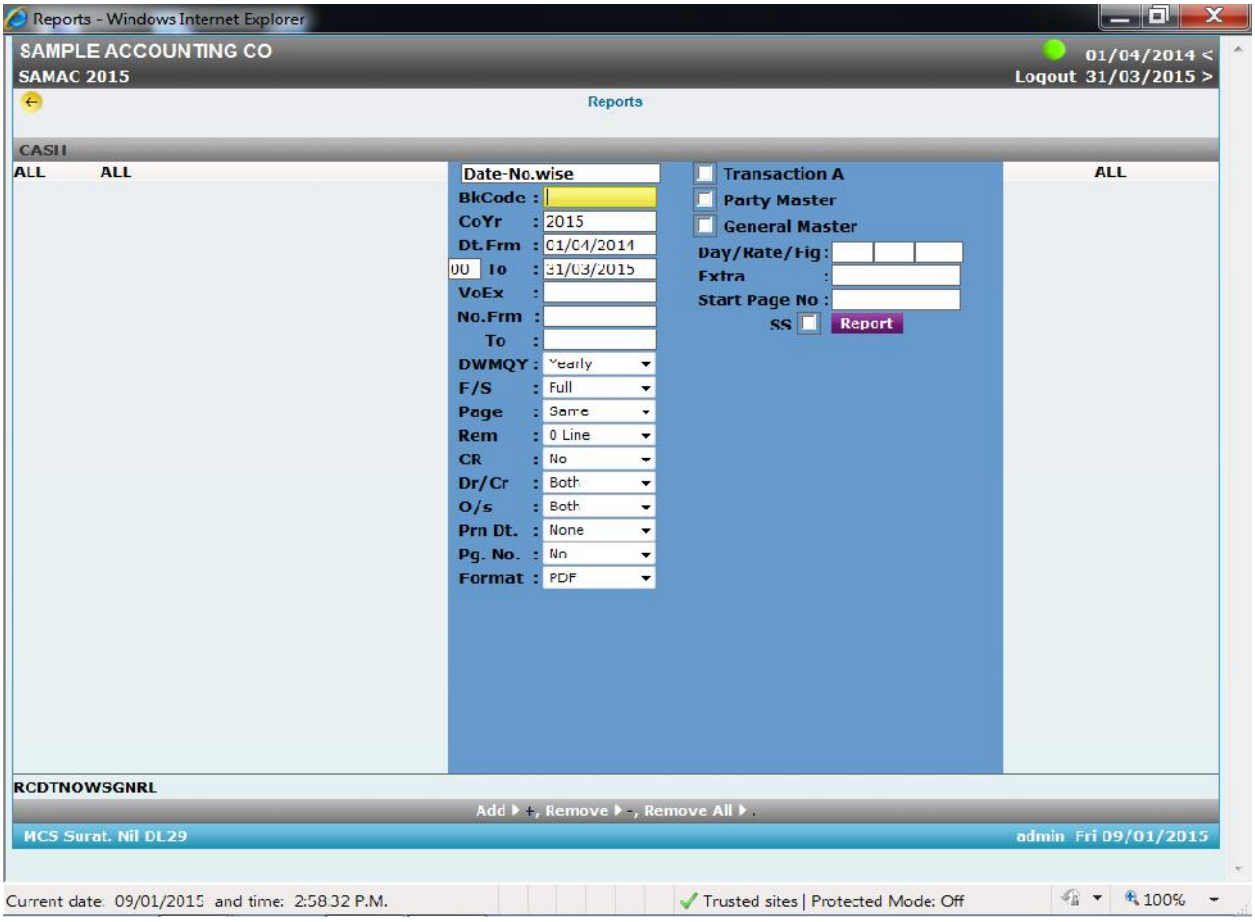

Invoice Entry - Windows Internet Explorer
SAMPLE ACCOUNTING CO
SAMAC 2015
01/04/2014 <
Logout 31/03/2015 >
BkCode : ISSU ISSUE 0.00
AcCode : DENIKK DENISH K.KAPADIA 12769167.62 CR
ChlDt : 01/04/2014
ChlNo : 1
Sr QlCode QlName 27.00 Quantity Rate Rs. CRCode
1 SEC.EM SEC.EMBROIDERY 12.00 Mts 20.0000 240.00
2 ARTSIL ART SILK CLOTH 15.00 Mts 25.0000 375.00
Qty1 10.00 2 0.00 3 27.00 4 0.00 BV 615.00
615.00
O/s Save Back Rs. 615.00
L.No : 1
MCS Surat. Nil DL29
admin Sat 17/01/2015
Current date: 17/01/2015 and time: 12:01:01 P.M.
Trusted sites | Protected Mode: Off
100%

5 REPORT

5.1 REPORTS



5.2 REPORTS (CASH, BANK)



a. Report Format : Select the report

b. BkCode : Select the book from the list 

c. Co Yr : For multi-year report write the year from which the report is required

d. Month shortcut : For monthly period write the month number.
[i.e. 9 for September, 1 for January]
For quarterly period write the quarter number in negative.
[i.e., -1 for First, -2 for Second, -3 for Third, -4 for Fourth]

e. Date From : Write Starting date

f. Date To : Write Ending date

g. VoEx : Write series , if any

h. No. From : Write Starting number (Optional)

i. No. To : Write Ending number (Optional)

j. DWMQY : Select the required from
[Daily, Weekly, Monthly, Quarterly, Yearly]

k. F/S : Select from Full / Summary

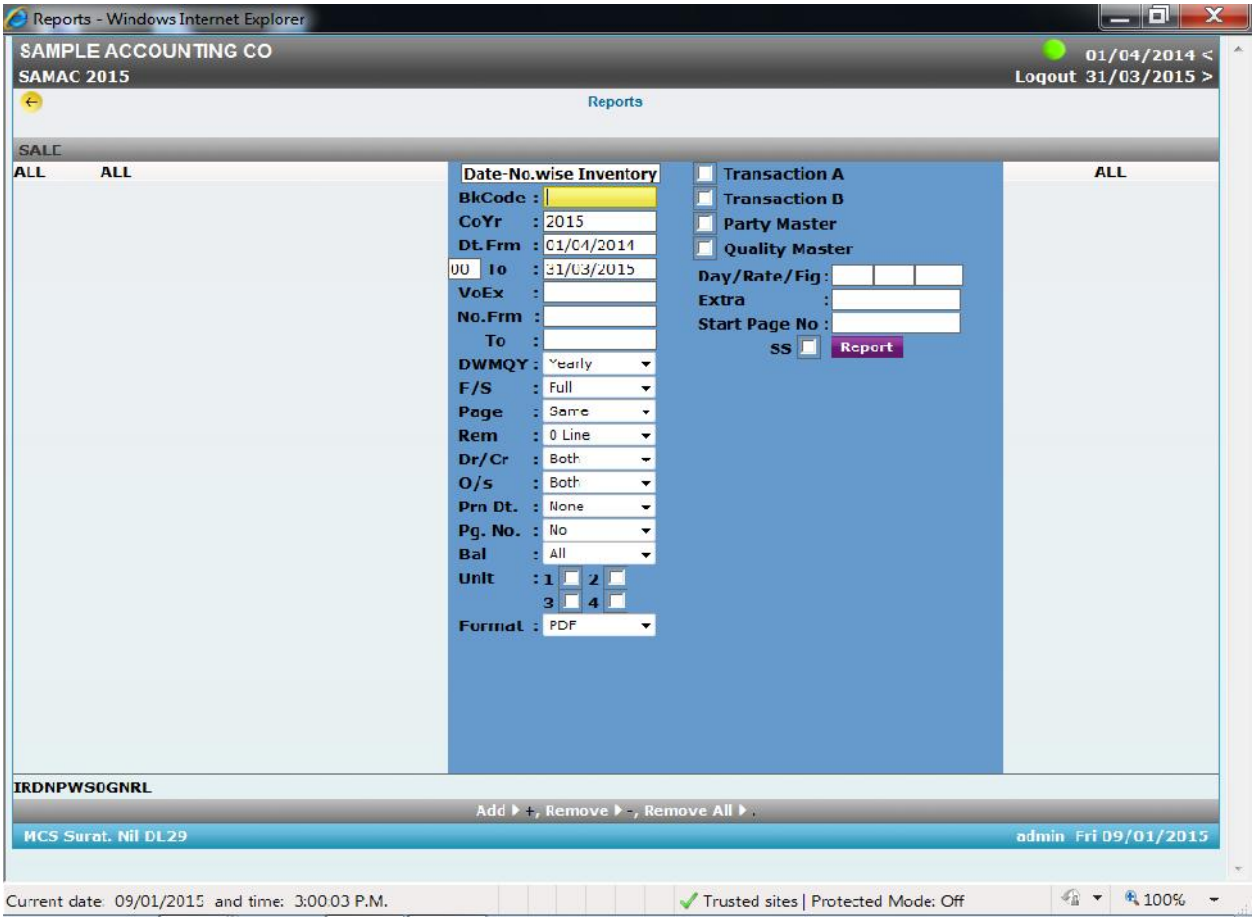
l. Page : Select from Same / New

m. Remarks : Select from 0 to 4 lines.

