

Introduction

Origin

With Business Organizations and offices finding it difficult to find an easy solution for their daily billing, accounting and inventory issues, we decided to develop software that will be very easy to learn within a few minutes, even if he or she is not an expert computer user. With a dedicated team we decided to blend our expertise to build an easy software to compete in today's market. The Beta version of the product was released in 2004 and the software was launched in January 2005 calling it **Inventory Biz**.

About Inventory Biz

Inventory Biz is a new generation user-friendly inventory and accounting software, which can be used and installed without any prior knowledge. It comes in a **multi user version** at a very cost effective price, targeting all kinds of businesses. e.g. Computer dealers, Electrical shops, Supermarket, Textile shops, Showrooms, Hardware Shops, Stationary shops, General Trading, etc. With its easy report generation and information friendly menus it will help you to boost your business.

With its good success rate in the market and users rating it as a user friendly and better product than other leading software's available in the market, we decided to have different versions of the same to target different levels of business. We introduced the Inventory Biz Gold Enterprise Edition in March 2006 and also introduced an OEM pack, Single user version called Inventory Biz E-series for small segment business was released in July 2006. The Customers have welcomed this software for its easy to use interface, and also for its easy Customisation of Invoices included in later editions, and now it has become one of the best software in its category. It's been tested in windows Latest versions. With every upgrade version we provide more features as per suggestions from our clients and market survey done by us.

Free Unlimited Version updates is available in our website www.inventorybiz.com and for support send your request via mail or through our website us via email in the following id

support@dcsinfoway.com or support@inventorybiz.com

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Chapter I

This chapter describes about contents of the cd, basic requirements and installation. This includes the steps of automated and manual installation of the software.

CD Contents

The CD will have Setup file to install Inventory Biz, for higher versions SQL EXPRESS (Free ware) will be included. It will also have free ware utilities like PDF Creator, Acrobat Reader, .net frame work, windows installer 3.1, etc. (Utilities and freeware will be as per licence agreements for the respective brands or manufacturer).

Note:- CD pack with book will contain all the softwares of DCS Infoway.

Hardware Requirements

For Server based installations with client systems a Branded Server is recommended with Operating System windows Server, Windows 7 or higher versions.

Recommended CPU Speed 2 GHz or above, Ram 4 GB or Higher.

Standalone or networked machines (Single Server or Client Systems)

Recommended CPU Speed 2 GHz or above, Ram 2 GB or Higher.

Operating System Windows XP Service Pack 3 or Higher

Note: the software will install in a 512 MB RAM system also.

Installing Inventory Biz

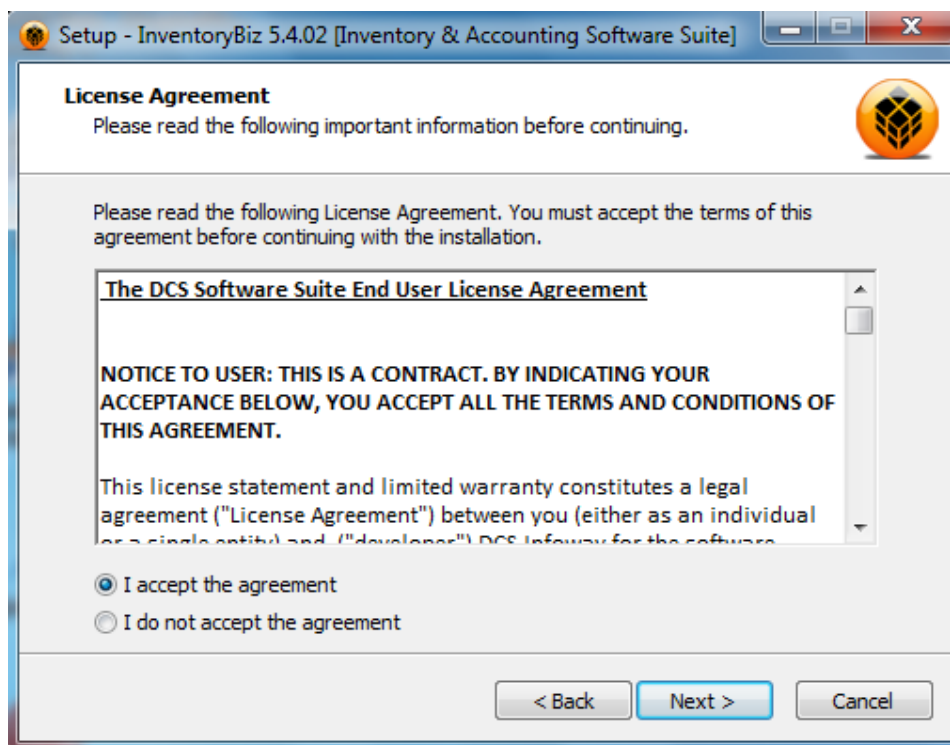
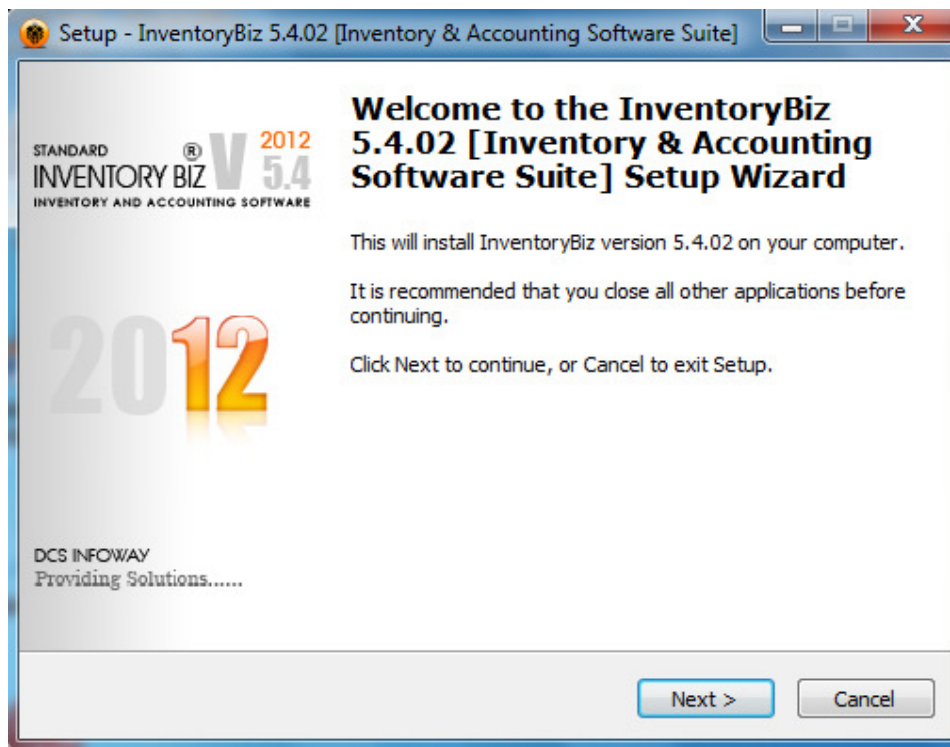


Software installation (Soft Biz Menu, Fig - 1) will start automatically on inserting the CD. In case the menu does not show automatically, please browse the CD and click on SoftBiz icon. For detailed installation instructions, please click on Readme Button from the Soft Biz installation menu

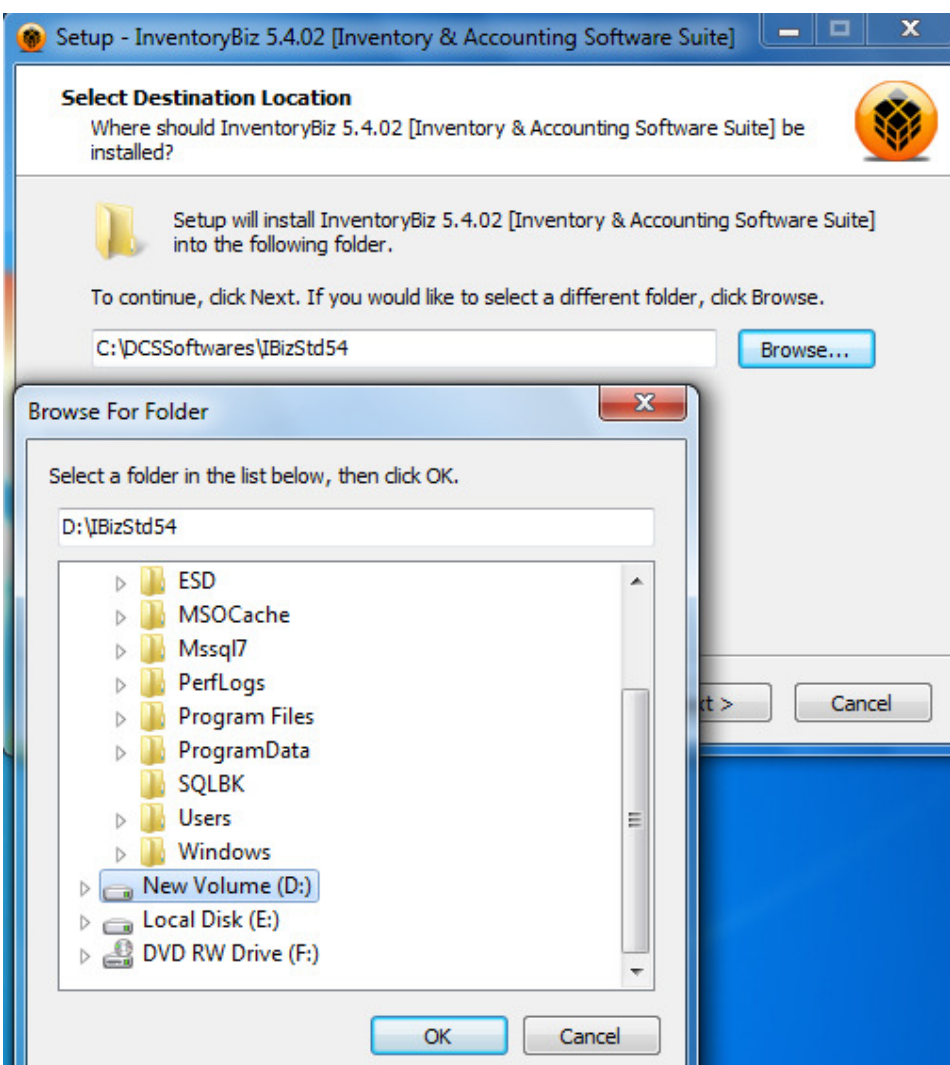
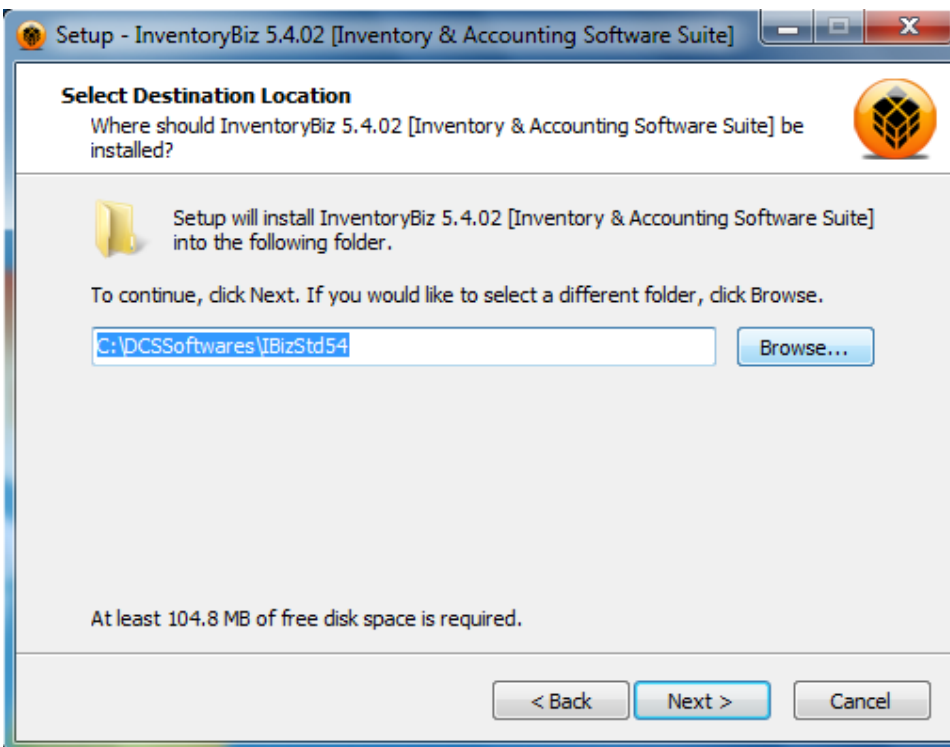
(Fig. 1 - Soft Biz Menu)

1.3.1 Automated software and SQL Installation

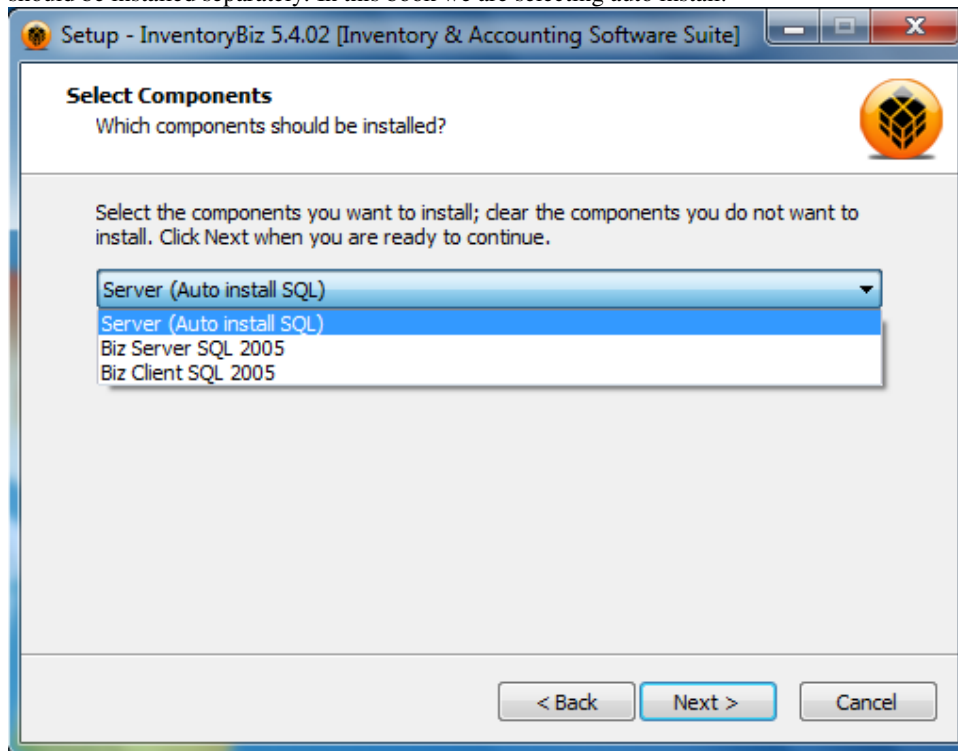
Click Inventory Biz icon from the soft biz installation menu. Now welcome screen appears. Click Next. Now appears the license agreement window. Select I accept the agreement and click Next.



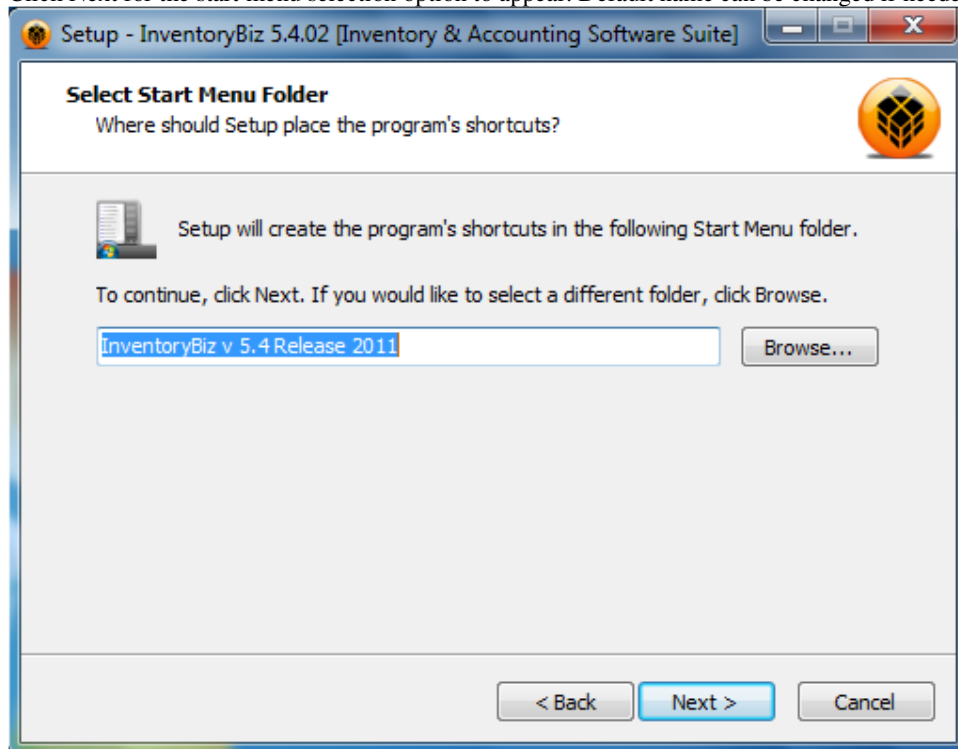
Now appears the menu for selecting the destination folder. The default path shown will be program files. You can change the path if required. Even though destination folder is changed, some essential files and database will be installed in C drive. So C drive must contain at least 1 GB of free space for database and other components



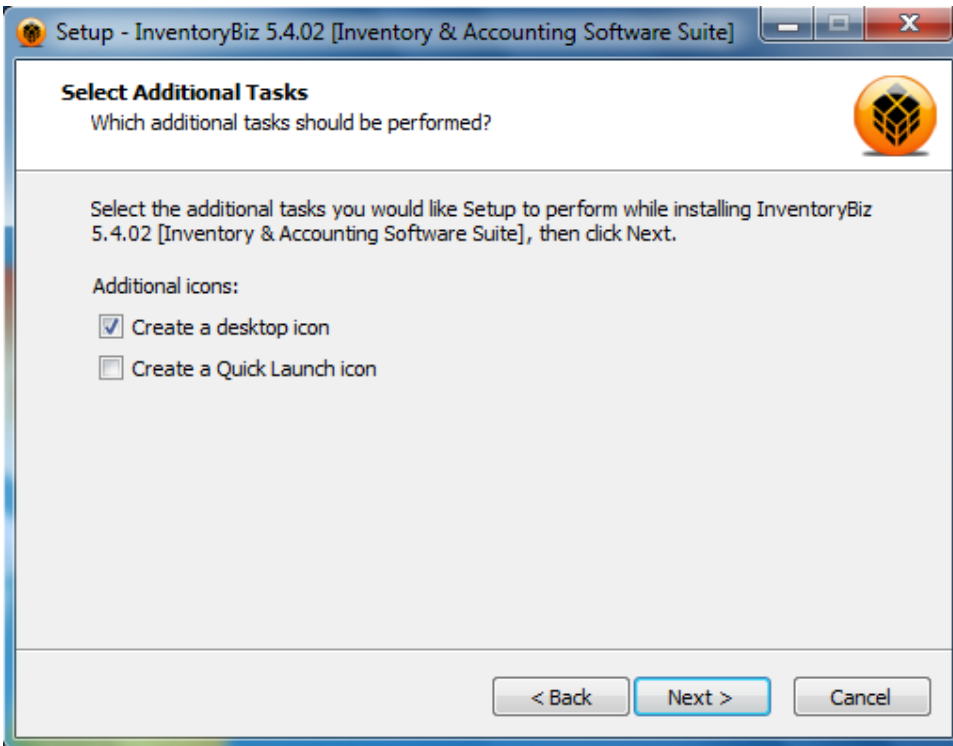
Click Next for the select components window to appear. Here you can select Server (Auto Install SQL) or Biz Server SQL 2005 or Biz Client SQL 2005. If Auto install is not chosen, SQL won't install automatically. SQL should be installed separately. In this book we are selecting auto install.



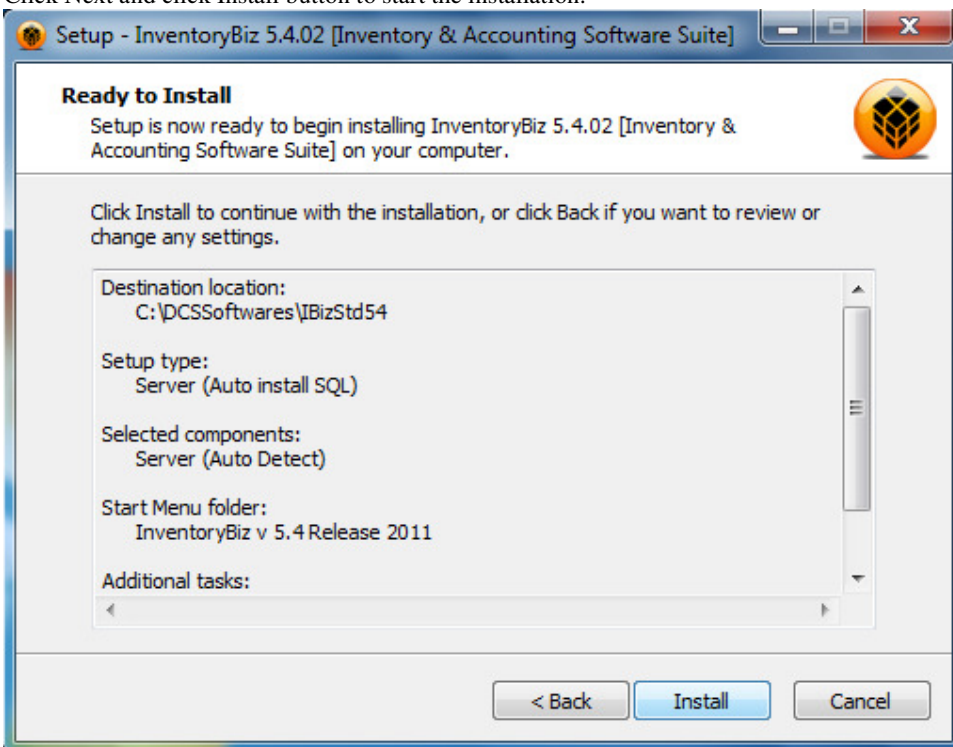
Click Next for the start menu selection option to appear. Default name can be changed if needed.

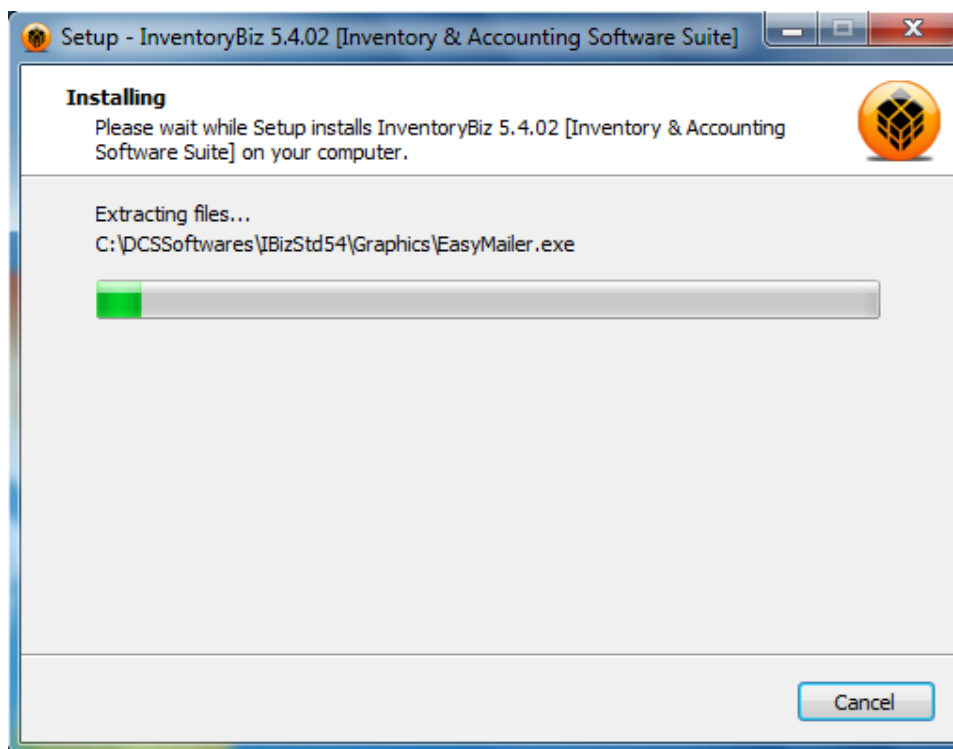


Click Next. There are options which allows you to select which shortcuts are to be installed.

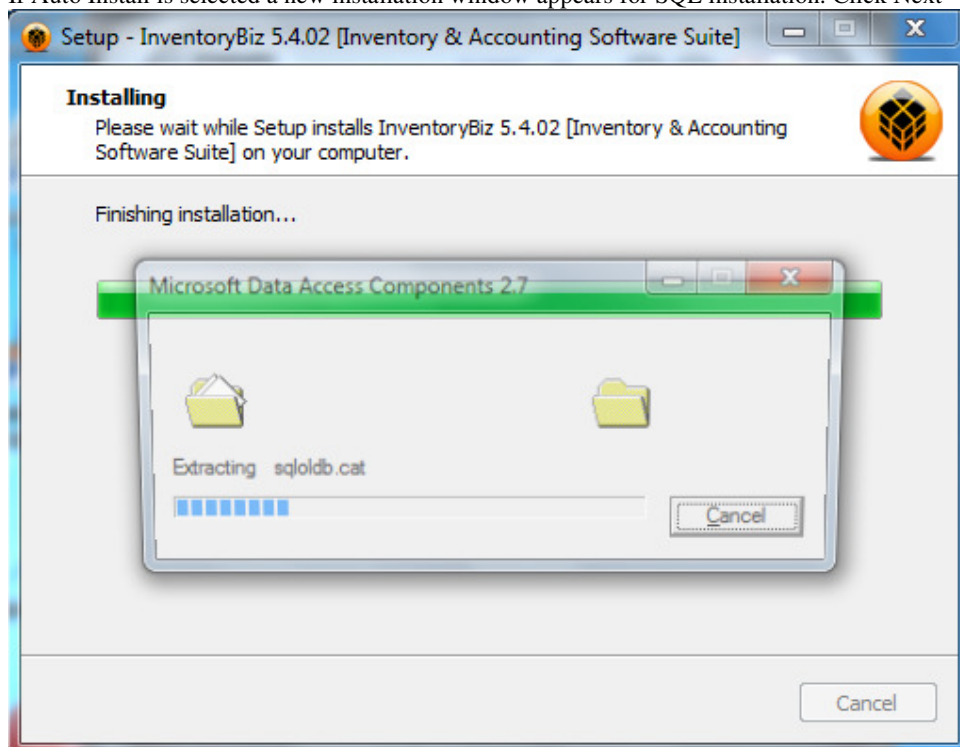


Click Next and click Install button to start the installation.



