

## Accounting Help Module

### ➤ Goto Master > Account Group Master

- Click on **Add** Option.
- In **Account Group Type**, user has to selection from any of the below mention types.

Account Group Type	Effect in
Asset	Balance Sheet
Liability	Balance Sheet
Income (Trading)	Trading A/c
Expense (Trading)	Trading A/c
Income (P & L)	Profit & Loss A/c.
Expense (P & L)	Profit & Loss A/c.

User need to compulsory select from above type. User can not define their own types.

- In **Account Group Name** box, type name of Account Group. Some Fixed Account Groups are Already Provided.
- Click on **Save** to make Account Group Master Entry. "Saved" message will display.

### ➤ Goto Master > Account Master

Here user will create all account from last year balance sheet other than Equity Stock and Mutual Fund Stock entries, specifies its opening balance and controlling Account group.

Step by Step Process is as explain below.

- Click on **Add** Option.
- In **Name** box, type name of Account ( For.Exp. if user want to creating Bank A/c. then in name box Type ***XYZ Bank Saving A/c. 123456*** )
- In **Group Name** box a Select group name. ( As per example select group ***Bank*** )
- If New Account has any opening balance then user can enter in **Credit** ( if selected Account Group is under PrimaryType ***Liability*** ) Or **Debit** Box ( if selected Account Group is under PrimaryType ***Asset*** ).
- Click on **Save** to make Account Master Entry. "Saved" message will display.

Examples for Different type of account can created in account master are as explained under.

Account Name	Account Group
Xyz Bank Saving A/c. 123456	Bank
Cash In Hand	Cash
Dividend Income (Share)	Dividend Income
ABC Share & Securites Pvt Ltd	Broker Account
Xyz Bank Saving A/c. Interest	Interest Income
Xyz Bank Fixed Deposit A/c.	Fixed Deposit

- Also note that PersonName with Capital Account Group is already opened automatically. User need to find it, Edit and give opening balance in Credit Box then click on Save.
- Also check AccountMaster > Print. At bottom of report there should not be any difference. Otherwise check entries and balance & correct it.

## ➤ **Goto Transaction > Quick Entry**

Step by Step Process is as explain below.

- Click on **Quick Entry** in menu will show following screen.
- Select from list. Available Voucher Entry Option are Bank Receive / Bank Payment / Cash Received/ Cash Payment / Journal Voucher.
- Depending upon selection of Voucher Entry Option list of Account will be displayed. Account List will display with Bank A/c. if Bank receive/Bank Payment Selection. Account List will display Cash A/c. If Cash Received/Cash Payment will be displayed. Account List will display all accounts if journal Voucher is selected.

Depending upon selection of account, all previous entries of selected accounts will be shown in list.

Now user can do new voucher entry, edit the existing displayed entry and can even delete a voucher entry from the list as shown above. All this three types of function are as explain below.

- **New Entry :**  
To add new entry user has to apply all required detail, after user press enter in description box a message appear which ask for saving the new voucher entry. Upon selection of Yes new entry will be added in the above displayed list and new entry process will be started from date field.
- **Edit Entry :**  
If user wants to edit any entry, which was displayed in the list, then user has to press & hold Shift key and then press enter by which all information will be displayed in respective boxes to can be edited and modified. Then as explain in above new entry process when user press enter key in description box a message appear which ask for saving the voucher entry. Upon selection of Yes entry will be modified & displayed in the list
- **Delete Entry :**  
If user wants to delete any entry, which was displayed in the list, then user has to press & hold Shift key and then press Delete Key then a message appear which ask for deleting the voucher entry. Upon selection of Yes entry will be deleted and also removed from the list

## ➤ **Goto > Account Report for all kind of reports listed below.**

- **Account Report :** User can view Balance Sheet, Profit/Loss, Trading Account, Trial Balance & Statement of income. During Report view user can click on any account name and it's detail will be displayed in Ledger Quick View format.
- **General Ledger :** This report is mostly suitable for ledger Printout. User can view total 3 Types of reports General Ledger, General Ledger With Detail, A/c. Confirmation Letter.
- **Ledger Quick View :** This report is mostly suitable for viewing, Exporting to Excel and checking of ledger like broker statement, bank statements etc. User can open, edit and delete any vouchers as well as make new entries too.
- **Books :** Day Book is very helpful to find day wise mismatch entries. User can view and take printout of Purchase, Sale, Bank, Cash & Journal Book.

## ➤ **Group Wise Report**

To view all person combined stock , Profit/Loss and Accounting Reports follow below mention steps.

- Select Group Wise Report from Person Selection Menu
- A new screen will be open. Select Financial Year.
- Select from Equity, Mutual Fund, Future & Option, Account.
- Click on Report Process. All person details of selected Financial year will be merged and user can view below mention reports.
  - For Equity Profit/Loss :
    - Combined : Share Profit / Loss Summery
    - Combined : Company Wise - Share Profit / Loss Summery
    - Combined : Bhavcopy Wise Position for non booked provisional profit/loss details
  - For Equity Stock
    - Combined : Company Wise Holding Summery - All Person
    - Combined : Company Wise Holding Summery - Person Wise
    - Combined : Company Wise
  - For Account
    - Account Reports - Page wise
  - For Mutual Fund Profit/Loss
    - Combined : Mutual Fund Profit / Loss Summery
    - Combined : Scheme Wise - Mutual Fund Profit / Loss Summery
    - Combined : NAV Wise Position
  - For Mutual Fund Stock
    - Combined : Fund Wise - Scheme Wise
    - Combined : Scheme Wise Holding Summery
  - For Future & Option Profit/Loss
    - Combined : Future Profit / Loss Summery
    - Combined : Option Profit / Loss Summery
  - For Future & Option Open Position
    - Combined : Future Pending Lot
    - Combined : Option Premium Position