n. CRChart : Select from Yes / No

o. Debit / Credit : Select from Both / Debit / Credit
p. Outstanding: Select from
[Both, O/s, Recd/Paid, Debit, Credit]
q. Print Date : Select from None / Date / Date - Time
r. Print Page No : Select from No / Yes
s. Format : Select from
[PDF, Default, WORD, XLS, WORD 2007, XLS 2007, CSV]
t. Filters
Transaction A : Write filters for the following
[AcCode, BrkCode, DlyCode, TrnCode, SupCode, MfrCode, ExtCode, DmyCode, Reference, ColRowCd, Tick (All / Ticked / Un-Ticked)]
Party Master : Write filters for the following
[AcCode, GrpCode, AcGrpCode, AreaCode, DeptCode, AgntCode, BrkCode, Reference, QlCode, Tick (All / Ticked / Un-Ticked)]
General Master : Write filter for the following.
[Code]
u. Day / Rate / Figure :
v. Extra :
w. Start Page No :
x. SS : Tick SS to Save all the above Settings

5.3 REPORTS (SALE, PRCH, DBNT, CRNT, JVAC)



a. Report Format : Select the report

b. BkCode : Select the book from the list 

c. Co Yr : For multi-year report write the year from which the report is required

d. Month shortcut : For monthly period write the month number.
[i.e. 9 for September, 1 for January]
For quarterly period write the quarter number in negative.
[i.e., -1 for First, -2 for Second, -3 for Third, -4 for Fourth]

e. Date From : Write Starting date

f. Date To : Write Ending date

g. VoEx : Write series , if any

h. No. From : Write Starting number (Optional)

i. No. To : Write Ending number (Optional)

j. DWMQY : Select the required from
[Daily, Weekly, Monthly, Quarterly, Yearly]

k. F/S : Select from Full / Summary

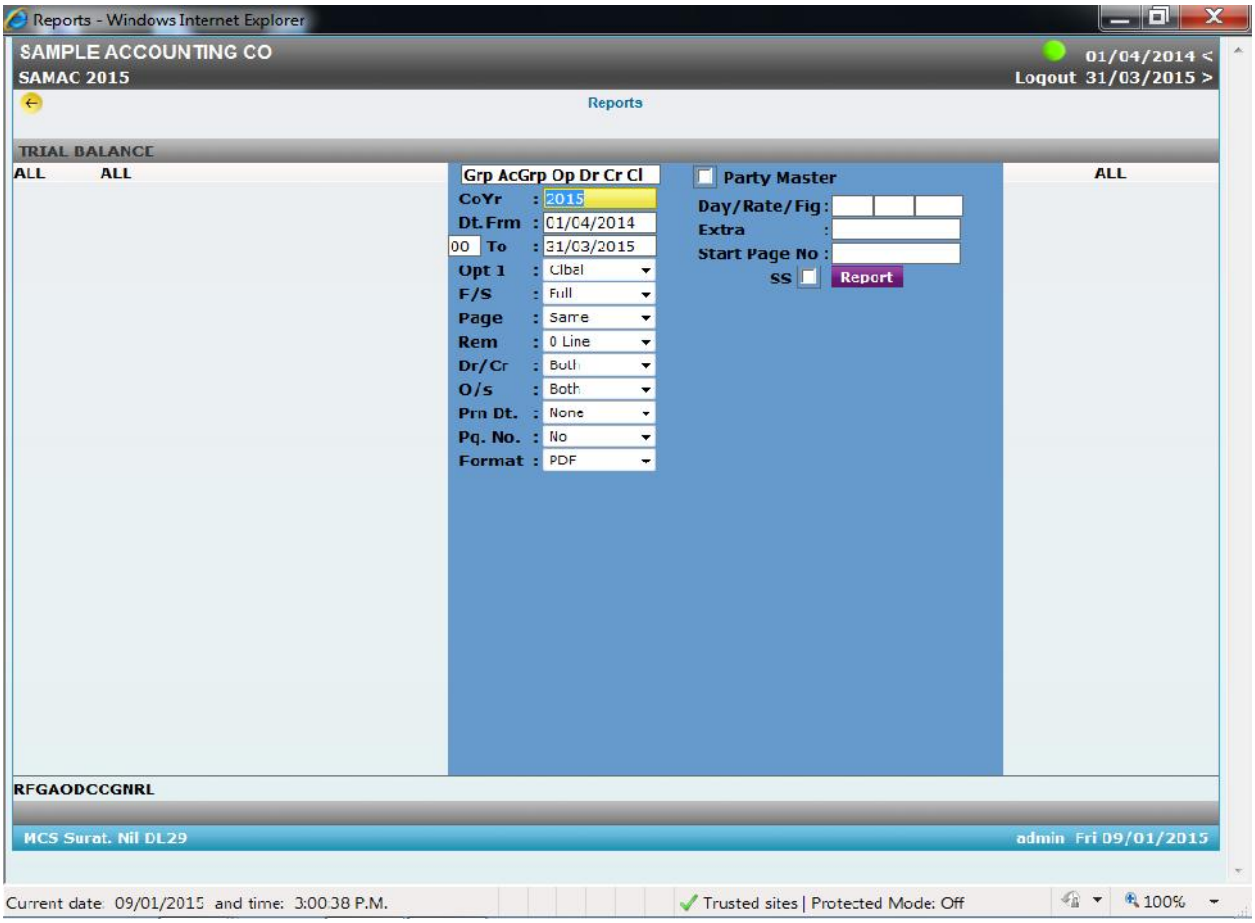
l. Page : Select from Same / New

m. Remarks : Select from 0 to 4 lines.

n. CRChart : Select from Yes / No

o. Debit / Credit : Select from Both / Debit / Credit
p. Outstanding : Select from
[Both, O/s, Recd/Paid, Debit, Credit]
q. Print Date : Select from None / Date / Date - Time
r. Print Page No : Select from No / Yes
s. Balance : Select from
[All, <0, >0, =0, #0]
t. Unit : Tick Units from 1, 2, 3, 4
u. Format : Select from
[PDF, Default, WORD, XLS, WORD 2007, XLS 2007, CSV]
v. Filters
Transaction A : Write filters for the following
[AcCode, BrkCode, DlyCode, TrnCode, SupCode, MfrCode, ExtCode, DmyCode, Reference, ColRowCd, Ticked (All / Ticked / Un-Ticked)]
Transaction B : Write filters for the following
[QlCode, AcCode, BrkCode, DlyCode, TrnCode, SupCode, MfrCode, ExtCode, DmyCode, Reference, ColRowCd, QlId, Ticked (All / Ticked / Un-Ticked)
Party Master : Write filters for the following
[AcCode, GrpCode, AcGrpCode, AreaCode, DeptCode, AgntCode, BrkCode, Reference, QlCode, Ticked (All / Ticked / Un-Ticked)]
Quality Master : Write filter for the following.
[Main Grp, Ql Grp, HSN Code, FgCode, PrdCode, Location, Ql Type, Ticked (All / Ticked / Un-Ticked)]
w. Day / Rate / Figure :
x. Extra :
y. Start Page No :
z. SS : Tick SS to Save all the above Settings