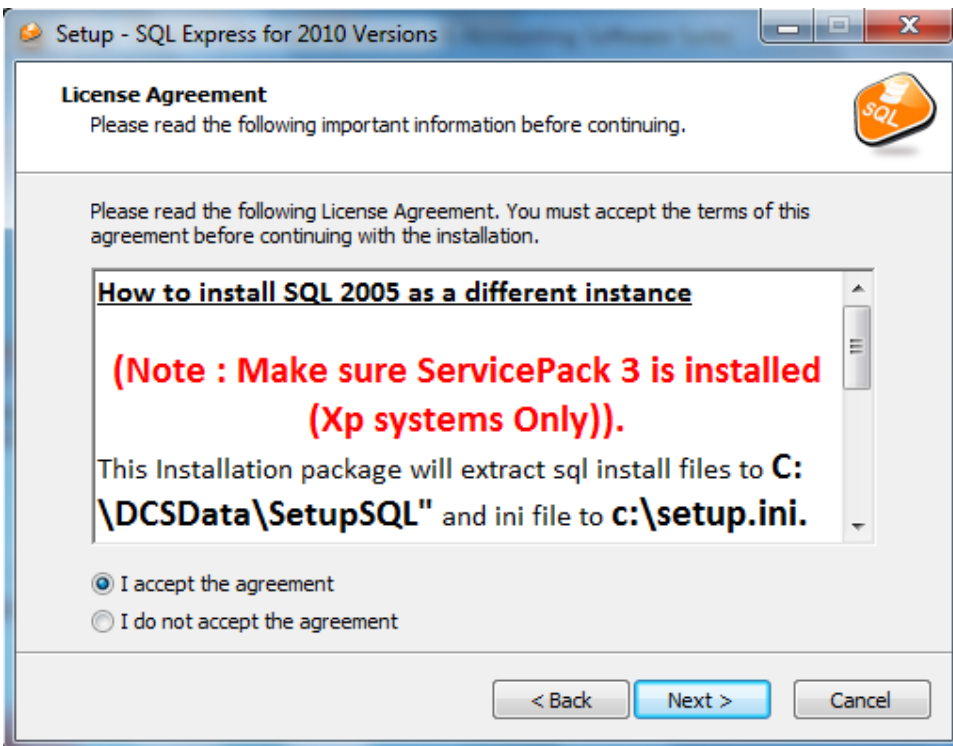


If Auto Install is selected a new installation window appears for SQL installation. Click Next

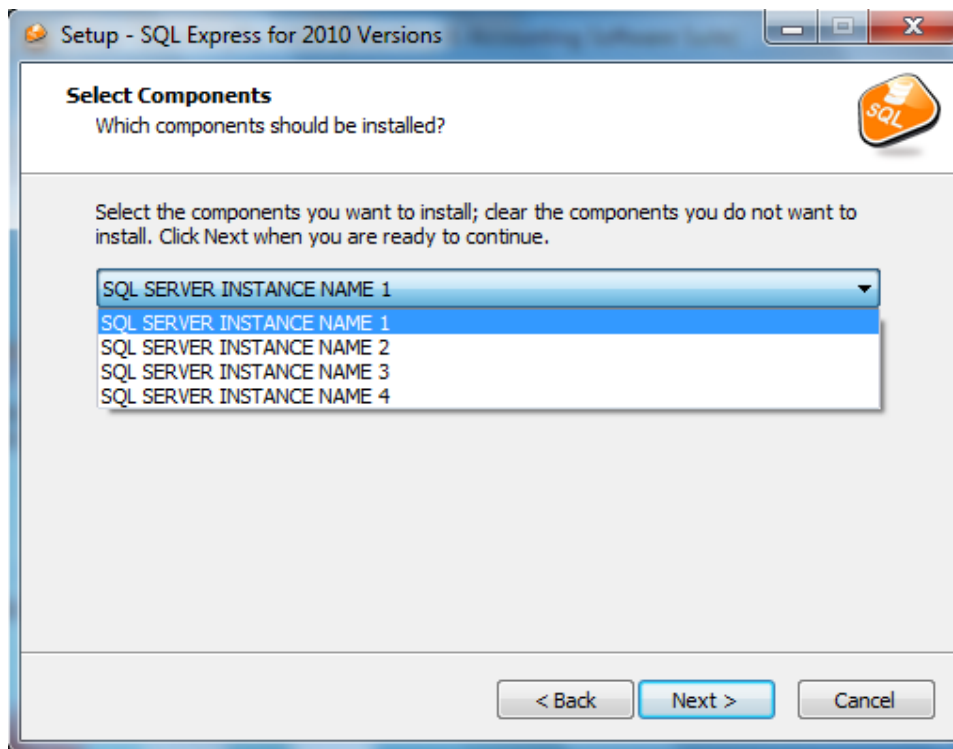




Select I accept the agreement. Click Next.

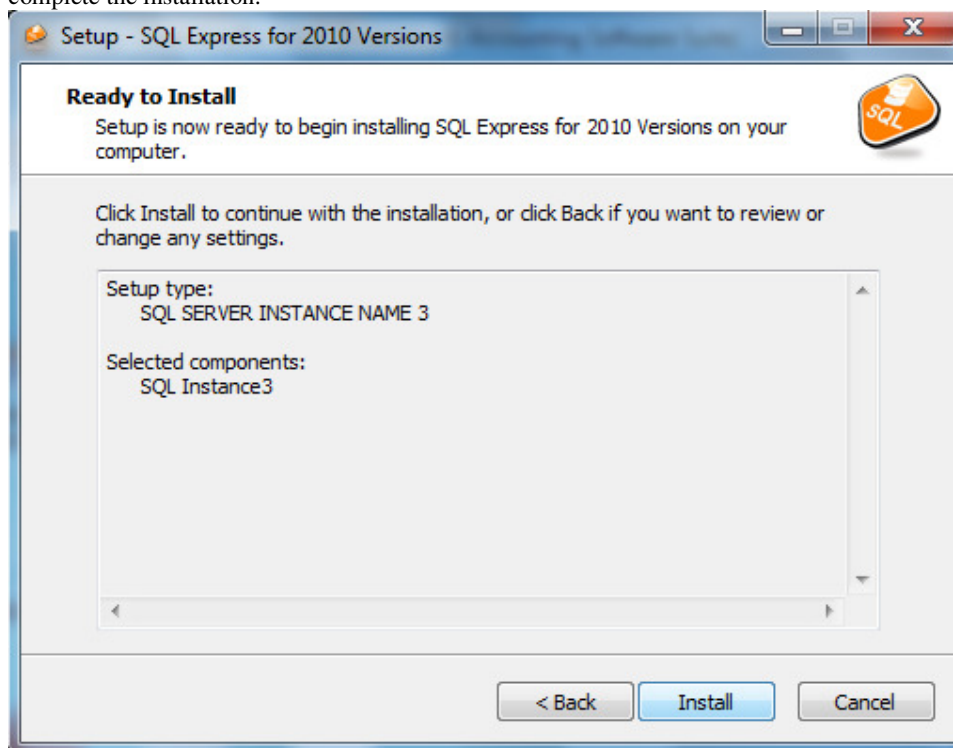


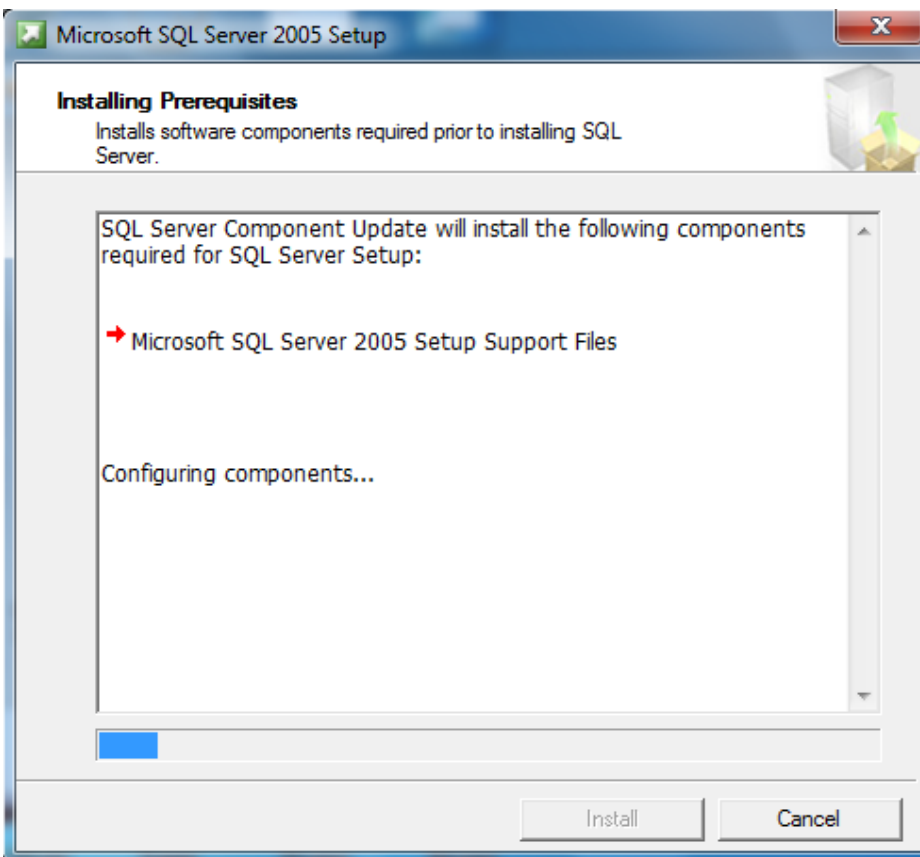
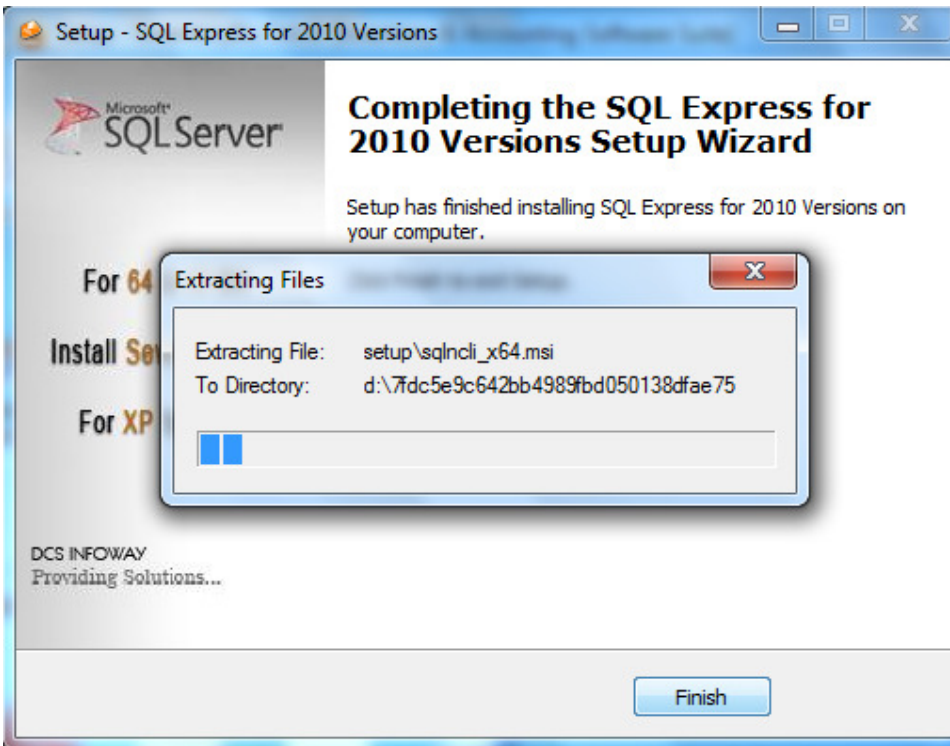
Select the server instance and click Next. By default there are 4 SQL instances. A new instance can be installed manually. The procedure for manual installation is explained in next section

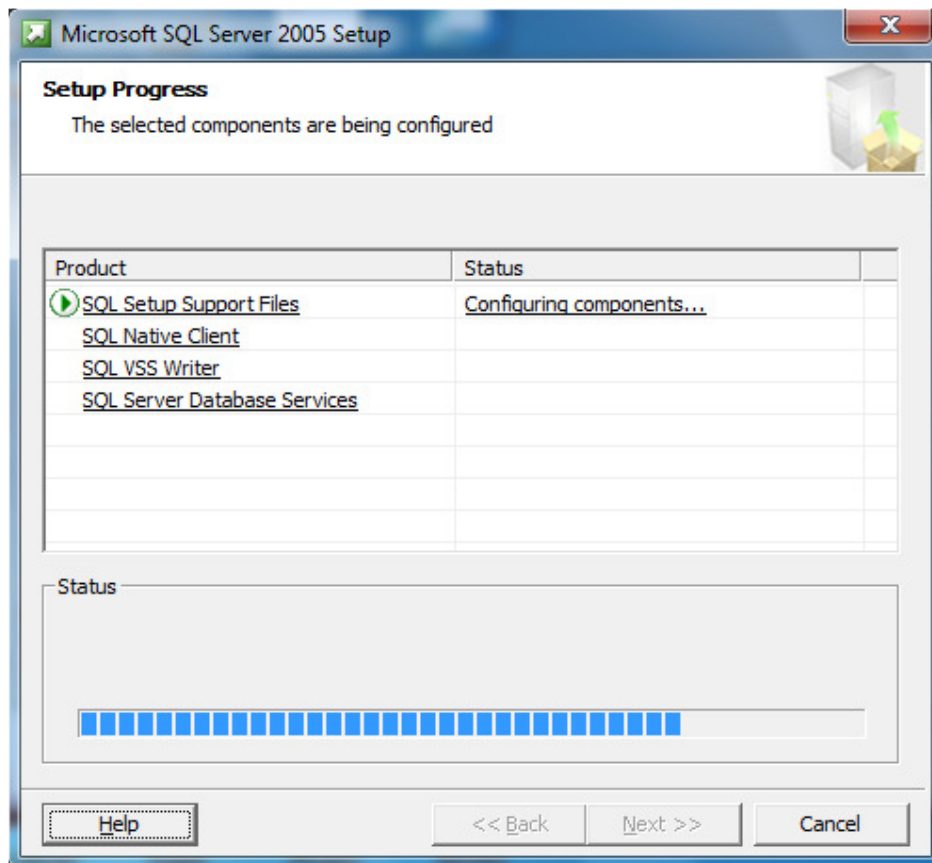


Click Install to start the installation

You might have to wait for some time for the installation to complete and once it is completed click Finish to complete the installation.

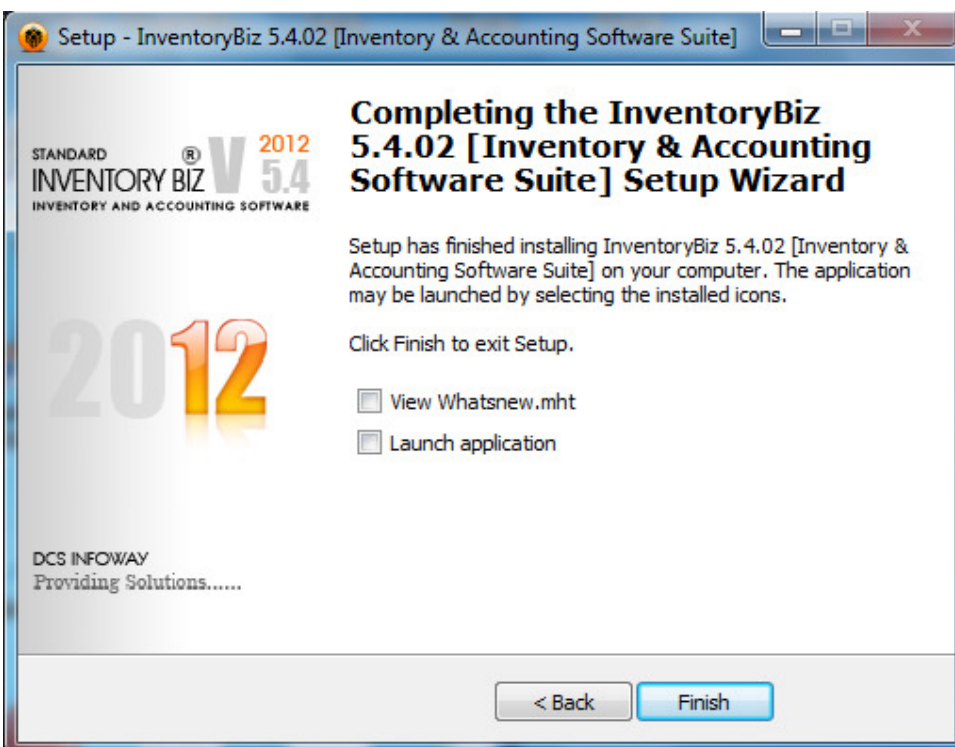
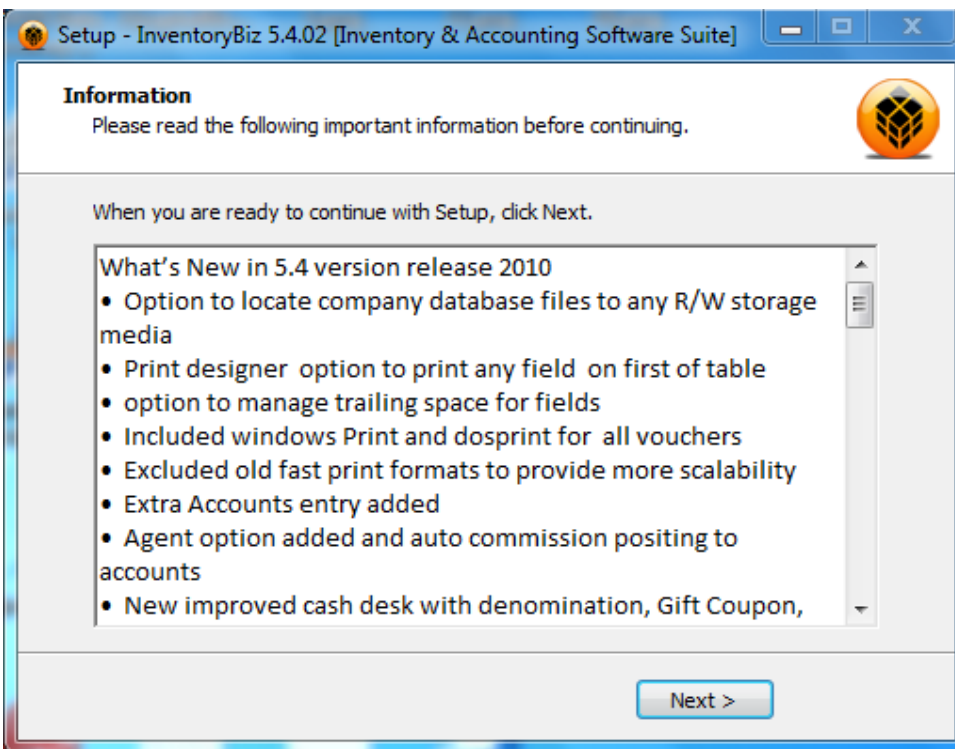






After SQL installation is completed the final step of inventory biz installation window would appear. Click Next.





In the above step if Launch Application is selected software will open automatically when u click the Finish button. If what's new is selected a page opens with the key features of the new version installed.

1.3.2 Manual sql installation (ForAdvancedUsers)

Before installing the new instance of SQL we need the advanced installation setup SQLEXP32.EXE.

Follow the below steps for installing SQL

Click on SQL Express 2005 Database from the Soft biz Installer Menu. The setup file opens for SQL installation. From the welcome screen click next.

Accept the agreement and hit next. Here you will be asked to select the component to install. If its a 32 bit system select SQL 32 bit else select SQL 64 bit and click next.

In this window click install. Before completing the installation process or before selecting any option of any other messages or windows shown, open C:\DCSDData\SetupSQL folder and copy SQLEXP32.EXE file to any other location.

Now cancel the setup that is already running.

Now we are going to install a new instance of SQL

Open the SQLEXP32.EXE. Accept the agreement and click next. Again click next. Microsoft SQL Server Installation Wizard appears. Click next.

Now there will be a system configuration check. If it is successful without any errors, click next.

Registration information will be asked in this step. Change the name if necessary or leave it unchanged.

Uncheck the 'hide advanced configuration' option which you may find towards the bottom. Click next.

Feature selection window appears. In this section click on the dropdown option of the tree appeared to select the features. On the drop down of each option select 'Entire feature will be installed on local hard drive' and click next.

The step to change the instance name appears. Select Named instance and type the name of the instance needed (For e.g. IBIZ2005A) and click next. Again click next.

This step is to configure the service account. For standalone machine or non domain network select Use the built-in System account and Select Network service. If it is a domain based network select Use a domain user account and provide the username, password and domain details. Click next

This is the authentication mode. Select Mixed mode. Enter password as CHANGEME007\$. Enter the same in Confirm password and click next. Continue clicking next for the next three windows. Now click install to start the installation. On next step if all installation is successful click next and then finish. Now you will have a new SQL instance installed on your machine.

Note: - For windows older than win 7 Windows Installer and dot Net framework should be installed before installing MS SQL Express.

Server- Is the system or Computer where the main data is Stored, Installed and to where the Client Systems are connected.

Client System -from where the server is accessed via network.

Select Server or Auto detect for standalone systems.

For Older Versions Manual Installation should be done

(Versions below 5.4)

Chapter II

2. (1) Getting Started with 6 Easy Steps

2.1.1 Getting Started



(Fig. 2 - Inventory Biz Icon)

Click on the Icon from the DESKTOP

Login Screen Appears



(Fig. 3 - Login Screen)

Enter USER NAME & PASSWORD

User Name : admin
Password : admin

Company Name : “ Demo Company “
(Default)

(The above default user name & password can be changed through the User Admin Menu). A Sample "Demo Company" has been provided with basic data to make it user friendly and for you to Familiarize with the software. We recommend you to Login to the "Demo Company" and to Create, Modify data, View Reports and get familiarized with the software before creating a new company

Over View of the Menu



(Fig. 4 - Inventory Biz Central Menu)

The Inventory Biz Release comes with wings to its centre menu which can be opened and closed using the mouse. With a glance the 5 icons on each side is self explanatory. Click on the icons as required for easy use of the product. The menus given for a pictorial guide to choose or reach the required screens or window and supplemented by short cut keys for faster operation

The center menu is designed in such a way that a user should feel the simplicity and ease of using an inventory and accounting software.

Settings: - From this menu we do the settings of the company which we are working. Like Create or Delete Company, Registering the Software and do the Setting for your company via Application Settings.

Note : *Application Settings to be set for each company separately*

Masters: - Under Masters we create the masters for the software. For e.g. Item Master (Stock Item Name), Customer Masters (Which is a Ledger of a customer or Debtor), Supplier Master (Ledger of a Supplier or Creditor), Other Ledgers, Account Groups, Category, etc.

Transactions: - Transactions are vouchers or Source documents in which Inventory and Accounting informations are recorded. E.g. Sales, Purchase, Receipts, Payments, Journal, Sales Return, Purchase Return, Etc.

Payroll: - This is a feature to keep track of the employee attendance and print the Pay slip for an employee.

Note: *Payroll provided will have only limited features, for advanced solution you will have to buy the full separate version of Payroll.*

Analysis: Under analysis, different analysis reports and tools are kept for easy analysis of the business. E.g. Cheque Register, Budget control, Profit Analysis Bill wise, etc.

Accounts: - Accounting statements necessary for a Business like Trial Balance, Day book, Profit and Loss Statement, Balance Sheet, Etc.

Reports: Inventory Biz has more than 120 types of reports. All general reports of the transactions done through the respective vouchers are shown in the reports menu. E.g. Stock Reports, Sales Reports, Purchase Reports, Accounts Reports, etc.

Note: *An important tool called the report designer is also available with this feature with which you can create your own report which are not generally available. (Limitations will be there with report designer as the fields are restricted).*

User Admin: - This section deals with the creation of User Accounts and Setting User permissions to operate the Inventory Biz Software. The default User “admin” with Password “admin” has all permissions open (View, Add, Modify, Delete). To add or modify the user settings choose the user admin menu. Default admin group cannot be modified, however the password can be reset. To use the User Admin, first create a User Group; Select(Tick) the options u would want to have for that particular user group (View, Edit, Delete, Print, Date Permissions, etc.) and save. Next create a User and choose the group you would like to assign for this user (e.g. the group you have just created) and save it. Now log off and provide the new user name and password to log in to the company.

Activity Monitor: - This is one of the most important tools for the administrator, it helps us to view the activity of each user and keeps track of new, edit, delete actions performed in the software.

Tools: - General Tools like Backup, Restore, Command Window, SMS, Date Period, Barcode Manager, etc. can be used from here.

Exit: - To Exit from the software (Inventory Biz). Click yes to exit, no to stay logged in, cancel to change user or company.

2.1.2 6 Easy steps for starting InventoryBiz

Step 1

Click on **ITEM ICON** from the wings or use the **MASTERS** Menu and select Create Item. Enter the item name and related fields, leave the fields blank if it is not applicable and save the item.

To **EDIT** the created Item press “**Ctrl + I**” and from the Item window that pops up choose the Item name to edit and press **F4** or the **EDIT ICON** from the wings can be used to open the edit window from which we can list the items and edit it from there (Short Cut Key- **CTRL-E** to go to the Edit window). Press **Help- F1** key to know more Details in the fields of item master.

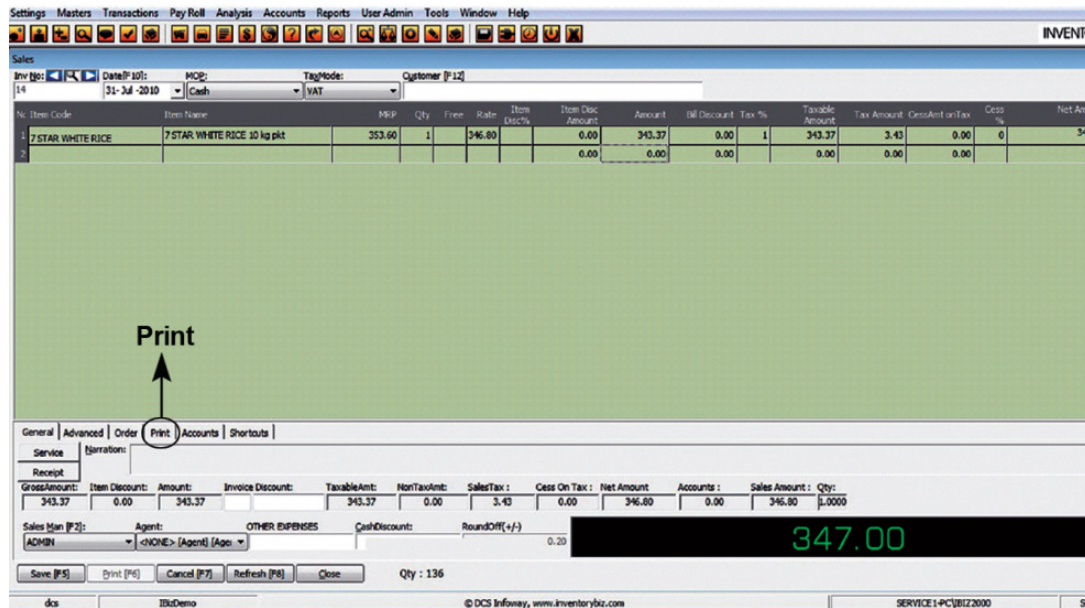
Step 2

Click on **Purchase Icon** or choose purchase from **Transactions Menu**. Enter purchase invoice number and then choose the tax type (if not applicable choose "none"). Choose Payment mode as **CASH, CREDIT or CARD**

(choose credit as a sample) and then choose the supplier. To add a new supplier press F3 in the Supplier window or press F4 to Edit an existing one. To select or create items, click on Item code and press any alpha numeric key, a window will pop up from which the items can be selected or a new one could be created using the F3 key. Subsequently enter quantity, rate and other appropriate fields as required. Please make sure to save the changes each time.

Step 3

Click on Sales Icon or choose Sales from Transactions Menu and start entering appropriate fields as required. Create or choose customer if it is a Credit Sale. Customer column can be blank for CASH sales. Enter the Quantity (QTY) and Rate (Rate could be made Editable by enabling edit sale rate from Application Settings).



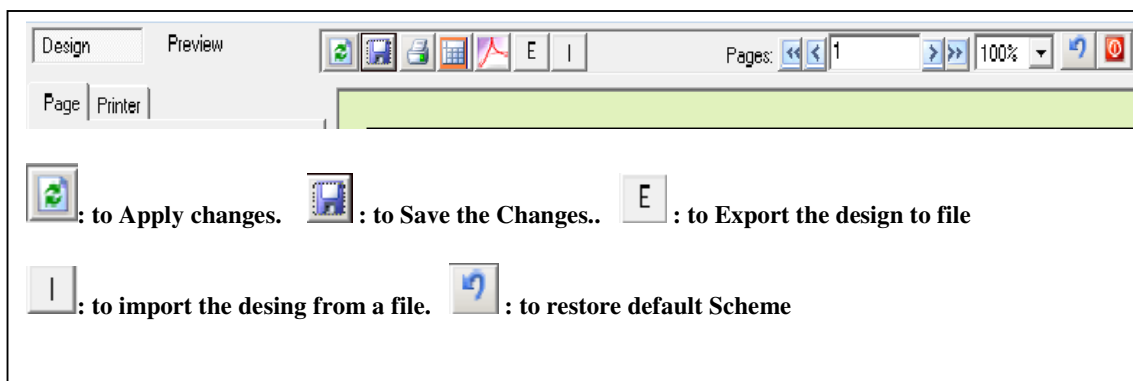
(Fig. 5 - Sales Window)

For First time users the Print has to be set from the sales window. Choose PRINT from lower menu of the sales window (E.g. Fig.5)

Choose a Scheme (**Fast** is for Dot Matrix Printers or Thermal Printers. Name's with Extension **windows** is for Inkjet, Laser or Thermal Printers).

Choose the scheme as per the printer installed in your computer (Windows > Start > Printer & Devices). For windows printouts Set the settings in printer properties as A4 Paper size for best results (set the size for print from properties of printer and devices menu of Operating system)

Note the Top Icons are for the following use



(Fig. 6 - Print preview icons)

How to Prepare your PRE-PRINTED PRINT OUTS. (With DMP)

User may choose pre-printed billing if number of billing is heavy and print ribbon or head need to be continuously replaced, some prefer Preprinted print outs for esteem value. Of course preprinted bills can display most perfect outlook. A smart preprinted bill is the harmony of three. SOFTWARE + PREPRINTED DESIGN FORM + PRINTER.

Inventory Biz provides you vast features of customizing invoice printouts. Height and width of paper can be easily customized. Item details can also be easily modified to your best outfits.

Steps Involved

Choose the print Scheme

Print a Plain Stationary Sales Bill as usual

Then Remove the Tags of the fixed parameters found in the pre printed stationery

Then Print the stationery without the fixed parameters, if only the required tags are printing then next step is to align the tags as required and test the print outs (Note. You may need to make few print outs to get the accurate settings, once it's done make sure to save the settings and export the settings to a file in case you need to use it later.)

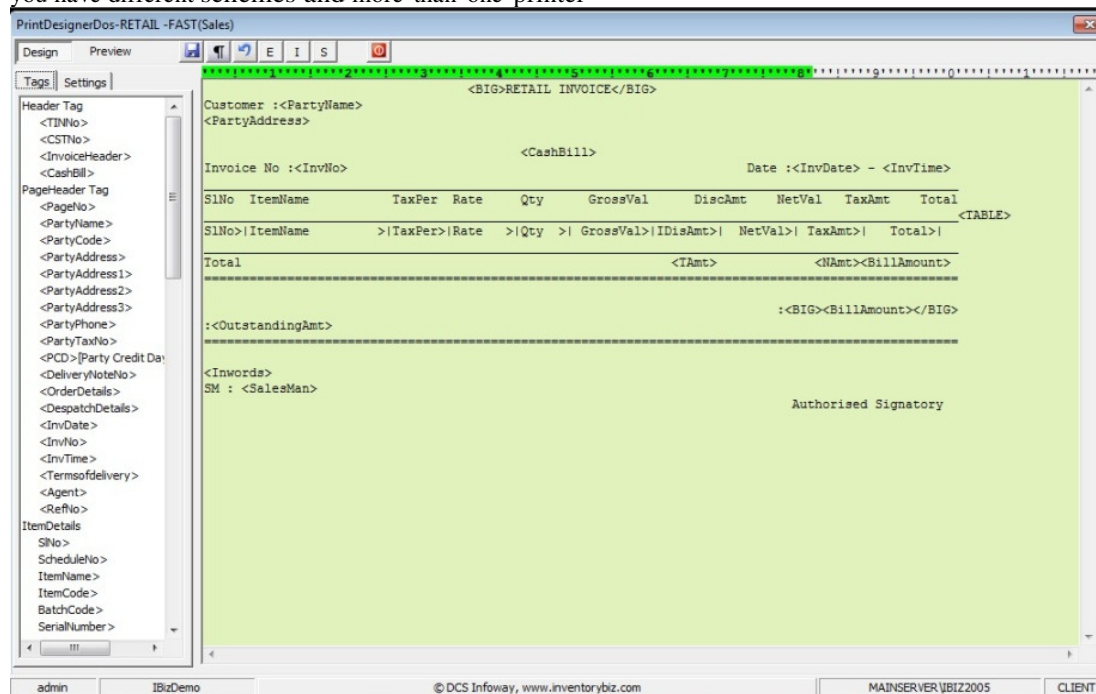
Print Settings

To Set Bill formats choose the scheme and Enable Show Preview and Click on TEST PRINT Press F1 to view help

Dot Matrix / Thermal Print Settings Preview

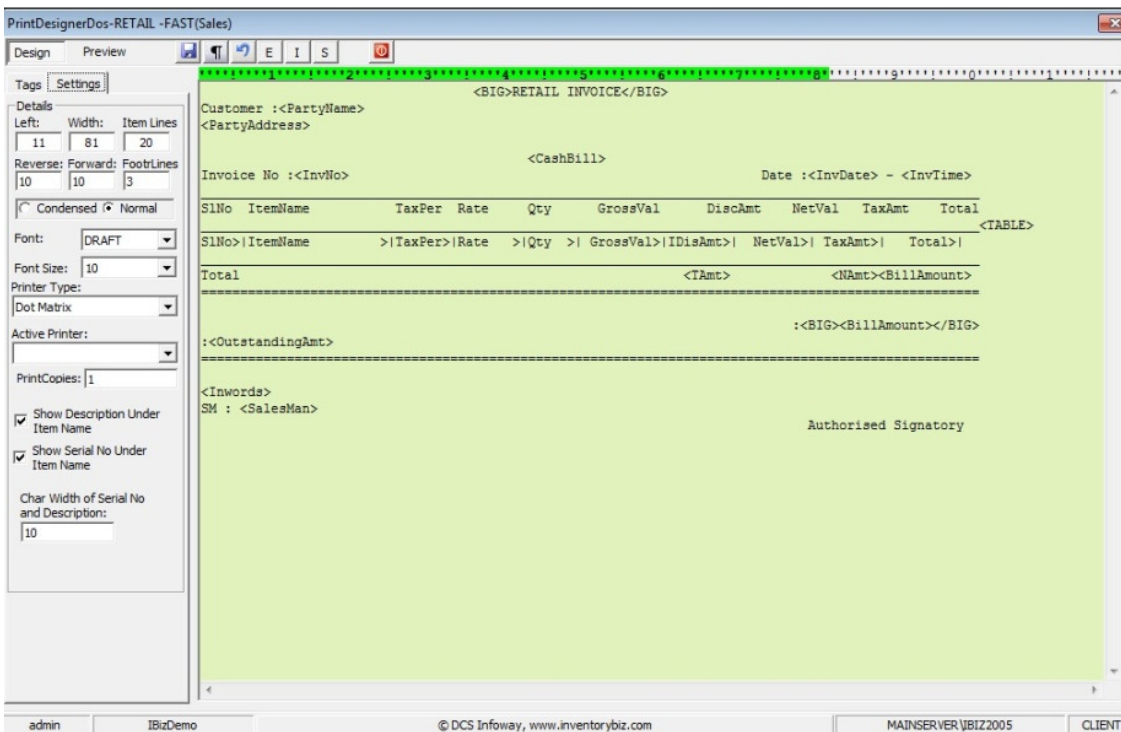
Choose the Scheme with **FAST** extension and the Preview window will open where you can view the current print settings, to change it click on the Design Tab under which you can see two more tabs called **Tags** and **Settings**.

Click on **Tags**, (Fig. 7) select the required field you would like for printing and double click on it, the field will move to the right design layout (e.g.< ItemName > |),the fields "<ItemName>" and the "|" vertical line (" | ") is for vertical lines to appear, if vertical lines are not required you can remove it.. Use Space Bar to move the fields to desired location. (Select, Cut and Paste will work). Printer Type can be selected if you have different schemes and more than one printer



(Fig.7 - Fast Print Preview – Tags)

Fast Print Settings



(Fig. 8 – Settings - Fast Print Preview)

Leave Item Line Zero if you need to print items in a continuous sheet. If you need fixed method in print then set the item lines to the number of items you need to print in a Bill (e.g. 5, then only 5 items will be printed on a Bill, if there are more items it will carry forward to the next Bill)

Left: Number of columns to be skipped before the printing starts (Left margin).

Width: the number of columns to print or the print area width. The width will depend on the mode you choose (condensed or Normal) Condensed can have up to 120 characters (may slightly differ as per printer driver) in a 80 columns printer and if normal is chosen only maximum 80 columns can be printed.

Reverse and forward is for the synchronization of printing in a dot matrix printer where the printer need to eject the paper after printing to tear the bill and then for the next printout the paper need to roll back (reverse) to start printing. The default reverses and forward is 10 lines but it can be adjusted as required. Foot lines are nothing but the footer lines to be left for footer space.

Font: the font of the dot matrix printer can be adjusted by choosing the font size.

Printer type: to choose the printer type, either Dot matrix or Thermal Printer.

Active Printer: each print scheme can have a different printer for printing if dot matrix scheme is chosen. Choose the active printer on to which you require the print scheme to be printed.

Printer Copies: The numbers of copies to be printed for each print or invoice.

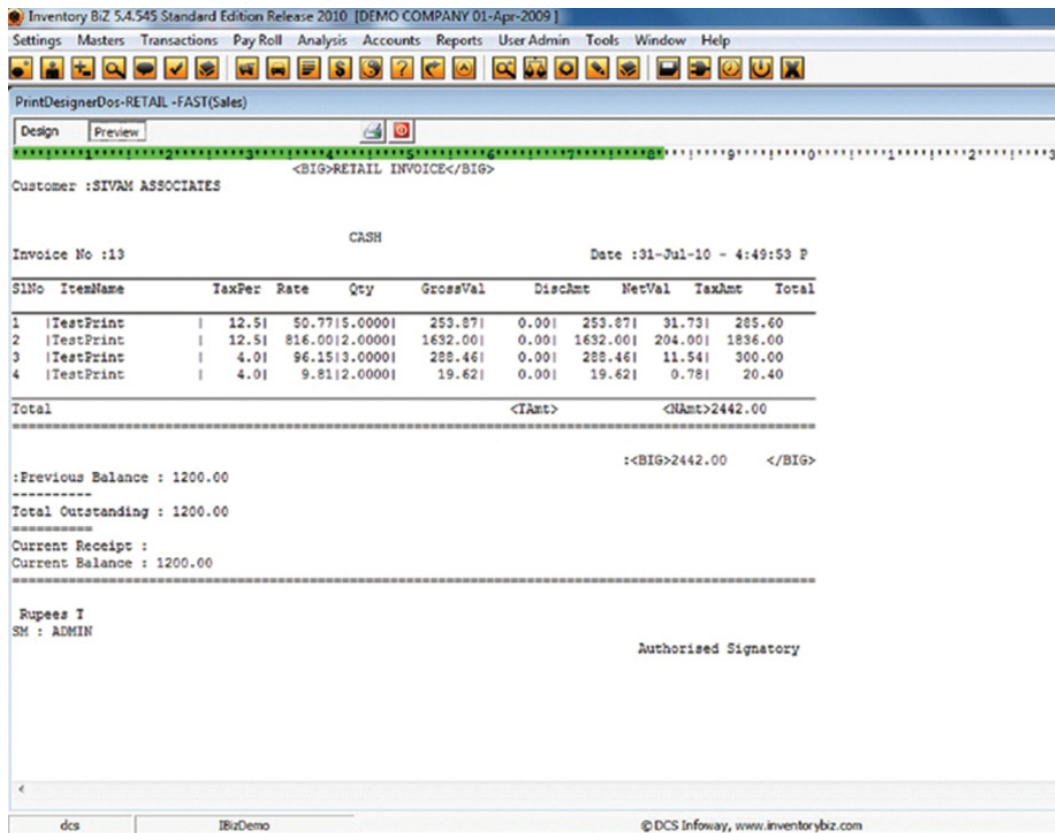
Show Description under Item Name: The item description under the item master will be printed under the item name. (Refer: Item Master Description / sub category)

Show Serial No. Under Item Name: The Serial Number of items will be printed under the item name if this is enabled. (Serial number or Narration will be printed, serial number will be selected from the sale window)

which was entered via purchase or related Voucher and Narration is typed at the point of sale for each item, which will be printed)

Since Dot matrix printouts use minimum space the space of the description can be specified in the Char width of Serial number and Description column.

Related Topics : Application Settings > Masters > Serial Number Tracking.

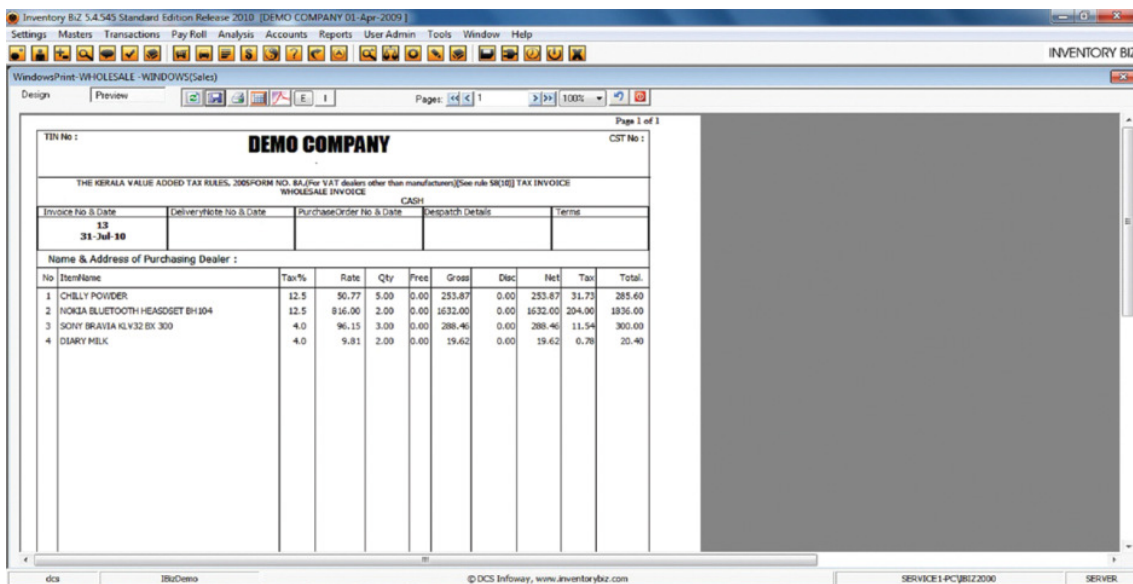


(Fig. 9 - Fast Print Preview)

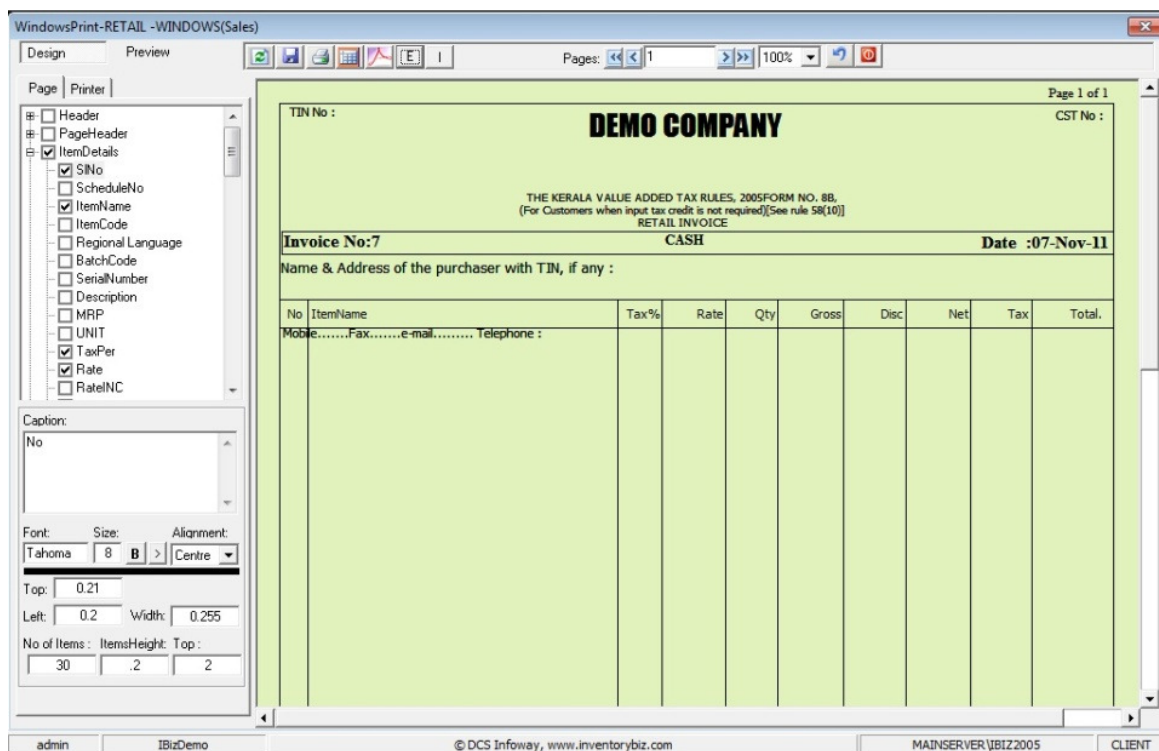
Windows Print Settings Preview

With an item loaded in the sales window, choose Retail Windows and click Test Print icon, if it's the first time you are using this then a message will appear "Default Scheme will be loaded" click Yes. A Preview will be shown.

Windows Print Settings



(Fig. 10 - Windows Print settings Preview)



(Fig. 11 - Windows Print Settings Design)

Click on Design on the left side, there will be two Tags under it **Page** and **Printer**, Under **Page** Click and select the desired field and drag it to the location required, press refresh button to view the result and Save button to save .

If you are facing difficulty in using the mouse to move to the desired location, on the bottom side there is a LEFT (Location from Left Margin), TOP (Top Margin) options which u may adjust to get the desired result.

You can change the contents of the field by typing on the Design screen by Selecting and entering the text in the design area selection or you can type it in the CAPTION box in the Left side.

No of items - the number of lines to be printed on an A4 sheet,

Items height - the gap between two items in the detail section where the items are shown,

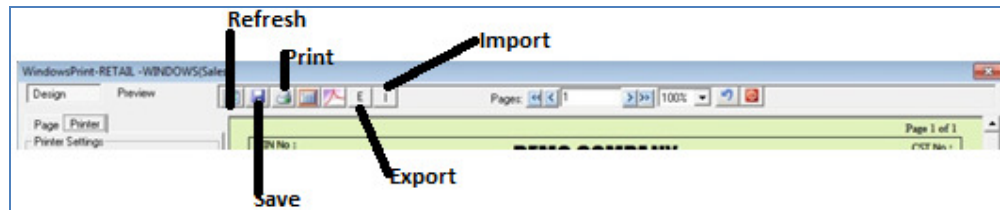
Top - the top margin to be left before the specific field is to be printed

Note : you can notice that the mobile number, fax, etc. are showing or overlapping in the picture (fig. 11), the Top margin is now at “2” increase it to “2.5” and apply or refresh the settings. You will notice that the lines do not overlap and the headings are correctly positioned.

(Location of the field from Top of the A4 Page), WIDTH (Width of the Field),

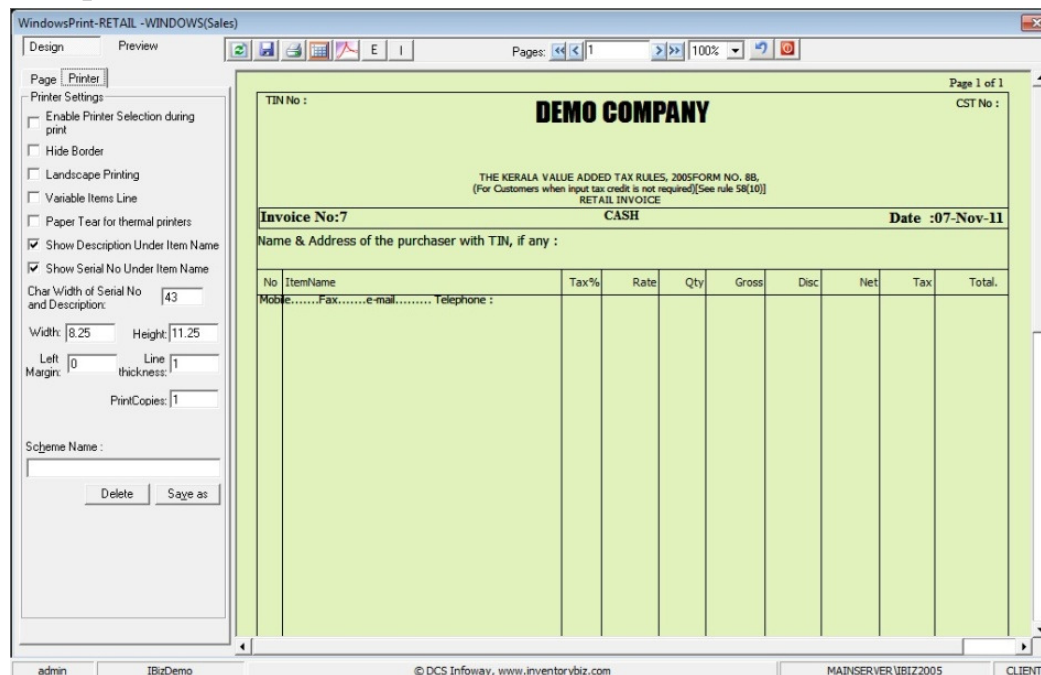
Refresh to view results

Save to save the results.



(Windows Print Preview & Design Icons – Fig. 12)

Printer Option



(Fig. 13 - Windows Print Settings – Printer)

‘Enabling Printer Selection during print’ will allow the user to choose the printer before printing. Hide Border- will hide the border line of the page.

Landscape Printing- for the print to be in landscape.

Variable Items Printing – to be enabled only if thermal printer is being used since its continuous sheet.

Paper tear off Thermal Printers- for the tear off function to work in a thermal printer after Printing.

Show Description under Item Name – the item description under the item master will be printed under the item name

Show Serial No. Under Item Name- The Serial Number of items will be printed under the item name if this is enabled. Width- To set the width of the paper . Height- To set the height of the paper

Left Margin- space to be left for the left margin.

Line Thickness- the thickness of the line to be shown in the print out, if it is set to " 0 "zero there would be no lines visible.

Scheme Name - to save a Scheme (multiple schemes can be created for printing)

Step 4

Various reports like Stock report, Purchase report, Sales report, analysis reports, accounts reports, graphs, **extra** can be generated through the Reports Menu. A Report Designer is also given to create your own report.

Step 5

Click on Backup Icon or Select from Tools menu for Backup & Restore data. Default folder can be changed to your desired location. Auto backup options are available and can be enabled through application settings. To Restore Database use the backup taken or saved to your computer. Note: when data is restored the data or contents in the backup file will be restored, if previous data is there it will be erased and it will be replaced with the current data in the backup.

Step 6

Creating a NEW COMPANY Go to settings> choose- Create

Company > Enter Company Code, Company Name and State and Click Save (other fields are not mandatory). The process bar will indicate the completion of company creation. Exit or Press Shift and F9 to LOGIN to the company created and you are now ready to start entering data. Welcome to trouble free and easy to use inventory management and accounting.

User Administration

Multiple level user security with User "activity monitor" to view the activity of each user is available. User Administration could be used to set permissions of each user to viewing, modification, deletion, or creation, Password protection for each user, automatic Backup feature for data security, backup and Restore tools.

First Create User Group with permissions (Ctrl E - To edit Existing user Group)

2. (2) Short Cut Keys

SHORTCUT KEYS

F1 : Help

F2 : To go to Edit Menu.

F2 : To swap between item code and item name in Item POP Window.

F3 : To create a new item or ledger in from any window (POP window).

F3 : In sales or purchase when F3 is pressed when pop window is not activated the current sales or purchase bills can be viewed in the top left side and can view the current bills or create a new bill.

F4 : To edit an item, customer, supplier or other ledgers from pop windows. Click on item and Press F4 From current pop windows to edit the same.

F5 : To save vouchers.

F8 : To refresh the window.

F11 : From item window if F11 is pressed then the corresponding purchase invoices will be shown.

F12 : To swap between customer and supplier in the supplier or customer window

F12 : To swap between items List in default Go down and local Go down.

Shift F9 : To LOG off

Ctrl S : To activate Sales Voucher.

Ctrl P : To activate Purchase Voucher.

Ctrl Q : To activate Quotation Voucher.

Ctrl R : To activate Receipt Voucher.

Ctrl Y : To activate Payment Voucher.

Ctrl I : To view item pop Window.

Ctrl K : To view Supplier pop Window.

Ctrl W : To view Customer pop Window.

Ctrl H : To view Stock History.

Ctrl F2 : To activate Biz Search.

Ctrl E : To activate Edit window.

Ctrl Alt Del - To delete an item row in a Voucher or transaction.

Note : All pop windows will have the short cut keys mentioned in the bottom or side of the window.

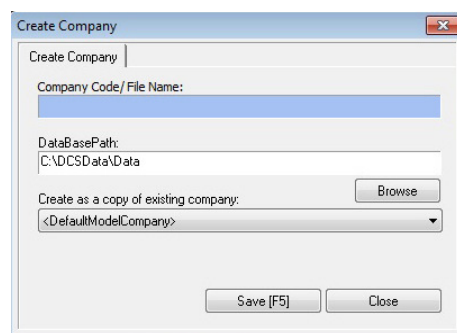
CHAPTER III

SETTINGS

Settings section is intended for managing the company. From settings menu we can create , delete , manage the settings of a company, Register The Inventorybiz Application and Year End the company. Major Submenus under settings menu are as follows

Create Company	Application Settings
Delete Company	Register Application
End of Period	EXIT

3.1 Create company : Demo company is provided by default for the ease of demonstrating the features of software and to manage other companies. Users should create a new company to store their data. Create company option is intended to create a new database file for storing their data.



(Fig. 40 – Settings – Create Company)

How To Create a New Company. Enter the details as required and click on the Save button for company creation. Wait for a minute or as required for the process to be over. Once the company is created to work on it please Log Off [or use short cut key Shift F9] and choose the new company to work on.

Required Fields

Company Code - should be unique.

Create as copy of existing company will use the existing company settings for the newcompany.

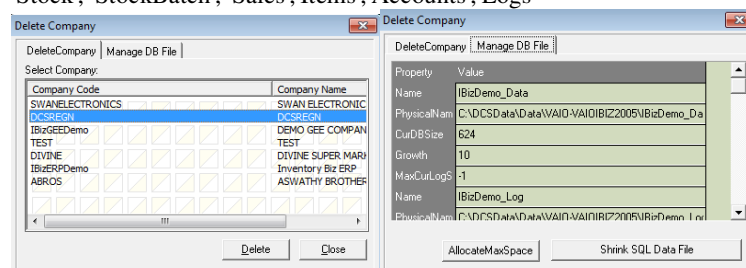
Related Topics - Company Manager - Save as Company, Company Settings.