5.4 REPORTS (TRIAL BALANCE, ANNEXURE, P&L A/C, BALANCE SHEET)



a. Report Format : Select the report

b. Co Yr : For multi-year report write the year from which the report is required

c. Month shortcut : For monthly period write the month number.
[i.e. 9 for September, 1 for January]
For quarterly period write the quarter number in negative.
[i.e., -1 for First, -2 for Second, -3 for Third, -4 for Fourth]

d. Date From : Write Starting date

e. Date To : Write Ending date

f. Opt 1 : Select from [ClBal, OpBal, TmpBal]

g. F/S : Select from Full / Summary

h. Page : Select from Same / New

i. Remarks : Select from 0 to 4 lines.

j. Debit / Credit : Select from Both / Debit / Credit

k. Outstanding : Select from
[Both, O/s, Recd/Paid, Debit, Credit]

l. Print Date : Select from None / Date / Date - Time

m. Print Page No : Select from No / Yes

n. Format : Select from

[PDF, Default, WORD, XLS, WORD 2007, XLS 2007, CSV]

o. Filters
   Party Master : Write filters for the following
   [AcCode, GrpCode, AcGrpCode, AreaCode, DeptCode, AgntCode, BrkCode, Reference, QlCode, Tick (All / Ticked / Un-Ticked)]

p. Day / Rate / Figure :

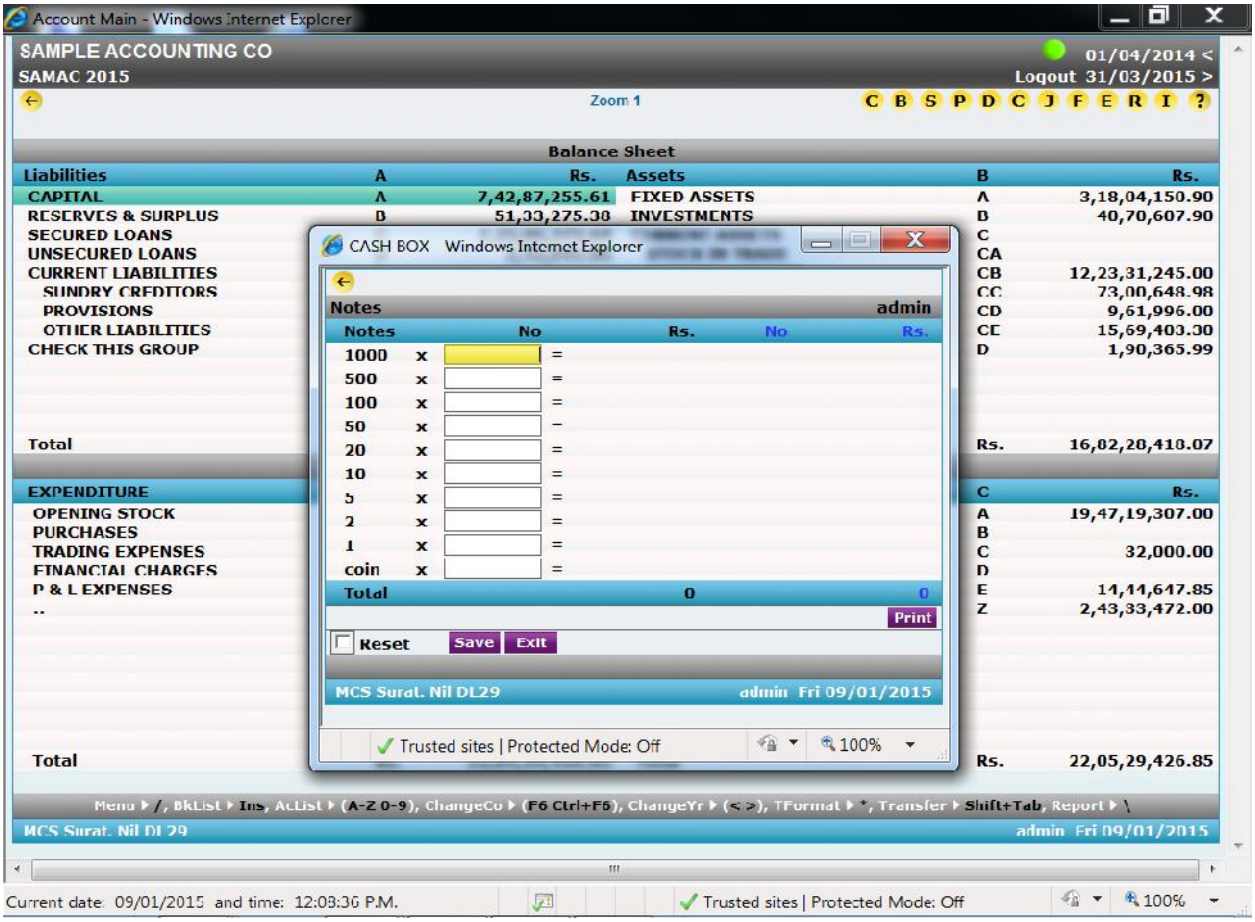
q. Extra :

r. Start Page No :

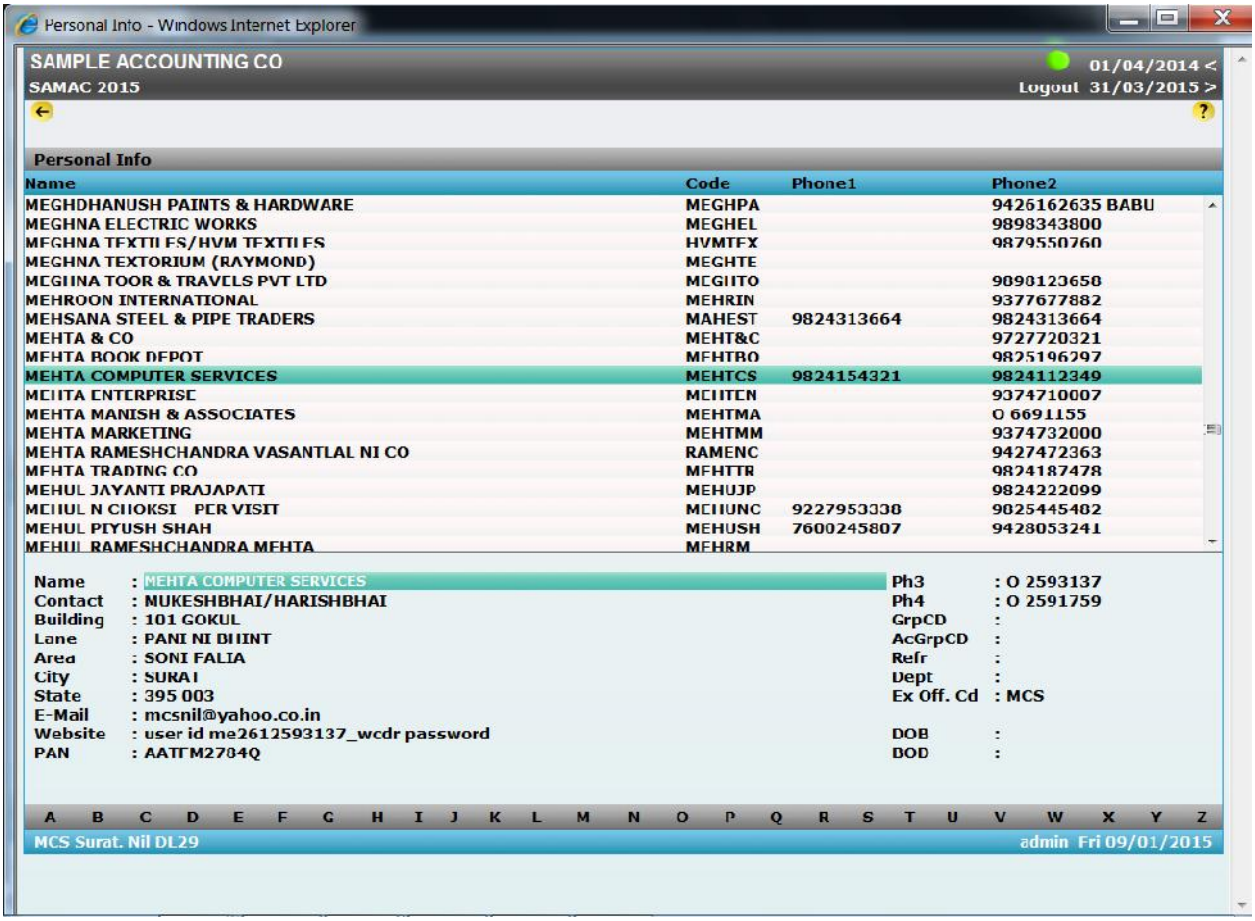
s. SS : Tick SS to Save all the above Settings

6 ADDONS

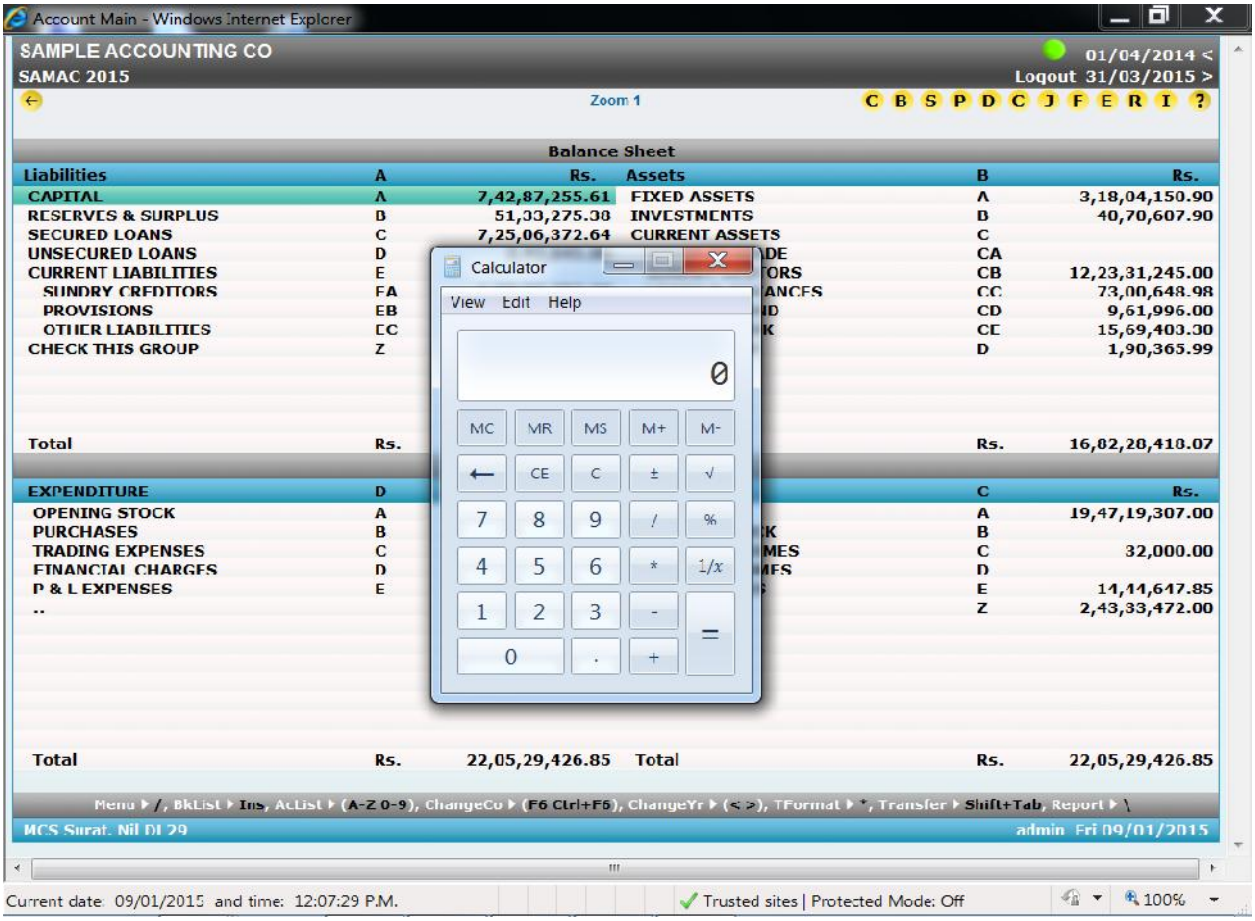
6.1 CASH BOX – F4



6.2 TELEPHONE DIRECTORY - F7



6.3 CALCULATOR – F12



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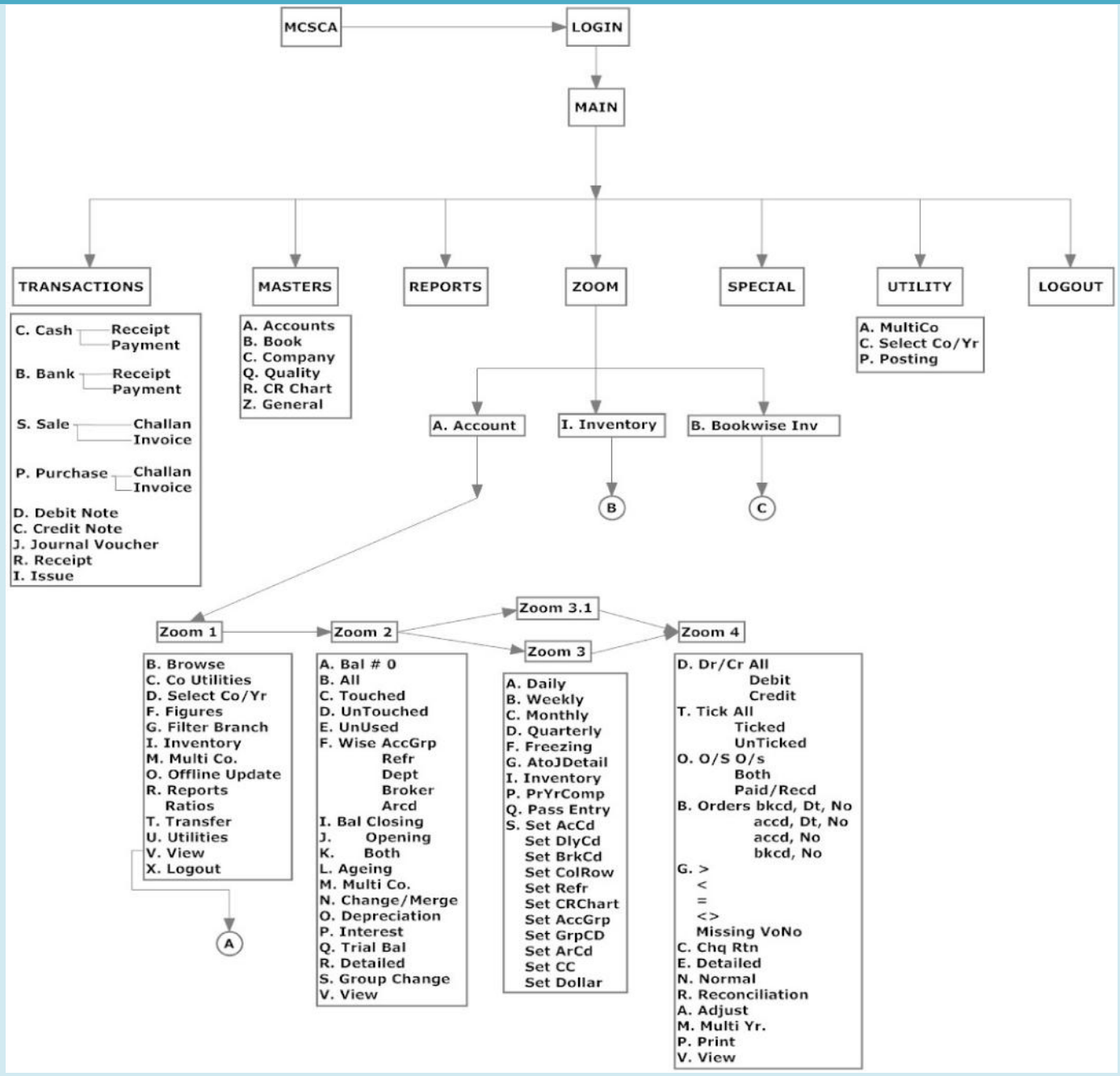
Q. Reports 26