3.1.1 Company Code :- This refers the file name of the company. Users should provide alphabets for company code. Special characters and symbols in the company name is not recommended.

3.1.2 Database Path :- This refers the location of database file company. Users can use browse for locating desired database file path. It can be your hard disk drive or a removable drive (pen drive, portable hard disk).

3.1.3 Create as copy of existing company:- This option is provided to create a copy of an existing company. For eg : when an user wants to create copy of the database for a newly started branch.

3.2 Delete company : This function is intended for deleting already created companies. A Created company can be deleted at any point of time by choosing the company and clicking on the delete button. The administration password will be required to delete the company [Warning – company once deleted cannot be retrieved.]. Delete company Window provides an option to manage Database files (SQL Versions only). Users can view the details of database in this section. This section is useful for analyzing the space used by this data file and number of transactions recorded. This section will give detailed information about the count of data stored in pivotal tables like 'Stock', 'StockBatch', 'Sales', 'Items', 'Accounts', 'Logs'



(Fig. 41 – Settings – Delete Company)

Related Topics - Company Manager, Recover data File.

3.4 Application Settings : InventoryBiz is mainly aimed for inventory and accounting management. InventoryBiz is the perfect choice for Super Markets. General trading, Wholesalers, Retailers, Automobile Dealers, All major service sectors (like AC, water purifier, Mobile), Textile showrooms, Spare part Shops. Distribution channels, Pain shops, Bakeries, Antique Shops, Arts & Crafts Stores, Automotive Shops, Bike Shops, Bookstores, Bridal Shops, Candy Stores, Clothing Stores, Cosmetics Shops, Department Stores, Drugstores or Pharmacies, Flower Shops, Food and Drink Shops, Bakeries, Cheese Shops, Farmers Markets, Fish Markets, Food Courts, Grocery Stores, Furniture or Home Stores, Gift Shops, Hardware Stores, High Tech Outlets, Malls ,Miscellaneous Shops, Music Stores, Paper or Office Supplies, Pet Stores, Record Shops Cd Shops, Service Shops Service Shops, Spas or Massage Parlours, Sporting Goods Shops, Toy or Game Stores, Video Game Stores. Etc.

From the above mentioned broad list, it is clear that INVENTORYBIZ is flavored with variety of features suitable for variety of business segments. Application settings window is considered as a powerful tool used to design the software according to the requirement of the customer. We always recommend seeking help of a trained I Biz Technician for the initial settings of this software. Wrongly tuned application window may result performance issues and affect simplicity. InventoryBiz is designed to give easy and simple user interfaces. In short detailed knowledge about application settings is very significant for the seamless working of the software.

In short it can be defined as “Application settings are additional features that a user can activate or deactivate when required”. Note:- some features once initialized and used cannot be reversed. E.g. Serial Number Tracking, Barcodeoption, etc.

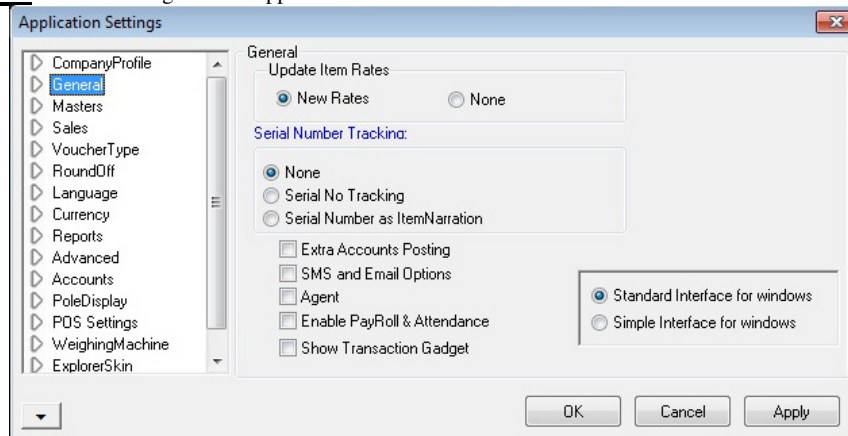
<u>Company Profile</u>	<u>General</u>	<u>Masters</u>
<u>Sales</u>	<u>Voucher Type</u>	<u>Round Off</u>
<u>Language</u>	<u>Currency</u>	<u>Reports</u>
<u>Advanced</u>	<u>Accounts</u>	<u>Pole Display</u>
<u>POS Settings</u>	<u>Weighing Machine</u>	<u>Explorer Skin</u>
<u>Auto Backup</u>		

3.4.1 Company Profile : Company profile is to input the basic details of company like Name , address and other relevant details. These Name and address will be used in reports.

(Fig. 24 – Application Settings – Company Profile)

3.4.1.A Financial year: A financial year, or sometimes budget year is a period used for calculating annual ("yearly") financial statements in businesses and other organizations. In many jurisdictions, regulatory laws regarding accounting and taxation require such reports once per twelve months, but do not require that the period reported on constitutes a calendar year (that is, 1 January to 31 December). Fiscal years vary between businesses and countries. The "fiscal year" may also refer to the year used for income tax reporting. In India the government's financial year runs from April 1 to March 31 (Example April 1, 2012 to March 31, 2013 for the current financial year).

3.4.2 General : General Settings will be applicable to the entire software.



(Fig. 25 – Application Settings – General)

3.4.2.A Updated Item Rates:- New Rates is chosen the last Purchase Rate is updated to the Item master. This settings is useful for items selling in board rate (Eg: Vegetables, groceries) .Choose, "None" to work on the default settings,.

3.4.2.B Serial No:- This option is provided for those who are dealing with warranty Items. For example Mobiles, electronic goods, computer hardware etc... these products come with serial numbers and serial numbers should be printed in invoice to avail the warranty.

3.4.2.B.(i) **None :-** Serial No tracking option is disabled.

3.4.2.B.(ii) **Serial No Tracking:-** When activated, all items when purchased or sold can be tracked using serial number. This will be very useful for products having long warranty periods. The purchase and sale can be tracked using the serial no of the product. (Under this option we should enter serial number in all stock inward and outward windows)

3.4.2.B.(iii) **Serial Number as Item Narration:-** when activated, at the point of billing or in sales window after item name is entered you can enter the Serial No., Description or other remarks for the product, it will be printed after the ITEM NAME or under ITEM NAME in the Bill Voucher. (under this option we can avoid entering serial number in purchase) (*In Print Settings – Enable Show Serial name under Item Name*)

3.4.2.C. Standard Interface for windows / Simple Interface for windows : Standard interface will show all the columns in the transaction vouchers and simple interface will show only the basic required columns in the grid.

3.4.2.D. Extra Accounts Posting:- This feature when enabled will have an **Accounts** TAB in the Bottom of the Sales and Purchase window. We can choose the ledgers required to use for additional expenses to be entered.

3.4.2.E. SMS & E-Mail Options :- This option will enable the SMS and Email options in the software. The option can be viewed from the tools menu if its enabled.

3.4.2.F. Show Transaction Gadget : - When enabled the daily sales cash /credit, payments receipts, etc. will be shown in the left side of the center menu.

3.4.2.G. AGENT and Item Wise Commission :- To Enable Agent in Masters Menu, this is enabled to give commissions to agents when sales is done for an invoice or Item wise Commission

Related Topics - Masters > Agent Creation and Item Master Creation where you can mention the commission for an item.

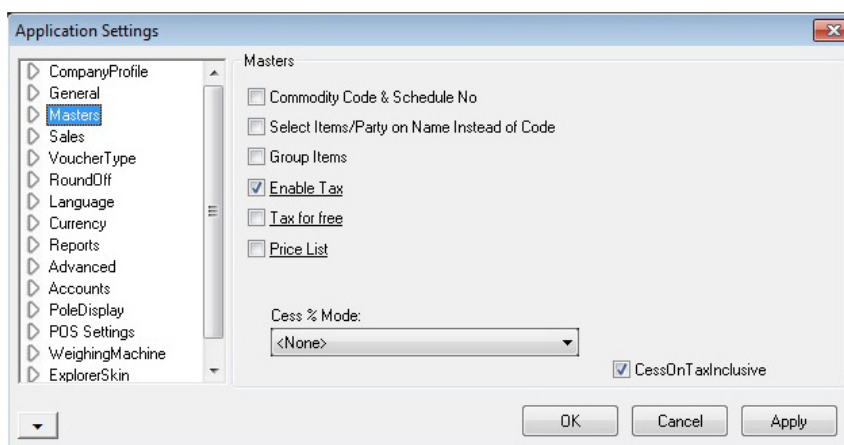
3.4.2.H. Enable Payroll & Attendance :- This option will enable mini Payroll module in the software used for attendance management, journalizing salary and pay slip Printing.

Related Topics - Payroll, Attendance, Payment, Journal, etc.

3.4.2.I. Cash Desk Sales:- when enabled will pop after sale's is saved to enter the cash details given by the customer. Denominations - to set the denominations required in the Cash Desk Window.

3.4.2.J. Cash Desk Service Receipt - when enabled will pop after Service Receipt is saved to enter the cash details given by the customer

3.4.3Masters:



(Fig. 26 – Application Settings – Masters)

3.4.3.A.Commodity Code & Schedule No. - These are the standardized system of names and numbers for classifying traded products developed and maintained by the government and international law. When Enabled will appear in Masters > Item Creation. It's used to enter the Commodity code and Schedule number of an item (applicable only where Tax authority has given the list for related items to be entered in Item Master)

Related Topics - Masters > Item Creation

3.4.3.B.Select Items/ Party on Name Instead of Code :- Option when enabled show the party names or item names in the first column of the corresponding windows. Default will be Party Codes or Item Codes.

Related Topics - CTRL I and CTRL J, CTRL K. (windows POP up short cut keys)

3.4.3.C.Group Items - When this is enabled under Masters Menu a Group Items will be displayed, To create a Group and add number of existing items under that group. Just by choosing an item group the list of items in the group will display in sales window or related items. Create a Name for the item Group and add the required items to be displayed by selecting the items for it. It will be listed in the item pop window. This feature will be also useful when repacking voucher is used.

Related Topics - Masters > Group Items, Item Window, Sales Window, Repacking - Raw Materials.

3.4.3.D.Enable Tax - This option is to enable or disable tax calculation and tax columns in the software.

(TAX : Glossary : 1) Related Topics - Sales & Purchase windows Tax Columns, Vat Columns, etc

3.4.3.E.Tax for Free Sales- Tax for Free when enabled will calculate Tax for free items during Sales.(in some states tax for free is statutory).

Related Topics - Sales Window, Free Colum in Sales, Tax Calculation, Bill Amounts.

3.4.3.ETax for Free Purchase- Tax for Free when enabled will calculate Tax for free items during Purchase..(in some states tax for free is statutory).

Related Topics – Purchase Window, Free Colum in Purchase, Tax Calculation, Bill Amounts

3.4.3.FPrice List–Pricelist is used to sell items on different prices according to customer classification. For example a trader may sell 10 kg Rice pack for rs 330 to end credit customer, Rs 320 for End cash customer. Rs 300 for Hotels , Rs 310 for Bulk purchases. rs 280 for Resellers, here the price depends on category the of customer. Inventory biz can manage different prices for each customer class. When Enabled will show the Price List Creation in Masters > Price List. Price List options can be selected under the drop down window to show or hide the price feature in the item window.

Auto change prices :if this option is checked user can change price list even after entering Items. This option should be disabled if the user wants to select different pricelist for different items.(users can choose diff pricelist for each items either from sub window or changing pricelist in between entering Items).

Related Topics - Ctrl - I for item window - F5 to Swap Item Rates, Masters > Price List Creation, Tools > Command Window - MRP Price List, Masters > Item Creation Window (AMT%).

3.4.3.ECess % Mode- Enabled and to be Used where Cess is applicable. Cess is calculated on tax percentage of the item. E.g. if Cess is 1% and Tax of an Item is 4%, cess will be 1% of 4% and will be added to the Total Invoice, enter the Cess on VAT percentage in the blank box. Drop down menu will enable us to use if cess is same for all items (General Cess if chosen then cess on vat percentage to be entered and if cess inclusive is chosen then cess will be inclusive) and item wise cess can be used if cess percentage is different for each item, note : cess to be entered for each item during item master creation.

Related Topics - Item Master Cess on Tax, Invoice Printing - Cess on Tax, etc.

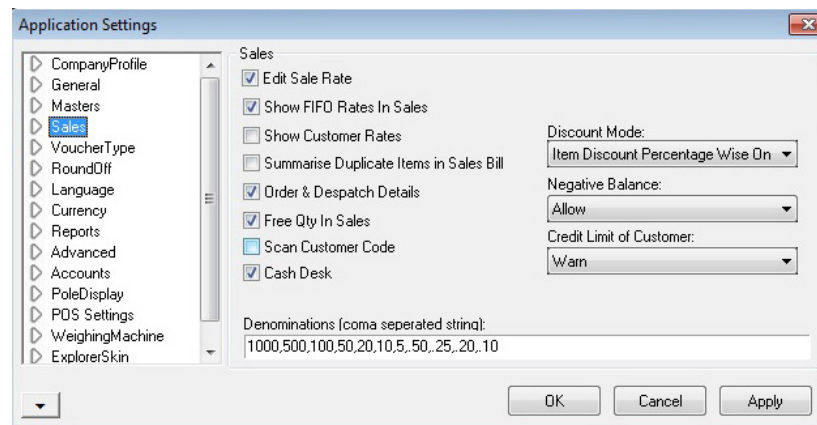
3.4.3.ECess on Tax Inclusive - If this is enabled the cess calculation will be based on the price fixed for the item. This option can be used where the MRP is fixed for an item and tax and Cess should be calculated within the MRP Rate.

Related Topics - Item Master Cess on Tax, Invoice Printing - Cess on Tax, etc.

3.4.4Sales

Settings related to sales activity is located in this section

(Sales :A sale is the act of selling a product or service in return for money or other compensation. To be precise the sale completes prior to the payment and gives rise to the obligation of payment. If the seller completes the first two above stages (consent and passing ownership) of the sale prior to settlement of the price, the sale remains valid and gives rise to an obligation to pay)



(Fig. 27 – Application Settings – Sales)

3.4.4.A Edit Sale Rate– Allows the user to edit the rate of the product while choosing the item for sale.

3.4.4.BShow FIFO Rates In Sales- FIFO (First in First Out) .This method assumes that the first unit making its way into inventory is the first sold. Rates of a particular item will be shown in the sales window if this option is enabled. *Note - rates of item after enabling only will be shown, previous records will not be processed. This will give us an idea of the stock purchased at different rates and can be helpful in giving a sales rate of a particular item easily.*

Related Topics - Transactions > Sales Voucher – FIFO.

3.4.4.C Show Customer Rates - This option is to enable to view the customer rate given to a customer on previous occasions of a particular Item. This can be viewed from the Sales Window or related vouchers.
Related Topics - Transactions Menu > Sales - Customer Rates

3.4.4.D Summarize Duplicate Items in Sales - This option summaries the Invoice / Bills, for example if Item " A " is entered in an Invoice twice with Quantity 2 and 3, while saving the Sales it will summaries the items and when printing Item "A" will be shown only once with Quantity as 3.
Related Topics - Sales Vouchers, Printing Invoice.

3.4.4.E Order & Despatch Details - Select to print Order and Despatch Details in your Bill / Invoice.
Related Topics - Sales > Order

3.4.4.F Free Qty in Sales – To issue free quantity in Sales this has to be enabled so that a Free QTY column will be available in the Invoice/Sales window

3.4.4.G Scan Customer Codes – if this is enabled then we can use a bar code scanner to scan the customer code in case a customer card is issued to the customer.

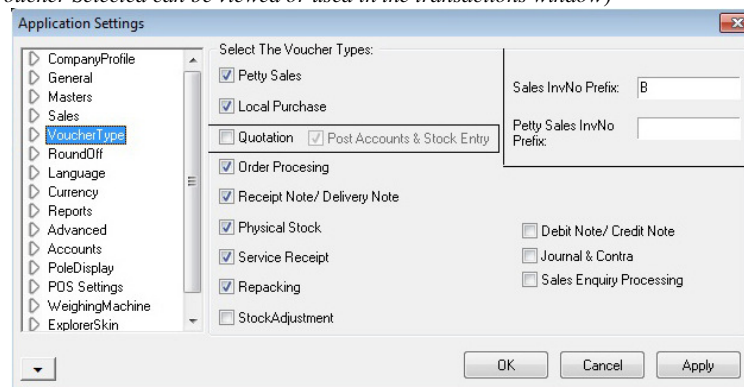
3.4.4.H Discount Mode - Invoice Discount – Invoice Discount to calculate and give the discount for the whole bill and item Discount to give discount for a particular item. Item Discount - To give discount item wise in the Invoice this has to be enabled.

3.4.4.I Negative Balance - Select to **warn** Zero balance of stock during billing, **allow** Negative Balance Billing or **Block** Negative Billing.

3.4.4.J Warn Credit Limit of Customer – enable to warn if the credit limit of a customer when it exceeds.

3.4.5 Voucher Type

Inventorybiz is in-built with more than 10 basic voucher types. Applicability of these vouchers depends on the type of business. This section deals with enabling suitable vouchers and disabling unwanted vouchers. (*Voucher types are used for transactions Voucher Selected can be viewed or used in the transactions window*)



(Fig. 28 – Application Settings – Voucher Type)

3.4.3.A. Sales InvNo Prefix : This is to give a Prefix before the Petty Sale Invoice Number . (E.g. if "A" is given in Sale the invoice number is "103" it will be as A103).

3.4.3.B. Petty Sales InvNo Prefix : This is to give a Prefix before the Petty Sale Invoice Number . (E.g. if "B" is given in petty sale the invoice number is "200" it will be as B200)

3.4.3.C. Petty Sales & Local Purchase – when activated, to sell or buy products and store in a different Voucher just like normal Purchase or Sales. To be activated only if required.

3.4.3.D. Quotation– To activate as a Quotation Voucher to Give Estimates for Products Stock or accounts posting will not be affected but when **Post in Accounts** is enabled stock balance and accounts posting will be done similar to a Sales Voucher. *Related Topics - Sales Voucher, Transactions > Quotation*

3.4.3.E. Order Processing – To activate Purchase order and Sales order Vouchers under transaction vouchers.

3.4.3.F. Debit Note / Credit Note– To activate Debit and Credit notes Voucher for accounting purpose.

3.4.3.G. Receipt Note / Delivery Note - To active Receipt Note and Delivery Note Voucher under transactions menu. This voucher used to input or output Stock.

3.4.3.H. Use Delivery Note for Branch Transfer – this Feature is used to make delivery note from not affecting accounts (as unbilled items in P&L) and act as a stock transfer voucher.

Related Topics - Transactions > Receipt Note, Transactions > Delivery Note, Sales > order processing, Stock Reports, etc

3.4.3.I. Physical Stock– To activate Physical Stock Voucher, Voucher used to adjust stock of the items when a stock take is done or for stock correction.*Related Topic - Transactions > Physical Stock Voucher, Stock Reports, etc.*

3.4.3.J. Service Receipt - To activate Service Bill Receipt under transactions menu. Usually used for Service Receipt Voucher where the Item is classified as Service.
Related Topics - Transactions > Service Receipt, Applications Settings >Item Classification, Item Master > Item Class, Service Tax, Cess on Service Tax, etc.

3.4.3.K. Repacking - To activate the Repacking voucher in Transactions menu. This option is used for small business where they buy raw materials and repack the same to different product. When repacking is used packed materials will be added and raw materials will be deducted from stock.
Related Topics - Transactions > Repacking, Group Items, Repacking Reports, Stock Reports, etc.

3.4.3.L. Stock Adjustment - To activate Stock Adjustment Voucher under transactions, option used to Add or subtract stock to the items when a stock take is done or for stock correction.

Related Topic - Transactions > Stock Adjustment Voucher, Stock Reports, etc.

3.4.3.M. Journal & Contra– to activate journal entry vouchers and contra entry vouchers. These vouchers are used for accounting process

Related Topics - Transactions > Contra Voucher, Transactions > Journal Voucher, Accounts Reports.

3.4.3.N. Sales Enquiry Processing: To activate sales enquiry processing. Enquiry Form is a voucher to enter the daily enquires received. This helps you to monitor who has taken the enquiry and who has done a followup of the enquiry on the due date.

Related Topics - Sales - order - enquiry processing, Biz Search - Enquiry Tracking and searching.

3.4.3.O. Use Delivery Note For Branch transfer (Prate Calculation):–Delivery Note can be used in two contexts. First scenario is issuing stock to a customer and later converting it to sales (Sale Rate calculation is required). Second scenario is for branch transfer, issuing stock to own branches (Prate Calculation is required).

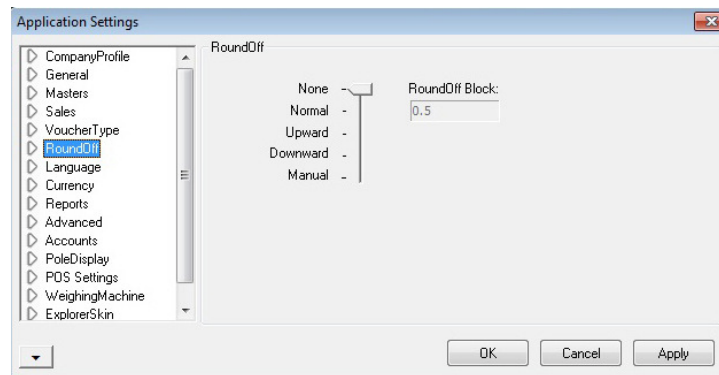
3.4.3.P. Use BatchCodeWise Item Selection for Purchase Return Instead of ItemWise:-
InPurchase Return items can be selected using Itemcode by default. This setting is used to change the default item selection pattern in Purchase return. If enabled item selection is using batch.

3.4.3.Q. Catch Rates From Sales for Sales Return (Last sale rate of same customer, If available):This settings will take price from last of sales to that customer. For example, if you have sold an item for Rs 78.90 to customer M/S ABC &Co and they are returning the item without presenting original sales bill. Billing person may face difficulty to identify the exact selling price. In this case if this option is enabled software is capable to catch price from latest sales bill to M/S ABC.

3.4.6 Round Off

Rounding off an amount is a technique used to convert bill amounts to payable denominations. Rounding is most commonly used to limit the amount of decimal places. We can round to any place. After rounding, the digit in the place we are rounding will either stay the same, referred to as rounding down, or increase by 1, referred to as

rounding up. The question now becomes, when do we round up or down?. We have provided 3 types of rounding options



(Fig. 29 – Application Settings – Round Off)

3.4.6.A. None - Round Off will be disabled

3.4.6.B. Normal - This is the normal roundoff mode used by most of the customers . There are three modes under this normal round of mode ie

3.4.6.B (I). .50 Paise round block : if you enter .50 in round off block -> if Bill Amount is Rs 100.50 it will remain Rs 100.50 , Rs 100.51 it will remain Rs 101 , Rs 100.49 it will remain Rs 100

3.4.6.B (II). 1 round off block : if you enter 1 in round off block -> if decimal place is greater than 50 it will be rounded to 1 otherwise it will be zero

3.4.6.B (III). 2 round off block : if you enter 2 in round off block -> if decimal place is greater than or equal to 50 it will be rounded to 1 otherwise it will be zero

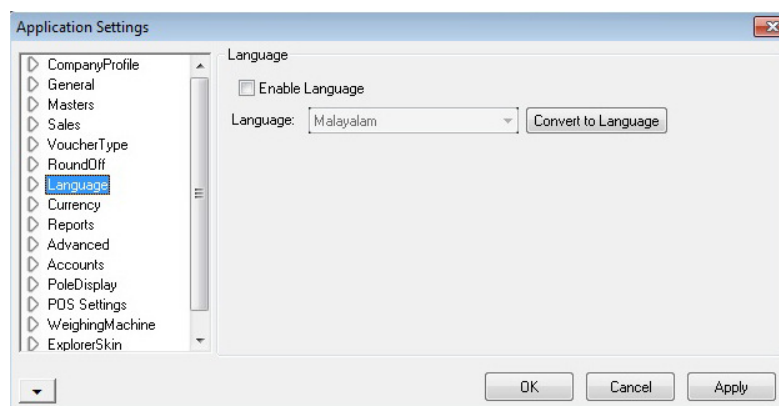
3.4.6.C. Upward - Round off will be applicable upwards on the Round off Block Given. if Roundoffblock=1 then it will always seek highest : if Bill Amount is Rs 100.01 it will rounded to Rs 101 , Rs 100.99 it will round to next highest block Rs 101 , Rs 100 it will remain Rs 100

3.4.6.D. Downward - Round off will be applicable Downwards on the Round off Block Given . if Roundoffblock=1 then it will always seek lowest : if Bill Amount is Rs 100.01 it will remain Rs 100 , Rs 100.99 it will round to next lowest block Rs 100 , Rs 101 it will remain Rs 101

3.4.6.E. Manual - User can manually enter the round off value. The user will have controls in the Sale / Petty Sale window to input the Round off Value (Plus or Minus Value).

Related Topic - when enabled can be viewed in Sales Window

3.4.7. Language

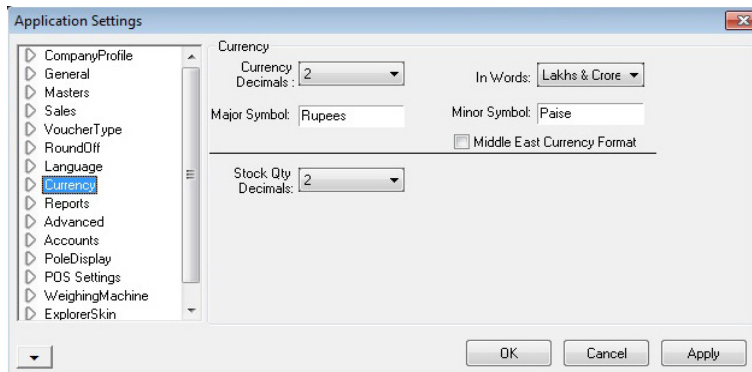


(Fig. 30 – Application Settings – Language)

3.4.7.1. Enable Language - Enabling language will let you type the language chosen in the item master. The language can be printed through Windows print only. The language can be typed in English in the right or chosen language in the left. If typed in English it will convert it to the language but the accuracy will not be 100 percent. Some of the Languages will depend on the Fonts installed in the Operating System.

Related Topics - Language when enabled can be used in Item Master and Invoice Printing.

3.4.8. Currency



(Fig. 31 – Application Settings – Currency)

This Section deals with currency related settings. Decimal places for each currency will be different. The currency and formats can be changed as required.

3.4.8.A. Currency Decimals– To choose the number of decimals after a value. There are a number of other countries that display a different number of decimal places. 2 is the majority, 0 (no cents in their currency, e.g., Japan) is the largest minority, 3 is used in just a few.

3.4.8.B. In Words–This defines settings for converting amount to words .Lakhs & Crores or Millions & Billions.(Applies to invoice printing.)

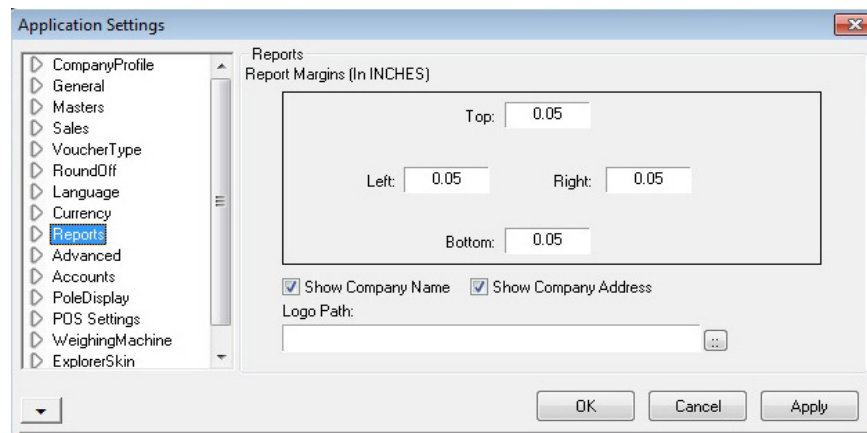
3.4.8.C. Major Symbol–Major currency symbol can be changed as required (Rupees,dollar, etc.)(Applies to invoice printing.)