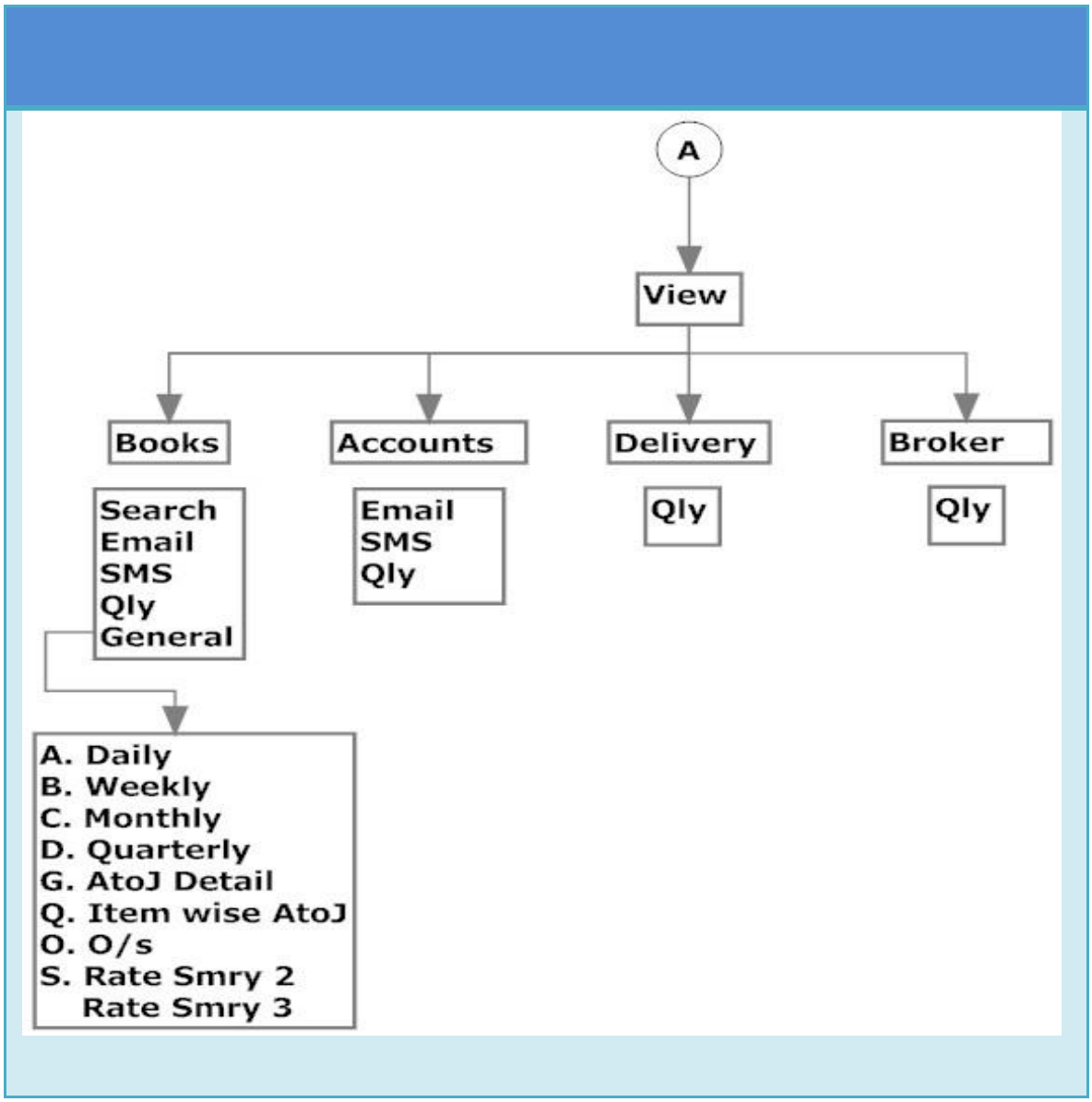
R. Accounting Principles 27

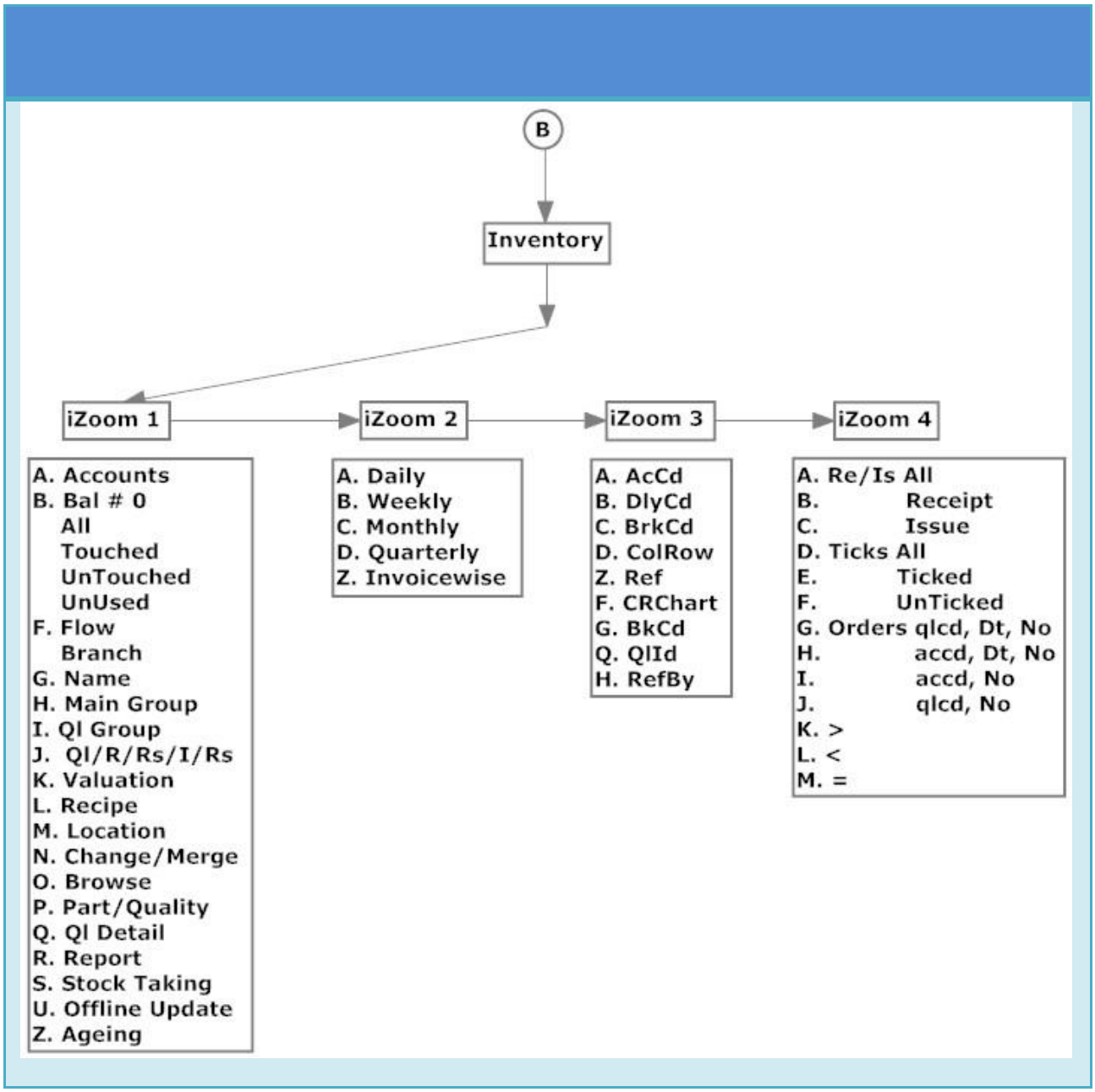
S. Abbreviations 27

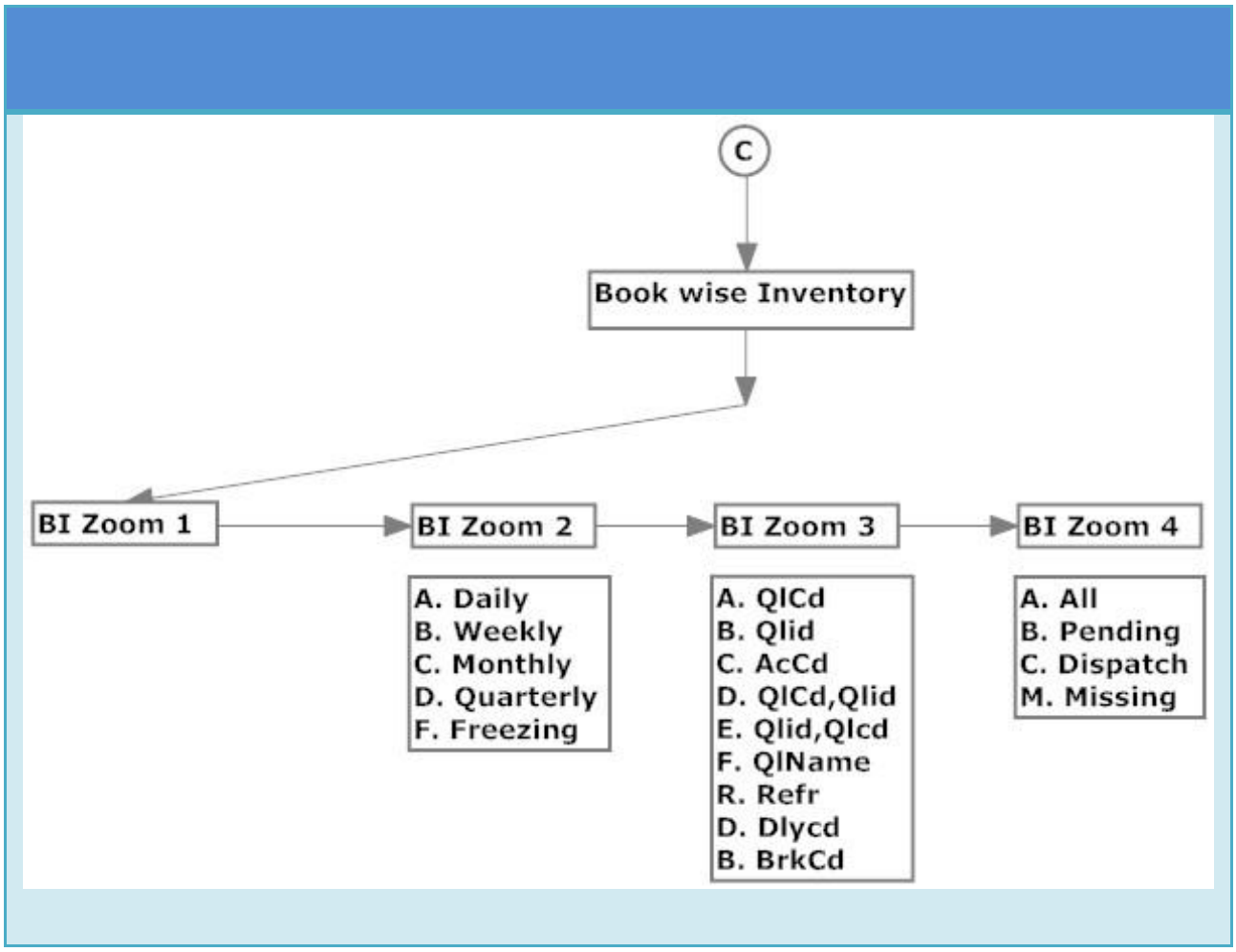
T. The End 29

A. MCSCA – Site Map




A
View
Books
Accounts
Delivery
Broker
Search
Email
SMS
Qly
General
Email
SMS
Qly
Qly
Qly
A. Daily
B. Weekly
C. Monthly
D. Quarterly
G. AtoJ Detail
Q. Item wise AtoJ
O. O/s
S. Rate Smry 2
Rate Smry 3


B
Inventory
iZoom 1
iZoom 2
iZoom 3
iZoom 4
A. Accounts
B. Bal # 0
All
Touched
UnTouched
UnUsed
F. Flow
Branch
G. Name
H. Main Group
I. Ql Group
J. Ql/R/Rs/I/Rs
K. Valuation
L. Recipe
M. Location
N. Change/Merge
O. Browse
P. Part/Quality
Q. Ql Detail
R. Report
S. Stock Taking
U. Offline Update
Z. Ageing
A. Daily
B. Weekly
C. Monthly
D. Quarterly
Z. Invoicewise
A. AcCd
B. DlyCd
C. BrkCd
D. ColRow
Z. Ref
F. CRChart
G. BkCd
Q. QlId
H. RefBy
A. Re/Is All
B. Receipt
C. Issue
D. Ticks All
E. Ticked
F. UnTicked
G. Orders qlcd, Dt, No
H. accd, Dt, No
I. accd, No
J. qlcd, No
K. >
L. <
M. =


C
Book wise Inventory
BI Zoom 1
BI Zoom 2
BI Zoom 3
BI Zoom 4
A. Daily
B. Weekly
C. Monthly
D. Quarterly
F. Freezing
A. QlCd
B. Qlid
C. AcCd
D. QlCd,Qlid
E. Qlid,Qlcd
F. QlName
R. Refr
D. Dlycd
B. BrkCd
A. All
B. Pending
C. Dispatch
M. Missing

B. Beginner's Guide	Screen	Keys
Login		
Create Company	**Main**	F6 Insert
	Zoom *	F6 Insert
Create Books [Cash, Bank, Sale, Purchase, Debit Note, Credit Note, Journal, Receipt, Issue]	**Main**	M Enter, B Enter, Insert
	Zoom *	Insert Insert
Sale / Purchase Bill Setting	**Main**	Insert [Go to Book] F2 Ctrl + D [Click on Extras]
Transactions [Cash, Bank, Sale, Purchase, Debit Note, Credit Note, Journal, Receipt, Issue]	**Main**	Insert [Select Book]
Create Accounts [AcCode, DlyCd, BrkCd, TrnCd, SupCd, MfrCd, ExtCd, DmyCd]	**Transaction Entry Screen**	Insert [In respective field]
Create Column-Row	**Transaction Entry Screen**	Insert [In CRCode field]
Create Items	**Transaction Entry Screen**	Insert [In ItemCd field]

C. Company	Screen	Keys
Create	**Main**	F6 Insert
	Zoom *	F6 Insert
Delete	**Zoom 1**	? / C Enter D Enter knowledgeispower
Edit CoCode	**Zoom 1**	? / C Enter R Enter
Backup	**Zoom 1**	? / C Enter B Enter
Restore	**Zoom 1**	? / C Enter S Enter
Copy	**Zoom 1**	? / C Enter C Enter
Change Co	**Zoom ***	F6 [Select Co] Enter
	Zoom 1	? / D Enter [Write CoCode, Year] Enter
Change Year	**Zoom ***	Ctrl + F6 [Select Co, Select year]
Go to Previous Year	**Zoom ***	Shift + < ,
Go to Next Year	**Zoom ***	Shift + > .
Copy Masters	**Zoom 1**	? / C Enter C ↓ Enter
Multi Co./Single Co	**Zoom 1**	? / M Enter
Multi Year	**Zoom 4**	? / M Enter
Import Co	**Zoom 1**	? / C Enter I Enter
Import Dos Co Data	**Zoom 1**	? / C Enter I ↓ Enter
Close Co	**Zoom 1**	? / C Enter O Enter
Open Co	**Zoom 1**	? / C Enter O Enter

D. Books	Screen	Keys
Create	**Main**	M Enter, B Enter, Insert
	Zoom *	Insert Insert
Edit	**Main**	M Enter, B Enter, F2
	Zoom *	Insert F2
	Zoom 2	F2
Delete	**Zoom ***	Insert * Delete Y
	Zoom 2	? / E Enter, Delete Y
Edit BkCode	**Zoom 2**	? / N Enter, [Write New BkCode/BkName and Save]