3.4.8.D. Minor Symbol–Minor Currency can be changed as required Eg (Paise, Cent etc.)(Applies to invoice printing.)

3.4.8.E. Stock Qty Decimals- To change the number of decimal place as required in the reports stock quantity. For example in case of electronic equipment ship there is not requirement for decimal places in quantity field. For a vegetable shop 2 decimal places are inevitable for qty column. (*Note : One time setting*)

3.4.8.F. Middle East Currency Format - This is enabled where the currency has more than three digits as decimal places.

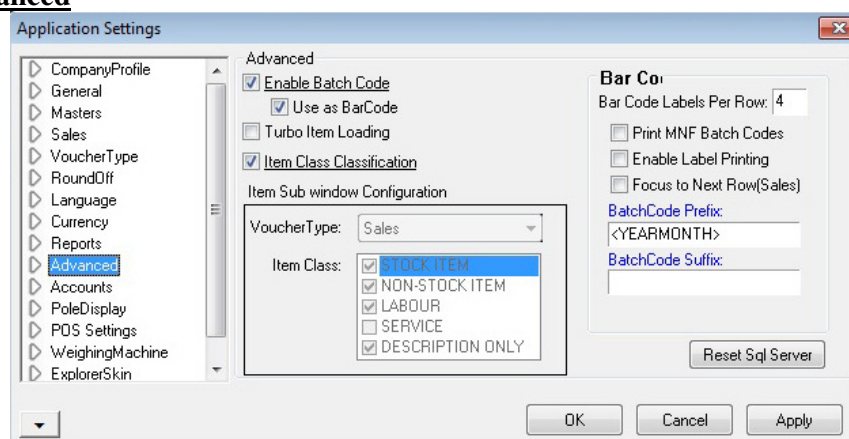
3.4.9. Reports



(Fig. 32 – Application Settings – Reports)

This option is just for providing the top, left, right and bottom margins in a plain paper report. If you need to have a logo for all the reports, then it can be given here.

3.4.10. Advanced



(Fig. 33 – Application Settings – Advanced)

These are the advanced software settings. Mainly dealing with advanced sections like batch code, Item classification

3.4.10.A. Enable Batch Code– (concept : A product Batch Code is the unique identification for a product manufactured during a process and its selling price is same.). if the batch code option is enabled Inventorybiz will automatically assign a new batch code for each purchase of an item. This helps the software to trace purchase cost and selling price details. Tracking item details (in all stock vouchers) using a unique batch code is a fall proof idea for identifying profitability, selling price etc... This batch code is compatible with for optical machine-readable representation of data, which shows data about the object to which it attaches. Barcodes can be scanned by special optical scanners called barcode readers and printed using special barcode printers.

3.4.10.B. Use As Bar Code – will allow the first column in sales window to be Batch code.

3.4.10.C. Bar Code Label per Row: - there are different types of barcode printers in the market. columns per each barcode row may vary from 1 to 6. This is field is to set the number of Bar code stickers/labels in a row during printing. *Related Topics:- Check printer manual, [BAR Code Printing Chapter 3](#)*

3.4.10.D. Print User Bar Code:-now a days most of the products have printed barcodes in its cover. This BarCode printed on product cover can be used instead of creating a new barcode from software. . When this is enabled, custom Bar code will be printed. (it will be unchecked by default to save printing cost)

3.4.10.E. Enable Label Printing:- When this is enabled instead of bar code printer a Laser printer can be used.

Related Topics:- Tools-Label Printing.

Related Topics - Creating Bar Code Template (in resource folder > template.ini), Batch Code, Manufacture Code, Label Printing, Using Bar Code Scanner, Designing Bar Code Template, Converting Bar Code Design to Text File, Copying Bar Code Text File to Template.ini file, using barcode in Sales window, Chapter 3 Barcode Options.

3.4.10.F. Turbo item Loading– To load the Items Masters in the item window faster. Turbo Item loading is a good Option if you have more than 20000 Items. Normal Item sub window will load all Items to the memory and allows the user to search desired Item from sub window. This method will slow down the overall performance of system if the total Items are more than 20000. Turbo Item loading feature is introduced to resolve the performance issues and it ensure smooth working with minimum system resources. When turbo Item loading is enabled network traffic and database interaction will be comparatively higher..

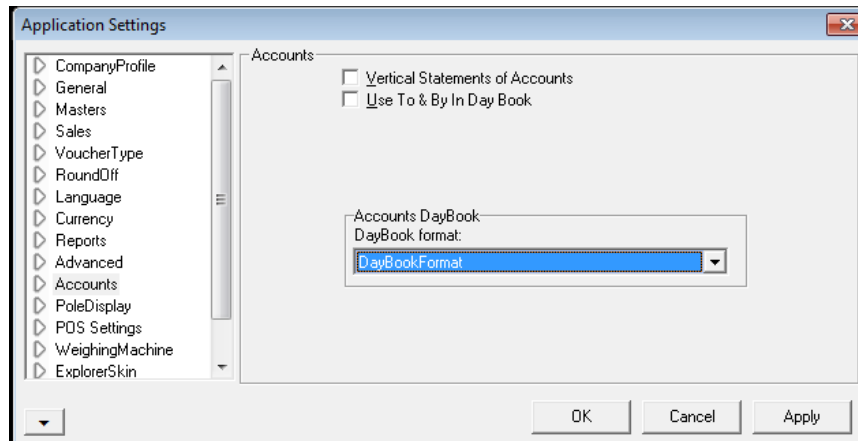
3.4.10.G. Item Classification– to activate classification of items in the Item Master e.g. if it's a Stock item, Non Stock item, Service Item, Description, etc. nonstick items, description and service items do not have stock.

Related Topic - Item Master Creation

3.4.10.H. Item sub Window Configuration– To configure if required, which Items (Items under Item class) should appear in the Item Window when the related voucher window is being used.

3.4.11 Accounts

This section deals settings related to accounting voucher.



(Fig. 34 – Application Settings – Accounts)

3.4.11.a. Use To By in Day Book –by default day book use Dr and Cr format. If the accountant need to use "To" & "By" in the day book format this option has to be enabled.

Related Topic - Accounts > Day Book

3.4.11.B. Stock Valuation - Stock Valuation method can be changed as per the user requirement in the reports and other statements.

Item Master Prate :- Stock Value will be calculated with Item master P rate (Fastest calculation method)

Average Prate :- Average P Rate will be calculated on the basis of FIFO method (Slowest method)

Average Crate :- Average C Rate will be calculated on the basis of FIFO method (Slowest method)

Item Master SRate :-Stock Value will be calculated with Item master S rate (Fastest calculation method)

Item Master MRP :-Stock Value will be calculated with Item master MRP (Fastest calculation method)

Related Topics - Profit & Loss Statement, Balance Sheet, Etc.

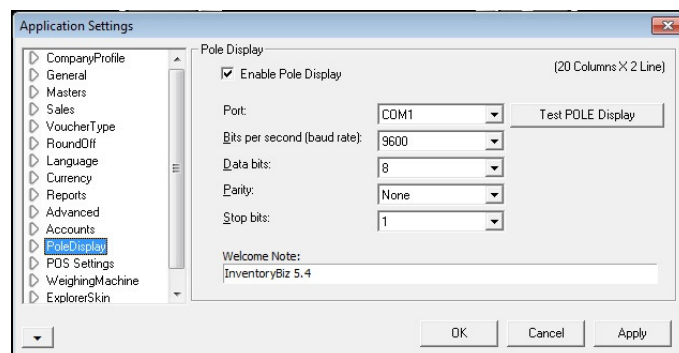
3.4.11.a. Account Day Book - This is to change the default Day Book Format to Cash Book Format.

Related Topics - Accounts > Day Book

3.4.11.a. Vertical Statements of Accounts - The Default view of Profit & Loss Statements is "T" Format, by enabling vertical statements of accounts, it will switch to international standard vertical format.

Related Topics - Accounts > Profit & loss Statement, Balance Sheet Format

3.4.12. Pole Display



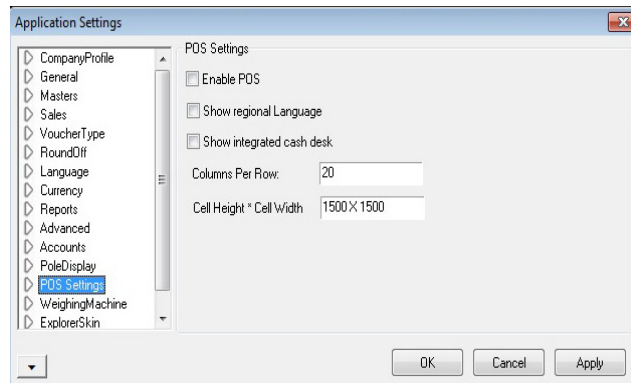
(Fig. 35 – Application Settings – Pole Display)

This option is used to connect pole display to the POS machine or Computer, so while billing when item is chosen the same will display in the Pole Display with the rate and when the billing is over the total amounts too will be displayed.

Welcome Note:- the text entered in welcome note will be displayed in the pole display while opening a empty sales window.

Choose the Port were the Pole Display is connected to the computer. Other settings may vary according to the pole display unit you have purchased.

3.4.13 POS Settings (Touch Screen)



(Fig. 36 – Application Settings – POS Settings)

POS (point of sale) interface is mainly for point of sale touch screen systems, when enabled you can use touch to navigate and do billing instead of using the keyboard.

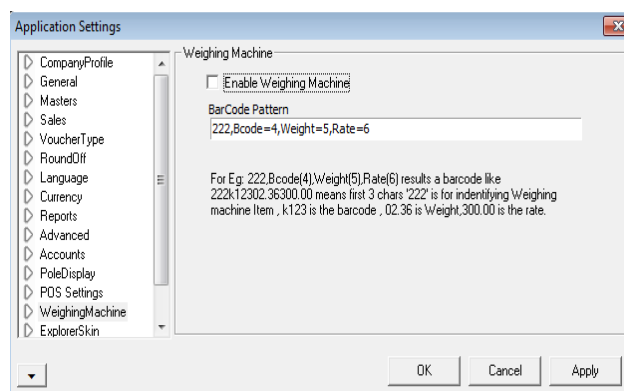
3.4.13.A. Show Integrated Cash Desk:-If Integrated Cash desk option to enabled when u press save it will automatically redirect to cash desk window and save will be processed from POS window itself.

3.4.13.B. Show Regional Language:-It will display item name is regional language if enabled.

3.4.13.C.Colheight and cell width : - Columns and Rows to configure the number of ROWS and Columns in the Screen, number of columns may vary according to screen size.

3.4.13.C. Cell height and cell width : - This defines the dimension of cell used to select the item.

5,3,14. Weighing Machine



(Fig. 37 – Application Settings – Weighing Machine)

Enabling weighing machine will allow us to connect the weighing machine to the computer and if the weighing machine has barcode enabled sticker printing the same can be scanned to the sales window and the item with NAME, Weight and Rate will be available in the sales window.

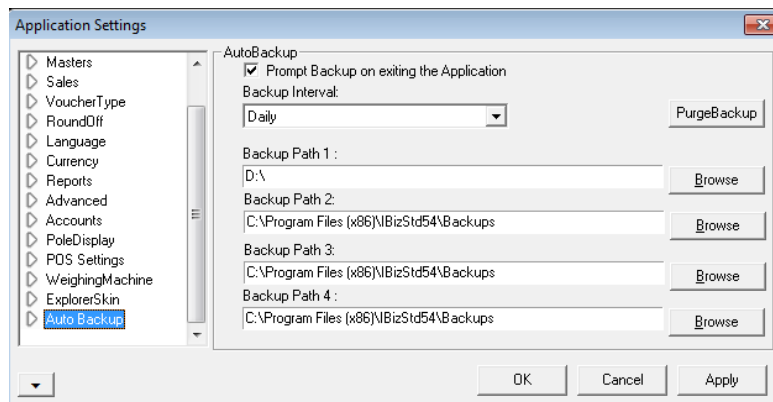
3.4.13.Explorer Skin



(Fig. 38 – Application Settings – Explorer Skin)

Two default skins are given for users to choose for the centre menu. The Classic menu is the most widely used skin.

5.3.16. Auto Backup



(Fig. 39 – Application Settings – Auto Backup)

Auto Backup - When enabled, while exiting the software the backup option will prompt you to do a backup

Backup Interval - If NONE is chosen then it will not do a backup automatically or else if other options are selected as per the selection when the software is started it will take a backup to the default path or as per selected path before initializing.

Backup Path - To select the required path for backup. Four different paths are given to configure the backups
Purge Backup - to delete old backup files in the backup folder.

3.4 End of Year :End of the year can be done at the end of a year. Purpose of 'End of year' is to restart the bill numbers on every new financial year. It's not necessary to do end of year, if your require to continue doing your accounts in the same company you just have to change the Company Settings - Financial years End Date.. Once END of Year is done a new company will be created and all items (stock Balances) and ledgers with opening balances will be carried forwarded to the new company (To preview previous transactions or vouchers you have to log in the previous company). Before your do END of year please make sure you take proper backup of your previous data. Split Data is used when even after the end of year the billing has proceeded and when later you need to split the data from a particular date.

End of Period

End of Year | Prev Yr Balance

Company Code : (Current Company)
MNT

Company Name (Next Year):
MNT_2011 - 2012

Opening Balances (<=):
24-Sep-2011

Ledger Balances

Stock Balances

Split Data

OK Cancel

(Fig. 42 – Settings – End of Year / Period)

Related Topics - Company Settings.

3.4 Register Application :

Register InvBiz Standard 5.4 Release 2

2013 STANDARD INVENTORY BIZ V 5.4
DCS INFOWAY Providing Solutions.....

Software Regn

CD Key:
ISCCU09-XXXX Generate Reg Code

InventoryBiz Std Customer Copy SingleUser

Registration Code:
68269-16771-16633-23631

Authentication Code:
XXXX-XXXX-XXXX-XXXX

Licence validity period expires :

HDD Serial No 6VY5CREW
HDD Model No ST3250318AS
HDD firmware CC38
MB Serial No AZRQ01700DGV
CPU Serial No BFEFBFF0001067A

Reg Request Register Cancel

CHAPTER IV

Masters

Masters			
4.1 Category	4.2 Item	4.3 Customer	4.4 Supplier
4.5 Sales Man	8.6 Ledger	8.7 Account Group	

Category

Category – To enter the category of the Products you deal in.[e.g. TV, Microwave, Washing Machine, Monitors, Computers, Mobile Phones, etc] it can be also entered when the item is created by pressing the short cut key F3 [for new creation] [Edit](#).

Related Topics - Masters > Category, Masters > Item, Stock Reports Category.

(Fig. 42 – Masters – Category)

Item

(Fig. 43 – Masters – Item Creation window)

Related Topics - Stock Reports

Item Name- To enter the Item Name as required.E.g.Apple, Pen, Chocolate, Mobiles, etc.

Item Code- can enter the item code of the product or give the same “name“ as Item Name.

Item Category- To choose the category of the product from pull down menu. If not available, you can create a new category by using the short cut key F3.

Manufacturer- To choose the Manufacturer Name of the product from pull down menu. If not available, you can create a new Manufacturer Name from the cursor point by typing directly. Note – Don’t have to use Short Cut Key.

Unit- To enter the Unit of Measure (e.g. PC, MT, Box, KG).

Rate Inclusive of Tax- click on this if the price of the product is entered as inclusive of tax while buying or selling the product.

Items Prate- To enter the Purchase rate of the product.

SRate WRate- To enter the Sale Rate _ Whole Sale rate of the product. (To enter the Sale Price of the product).

MRP RRate- Maximum Retail Price of the product to be entered.

VAT- To enter the percentage of General Sales Tax applied on the product while being sold.
Related Topics - Vat Reports under Purchase Reports and Sales Reports

CST- To enter the Central Sales Tax applied on the product while being sold via interstate sales.

Purchase Tax - To enter the Purchase Tax of the product while the item is being purchased.

Default Local- Default for all items except if choosing local purchase or Petty sales the items coming under them to be created as local.

Op Stock- To enter the opening stock of the product while creating.

Value- the value of the opening stock (it will be calculated automatically, while editing clear the previous value for the new value to be calculated)

Rack- To enter the Rack Position of the product where it is being stored.

ROL- To enter the reorder level of the product.

Related Topic - Stock Reports > Stock Value - Re-Order Report

Agent commission - To enter the commission paid to an agent when this item is sold. Required to be entered only if agent commission is activated in the application settings.

Description / Sub category - To enter additional description of the product if necessary, printing option is available in print settings. *Related topics > printing options.*

Deactivate- To deactivate the item from the item pop window.

Cess on Tax - To add Cess for the particular item while doing sales.

Related Topics - Application > Settings - General - Cess on Tax, Cess on Tax Inclusive.

Memory - to memorize the items when entering. The item name and other general details will be filled in the spaces even after saving. This option can be used when entering similar items.

Item Class- To activate for specialized information, to categorize the classification of the item like service, stock, non stock item, etc.

AMT% - The Price List will be show in here, to enter the percentage value to be added or discounted (-) for the Price List. Up to 9 Price List can be active at any point of time.

Related Topics - Application Settings > Masters - Price List, Ctrl - I for item window - F5 to Swap Item Rates, Masters > Price List Creation, Tools > Command Window - MRP Price List.

Scheme details – if during sales we are allocating any scheme for the product, there will be a colour change in the sales window, so that the salesman can know during billing that the product has a scheme or free items to be given while selling the item.

Image - to add an image of the item for future reference. Click on the center of the image and choose the location from where the image has to be loaded. *Note : image should be small or it will not be saved.*

Customer

(Fig. 44 – Masters – Customer Creation window)

Customer Window – To create a customer or Sundry Debtors in one simple step.

Name- Enter the customer name or company name to which we sell the products.

Alias Name - To enter the code no of the customer, alternative name or can enter the same as "Name"

Customer Address- To enter the address of the company or customer.

Customer Phone- to enter the phone numbers of the company.

Mobile Number – to enter the mobile number of the contact person.

E-Mail - To Enter the Email ID of the Customer.

Disc Per- Discount percentage for the customer to be given at the point of sale.

Area- To enter the area of the customer. To takes area wise reports.

Credit Days- To specify the number of credit days for the customer.

Credit Limit- To enter the credit limit of the customer.

Tax Reg. Nos. - To enter the general sales tax number and central sales tax number in detail. (e.g. TIN – 123456).

Customer Op Balance- To enter the opening balance (if the customer has to give money then make sure Dr. is clicked and enter the value amount, if money is paid in advance or has to be returned then click on Cr. And enter the value _ Amount

Diff in Opening Balance - it shows the current difference in the company opening balance.

Interest % - Just to view the interest percentage that will be charged to the customer in case of default. Currently there will be no impact or reports based on this.

SMS sch : This is the SMS Scheme selected for this particular customer. Will be shown only if the sms scheme is selected in application settings.

Related Topics - Sales Window customer selection, Analysis, etc.

Supplier

(Fig. 45 – Masters – Supplier Creation window)

Name- Enter the Supplier name or company name

Alias Name- To enter the Optional Name of the customer if there is or can enter the same as "Name"

Op Balance- to enter the opening balance (if the Supplier has to be paid money then make sure Cr. is clicked and enter the value amount, if money is paid in advance or has to be returned then click on Dr. And enter the value _ Amount.

Address- To enter the address of the company supplier or our creditors.

Area - Geographical Area of the Supplier

Phone- enter the phone numbers of the company.

Mobile Number – enter the mobile number of the contact person in the company. Can be used for SMS Schemes if applicable.

Disc Per- The Discount given on the sale rate for this particular customer.

Supplier Tax Reg. Nos. - To enter the general sales tax number and central sales tax number in detail. Enter the title before the number (e.g. CST – 123456).

Supplier Credit Days- To enter the no of day's credit is available from the supplier.

Interest % - Just to view the interest percentage that will be charged by the supplier in case of default.

SMS sch : This is the SMS Scheme selected for this particular customer. Will be shown only if the sms scheme is selected in application settings.

*Related Topics –Purchase Supplier window **Ctrl J**, Supplier Ledger, Purchase, Etc.*

Ledger

Ledgers are created to segregate and post the accounts in a separate and orderly manner. General ledgers required in a company other than the default ledgers are Rent, Stationery Expense, Fuel Expense, Electricity, Etc.

(Fig. 46 – Masters – Ledger Creation window)

Name- Enter the name of the ledger you would like to create.

Alias Name- Enter the optional alias name of the ledger.

Ledger A/C Group- To choose the account group under which the ledger comes. Refer masters Account Group under master.

Ledger Op Balance- Enter the opening balance of the ledger. Click **Cr.** Or **Dr.**

Diff in OP Balance - The current difference in opening balance while creating the ledger.

Related Topics - Masters > Account Groups, Reports > Account Reports - Group & Ledger, Etc.

Sales man

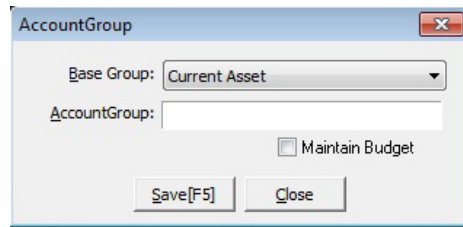
(Fig. 47 – Masters – Sales Man Creation window)

To Create enter New Employee Details. The employee details to be will be stored if employee details are entered here. A Ledger will be created automatically for the employee.

Code- Enter employee code or name (employee code will be displayed when create ledger is chosen). If Active is not Ticked it will not show in the Salary Statement.

Related Topics - Payroll > Attendance and Salary Statement, Vouchers - Sales Man, Reports, etc..

Account group



(Fig. 48 – Masters – Account Group Creation window)

To Create A New Account Group

Base Group- Choose the base group under which the new account group will be created.

Account Group- To enter the name of the new account group you need to create. E.g. If you need to group a similar expense like Companies "Fuel Expenses" under a group then you have to create a **Base Group** called *Fuel Expense* and then choose the **Account Group** "Indirect Expense" and Save it. Then go to Masters and Create Ledgers with Ledger Name "Petrol Car" , "Van Diesel", "Bike Fuel", etc. as required and select the Account Group "***Fuel Expense***" , so that we will be able to see the expenses under each group separately when viewing Profit and Loss Statements, etc..

Related Topics : Ledger

Maintain Budget: Maintain Budget has to be enabled only if the account group needs to be reflected in the **Budget Control** under **Analysis** Menu, where you can set budgets on monthly basis for each group and check the variance if it has exceeded or is it under control for each month.

Related Topic :Analysis Menu > Budget Control

SMS Schem

Please refer chapter 15 Tools, SMS & Email.

CHAPTER V

Sales

Sales comes under the broad heading 'TRANSACTION'. Well before going into sales in detail, let's have a light discussion about transactions.

Accounting Vouchers			
Receipt	Receipt	Contra	Journal
Stock Vouchers			
Receipt Note	Delivery Note	Physical stock	Opening stock
Stock Adjustment	Repacking		
Hybrid Vouchers			
Sales & PettySales	Purchase	Sales Return	Purchase Return
Service Vouchers			
Job Card Estimate	Job Card	Service Receipt	Service Purchase

Transaction is the act of transacting or the fact of being transacted, especially a business agreement or exchange. A business transaction is driven by well-defined business tasks and events that directly or indirectly contribute to generating economic value, such as purchasing and selling goods, and has also an associated number of parameters that represent Security and timing requirements. If a business transaction completes successfully then each participant will have made consistent state changes, which, in aggregate, reflect the desired outcome of the multi-party business interaction.

Voucher and Transaction: Voucher is a written record of expenditure, disbursement, or completed transaction.

In our context the term 'Transaction' and 'Voucher' is used in same meaning. The printable format of voucher is called Invoice or Bill.

Transactions can be classified in to three types: Accounting Voucher, Stock voucher and Hybrid Voucher.

Accounting Voucher :- Refers a voucher used to transact between accounting ledgers only. No stock (Inventory is associated with it) for Eg : receipt , payment

Stock Voucher :- Refers a voucher used to transact for inventory only. This voucher has no impact on accounts side. If we want to enforce an impact on accounts it has to be done manually using a journal.

Hybrid Voucher : - Refers Voucher that affect both Accounts and inventory. Eg: Sales , Purchase and Returns affects both accounts aspect and inventory aspect.

Sales & Petty Sales : - The act of selling; the transfer of property, or a contract to transfer the ownership of property, from one person to another for a valuable consideration, or for a price in money. A sale is the act of meeting prospective buyers and providing them with a product or service in turn of money or other required compensation. Sales is an act of completion of a commercial activity. The "deal is closed", means the customer has consented to the proposed product or service by making full or partial payment (as in case of installments) to the seller.

The payment is not necessary for recognition of sales on company financial statements, there are strict accounting guidelines stating when sales can be recognized. The basic principle is that a sale can only be recognized when the transaction is already realized, or can be quite easily realized. This means that the company should have already received a payment, or the chances of receiving a payment are high. In addition, delivery of the goods or service should have taken place for the sale to be recognized.

5.1 Sales , Petty Sales

Sales : A sale is the act of selling a product or service in return for money or other compensation. To be precise the sale completes prior to the payment and gives rise to the obligation of payment. If the seller completes the first two

above stages (consent and passing ownership) of the sale prior to settlement of the price, the sale remains valid and gives rise to an obligation to pay. InventoryBiz STD have 2 identical Sales windows which can be used for two different purposes. (For eg, as in keeping different Bill books, in the case of manual billing). A 'Petty sale' is normally used for retail sales and 'Sales' is used for wholesale sales.

A sample Screen shot of Sales window is shown below.

The screenshot shows the 'Sales' window for 'GEORGE PETER'. The window contains a table of items and a summary section. The table has the following data:

No	Item Code	Batch Code	Serial Number	Item Name	MRP	Qty	Free	Rate	Item Disc%	Item Disc Amount	Amount	Bill Discount	Tax %	Taxable Amount	Tax Amount	Net Amount
1	MIRINDA ORANGE	M058PM		MIRINDA ORANGE	10.00	10	2	10	0.00	0.00	83.33	8.33	20	75.00	15.00	90.00
2	HARPIC POWER	KL23423		HARPIC POWER	54.00	2		53	0.00	0.00	93.39	9.34	13.5	84.05	11.35	95.40
3	Preethi Induction	M057PM	KPR398ZZ56MJ	Preethi Induction	0.00	1		3250	5.00	143.17	2720.27	272.03	13.5	2448.24	330.51	2778.75
4	BIRIYANI RICE 1KG	M042PM		BIRIYANI RICE 1KG	61.00	5		61		0.00	305.00	30.50	0	274.50	0.00	274.50
5										0.00	0.00	0.00		0.00	0.00	0.00

The summary section shows the following values:

GrossAmount:	Item Discount:	Amount:	Invoice Discount:	TaxableAmt:	NonTaxAmt:	SalesTax :	Cess On Tax :	Net Amount	Accounts :	Sales Amount :	Qty:	
3345.16	143.17	3201.99	10	320.20	2607.29	274.50	356.86	0.00	3238.65	0.00	3233.65	18.00

The total amount is displayed as 3234.00. The window also includes a navigation bar with buttons like Save, Print, Cancel, Refresh, and Close, and a summary section with fields for Gross Amount, Item Discount, Amount, Invoice Discount, Taxable Amt, NonTaxAmt, SalesTax, Cess On Tax, Net Amount, Accounts, Sales Amount, and Qty.