E. Accounts	Screen	Keys
Create	**Main**	M Enter A Enter Insert
	Zoom *	A - Z Insert
Edit	**Main**	M Enter A Enter F2
	Zoom *	A - Z F2
	Zoom 2	F2
Delete	**Zoom ***	A - Z Delete Y
	Zoom 2	? / E Enter Delete Y
Edit AcCode	**Zoom 2**	? / N Enter [Write New AcCode/AcName and Save]

F. Column-Row Codes	Screen	Keys
Create	**Main**	M Enter R [Select Book] Insert
	Zoom 3	? [Select Set CRChart] [Select Period] ? [Select Matrix Format / V Format] Ins
Edit	**Main**	M Enter R [Select Book] F2
		? [Select Set CRChart] [Select Period] ? [Select Matrix Format / V Format] F2
Merge	**Main**	M Enter R [Select Book] ? / M Enter
	Zoom 3	? [Select Set ColRow] [Select Period] F2
Delete	**Main**	M Enter R [Select Book] Delete

G. Item Master	Screen	Keys
Create	**Main**	M Enter Q Enter Insert
	Zoom 1	? / I Enter A - Z Insert
Edit	**iZoom 2**	F2
Delete	**iZoom 2**	? / [Select Unused] Delete Y
Change QlCode	**iZoom 2**	? / N

H. Transaction Entries	Screen	Keys
Cash	**Main**	T Enter, Enter, [Select CASH Book] Enter,
	Zoom *	Insert [Select CASH Book] Enter,
	Zoom 1	Click on C [Select CASH Book] Enter,
Bank	**Main**	T Enter, B Enter, [Select BANK Book] Enter,
	Zoom *	Insert [Select BANK Book] Enter,
	Zoom 1	Click on B [Select BANK Book] Enter,
Purchases	**Main**	T Enter, P Enter, [Select PRCH Book] Enter,
	Zoom *	Insert [Select PRCH Book] Enter,
	Zoom 1	Click on P [Select PRCH Book] Enter,
Sales	**Main**	T Enter, S Enter, [Select SALE Book] Enter,
	Zoom *	Insert [Select SALE Book] Enter,
	Zoom 1	Click on S [Select SALE Book] Enter,
Debit Note	**Main**	T Enter, D Enter, [Select DBNT Book] Enter,
	Zoom *	Insert [Select DBNT Book] Enter,
	Zoom 1	Click on D [Select DBNT Book] Enter,
Credit Note	**Main**	T Enter, C Enter,

		[Select CRNT Book] Enter
	Zoom *	Insert [Select CRNT Book] Enter
	Zoom 1	Click on C [Select CRNT Book] Enter
Journal	**Main**	T Enter J Enter [Select JVAC Book] Enter
	Zoom *	Insert [Select JVAC Book] Enter
	Zoom 1	Click on J [Select JVAC Book] Enter
Fees	**Main**	T Enter F Enter [Select FEES Book] Enter
	Zoom *	Insert [Select FEES Book] Enter
	Zoom 1	Click on F [Select FEES Book] Enter
Expenses	**Main**	T Enter E Enter [Select EXPS Book] Enter
	Zoom *	Insert [Select EXPS Book] Enter
	Zoom 1	Click on E [Select EXPS Book] Enter
Item Receipt	**Main**	T Enter R Enter [Select RECE Book] Enter
	Zoom *	Insert [Select RECE Book] Enter
	Zoom 1	Click on R [Select RECE Book] Enter
Item Issues	**Main**	T Enter I Enter [Select ISSU Book] Enter
	Zoom *	Insert [Select ISSU Book] Enter
	Zoom 1	Click on I [Select ISSU Book] Enter
All the Books that are used will be listed. To list unused Books also, *		

I. Utilities	Screen	Keys
Transfer Opening Balance	**Main**	? / T Enter
	Zoom 1	Shift + Tab
Offline Update	**Zoom 1**	? / O
Area	**Zoom 1**	? / U Enter A Enter
Banks	**Zoom 1**	? / U Enter B Enter
Budget Limit	**Zoom 1**	? / U Enter B ↓ Enter
Follow up	**Zoom 1**	? / U Enter F Enter
Monitor	**Zoom 1**	? / U Enter M Enter
Users	**Zoom 1**	? / U Enter U Enter
Vehicle Details	**Zoom 1**	? / U Enter V Enter
General Master	**Zoom 1**	? / U Enter Z Enter
Change Party Master Label	**Zoom 1**	? / U Enter L Enter

J. Browse	Screen	Keys
Transaction	**Zoom 1**	 [Select TRAN A]
	Zoom 1	[Select .. in Income C group or Expenditure D group] [Select TRAN A]
Party Master	**Zoom 1**	 [Select Party Master]
	Zoom 1	[Select .. in Income C group or Expenditure D group] [Select Party Master]

K. Features	Screen	Keys
View Accounts with Cl Balance # 0	**Zoom 2**	? / A Enter [Bal # 0]
View All Accounts	**Zoom 2**	? / B Enter [All]
View Accounts with Op Balance # 0 and (Receipts # 0 or Issues # 0)	**Zoom 2**	? / C Enter [Touched]
View Accounts with Op Balance # 0 and Receipts = 0 and Issues = 0	**Zoom 2**	? / D Enter [UnTouched]
View Accounts with Op Balance = 0 and Receipts = 0 and Issues = 0	**Zoom 2**	? / E Enter [UnUsed]
Interest	**Zoom 2 For Group [AC, AD]**	? / P Enter
Trial Balance	**Zoom 2**	? / Q Enter
Bank Reconciliation	**Zoom 4**	? / R Enter [Write Balance as per Bank] Enter [For Printing Bank Reconciliation Statement] ? / P Enter
Ticking / Un-ticking Transaction Entries	**Zoom 4**	+ / -
Ticking / Un-ticking Party Master	**Zoom 2**	+ / -

View Full Details of an Entry	**Zoom 4**	? / V Enter
Passing Entry for Cheque Return	**Zoom 4**	[Select entry of cheque deposited] C Enter [Write Cheque Date, Bank Charges] Enter
Comparing Previous Years Figures of a Book or an Account	**Zoom 3**	? / P Enter
Filtering Amounts	**Zoom 4**	? / G Enter [Greater than] [Select >] [Less than] [Select <] [Equal to] [Select =] [Not Equal to] [Select <>]
Filtering Debit / Credit Entries	**Zoom 4**	? / D [All Entries – Select All] [Debit Enries – Select Debit] [Credit Entries – Select Credit]
Filtering Ticked / Un-ticked Entries	**Zoom 4**	? / T [All Entries – Select All] [Ticked Enries – Select Ticked] [UnTicked Entries – Select UnTicked]
View Entries in Selected Order	**Zoom 4**	? / B [Select bkcd,Dt,No] [Select accd,Dt,No] [Select accd,No] [Select bkcd,No]
Finding missing VNos. in SALES	**Zoom 4**	? / G [Select Missing VoNo]
Periodic Flow of a Book or an Account	**Zoom 3**	[Daily] ? / A Enter [Weekly] ? / B Enter [Monthly] ? / C Enter

		[Quarterly] ? / D Enter,
Periodic Summary of Additions / Deductions In SALE / PURCHASE Bills [A to J Details]	**Zoom 3**	? / G Enter, Enter,
General Flow of a Book or an Account	**Zoom 3**	? / S Enter, [Account wise] [Select AcCd] [Delivery wise] [Select DlyCd] [Broker wise] [Select BrkCd] [ColRow wise] [Select ColRow] [Reference wise] [Select Refr] [CRChart wise] [Select CRChart] [A/c Group wise] [Select AccGrp] [Group wise] [Select GrpCD] [Area wise] [Select ArCd] [CostCentre wise] [Select CC]
Sundry Debtors (Sales) / Creditors (Purchases) Bill wise O/s [Bill Amount, Recd/Paid, Balance]	**Zoom 2 For Groups [AEA, BCB, CA, DB]**	→ →
Ratio Analysis	**Zoom 1**	? / R ↓ Enter,
While viewing Book or Account	**Zoom 4**	[Go to Previous Month] < , [Go to Next Month] > . [Go to Previous Account] Ctrl + Page Up OR Click ⇧ [Go to Next Account] Ctrl + Page Down OR Click ⇩
View Zoom 1 with Opening Balance, Closing Balance (Default) or As on given date balance	**Zoom 1**	? / F Enter, [As on Date] A Enter, [Closing Balance] C Enter,

		[Opening Balance]  
Monthly Flow of Accounts	**Zoom 2**	[Go to ..] 
View Allocated Net Profit / Loss	**Zoom 1**	[Select Net Profit / Loss] For Allocating to Capital Account 
For Closing the Books of Accounts	**Zoom 1**	[Select Net Profit / Loss] 
T Format Zoom P&L or Balance Sheet	**Zoom 1**	
Cheque No Sorting	**Zoom 4**	Click on ChNo
Uploading Image of Particular Entry	**Zoom 4**	Click on username
Display Book Code	**Zoom 4**	Click on BkCd / AcCd

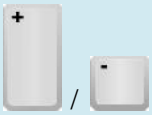
L. General Keys / Shortcuts	Screen	Keys
Add Entry / Append	-	Insert
Edit	-	F2
Delete	-	Delete
Select	-	Enter
Menu	**Zoom ***	? / OR Click on ?
For coming back to Zoom 1	**Zoom 2** **Zoom 3** **Zoom 4**	Ctrl + ← OR Click on *
From Book to Account or From Account to Book	**Zoom 4**	{ [
Repeat Entry	**Zoom 4**	F9
Date	-	+ Next Date - Previous Date F Same Date Previous Month S Same Date Next Month T Today

VNo	**-**	+ Next Voucher No - Previous Voucher No
Self Help in Transaction	**-**	| From Same Account | | From Same Book | | | From Any Book
Self Help in Masters	**-**	|
Currency Counting	**Zoom ***	F4
Telephone Directory	**Zoom ***	F7
Special Screen	**Main**	S Enter
	Zoom 1	F8
Calculator	**Zoom ***	F12
Hide / Show Balance Sheet and P&L Figures temporarily	**Zoom 1**	? / - _
Go to EFGH Groups	**Zoom 1**	? / + =

M. View	Screen	Keys
View	**Zoom 1**	
Books	**-**	[Click on Books (Default)] [Select Book]
Accounts	**-**	[Click on Accounts] [Select Account]
Delivery	**-**	[Click on Delivery] [Select Delivery]
Broker	**-**	[Click on Broker] [Select Broker]

N. Inventory	Screen	Keys
Inventory Zoom	**Main**	Z Enter I Enter
	Zoom 1	? I Enter
View Items with Cl Balance # 0	**iZoom 1**	? B Enter
View All Items	**iZoom 1**	? C Enter [Select All]
View Items with Op Balance # 0 and (Receipts # 0 or Issues # 0)	**iZoom 1**	? D Enter [Select Touched]
View Items with Op Balance # 0 and Receipts = 0 and Issues = 0	**iZoom 1**	? E Enter [Select Untouched]
View Items with Op Balance = 0 and Receipts = 0 and Issues = 0	**iZoom 1**	? F Enter [Select Unused]
View Items Flow [Opening PRCH RECE SALE ISSU Closing]	**iZoom 1**	? F ↓ Enter [Select Flow]
Branch	**iZoom 1**	? F ↓ ↓ Enter
**** Ql / Main Group**	**iZoom 1**	? H Enter
Ql/R/Rs/I/Rs	**iZoom 1**	? J Enter
Stock Valuation	**iZoom 1**	? K Enter
Recipe	**iZoom 1**	? L Enter

Location	**iZoom 1**	? / M Enter
Party / Quality	**iZoom 1**	? / P Enter
Ql Detail	**iZoom 1**	? / Q Enter
Stock Taking	**iZoom 1**	? / S Enter
Offline Update	**iZoom 1**	? / U Enter
Ageing	**iZoom 1**	? / Z Enter

O. Book Inventory	Screen	Keys
Qty 1 [Default] **Qty 2** **Qty 3** **Qty 4** **Base Value** **Amount**	**BI Zoom 2** **BI Zoom 3** **BI Zoom 4**	Toggle through 
Periodic Quantity Flow of a Book	**BI Zoom 2**	[Daily]  [Weekly]  [Monthly]  [Quarterly] 
Freezing	**BI Zoom 2**	
Change / Merge QlCode Particular Book only	**BI Zoom 3**	
Sorting	**BI Zoom 3**	 [QlCode wise]  [Qlid wise]  [AcCode wise]  [QlCode,Qlid wise]  [Qlid,QlCode wise]  [QlName wise]  [Refr wise]  [DlyCode wise]  [BrkCode wise] 

P. Printing	Screen	Keys
Sales Invoice	**Main**	T Enter, S Enter, Page Up [Select Sale Book] [Select Invoice]
	Zoom *	Insert [Select Sale Book] [Select Invoice] Page Up
	Zoom 4	? / P Enter,
Sales Challan	**Main**	T Enter, S Enter, Page Up [Select Sale Book] [Select Challan]
	Zoom *	Insert Page Up [Select Sale Book] [Select Challan]
	Zoom 4	? / P Enter,
Cheque	**Main**	T Enter, B Enter, Page Up [Select Bank Book] [Select Payment]
	Zoom *	Insert Page Up [Select Bank Book] [Select Payment]
	Zoom 4	? / P Enter,
Receipt	**Main**	T Enter, B Enter, Page Up [Select Bank Book] [Select Receipt]
	Zoom *	Insert Page Up [Select Bank Book] [Select Receipt]
	Zoom 4	? / P Enter,
Entry Details	**Zoom 4**	? / V Enter,

Q. Reports	Screen	Keys
Reports	**Main**	R Enter, Enter,
	Zoom *	| \
	Zoom 1	? / R Enter,
Printing Sales Invoice	**Zoom ***	Insert [Select Book] [Select Invoice] Page Up
Printing Sales Challan	**Zoom ***	Insert [Select Book] [Select Challan] Page Up

R. Accounting Principles	
Real Accounts	Debit what Comes in Credit what Goes out
Personal Accounts	Debit the Receiver Credit the Giver
Nominal Accounts	Debit Losses and Expenses Credit Profits and Gains

S. Abbreviations	Length	
Dr		Debit
Cr		Credit
B/f		Brought Forward
C/f		Carried Forward
Qty		Quantity
VNo	12 C	Voucher Number
ChqDt		Cheque Date
ChqNo	12 C	Cheque Number
ChlDt		Challan Date
ChlNo	12 C	Challan Number
OrDt		Order Date
OrNo		Order Number
OrRef		Order Reference
Ref	16 C	Reference
Sr		Serial Number
Pryr Bal		Previous Year Balance
Op Bal		Opening Balance
Cl Bal		Closing Balance
GBUS	6 C	General Business
CoCode	6 C	Company Code
CoYr	4 N	Company Year
BkCode	6 C	Book Code
AcCode	6 C	Account Code
BrkCode	6 C	Broker Code
DlyCode	6 C	Delivery Code
TrnCode	6 C	Transporter Code

SupCode	6 C	Supplier Code
MfrCode	6 C	Manufacturer Code
ExtCode	6 C	Extra Code
DmyCode	6 C	Dummy Code
ColRowCd / CRCode / C/R	4 C	Column Row Code
ColAccd	6 C	Column Account Code
RowAccd	6 C	Row Account Code
GrpCode	6 C	Group Code
AcGrpCode	6 C	Account Group Code
AreaCode	10 C	Area Code
DeptCode	6 C	Department Code
AgntCode	6 C	Agent Code
QlCode	13 C	Quality Code
QlId	18 C	Quality Id
Main Grp	13 C	Main Code
Ql Grp	13 C	Quality Group
HSN Code	12 C	Harmonized System Number Code
FgCode	13 C	Finish Goods Code
PrdCode	13 C	Production Code
Ql Type	30 C	Quality Type
CodeS	13 C	Secret Code
Desc	60 C	Description
LDesc		Long Description
Op Rate		Opening Rate
MinLvl		Minimum Level
MaxLvl		Maximum Level
OrLvl		Order Level
OrQty		Order Quantity

T. The End	Screen	Keys
Logout	**Main**	X
	Zoom 1	? / X Enter