1) **InvNo** : It can be referred as Invoice Number, Voucher Number or Bill No. Invoice No is a running serial number that you maintain in an invoice or Voucher. You should only have one number per invoice issued. Hence, two invoices should not have the same number. An invoice or bill is a commercial document issued by a seller to the buyer, indicating the products, quantities, and agreed prices for products or services the seller has provided the buyer. An invoice indicates the buyer must pay the seller, according to the payment terms. From the point of view of a seller, an invoice is a sales invoice. (Normally software will start from Invoice Number 1. Change in the numbering series is possible while you enter the first sales. Software will prompt for the starting number). Bill numbers can be prefixed with alphabets. (Eg KLM68765 ,EKM788765) . Prefix can be configured in application settings -> transactions

Note : All Transactions are done via a Voucher/Transaction, and the voucher/Transaction is identified with an unique ID which can be called as voucher number, Record number or Invoice Number.

2) **Navigator** : These buttons are used to move backward and forward between sales. Middle button is for searching the voucher. A search window will popup and user can search using specific filters in the search window.

3) **Date** (Invoice Date) : Invoice is one of the most important and mandatory field of the Sales window. It will normally be the application date (*Date which is entered in login window*) . Date format will be dd/MMM/yyyy. Significance of this format is explained with a simple example. Imagine you have multiple locations (NY&London), where you have different date formats: dd/mm/yyyy vs mm/dd/yyyy. If one could share across cultural boundaries, it could mean that we can interpret 9 Oct of one country as 10 Sept in another country, leading to confusion. Since we are using the internationally-recognised standard of dd-mmm-yy, no such issue is expected to occur. Thereby, if a person saves something in NY, it is clear what the date entered should be, regardless of where the viewer is located.

4) **MOP (Mode of payment)** : The payment can be made in many different ways like by giving Cash, Card Payment or credit payment. Credit payment requires a customer (Saved in customer or supplier master). Choosing Card payment will prompt for choosing banks name.

5) **Tax Mode** : Tax Mode refers to the type of tax applied for this Transaction: TaxMode '<None>' would mean, 'No tax will be calculated for the sales'. TaxMode 'VAT' would mean that the sale will be treated as an intrastate transaction and tax percentages, as per interstate sale rules, will be applicable. TaxMode 'CST' would mean that the sale is between two states and all the rules and tax percentages which would be applicable for an interstate sale will be applicable.

6) **Pricelist** : **Concept and Purpose of price list is already explained in Chapter : Application settings.** Sales Window decides the pricelist that would be applicable for the customer. The price list selected, will be applicable for all items in that particular sales. However, if you wish to have different price for the individual items u could achieve it by setting an option int the application settings called 'item sub window'. Pricelist can be selected after entering all items in the sales, prices will be changed according to pricelist.

7) **Customer** : Customer is the inevitable field of a sales bill. Customer Name or code will be displayed here (as per settings). This field can be used for one time customer entry: normally customer field will be ready for entering one time customer (cash customer) name. Press F 12 for using customers from database. Customer selection using F12 key is ideal for wholesalers. One time customer or cash customer is ideal for retailers. Press **F12** to choose customers list or again **F12** to swap to supplier list. The name of the customer can be entered in the space provided before pressing F12 if it is a cash transaction (MOP = CASH). Note if customer or supplier is not found in the list you could always create a new customer by using the **F3**key from the customer view window into which you got into by using the F12 key. If the Customer names, of the ones you have already created are not displayed in the pop window, click on **REFRESH** button

8) **Points** : Here it is the 'Customer Points' that the 'Points' actually refer to . As you may know modern traders are more focused towards customer delight and since they face competition in their every step,they would want to create more attractive schemes that would draw customers towards their shop.

9) **Customer Address** : Abstract concept about the geographical location of the customer. The place where a person or organization can be found or communicated with. Customer Address is taken from Customer master. Customer Address can be printed in invoice as per requirement.

10) **SI No**:- Serial No is the chronological Order of Items entered in the sales window.

11) **ItemCode** : Item Code is the unique Code number given to the item . User can press any key from the field item code while trying to enter an item code and an item sub window will pop up and would provide many features to search the item , it can be searched using Item Name also.

12) **BatchCode** : Batch Code is used to locate the item without any ambiguity so that exact rates can be identified easily. Users can use two types of settings. a) Use batchcode as barcode (Enabled) : users can select item using barcode scanner . b)Use batch code as barcode (Disabled) : Users can select item using Item Code and use batchcode for item

13) **Serial Number** : Serial Number is used by those who are dealing with warranty Items, for example Mobiles, electronic goods, computer hardware etc... these products comes with serial numbers and these serial numbers should be printed in invoice to avail the warranty. If 'Serial number option' is checked in settings, users can select the Serial Number by pressing the serial number field. There are two types of Serial number tracking. 'Serial number as Item Narration' which would be useful for those who are not interested to enter Serial Number during purchase.

Available Serial numbers of the item will be displayed in this coulmn. Users can select the serial Number of the item to be sold. (the serial number will be printed on the invoice. Serial number will be displayed only if serial No. was entered through the purchase voucher). If Serial No as Item Narrationis chosen in settings then the serial number and other remarks provided in the column after the item code column (grid), will be printed under the item name in the bill invoice or quotation.

- 14) **ItemName** : Refers the Full Name of Item to be printed in invoice
- 15) **MRP** : Maximum Retail Price as entered in Item master or Purchase (if batch Code is enabled)
- 16) **Qty** : Number of pieces sold in this sales. For eg if the product is sold in loose we can enter 0.5 for half kg and 0.10 for hundred grams. In case of sales return can enter minus (e.g. -1).
- 17) **Free** :Qty of Free (free quantity is applicable in case of Distribution only. For eg if customer purchases 10 pack of Dairy Milk 1 pack of diary milk is given as free. And this 10 pack is saleable for the reseller.)
- 18) **Rate** : it is selling rate of the item (as given in Item master or Purchase) users can edit the selling rate as per the customer .(Rate can be either Inclusive or Exclusive)
- 19) **ItemDisc%** : Discount Percentage given per Item. Amount will be calculated on gross amount (Excluding Tax)
- 20) **ItemDiscAmt** : Item Discount amount can be given manually or it will be calculated according to item discount percentage
- 21) **Amount** : Is the amount after deducting Item Discount from gross amount
- 22) **BillDiscount** : This is the bill discount amount allocated to Items on the basis of its gross value
- 23) **Tax%** : it is the tax percentage applicable for this particular Item
- 24) **TaxableAmount** : It refers the pre-tax amount for which the tax is calculated
- 25) **TaxAmount** : Tax is calculated on the basis of Taxable amount (Taxable * Tax/100)
- 26) **NetAmount** : is the taxable amount + tax amount
- 27) **Receipt** : This button is used to link a receipt along with this sales
- 28) **GrossAmount** : This refers the grand total of 'Item Gross amount' Column
- 29) **ItemDiscount** :This refers the grand total of 'Item Discount Amount' Column
- 30) **Narration** : it is the narration provided related to this sales
- 31) **Amount** : This refers the grand total of 'Item amount. Column
- 32) **InvoiceDiscountPercent**: (Bill Discount) It refers the percentage of discount for this bill. Discount is calculated on Pre tax values
- 33) **InvoiceDiscountAmount**: This is the amount calculated on the basis of percentage given or Discount amount can be manually provided
- 34) **TaxableAmt**: It refers the pre tax amount total of Items
- 35) **NonTaxableAmt**: It refers the pre tax amount total of Items
- 36) **SalesTax**: It refers the pre-tax amount total of Items
- 37) **CessOntax** : Sum of cess on tax of Items
- 38) **NetAmount** : Sum of Item net Amount
- 39) **Accounts** : The net value of manual accounts posting
- 40) **SalesAmount** : It is the Net sales amount . In case of Service integrated Sales Bill total bill amount means total of sales value and Integrated service value
- 41) **Qty** : Sum total of Item Quantity (Negative qty will not be considered)
- 42) **Save** : Save Button to save the entered Sales voucher to the database. Once the save is done the changes made in the voucher will be permanent and users may recall it and update it for any mistakes that might have occurred while entering it in the first place. Users can set the options to set print command while pressing save button

- 43) **SalesMan** : Person who executes the sales. Person who enters the data in the software is called as USER. Concept of Sales man and user are different entities in Inventorybiz , for eg assume the case of textile shop, data entry operator and salesman are different and sales man is entitled to get a commission on his sales.

- 44) **Print** : Button to print the bill . (usually done when an extra copy is required)
- 45) **Cancel/Delete** : This option is to cancel or delete the bill. Cancel is used for keeping the bill in cancelled mode, user may, in future, re-open the bill and change its status from cancelled to active. Cancelled bill will not affect stock and accounts. Deletion refers to the permanent removal of the bill from disk. Deleted bill cannot be activated later.
- 46) **Agent** : This is to select the agent / broker /intermediary of the sales. For example Paint shops or hardware shops will provide commission to contractors or painters etc.. software can automatically post his commission to the agents ledger .
- 47) **Refresh** : This button is used for Refreshing the window. Newly added masters will be loaded while pressing refresh button
- 48) **OtherExpense** : - This is an extra Column used to enter any other expense like coolie or transportation charges

49) **Close** : This button is used to close the window

50) **Cash Discount** : Cash discount field is used to provide a flat discount on bill. This discount is affected after all tax and cess calculation. We can directly reduce the bill amount without affecting tax amount

Differences between bill discount and cash discount

Bill discount will affect tax calculations.

Cash discount won't affect tax calculations.

Bill discount is given with the aim to purchase at high quantity.

Cash Discount is generally given when the Party pays in cash for the entire invoice.

Round Off(-/+):

51) **RoundOff** : Rounding off a bill amount is a technique used to change the amounts to payable value. Rounding is most commonly used to limit the amount of decimal places. Instead of having a long string of decimals places, For eg : if the bill amount is Rs 100.01 the round off technique will round the figure to Rs 100.00 Similarly Rs 100.56 to 100.50 (round off option is optional and it can be customised from options window) software can round off the bill amount to nearest denomination as fixed in settings window

52) **BillAmount** : This is the total amount of Bill in sum total of salesAmount and service amount

53)

54) **Scheme details** :- This label is used to display the scheme details of the selected Item. Scheme details are entered in Item master window.

55) **Profit %** : It will display the profit percentage of this bill

Additional Details about sales window

The sales window can be viewed in 5 different modes or screens as per settings and also change when discount schemes are enabled.

Sales Normal Screen, Sales Screen when BATCH is enabled , Sales with Batch and Serial Number, Sales Screen with Serial Number as item Narration, Sales Screen When POS is enabled

Sales (Normal)

This is the normal sales window seen with default settings.

The screenshot shows the 'Sales' window in Inventory Biz. The window title is 'Inventory BIZ 5.4.880 Standard Edition Release 2011 [DATH_2010-2011 01-Apr-2010]'. The menu bar includes Settings, Masters, Transactions, Analysis, Accounts, Reports, User Admin, Tools, Window, and Help. The window contains a table of items and a summary section.

N	Batch Code	Item Code	Item Name	MRP	Qty	Free	Rate	Item Disc%	Item Disc Amount	Amount	Tax %	Taxable Amount	Tax Amount	Net Amount
1		fan		2500	2			0.00	0.00	5000.00		5000.00	0.00	5000.00
2		pen		15	10			0.00	0.00	150.00		150.00	0.00	150.00
3		soap		22	2			0.00	0.00	44.00		44.00	0.00	44.00
4		gum		25	1			0.00	0.00	25.00		25.00	0.00	25.00
5								0.00	0.00	0.00		0.00	0.00	0.00

Summary section:

General | F10 | Advanced | Order | Print Options | Shortcuts

Receipt

GrossAmount:	Item Discount:	Amount:	TaxableAmt:	NonTaxAmt:	SalesTax:	Cess On Tax:	Net Amount	Sales Amount:	Qty:
5219.00	0.00	5219.00	0	5219.00	0.00	0.00	5219.00	5219.00	15.00

Sales Man [F2]: ADMIN

OTHER EXPENSES: _____ CashDiscount: _____

Save [F5] | Print [F6] | Cancel [F7] | Refresh [F8] | Close

0

5219.00

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11:28 AM 15-Oct-2011

(Fig. 49 – Transactions – Sales window - Normal)

Sales (Screen When Batch Is enabled)

This screen or grid would be seen if sales is opened with Batch code enabled, which in turn is enabled from the application settings → advanced, selecting ‘use as Barcode’. This is when Barcode scanner is used in Point of sales outlets.

N	Batch Code	Item Name	MRP	Qty	Free	Rate	Item Disc%	Item Disc Amount	Amount	Bill Discount	Tax %	Taxable Amount	Tax Amount	CessAmt onTax	Cess %	Net Amount
1	L1227	SAMSUNG SYNCHMASTER 732NW 18"	8112	2		7956		0.00	14144.00	0.00	12.5	14144.00	1768.00	17.68	1	15929.68
2								0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00

General | CustomerRates | Advanced | Order | Print Options | Accounts | Shortcuts
 Service | Narration:
 Receipt
 GrossAmount: 14144.00 | Item Discount: 0.00 | Amount: 14144.00 | Invoice Discount: | TaxableAmt: 14144.00 | NonTaxAmt: 0.00 | SalesTax: 1768.00 | Cess On Tax: 17.68 | Net Amount: 15929.68 | Accounts: 0.00 | Sales Amount: 2.00
 Sales Man [F2]: ADMIN | Agent: <NONE> [Agent] [Age] | OTHER EXPENSES | CashDiscount: | RoundOff(+/-) | **15930.00**
 Save [F5] | Print [F6] | Delete [F7] | Refresh [F8] | Close | QtyOnHand=2
 admin | IbiDemo | © DCS Infoway, www.inventorybiz.com | VAIO-VAIOUBIZ2005 | SERVER

(Fig. 50 – Transactions – Sales window – Batch Code)

Sales Screen with (Batch Code and Serial Number Enabled)

This screen can be viewed when Batch code is enabled from application menu advanced settings and also when serial number tracking is enabled from the Application settings General menu. Ideal when the product has a batch number and is sold with serial numbers for the purpose of knowing the warranty or related details.

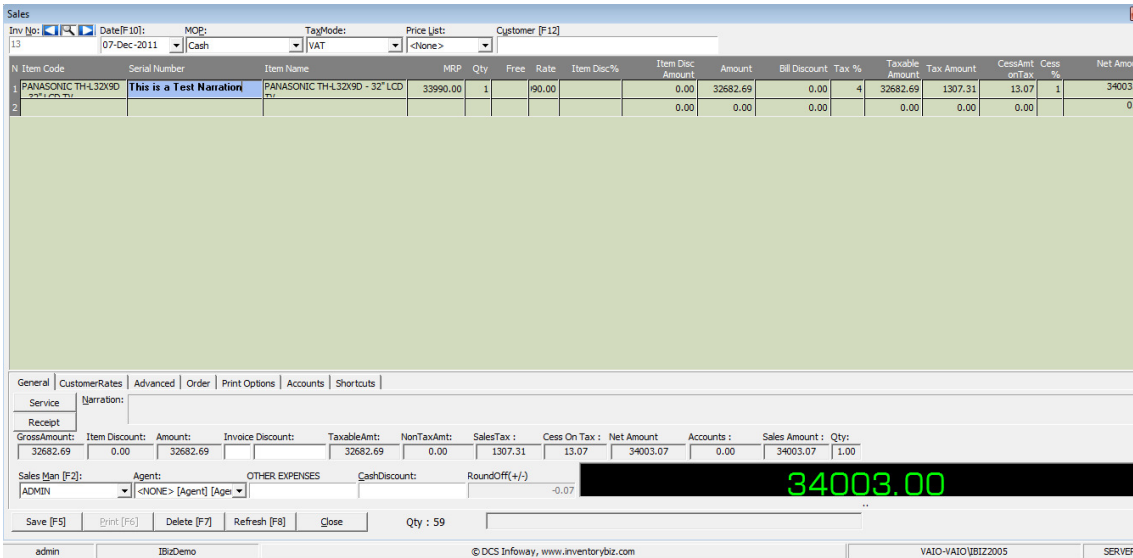
N	Batch Code	Serial Number	Item Name	MRP	Qty	Free	Rate	Item Disc%	Item Disc Amount	Amount	Bill Discount	Tax %	Taxable Amount	Tax Amount	CessAmt onTax	Cess %	Net Amount
1	L1228	D12345	SAMSUNG SYNCHMASTER 732NW 18"	8112	1		7956		0.00	7072.00	0.00	0.00	7072.00	884.00	8.84	1	7964.84
2									0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00

General | CustomerRates | Advanced | Order | Print Options | Accounts | Shortcuts
 Service | Narration:
 Receipt
 GrossAmount: 7072.00 | Item Discount: 0.00 | Amount: 7072.00 | Invoice Discount: | TaxableAmt: 7072.00 | NonTaxAmt: 0.00 | SalesTax: 884.00 | Cess On Tax: 8.84 | Net Amount: 7964.84 | Accounts: 0.00 | Sales Amount: 1.00
 Sales Man [F2]: ADMIN | Agent: <NONE> [Agent] [Age] | OTHER EXPENSES | CashDiscount: | RoundOff(+/-) | **7965.00**
 Save [F5] | Print [F6] | Cancel [F7] | Refresh [F8] | Close | QtyOnHand=2
 admin | IbiDemo | © DCS Infoway, www.inventorybiz.com | VAIO-VAIOUBIZ2005 | SERVER

(Fig. 51 – Transactions – Sales window – Batch Code and Serial Number)

Sales Screen (with Serial Number as Item Narration)

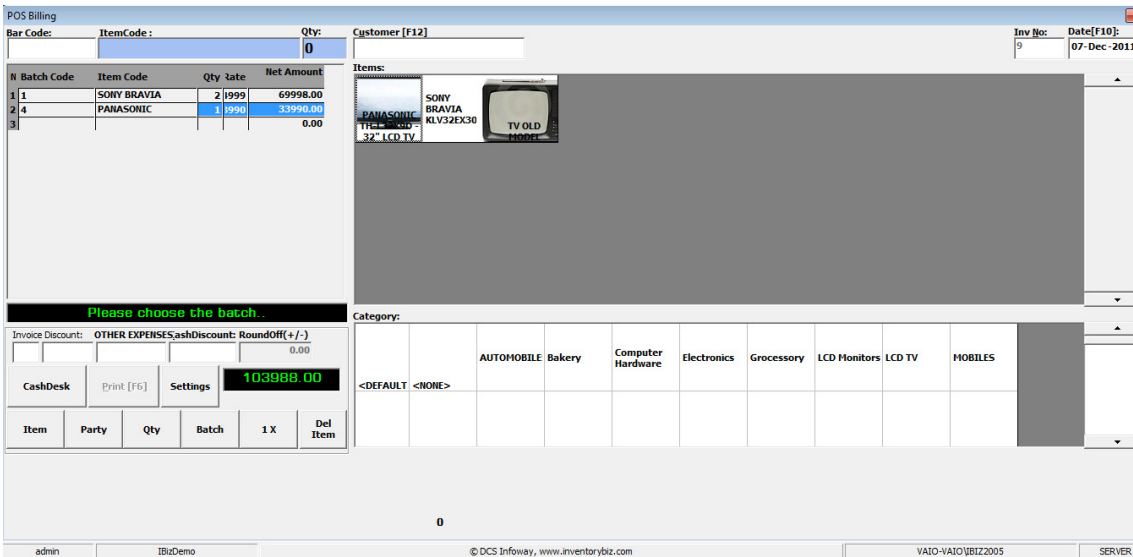
This menu can be enabled from the application settings general menu and choosing item serial number as narration. The advantage of this settings is that you can type the details of the sales for that particular item in the narration column and it can be set to be shown under the item name, any small line or details can be given under the item.



(Fig. 52 – Transactions – Sales window – Item Narration)

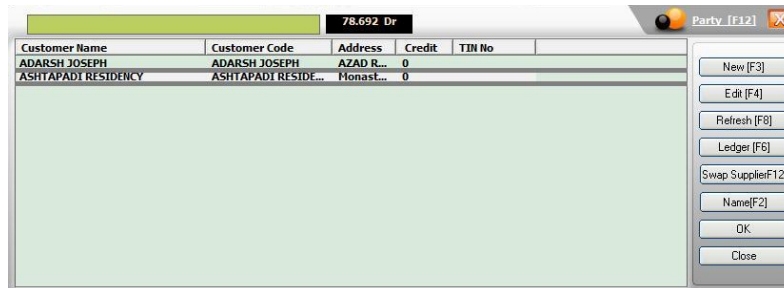
Sales Screen (when POS with Touch Screen is enabled)

The sales screen can be enabled from the application settings and choosing POS. This screen is ideal for touch screen based POS (Point of Sale) systems or computers.



(Fig. 53 – Transactions – Sales window – POS Screen)

Related Topics - Masters - Customer & Supplier Creation, Analysis > Customer, Customer Window, Short Cut Key - Ctrl J



(Fig. 54 – Customer / Supplier window)

Press **F2** to swap between Item Code and Item Name, to search in the item pop window. **F12** to swap between Customer and Supplier.

Item Code- press any key and a pop menu (Item Window) with the existing list will pop up.
 Related Topics - Masters > Item Creation, Item Window, Analysis > Item View, Short Cut Key - Ctrl I

ItemName	ItemCode	SRate	MRP
Orient/Versace Mint Dekor	Orient/Versace...	0.000	0.000
003/GLASS BASIN MIXER	003/GLASS BA...	4019...	4019...
005/GLASS BASIN MIXER	005/GLASS BA...	0.000	0.000
0055/CENTER HOLE BASIN MIXER WITH CRYSTAL HEAD	0055/CENTER H...	0.000	0.000
0056/RAIN SHOWER MIXER WITH CRYSTAL HEAD	0056/RAIN SH...	0.000	0.000
0057/BIDET MIXER WITH CRYSTAL HEAD	0057/BIDET MI...	0.000	0.000
0058/CENTER HOLE BASIN MIXER WITH CRYSTAL HEAD	0058/CENTER H...	0.000	0.000
006/GLASS BASIN MIXER	006/GLASS BA...	0.000	0.000
007-20/PULL-OUT	007-20/PULL-O...	0.000	0.000

(Fig. 55 – Item window)

Sales Item Name- Item Name will be displayed. This option will not be displayed if serial number option is selected. Only serial number box will be displayed.

To change invoice schemes and to design the invoice schemes for this particular transaction. Print settings can be done for DMP printers, Laser Printers, Thermal Printers, etc.

Test Print: Click to get the sample print preview of the transaction voucher or invoice. Also from the Preview window if Design is clicked the invoice can be redesigned or modified as per requirement if the user has the permission to do so.

Choose a Scheme (Fast is for Dot Matrix Printers or Thermal Printers. Name's with Extension windows is for Inkjet, Laser or Thermal Printers. Choose the scheme as per the printer installed in your computer (Windows > Start > Printer & Devices). For windows printouts, set the settings in printer properties as A4 Paper size for best results

Windowsprinting- for windows printing use DefaultpaperA4Size (set size for printer from properties of printer and devices menu of Operating system, for DMP(DotMatrixPrinter)andThermalPrinting-useFastPrintDesigner. ForThermalPrinter eitherWindowsor Fast Schemes could beused.

PrintSettings : press F1 from the Inventory Biz for detailed help or refer chapter 2 Step 3.

Customer Rates Tab

If the same item is sold earlier to the same customer in previous invoice, then those sold invoice and item details are shown in customer Rates tab, if the tab is enabled.

Advanced Tab

Outstanding : The outstanding amount of the customer is shown in this column

Receipt : if receipt is done from the sales window icon, then the corresponding amount will be shown here.

Service Amount : The total amount of service items included in this bill.

Service tax : It is the service tax applicable for Service items (Service items are classified in the item master as service items using the item classification drop down menu)

Cess : it is the cess on service tax

Delivery Note: Delivery Note processing details for the delivery note transactions can be chosen from this tab and processed from here, if any. Note :*only if the customer chosen has any delivery note pending to be processed, will it display here.*

Sales Enquiry : Sales Enquiry details for the sales enquiry done earlier through sales enquiry transaction can be chosen from this tab and processed. Note: *only if the customer chosen has any sales enquiry pending to be processed will it display here.*

Accounts : under the accounts tab, other ledgers can be used to calculate extra postings of accounts related to the voucher

Extra Accounts Tab: if this tab is enabled from application settings, we can enter extra details to the sales accounts.

Ledger: Choose the ledger which should be entered into the sales accounts details.

Apply On: Choose on which the above ledger should be included. For e.g. Custom, to enter our own required fields or taxable, cess, discount, etc.

Value: The value should be entered or loaded automatically based on the selected ledger.

Add/Sub: Select ('+' or '-') i.e. addition or subtraction should be done on above value.

Percentage: Enter the percentage that should be included on the above value.

Amount: Enter the amount that should be included on the above value.

ORDER TAB

Delivery Note No & Date: User can enter the delivery note no and date details of the sales transactions if any.

Purchase Order No & Date: User can enter the purchase order no and date details of the sales transactions if any.

Despatch Details & Date if any: User can enter the despatch details like which courier service etc and date of the sales transactions.

Terms of Delivery if any: Terms and conditions related to sales transactions if any.

Short Cuts tab

F3 - To Show Previous Bills

F5 - To save vouchers

F8 - To refresh the window

F9- Focus on Item Window

F2- Focus on Sales Man combo box

F10 - Focus to Voucher Date

F12 - Focus to Customer

F6 - To Print

F7- To Cancel

Shift+F7 - To Delete the transaction

Escape - To Close the window

(In case of barcode keys) - Alt Key from Batchcode to focus on Qty Column- Enter to navigate forward

Shift Enter - To navigate backward

Alt+Delete - To delete a row from item list

Up or Down – on Mouse click To move to next bill upwards or Downward

F11 - To view Cost Rate of an item

F4 - To navigate Bottom pane tabs.

Ctrl I - To view item pop Window.

Ctrl H - To view Stock History.

Ctrl F2 - To activate Biz Search.

Ctrl E - To activate Edit window.

5.3 Quotation

Same as Sales . Refer chapter 5.1 Sales. This is another alternate sales voucher when accounts posting is enabled. If it's not enabled it can be used to give estimates or Performa which does not need to be accounted.

N	Item Code	Item Name	MRP	Qty	Free	Rate	Item Disc%	Item Disc Amount	Amount	Bill Discount	Tax %	Taxable Amount	Tax Amount	Cess/Amt on Tax	Cess %	Net Amount
1	MICROMAX MOBILES	MICROMAX MOBILES	3525.60	1		457.80	5.00	166.24	3158.57	0.00	4	3158.57	126.34	0.00	0	3284.91
2	NOKIA E63	NOKIA E63	10025.60	1		832.80	10.00	874.03	7866.24	0.00	12.5	7866.24	983.28	0.00	0	8849.52
3								0.00	0.00	0.00		0.00	0.00	0.00	0	0.00

General | Customer Rates | Advanced | Order | Print Options | Accounts | Shortcuts

Receipt

Gross Amount:	Item Discount:	Amount:	Invoice Discount:	Taxable Amt:	NonTaxable:	Sales Tax:	Cess On Tax:	Net Amount:	Accounts:	Sales Amount:	Qty:
12065.08	1040.27	11024.81		11024.81	0.00	1109.62	0.00	12134.43	0.00	12134.43	2.00

Sales Man [F2]: ADMIN Agent: <NONE> [Agent] [Age] OTHER EXPENSES CashDiscount: RoundOff(+/-) -0.43

Save [F5] Print [F6] Delete [F7] Refresh [F8] Close Qty : 107

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(Fig. 57 – Transactions – Quotation Window)

This Voucher is used to give a quotation for the Client Customer. Physical quantity will not be affected. If in Application Settings > Voucher Types - Quotation is enabled and if "Post in Accounts " is also enabled, then the Quotation will work just as the sales Voucher.

(The Quotation voucher is identical to the Sales / Petty Sales Voucher. It can be used to give Quotations or Performa Invoices for customers. The inventory will not be affected.)

Related Topics - Application Settings > Voucher Types - Quotation - Post in Accounts, Sales, Petty Sales, Reports > Sales Reports, Sales Ledger, etc.

5.4 Sales Order

To print a sales order. A customer's order is entered as a sales order so that the sales bill can be processed for the same in the given date. Choose items from the item pop window as per the purchase order and save it or print it. If printing cannot be done directly go to edit mode and open the sales order and click on print.
Related Topics - Application Settings > Vouchers Types - Order, Reports - Order Reports.

No	Item Code	Item Name	MRP	Qty	Free	Rate	Tax%	Tax Amt	NetAmt	Amount
1	NOKIA E63	NOKIA E63	10025.60	5		9932.80	12.5	5462.67	43701.33	49164.00
2										0.00

Sales Tax	Cess On Tax	Taxable Amt	NonTaxAmt	Item Discount	Gross Amount	Sales Amount	Qty	MRP Value	Outstanding	Receipt	Service Amt	Serv Tax
5462.67	0.00	43701.33	0.00	0.00	43701.33	49164.00	5.00	50128.00	171444.98		0	

Sales Man [F2]: ADMIN Agent: <NONE> [Agent] [Age] Other Expense(+/-): 0 Discount(-): 0 RoundOff(+/-): 0.00

Save [F5] Print [F6] Delete [F7] Refresh [F8] Close

49164.00

(Fig. 58 – Transactions – Sales Order Voucher or Window)

5.5 Sales Return

Sales Returns Supplier- press **F12** to choose Supplier list or again **F12** to choose Customer list or name of the customer can be entered in the space provided before pressing F12. Note if customer or supplier is not found in the list, create a new one by pressing F3 and to edit an existing one Press F4.

Sales Returns Item Code- press any key and a pop menu with the existing list will pop up. If the item is not found in the list, create a new one by pressing F3 and to edit an existing one Press F4.

Sales Returns Item Name- item name will be displayed for the corresponding item code. This option will not be displayed if serial number option is selected. Only serial number box will be displayed.

Sales Return Serial No. - Serial numbers of the item in the purchase bill is to be entered here. When finished just press the return key(enter key) and it will return to main form. To keep track of the sales through serial numbers.

Sales Returns QTY- to enter the quantity of the item to be sold.

Free- to enter the quantity of any free items received with the purchase.

Sales Returns PRate- enter the purchase rate of the item as per the bill.

Disc Amt- Discount amount for the item to be entered here as per the purchase bill.

Discounts- to enter Discounts in the invoice or discounts for the whole purchase bill.

TAX or Tax amount- can enter the tax percentage of the item or it will be calculated as per settings in the item master.

Sales Order Other Expenses- To enter other expenses if necessary, like coolie, handling charges, etc.

F5 – Save. From main menu **F2** to **Edit**.

Related Topics - Sales, Stock History, Reports.

Sales Return

Vch No: 2 Date: 13-Nov-2018 MOP: Credit TagMode: VAT Party [F12]: SIVAM ASSOCIATES

SlNo	ItemCode	ItemName	Qty	Free	SRate	MRP	DiscountPer	ItemDiscount	Amount	BILDec	TaxPer	TaxAmount	CessAmt	CessPer	NetAmount
1	NOKIA BLUETOOTH HEADSET BH104	NOKIA BLUETOOTH HEADSET BH104	2.00	0.00	918.00	936.00	0	0.00	1632.00	0.00	12.500	204.00	0.00	0	1836.00
2								0.00	0.00	0.00		0.00	0.00		0.00

General | Print Options | Accounts | Shortcut

GrossAmount: 1632.00 ItemDisc: 0.00 Amount: 1632.00 (J)Discount [F11]: 0.00 0.00 0.00 NTaxable: 0.00 Taxable Amt: 1632.00 Tax Amt: 204.00 Cess: 0.00 ReturnAmt: 1836 (+)Freight: 0.00 (J)CashDiscount: 0.00 RoundOff(+/-): 0.00

SalesMan: ADMIN RefNo: QOH: 2(n)(o)(Out) Net Amount: 1836.00 Accounts: 0.00 12.5 % Taxable : 1632.00 Tax : 204.00

Narration / Order Details:

Save [F5] | Print [F6] | Delete [F7] | Refresh [F8] | Close

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Bill Amount: 1836.00

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(Fig. 59 – Transactions – Sales Return Window)

1 CHAPTER VI

Purchase

Accounting Vouchers			
6.1 Purchase	6.2 Local Purchase	6.3 Purchase Order	6.4 Purchase Return

Purchase is the act of acquiring goods or services in exchange for money or value for the purpose of sale. Purchase is the act of buying products from our vendors. Purchase fixed asset does not come under the preview of purchase. Purchase may be followed by a purchase order.

6.2 Purchase Vs Local Purchase: - Both windows carry similar functionalities. We have provided a broader categorization for Purchase voucher. Users can take separate reports for Purchase and local purchase.

Sample Purchase window is shown here

(Fig. 60 – Transactions – Purchase Window – Normal or Default)

Date- To enter the invoice date (as found in purchase bill). Default date will be available automatically.

Stock Date- This is the date of entering stock to our warehouse. For example a company from Kerala is purchasing products from Punjab, transit time will be considerably lengthy. If the date of purchase is 31st march and date of receipt is on 8th April there is delay of 8 days. Here stock date is 8th April and invoice date is 31st march

Inv no- Invoice Number (Please enter the invoice number found on the purchase bill). If you are entering an existing bill number in inv no field it will prompt for loading the old bill for updation. This feature will reduce the chance of entering bill number by mistake.

Reference Number- Any reference numbers for the corresponding purchase bill can be entered here for your information. Manual Number maintained by the data entry operator for filing purpose.

Tax Mode- To choose tax mode – None, KGST, CST, VAT, UNREGISTERED. (Tax will be charged on the item as mentioned in the item master). If None is chosen or no tax amount is entered in the item master then there will be no tax calculated for that particular bill or item. UNREGISTERED is a new mode of tax which is not discussed in sales window. Apart from other tax modes there is new tax mode named UNREGISTERED for

entering purchase from UNREGISTEREDDEALERS .for example super markets may be buying some Papadum (also known as papad) or Dried Fish from local manufacturers who do not have any registration number of tax bill. In such cases those purchases are considered as Purchase from Unregistered Dealer and are entered separately.

MOP- mode of payment – to choose credit or cash sale. Only for credit entries the corresponding data will be stored in the ledgers.

Item Code - To choose the item code or item name from the Item popup window.

Item Name–The exact name of Item as entered in Item master.

Batch Code - The batch code of the item to be entered for the item to be displayed. This option would be available only if batch code is enabled in application settings. In case barcode scanner is used the item will be displayed when the item is scanned (Barcode scanning may not be enabled). Usually bar code will be generated automatically and users can alter it by pressing 'INSERT' key from batch code field. *Related Topics - Application Settings > Advanced - Enable Batch Code, etc.*

Serial No - If serial No. is enabled then the items purchased and sold should be entered using the serial numbers so that sales and purchase can be tracked if necessary.

Related Topics - Application Settings > General - Serial Number Tracking - Serial Number. Sales Window - Serial Number.

Discount Amount - Item discount to be entered as shown in the purchase bill for each item and invoice discount (seen in the bottom of the window) to be entered if only total invoice discount is given in the bill.

Round Off - To enter the Round off Value in the purchase Bill.

Cost Factor - To view the Cost of the product when discount is applied on the purchase rate. Cost rate does not affect the bill amount. It is used for calculating the cost rate only.

General ,Prev Rates, Print, Short Cuts → Prev Rates - To view the Previous rates of the Product purchased when bought from different Suppliers, **Print** - to do the print Settings, **Short Cuts** - to view the short cuts enabled in the Purchase window.

Purchase window with Batch Code

No	ItemCode	ItemName	BatchCode	Qty	Free	PRate	CRate	SRate	MRP	Item Discount%	Item Discount	Amount	BillDisc	TaxableAmount	TaxRate	TaxAmount	NetAmount
1	SAMSUNG CALCULATOR	SAMSUNG CALCULATOR	L1227	2.00	0.00	7800.00	6933.34	956.00	8112.00	0	0.00	13866.67	0.00	13866.67	12.50	1733.33	15600.00
2								0				0.00	0.00	0.00		0.00	0.00

GrossAmount:	13866.67	Item Discount:	0.00	Amount:	13866.67	InvoiceDiscount(=):	0	TaxableAmt:	13866.67	NonTaxAmt:	0.00	PurchaseTax:	1733.33	CessAmt:	17.33	OTHER EXPENSES:	0.00	FREIGHT_COOLY:	0.00	CashDiscount:	0.00
Purchase Amt:	15600.00	Qty Tot:	2.00	Net Amt:	15600.00	Auto Calc SRate:		Cost Factor:		(+/-)Round Off:	0.00										

Amount: 15600.00

(Fig. 61 – Transactions – Purchase Window – with Batch code)

Purchase window (with Batch Number and Serial Number)

This view or screen is enabled in purchase where the item has a batch code and also needs to be tracked with the serial number. Can be enabled from application settings → advanced menu → batch code and application settings → general → serial number. Please refer serial number or application settings general.

Purchase [INFOVISION INDIA PVT LTD]

Inv No: 11 Ref. No(Internal No): Date: 07-Dec-2011 StockDate: * 07-Dec-2011 MOP: Cash TaxMode: VAT Supplier [F12]: INFOVISION INDIA PVT LTD

No	ItemCode	ItemName	BatchCode	SerialNos	Qty	Free	Prate	CRate	SRate	MRP	Item Discount	Amount	BillDisc	TaxableAmount	TaxPer	TaxAmount	NetAmount
1	SAMSUNG GALAXY S	SAMSUNG GALAXY S	L1228	d			7800.00	0	956.00	8112.00	0.00	0.00		0.00	12.5	0.00	0.00

Serial No...

Serial No:

D12345
D45679

Press [Enter] to Accept/ Return/
Select to Plain Window.

General | Prev Rates | Print Options | Advanced | Accounts | Shortcut

GrossAmount: 0.00 Item Discount: 0.00 Amount: 0.00 InvoiceDiscount(:): 0 TaxableAmt: 0 NonTaxAmt: 0 PurchaseTax: 0 CessAmt: 0 OTHER EXPENSES: 0 FREIGHT_COOLY: 0 CashDiscount: 0

Purchase Amt: 0.00 Qty Tot: 0 Net Amt: 0 Auto Calc SRate: Cost Factor: (+)/Round Off: 0

Narration / Order Details:

Save [F5] | Print [F6] | Delete [F7] | Refresh [F8] | Close

Amount: 0.00

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(Fig. 62 – Transactions – Purchase Window – with Batch code and Serial number)

Purchase window (with Serial Number)

This window is used only when you need to track the item with serial number. So purchase and sales has to done with serial number selection.

Purchase [ALMAHA DISTRIBUTORS]

Inv No: 12 Ref. No(Internal No): Date: 07-Dec-2011 StockDate: * 07-Dec-2011 MOP: Cash TaxMode: VAT Supplier [F12]: ALMAHA DISTRIBUTORS

No	ItemCode	ItemName	SerialNos	Qty	Free	Prate	CRate	SRate	MRP	Item Discount	Amount	BillDisc	TaxableAmount	TaxPer	TaxAmount	NetAmount
	SONY BRAVIA	SONY BRAVIA	d			25789.00	0	999.00	35000.00	0.00	0.00		0.00	4	0.00	0.00

Serial No...

Serial No:

D123465

Press [Enter] to Accept/ Return/
Select to Plain Window.

General | Prev Rates | Print Options | Advanced | Accounts | Shortcut

GrossAmount: 0.00 Item Discount: 0.00 Amount: 0.00 InvoiceDiscount(:): 0 TaxableAmt: 0 NonTaxAmt: 0 PurchaseTax: 0 CessAmt: 0 OTHER EXPENSES: 0 FREIGHT_COOLY: 0 CashDiscount: 0

Purchase Amt: 0.00 Qty Tot: 0 Net Amt: 0 Auto Calc SRate: Cost Factor: (+)/Round Off: 0

Narration / Order Details:

Save [F5] | Print [F6] | Delete [F7] | Refresh [F8] | Close

Amount: 0.00

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(Fig. 63 – Transactions – Purchase Window – with Serial number)

Other Miscellaneous options :-

- 1) **Auto calcSrate** : This Option is provided to enable and disable automatic calculation of Srate and MRP according Srate % and MRP % on Prate (as given in item master). users can manually alter the rates after automatic calculation (For rounding it to nearest \$ u have to deselect Auto calcSrate button after entering all items).

- 2) **Other Expense and Freight and coolie:** In purchase window we have provided two fields for entering additional expenses. Users can change the name of these fields by clicking on its caption

Purchase Order

A purchase order (Normally denoted as PO) is a commercial document issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services the seller will provide to the buyer. Sending a purchase order to a supplier constitutes a legal offer to buy products or services. Acceptance of a purchase order by a seller usually forms a contract between the buyer and seller, so no contract exists until the purchase order is accepted. It is used to control the purchasing of products and services from external suppliers. Purchase Order is given to our suppliers and Purchases are done on the basis of Purchase Order. A sample Purchase Order window is given below.

No	Item Code	Item Name	MRP	Qty	Free	Rate	Tax%	Tax Amt	NetAmt	Amount
1	MICROMAX MOBILES	MICROMAX MOBILES	3525.60	2		3390.00	4	260.77	6519.23	6780.00
2	NOKIA E63	NOKIA E63	10025.60	5		9640.00	12.5	5355.56	42844.44	48200.00
3										0.00

General | CustomerRates | Fifo | Order | Print | Accounts

Narration:

SalesTax	Cess On Tax	TaxableAmt	NonTaxAmt	Item Discount	Gross Amount	Sales Amount	Qty:	MRPValue	Outstanding	Receipt	Service Amt:	Serv Tax:
5516.33	0.00	49363.68	0.00	0.00	49363.68	54980.01	7.00	57179.20	-45345.00		0	

Sales Man [F2]: ADMIN Agent: <NONE> [Agent] [Age] Other Expense(+/-): 0 Discount(-): 0 RoundOff(+/-): -0.01

Save [F5] Print [F6] Delete [F7] Refresh [F8] Close

54980.00

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(Fig. 64 – Transactions – Purchase Order Window)

Purchase order Processing is available only on ERP or higher Editions Only.
Related Topics - Order Reports

Purchase Order window and its fields is similar to other windows like sales and Purchase .hence further explanation regarding the fields will be a repetition. Only difference is Batch Code is available in Purchase Order because purchase Order is not a voucher affecting stock or accounts.

Purchase Return

Purchase returning is the process of Returning previously purchased products/ Goods to the distributor or wholesaler and in turn, receiving a debit Note or Cash Refundor exchange for another item (identical or different), Many wholesalers will accept returns due to poor quality or unrepairable complaint or related to bad feedback from customers. Returning is generally offered by Distributors as a courtesy to the Reseller. Often it causes the Wholesaler to suffer a loss, because the merchandise, not being in sellable condition, must be sold at a discount A Sample Purchase Return window is given below. Purchase return is sometimes denoted as Debit Note. In our software Debit note refers to a document used to return goods on credit. The vendor then issues a credit note to the purchaser indicating that the goods have been received, and that the purchasers account is debited in his books of accounts..

Purchase Return

Vch No: 2 Date: 10-Jan-2012 MOP: Credit TaxMode: VAT Party [F12]: INFOVISION INDIA PVT LTD

SNo	ItemCode	ItemName	Qty	Free	PRate	SRate	MRP	DiscountPer	ItemDiscount	Amount	BillDisc	TaxPer	TaxableAmount	TaxAmount	CessAmt	CessPer	NetAmount
1	MICROMAX	MICROMAX MOBILES	1.00	0.00	3390.00	457.80	3525.60	0	0.00	3259.62	0.00	4.000	3259.62	130.38	0.00	0	3390.00
2									0.00	0.00	0.00		0.00	0.00	0.00		0.00

General | Print Options | Accounts | Shortcut

GrossAmount: 3259.62 ItemDisc: 0.00 Amount: 3259.62 (-)Discount [F11]: 0.00 0.00 0.00 NTaxable: 0.00 Taxable Amt: 3259.62 Tax Amt: 130.38 Cess: 0.00 PRetAmt: 3390.00 (+)Freight: 0.00 (-)CashDiscount: 0.00 RoundOff(+/-): 0.00

SalesMan: ADMIN RefNo: QOH: Net Amount: 3390.00 Accounts: 0.00 4 % Taxable : 3259.62 Tax : 130.38

Narration / Order Details:

Save [F5] | Print [F6] | Delete [F7] | Refresh [F8] | Close

Bill Amount: 3390.00

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(Fig. 65 – Transactions – Purchase Return Window)

A purchase return will deduct the stock item as per the quantity entered. (Note: Usually the Original supplier will require a copy of the original invoice to be sent along with the purchase return Voucher).

The Fields and grids are same as the Sales and Purchase Transactions or Vouchers, so please refer the help under it for more detailed clarifications. *Related Topics - Purchase, Stock Reports, etc.*

CHAPTER VII

Accounting Voucher

Accounting Vouchers			
7.1 Receipt	7.2 Payment	7.3 Journal	7.4 Contra
7.5 Debit Note	7.6 Credit Note		

7.1 Receipt

A receipt is a written acknowledgment that a specified sum of money has been received. A receipt records Cash and Bank transactions. It can record Cheque/draft details if applicable. Receipt is usually used to record cash or bank collection. A Sample Receipt window is given below

(Fig. 66 – Transactions – Receipt Window)

To enter the cash receipts. (Cash will be the default ledger), Make sure the 'Dr' is selected in Dr/Cr dropdown, and choose the respective cash ledger (Petty cash or main cash if applicable) and move to center pane and select party or expense ledger as per requirement.

Ref. No. and Narration if given will be printed along with the receipt. Cash received will be recorded to the corresponding ledger as per the selection. If you receive cheque then bank can be selected instead of cash. Cheque F11 - is for advanced options, while giving Cheques (Refer Fig. 69), Cheque Nos, Cheque Date, Issuing Bank, Status of Cheque, Collected Date, Notes, etc.

Related Topics - Accounts > Receipts & Payment, Receipt Voucher, Ledgers, Bank Reconciliation Statement if Bank is chosen, etc.

7.2 Payment

A payment is the transfer of money (via cheque, debit, credit, or bank transfer) from our company to another person or company. A payment is usually made in exchange for the provision of goods, services or both, or to fulfill a legal obligation.

Cash will be default, choose the party from the ledger pull down menu and enter the amount. DR/CR - Cr. will be the default for payments. Ref. No. and Narration if given will be printed along with the receipt. Cash Paid will be recorded to the ledger as per the selection.

The payer is the party making a payment while the payee is the party receiving the payment.

If you pay cheque then bank can be selected instead of cash. ChequeF11 - is for advanced options while giving Cheques. Cheque No., Cheque Date, Issuing Bank, Status Of Cheque, Collected Date, Notes, Etc.
Related Topics - Accounts > Receipts & Payment, Receipt Voucher, Ledgers, etc.

The screenshot shows the 'Payment' window with the 'General [F11]' tab selected. The 'Cheque [F11]' sub-tab is active. The 'VchNo:' field contains '10', 'Date:' is '20-Jan-2012', 'Dr/Cr' is 'Cr', and 'Ledger:' is 'CASH'. Below this is a table with columns 'No', 'Ledger', and 'Amount'. The table contains one entry: '1 ALMAHA DISTRIBUTORS' with an amount of '5000.00'. At the bottom, there are fields for 'Ref No[F2]:', 'Narration:', and 'SalesMan: ADMIN'. There are buttons for 'Print Setting', 'PrintCheque', 'Save [F5]', 'Print [F6]', 'Delete [F7]', 'Refresh [F8]', and 'Close'. A green display at the bottom right shows '5000.00'.

(Fig. 68 – Transactions – Service Receipt Window)

Payment >Cheque F11

The screenshot shows the 'Payment' window with the 'Cheque [F11]' sub-tab selected. The 'General [F11]' tab is also visible. The 'Cheque No:' field is empty, 'Cheque Date:' is '10-Nov-2011', 'Issuing Bank:' is empty, 'Status, Cheque:' is '<UNKNOWN>', and 'Collected Date:' is empty. There is a 'Notes:' area with a blue note: 'Cheques with Paid status will only appear in the books of accounts.' At the bottom, there are fields for 'Ref No[F2]:', 'Narration:', and 'SalesMan: ADMIN'. There are buttons for 'Print Setting', 'PrintCheque', 'Save [F5]', 'Print [F6]', 'Delete [F7]', 'Refresh [F8]', and 'Close'. A green display at the bottom right shows '0.00'.

(Fig. 69 – Transactions – Payment or Receipt Advanced Window)

If Cheque tab is selected then this screen will be seen, where you can mention the cheque no, issuing bank, cheque date and the status of the cheque, for bank reconciliation the collected date can be used. Notes area is to enter any issues related to the cheque. The cheques can be printed by configuring the print settings from the print cheque icon and aligning as per your cheque

Cheque No: To enter the Cheque issuing number. Cheque Date: is to enter the date of the cheque. Issuing bank: is to enter the name of the bank for which the cheque is issued. Status: to mention the status of the cheque, usually used with the cheque register voucher.

7.2 Debit note

In accounts there were many instances when a business firm receive debit note or it has to issue a debit note to its suppliers, customers, employees, third party and so on.

When we receive a debit note, from a party, we have to credit the account of the Party and debit the related expenses /other ledger. For example we have issued a cheque to Asian Paints and cheque has been dishonored and bank charged Rs.200 as cheque dishonor charge. Asian paints will debit our Company Name in their accounts and issue a debit note to us to acknowledge that our account has been debited for cheque dishonor charges

Similarly if we have issued a debit note to our customer, we will debit the customer's account and credit the related account.

It is a document used by a purchaser to inform a vendor of the quantity and dollar amount of goods being returned, and requesting that the dollar amount be returned to the purchaser. A debit note is often used to return goods on credit. The vendor then issues a credit note to the purchaser indicating that the goods have been received, and that the purchaser will not have to pay for them.

It is also known as a "debit memo".

Debit notes are generally used in business-to-business transactions. Such transactions often involve an extension of credit, meaning that a vendor would send a shipment of goods to a company before the goods have been paid for. Although real goods are changing hands, until an actual invoice is issued, real money is not. Rather, debits and credits are being logged in an accounting system to keep track of inventories shipped and payments owed. Debit note is created and distributed between private organizations only.

Major scenarios of issuing or receiving a Debit Note

- 1) Rate difference in sales/purchase invoice
- 2) Difference between billed and actual quantity of the invoice
- 3) Interest on late payment to and from suppliers/customers
- 4) Recovery interest or any amount from employees due to loss or damage to company's assets or any other cause.
- 5) Wrong credit or debit entry in the books of account of either party.
- 6) Quality difference
- 7) Any other circumstances which requires to issue a debit note
- 8) When the purchaser returns the goods to the seller, the Purchaser sends a Debit Note to the seller (i.e. the purchaser debits the seller in his books i.e. Purchasers Books) and the Seller sends a Credit Note to the purchaser (i.e. the seller credits the Purchaser in his Books i.e. Sellers Books).

In short It's a statement prepared and sent by the One party to another party, informing him that his account is debited with the amount on the basis of these reasons.

Sample Debit note window is shown here

DebitNote

General [F11] | Cheque [F11]

VchNo: 1 Date: 18-Aug-2012 Dr/Cr: Dr Ledger: BRILLIANT COATING (P) LTD

No	Ledger	Amount
1	COMMISSION AND DISCOUNT	1000
2		
3		

Ref No [F2]: SalesMan: ADMIN Print Setting PrintCheque

Narration:

Save [F5] Print [F6] Delete [F7] Refresh [F8] Close 1000.00

(Fig. 70 – Transactions – Debit Note Window)

We can enable or Disable debit note from Application Settings > Voucher Types - Credit Note - Debit Note.

7.4 Credit note

Credit Note is a form or letter sent by a seller to a buyer, stating that a certain amount has been credited to the buyer's account. A credit note is issued in various situations to correct a mistake, such as when (1) an invoice amount is overstated, (2) correct discount rate is not applied, (3) goods spoil within guaranty period, or (4) they do not meet the buyer's specifications and are returned. Also called credit memo.

In the same way, as explained above, circumstances may arise when an organization may require to issue a credit note or receive a credit note.

In case of issue of Credit note to a third party, you have to credit supplier's account and debit the related expenses head account.

In short : It's a statement prepared and sent by One party to the Another party informing him that his account is credited with the amount mentioned in it

CreditNote

General [F11] | Cheque [F11]

VchNo: 1 Date: 18-Aug-2012 Dr/Cr: Dr Ledger: COMMISSION AND DISCOUNT

No	Ledger	Amount
1	ALTIMA TECHNOLOGIES PVT LTD	1000
2		
3		

Ref No [F2]: SalesMan: ADMIN

Narration:

Save [F5] Print [F6] Delete [F7] Refresh [F8] Close

1000.00

(Fig. 71 – Transactions – Credit Note Window)

A Credit note forms the source document to record sales returns, allowances granted etc. It's prepared by the seller of a commodity usually when the purchaser returns some of the goods bought. It's a statement prepared and sent by the supplier to the purchaser informing him that his account is credited with the amount mentioned in it. *Related Topics - Debit Note, Journal, Application Settings > Voucher Types - Credit Note – Debit*

7.5 Contra

A Contra entry is a transaction involving transfer of funds between bank account and cash Account. In other words Contra is an adjustment entry, because it doesn't affect your Net Current Asset balance. (Whether cash in hand or bank, your current asset will be the same)

Following are the Transactions- to be accounted under the Contra.

- * Cash deposited in the Bank,
- * Cash Withdrawn from the Bank.

(Fig. 72 – Transactions – Contra Entry Window)

Contra is an accounting used to record transactions between Cash and Bank account. E.g. Cash withdrawal from bank, Cash deposits to Bank. Only Cash and Bank ledgers should be used for Contra transactions or entry. *Related Topics - Application Settings > Voucher Types - Contra, Journal.*

7.6. Journal

(Fig. 73 – Transactions – Journal Entry Window)

Journal is a book of original entry in which transactions are recorded in the order in which they occur. It's defined as a book containing a chronological record of transactions originally entered under double entry system. Journal is mainly used to adjust (add or Deduct) values to ledgers without effecting the Current Cash In Hand or Bank Balance. *Related Topics - Application Settings > Voucher Types - Journal/Contra, Debit Note, Credit Note.*

A journal entry, in accounting, is a logging of transactions into accounting journal items. The journal entry can consist of several items, each of which is either a debit or a credit. The total of the debits must equal the total of the credits or the journal entry is said to be "unbalanced". In accounting software, journal entries are usually entered using a separate module from accounts payable,

CHAPTER VIII

Accounting Voucher

Accounting Vouchers			
8.1 Physical Stock	8.2 Receipt Note	8.3 Delivery Note	8.4 Repacking
8.5 Stock Adjustment	8.6 Sales Enquiry		

8.1 Delivery note

Delivery Note

Vch No: 4 Date: 20-Jan-2012 TagMode: VAT Party: AMK ELECTRONICS

S/No	ItemCode	ItemName	Qty	Free	SRate	MRP	DiscountPer	ItemDiscount	Amount	BillDisc	TaxPer	TaxAmount	CessAmt	CessPer	NetAmount
	NOKIA BLUETOOTH HEADSET	NOKIA BLUETOOTH HEADSET	4		918.00	936.00	0.00	0.00	3264.00	0.00	12.5	408.00	0.00	0	3672.00
	MICROMAX MOBILES	MICROMAX MOBILES	5		8457.80	3525.60		0.00	16624.04	0.00	4	664.96	0.00	0	17289.00
								0.00	0.00	0.00		0.00	0.00		0.00

General | Print Options | Shortcut

GrossAmount: 19888.04 ItemDisc: 0.00 Amount: 19888.04 (Discount [F11]: 0.00 NTaxable: 0.00 Taxable Amt: 19888.04 Tax Amt: 1072.96 Cess: 0.00 DelNoteAmt: 20961.00 (+)Freight: (-)CashDiscount: RoundOff(+/-):

SalesMan: ADMIN RefNo: QOH: 98.00 0(n)9(Out) Net Amount: 20961.00

12.5 % Taxable : 3264.00 Tax : 408.00
4 % Taxable : 16624.04 Tax : 664.96

Processed

Narration / Order Details:

Save [F5] | Print [F6] | Delete [F7] | Refresh [F8] | Close

Bill Amount: 20961.00

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(Fig. 74 – Transactions – Delivery Note Window)

Delivery Note is a voucher used to make entries of the goods that are taken out of a store. It is prepared in two contexts

- 1) **Branch transfer** : many firms are using Delivery Note as branch transfer . Here it is considered as document that shows the ownership of the product, the value and destination of product. Here Value is calculated on the basis of Purchase Rate because branch transfer does not constitute a sale but it reduces stock and it does not affect accounts.
- 2) **Same as Sales** : Some organizations follow specific procedures for sales: first they would seek Quotations, from those quotations approved ones would be converted to Delivery Notes, then these Delivery Notes are processed to sales either at week end or month end. In such situations Delivery Note is a kind of sale. It is important to understand that even though the stock might get reduced when u create a delivery note, the accounts will get affected only when u perform a delivery note processing in sales. Such delivery note will be done on sales rate

Delivery Note Processing in sales. A pictorial eg is given below

Sales [AMK ELECTRONICS]

Inv No: 14 Date: 20-Jan-2012 MOP: Cash TagMode: VAT Price List: <None> Customer: [F12] AMK ELECTRONICS

N	Item Code	Item Name	MRP	Qty	Free	Rate	Item Disc%	Item Disc Amount	Amount	Bill Discount	Tax %	Taxable Amount	Tax Amount	CessAmt onTax	Cess %	Net Amount
1	MICROMAX MOBILES	MICROMAX MOBILES	3525.60	5.00	0.00	457.80	0.00	0.00	16624.04	0.00	4.00	16624.04	664.96	0.00	0	17289.00
2	NOKIA BLUETOOTH HEADSET BH104	NOKIA BLUETOOTH HEADSET BH104	936.00	4.00	0.00	918.00	0.00	0.00	3264.00	0.00	12.50	3264.00	408.00	0.00	0	3672.00
3								0.00	0.00	0.00		0.00	0.00	0.00		0.00

General | CustomerRates | Advanced | Order | Print Options | Accounts | Shortcuts

-Advanced

Outstanding: 0.00 Receipt: 0 Service Amt: Serv Tax: Cess: DeliveryNote: Refresh Delivery Note SalesEnquiry: Refresh Sales Enquiry

\$ Conversion: 0.00 MRPValue: 21372.00

4 % Taxable : 16624.04 Tax : 664.96
12.5 % Taxable : 3264.00 Tax : 408.00

Save [F5] Print [F6] Delete [F7] Refresh [F8] Close 0

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(Fig. 75 – Transactions – Sales Window - Delivery Note Processing Window)

Delivery note processing can be done through the sales voucher by choosing the advanced option (u will have to choose the customer first though). Click refresh delivery note button in the advanced menu and all the related delivery note associated with the selected customer would show up, click the required delivery note for processing and the same will be loaded to the sales window.

Related Topics - Application Settings > Voucher Types - Receipt Note / Delivery Note, Stock Reports, Transactions > Sales – Delivery note processing under the advanced tab.

8.2 Receipt note

Receipt Note is just the opposite of Delivery Note: the company who issues stock will generate a Delivery Note and a company who receives the stock will consider it as a Receipt note. Accounts statements won't get affected

Note : Receipt note transactions will be shown in the profit and loss account as unbilled amount. Receipt note can be processed in the same way as delivery note, but through purchase window advanced menu, receipt note selection.

Related Topics - Application Settings > Voucher Types - Receipt Note / Delivery Note, Stock Reports, etc. Transactions > Purchase – Receipt note processing under the advanced tab.

Receipt Note

Vch No: 1 Date: 20-Jan-2012 TaxMode: VAT Party [F12]: DAILY BAZAR

SNo	ItemCode	ItemName	Qty	Free	PRate	SRate	MSP	DiscountPer	ItemDiscount	Amount	BillDisc	TaxPer	TaxAmount	CessAmt	CessPer	NetAmount
1	7 STAR WHITE RICE	7 STAR WHITE RICE 10 kg pkt	5		340.00	346.80	353.60	0.00	0.00	1683.17	0.00	1	16.83	0	0	1700.00
2	BRITANIA BISCUIT	BRITANIA BISCUIT	10		30.00	30.60	31.20		0.00	288.46	0.00	4	11.54	0	1	300.00
3									0.00	0.00	0.00		0.00	0		0.00

General | Print Options | Shortcut

GrossAmount: 1971.63 ItemDisc: 0.00 Amount: 1971.63 CDiscount [F11]: 0.00 NTaxable: 1971.63 Taxable Amt: 28.37 Tax Amt: 2000.00 Cess: 2000.00 RectnoteAmt: (+)Eight: (-)CashDiscount: BoundOff(+):

SalesMan: ADMN RefNo: 198.00 QOH: 15(n)0(Out) Net Amount: 2000.00

Narration / Order Details:

1 % Taxable : 1683.17 Tax : 16.83
4 % Taxable : 288.46 Tax : 11.54

Processed

Save [F5] | Print [F6] | Delete [F7] | Refresh [F8] | Close

Bill Amount: 2000.00

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(Fig. 76 – Transactions – Receipt Note Window)

8.3 Opening stock

Opening stock voucher deals with the Stock of an item at the beginning of a new Book keeping period.

Opening stock is the value of stock that a firm would have at the beginning of an accounting year.

In case of trading concerns it will consist of only finished goods or goods to be sold without alteration.

In case of new business there will be no opening stock. Opening stock quantity and rate can be given in this voucher.

Opening stock voucher will be available only when Batch Code option is enabled(in application settings).

In the absence of Batch Code Opening Stock and value is given in Item Master window itself. A Sample OpeningStock window is given below

OpeningStock

Vch No: 2 Date: 01-Apr-2009

SNo	ItemCode	ItemName	BatchCode	QtyIn	QtyOut	PRate	SRate	MSP	Amount	TaxableAmount
1	Calculator 180 C	Calculator 180 C	D12349	5	0	150.00	165.00	180.00	750.00	750.00
2									0.00	0.00

General | Shortcut

GrossAmount: 750.00

SalesMan: ADMN RefNo: ReNo: QOH: 5(n)0(Out) Net Amount: 750.00

Narration / Order Details:

Save [F5] | Print [F6] | Delete [F7] | Refresh [F8] | Close

Bill Amount: 750.00

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(Fig. 77 – Transactions – Opening Stock Window)

All the fields in the above picture resembles sales/purchase window.

8.4 Stock adjustment

There are many situations where Stock as per the computer and actual physical Stock differs, and this may occur due to:

- 1) Wrong billing: Eg, User took 10 kg of 7 star rice, but bill was generated for 10 kg of jaya rice
- 2) Pilferage: Eg, Customer stole two AAA batteries of which we came to know later.
- 3) Batch change: Eg, Sold an item with batch Code MK46546 but billed for the wrong batch MK49549
- 4) Product change during purchase : Eg, we have purchased 1000 packs of Complian Family pack and paid for it. But we were delivered with 500 packs of complan family pack and 500 packs of Complian Chocolate.
- 5) 10 kg rice damaged due to mishandling. Like these there will be hundreds of cases which would be difficult to explain.

In short this voucher is used to adjust computer stock with actual Physical stock. This voucher consists of two columns for adjusting stock. Qty In and Qty Out. Concept of this voucher is, we should verify the physical stock balance and computer stock balance of an item . If the computer stock is higher than physical stock we should enter the difference in qty in Qty Out (i.e for reducing the stock qty) and and for increasing the qty use Qty In.

(Quantity IN will add the stock to the item and Quantity OUT will deduct the stock from that particular item). This voucher is used to adjust the stock in a particular date.

Related Topics - Transactions > Physical Stock, Stock Reports, Etc.

SNo	ItemCode	ItemName	QtyIn	QtyOut	PRate	SRate	MRP	Amount	TaxableAmount
1	DIARY MILK	DIARY MILK	3.00	0.00	10.00	10.20	10.40	30.00	30.00
2	Calculator 180 C	Calculator 180 C	0.00	1.00	150.00	165.00	180.00	150.00	150.00
3	NOKIA E63	NOKIA E63	1.00	0.00	9640.00	9832.80	10025.60	9640.00	9640.00
4								0.00	0.00

General | Shortcut |

GrossAmount: 9820.00

SalesMan: ADMIN RefNo: QOH: Net Amount: 9820.00

Narration / Order Details:

Save [F5] Print [F6] Delete [F7] Refresh [F8] Close

Bill Amount: 9820.00

admin IBizDemo © DCS Infoway, www.inventorybiz.com VAIO-VAIO\BIZ2005 SERVER

(Fig. 78 – Transactions – Stock Adjustment Window)

8.5 Physical stock

Purpose and Concept of physical stock and stock adjustment is almost same. Major difference is in its interface. In physical stock window software will automatically calculate the qty to be increased or decreased. User can enter the actual physical qty in the column and forget about all other calculations. Major disadvantage of this voucher is updating this voucher is not recommended. It may create issues if user misinterpret the Qty on hand and actual qty, because he might see a previous stock status in his window and it won't change automatically on updation. We would advice you to delete Physical stock voucher and create a new one rather than editing an existing one.

No	Item Code	Item Name	Qty In Hand	Actual	Qty	PRate	SRate	MRP	Amount
1	NOKIA E63	NOKIA E63	108	105	-3	9640.00	9832.80	10025.60	-28920
2									0

(Fig. 78 – Transactions – Physical Stock Adjustment Window)

All u have to do is, just enter the quantity you have in your hand in the “Actual” column and the stock will be adjusted automatically. Note : Stock adjustment can be done either through Stock Adjustment Voucher or Physical Stock Adjustment voucher.
Related Topics - Stock Reports, Stock Adjustments, Etc.

8.6 Repacking

Repacking is the action by which goods are un-wrapped from the packaged material and then repacked in the required way .In our software repacking can be used in two concepts. There are two tabs in repacking window one is for entering raw materials and another is for entering finished goods

- 1) **Original Repacking** :- Consider that we have bought 1 bag of rice which weighs 66 kg and repacks it to 1 kg rice of 25 pack (25 Hg), 5 kg rice of 3 packs (15) and 10 Kg rice 2 pack (20), and if u see there will also be a wastage of 1kg rice. This is one of the many ways of repacking. To implement the above example in the software we can enter the 1 Bag of Rice as raw material and 1 kg rice of 25 pack , 5 kg rice of 3 packs and 10 Kg rice of 2 pack in finished goods. The remaining 1Kg could be ignored and it will be automatically adjusted in stock.
- 2) **In conjunction with group Item**: Repacking voucher can be used for production. (costing part is excluded from the software). Repacking voucher can automatically fill raw materials and calculate Qty of raw materials proportionate with Qty produced. Ratio of raw material for each finished product is taken from group item. For eg 1 cup of coffee = (.200 ltr Milk + .010 gm coffee powder + .010 gm sugar + 1 glass water) (fill raw materials button should be pressed to avail these option). Users can change the raw material consumption manually by unchecking ‘fill raw materials’ button
- 3) **Production after Sale**:- This option is done for users who are least bothered about the accuracy of the repacked material . They can simply make sales without doing any repacking and they can adjust the stock of raw materials automatically using this voucher, later. ‘Show Sales Button’ will load all group items sold on the selected date. Use ‘fill raw materials’ in conjunction with ‘Show Sales Button’. Stock balance of raw materials could be adjusted as per the ratios specified (actual values may differ from pre-settled values). This option is widely used by paint shops for adjusting the stock of color mixtures, and by hotels for adjusting raw materials.

Activate the Repacking voucher in Transactions menu. This option is used for small business where they buy raw materials and repack the same to different product. When repacking is used packed materials will be added and raw materials will be deducted from stock.

Packed Material - The Item on which you need to do Repacking is to be entered here.

Raw Materials - The items that will be used for making the packed material is to be entered here. Grouping the items beforehand (Please refer [Group Items](#) for grouping the items) would be useful in the process of repacking. Group item can be used as packed material and the items in that group can be the raw materials. The figures 79 and 80 shown below will give you a basic understanding.

Related Topics - Application Settings > Voucher Types - Repacking, Group Items, Repacking Reports, Stock Reports, etc.

SNo	ItemCode	ItemName	Qty	Prate	CRate	SRate	MRP	Amount
1	SONY DIGITAL CAMERA	SONY DIGITAL CAMERA	1.00	5000.00	5250.00	5500.00	6000.00	5000.00
2								

(Fig. 79 – Transactions – Repacking Window)

SNo	ItemCode	ItemName	Qty	Prate	CRate	SRate	MRP	Amount
1	SONY LENS 3210E	SONY LENS 3210E	1.00	700.00	750.00	1100.00	2000.00	700.00
2	SONY CSHOT BODY CASE	SONY CSHOT BODY CASE	1.00	890.00	895.00	900.00	950.00	890.00
3	POWER CELL	POWER CELL	2.00	6.00	6.50	7.00	8.00	12.00
4	CAMERA CASE	CAMERA CASE	1.00	100.00	123.00	200.00	210.00	100.00
5								

(Fig. 80 – Transactions – Repacking – Raw Materials Window)

Packing Date: Packing date is the date given for the product when it is packed or manufactured, it could be printed in the bar code stickers if required.

Fill materials : If enabled, you will be able to load the raw materials associated with the group item automatically in repack. *Related Topics : Masters >Group Item Creation.*

Show Sales : Show sales is another option in repacking by which stock can be adjusted or the repacking process could be done after the Group Item is sold. Once the Group item is used in sales, repacking can be opened and when the Show sales is clicked all the group items sold will load in the repacking window with the used raw materials and it can be saved or processed so that the inventory or stock is adjusted automatically.

8.7 Sales Enquiry - Sales Enquiry Processing also can be done from here

The screenshot shows the 'Enquiry Form' window. The 'Enquiry Date' is set to 11-Nov-2011 and 'Enquiry No' is 1. The 'Customer Name' and 'Customer Address' fields are empty. 'Land Phone Numbers' and 'Mobile Phone Numbers' are also empty. 'Email ID' is empty. 'Profession' is set to <UNKNOWN>. 'Business Type' is empty. 'Next FollowUp Date' is 11-Nov-2011. 'Sales Man' is ADMIN and 'Agent' is <NONE>. 'Status' is Active. The 'Item Details' table has one row with 'No' 1. The 'Remarks' field is empty. At the bottom, there are buttons for 'Save [F5]', 'Delete [F7]', 'Refresh [F8]', and 'Close'.

(Fig. 81 – Transactions – Sales Enquiry Window)

Related Topics - Transactions > Sales Enquiry, Sales - order processing, Application Settings - Voucher Types - Enquiry processing.

Sales enquiry window is a tool in which the owner or company can store the details of the daily enquiry received for products from new customers, so that they can be follow up or marketing can be done to complete the sale.

Enquiry Date : is the date of the enquiry received.

Customer Name : is the name of the customer who had given enquiry.

Customer Address : is to store the address of the customer.

Land phone Numbers : to enter the land phone numbers of the customer.

Mobile Phone number : to enter the mobile phone number of the customer so that it can be used to send SMS.

Email id : to store the email id of the customer so that it can be used to send emails.

Professions : to enter the professions of the customer

Business Type : to enter the business type of the customer.

Sales Man : to select the Person who has received or taken the sales call.

Agent : to enter the agent name, if anyone is being associated with this enquiry.

Planning to purchase within : is to enter the days within which the purchase of the product will happen.

Item Details: item can be selected as per choice for the enquiry given by the client.

Next follow up date : the date for the next follow up has to be given or selected here with proper narration about the follow up to be done.

Remarks : to enter the general remarks if any.

Status : to activate the status of the follow up, whether it is active, processed, discontinued, etc.

Service receipt

No	Service Name	Narration	Amount
1	Computer Servicing	dcs	500

Ref No: SalesMan: ADMIN

Gross Amount: 500.00

Service Tax: 10 50.000

Cess on ST: 2 1.000

551.00

(Fig. 67 – Transactions – Service Receipt Window)

Service Receipt – The voucher can be used when service tax and cess has to be calculated. Service items can be enabled or classified in the item master, provided it must be enabled in the application settings.

Narration : Narration in the grid is to provide the nature of the service work. This has no other impact but to be shown in bill.

Service Tax : if service tax is required to be charged then the percentage of service tax can be mentioned in the column provided.

Cess on ST : if there is a cess on the service tax then the cess percentage can be mentioned in the column provided for calculating the cess from the service tax.

Print settings: print can be managed from the print settings.

To activate Service Bill Receipt go to application settings > Vouchers Types - Service Receipt.

Related Topics - Service Reports, Service Tax, Service Cess, Sales window.

CHAPTER IX

PayRoll

Accounting Vouchers			
9.1 Attendance	9.2 Salary Statement		

Payroll is one of a series of accounting transactions dealing with the process of paying employees for services rendered, after processing of the various requirements for withholding of money from the employee for payment of salary Incentive, allowances and other deductions.

Payroll involves the calculation of amounts due the employee, such as Salary, or pay to salespersons on commission. This section does not deal with complete Pay roll activities. This Pay roll is a mini pay roll mainly applicable for sales staffs in a shop.

Every Sales Staff has fixed salary for month. He entitled to get fixed leaves credits per month, if he takes more than permitted leaves his salary will be deducted, he can receive daily allowance (for Bus fare + Food and refreshments). All other types of salary calculation and PF and ESI statements requires our Higher software called "PAYBIZ"

9.1 Attendance

Employee	ForeNoon	AfterNoon	Timing	SalaryAdvance	Incentive	Allowance
SUJITH SUJITH	Present	Present	9.00 - 7.00	200	100	100
SHIVANI VARMA	Present	Present	9.00 - 7.00	250	100	50
DAVID JOSEPH	Present	Present	9.00 - 7.00			
RAJASHEKHAR REDDY	Present	Present	9.00 - 7.00			
	Present					

(Fig. 82 – Payroll – Attendance Window)

Employee - Only Employees created Under Sales man Active status will be shown here

Forenoon and Afternoon - To mark if Present or Absent during these periods.

Timing - To enter the Timings of the employee.

SalaryAdvance - To enter Advance Amount or Cash Given for that particular employee on that particular Day. It Acts as a Payment and Cash will be debited to the employee Ledger.

Related Topic - Employee Ledger, Salary Statement.

Incentive : to enter any incentive for the employee if any (it will add to the total salary).

Allowance : to enter the allowances given for the employee for the corresponding month(will add to salary).

Salary statement

To View payroll and Salary statement, first enable it in application settings. Then create the Sales Man in Masters Menu, with the required fields entered. Changes can be made on each field for the employee.

Then Enter the Attendance from the Payroll > Attendance menu. Salary Statement can be Saved only once for a month. Once its saved the corresponding Balance Salary will be credited to the Employees Ledger by a automatic journal, payments to be done via Payment Voucher..After saving, the statement can be printed. Related Topics - Application Settings > General - Enable Payroll & Attendance, Masters > Sales Man Creation, Payroll Attendance & Salary Advance, Salary Statement Printing, etc.

Employee	Salary	Incentive	Allowance	WorkingDays	Days Worked	LeavesCredit	ExtraLeave	SalaryAdvance	Deductions	BalanceSalary
SUJITH	5000	0.00	0.00	30	1	0	29	0	4833.33	166.67
VARMA	7000	0.00	0.00	30	1	0	29	0	6766.67	233.33
JOSEPH	5000	200.00	0.00	30	1	0	29	200	4833.33	0
REDDY	10000	0.00	0.00	30	1	0	29	0	9666.67	333.33

(Fig. 83 – Payroll – Salary Statement Window)

CHAPTER X

Bar Code Settings

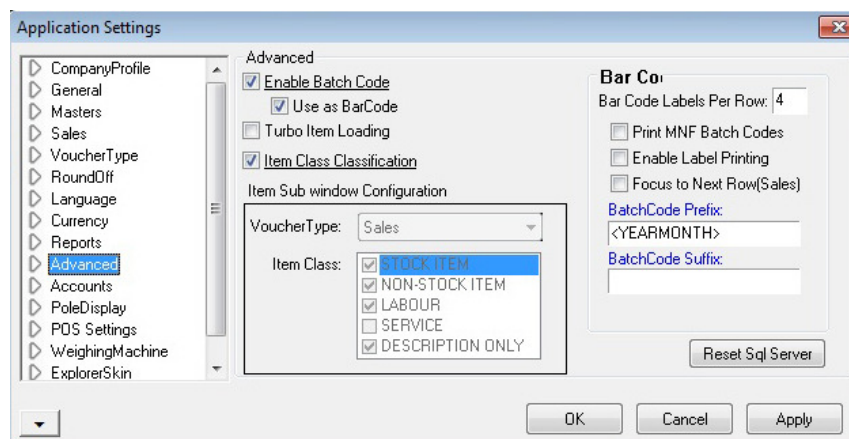
The Barcode options or settings is used to process data or items through a Batch code process whereby all items that comes in and goes out through any transactions are processed with the batch code associated with it. In order to use the different batch code options and print the bar code stickers and use the bar code scanner smoothly the user has to do a few settings to activate it.

Concept : A product Batch Code is the unique identification for a product manufactured during a process and its selling price is same. If the batch code option is enabled Inventory Biz will automatically assign a new batch code for each purchase of an item. This helps the software to trace purchase cost and selling price details. Tracking item details (in all stock vouchers) using a unique batch code is a fall proof idea for identifying profitability, selling price etc. This batch code is compatible with for optical machine-readable representation of data, which shows data about the object to which it attaches. Barcodes can be scanned by special optical scanners called barcode readers and printed using special barcode printers.

<u>Application Settings Advanced</u>	<u>Enabling Batch Code</u>
<u>Creating Bar Code Template</u>	<u>Bar Code Printing</u>
	<u>Bar Code Manager</u>

Application Settings Advanced

More Details of Applications Settings can be referred from Chapter 3.



(Fig. 33 – Application Settings – Advanced)

Enable Batch Code– Enabling batch code will enable you to create a batch code for each item while a Purchase entry is done and while selling, the same batch code should be entered to select the item.

Use As Bar Code – will allow the first column in sales window to be Batch code.

Bar Code Label per Row: - This is to set the no of Bar code stickers/labels in a row during printing. Usually defined by printer.

Print User Bar Code:- When this is enabled, manufactures Bar code will not be printed. now a day's most of the products have printed barcodes in its cover. This BarCode printed on product cover can be used. instead of creating a new barcode from software. . When this is enabled, custom Bar code will be printed. (it will be unchecked by default to save printing cost)

Enable Label Printing:- When this is enabled instead of bar code printer a Laser printer can be used.
Related Topics:- Tools-Label Printing.

Related Topics - Creating Bar Code Template (in resource folder > template.ini), Batch Code, Manufacture Code, Label Printing, Using Bar Code Scanner, Designing Bar Code Template, Converting Bar Code Design to Text File, Copying Bar Code Text File to Template.ini file, using barcode in Sales window.

Turbo item Loading– To load the Items Masters in the item window faster.

Item Classification– to activate classification of items in the Item Master e.g. if it's a Stock item, Non Stock item, Service Item, Description, etc.

Related Topic - Item Master Creation, Application Settings - Advanced

Item sub Window Configuration– To configure if required, which Items should appear in the Item Window when the related voucher window is being used.

Reset SQL Server- To reset the SQL Server if required to access run version below 2.0.

10.(1) Enabling Batch Codes

Enabling batch code from the application settings advanced menu. This will enable you to create a batch code for each item during a Purchase entry is done, and while selling the same batch code should be entered to select the item. (Batch code options also available in opening stock and other vouchers.)

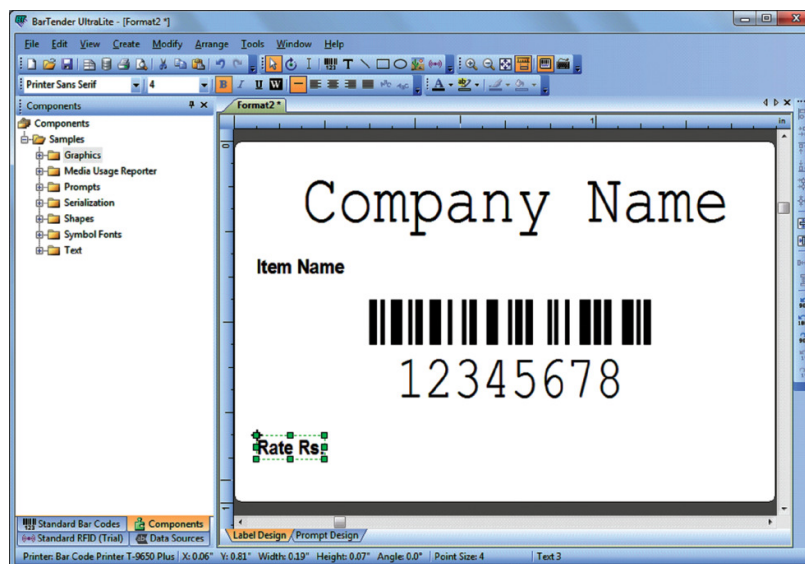
Bar Code Label per Row: - This is to set the no of Bar code stickers /labels in a row during printing. (Usually defined as per printer features, e.g. if 2 rows then enter “ 2 “)

Related Topics:- Check printer manual and the number of stickers in a row of the Sticker Roll.

Print User Bar Code:- When this is enabled, manufactures Bar code will not be printed.

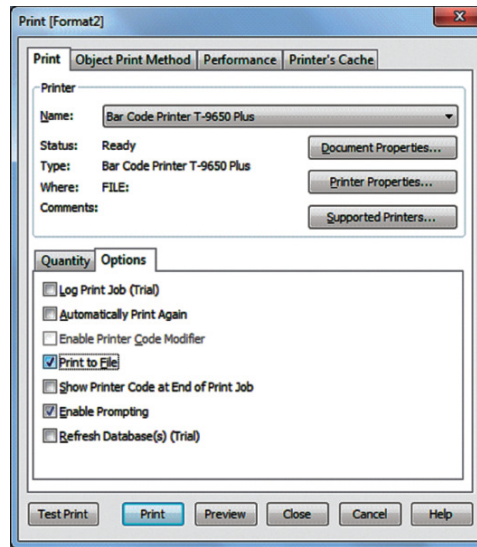
10.(2) Creating Bar Code Templates

- Use Bartender or Related software in the Bar Code Printer CD or supplied along with the Bar Code printer to Create or Design a Bar code Label.
- When Designing the Bar Code Label Try using the Default Barcode Printer Fonts.
- Sample Bar Code Designer Screen Shot



- Creating the Bar code text file

Once the Design is done click print (CTRL P) a menu will be seen, from where you have to choose the option called **Print to file**. Sample picture shown below



Save the print file to any desired location or desktop and then open the file using Notepad and you will be able to see the text file of the bar code design. (Note: In some software the text file is shown in the right side of the box where it can be copied.)

Sample Bar Code Text

```

SIZE 25.4 mm, 38.2 mm
GAP 3 mm, 0 mm
SPEED 4
DENSITY 7
DIRECTION 0,0
REFERENCE 0,0
OFFSET 0 mm
SHIFT 0
SET PEEL OFF
SET CUTTER OFF
SET TEAR ON
CLS
CODEPAGE 850
TEXT 186,51,"ROMAN.TTF",90,1,11,"Company Name"
TEXT 137,13,"ROMAN.TTF",90,1,4,"Item Name"
TEXT 36,13,"ROMAN.TTF",90,1,4,"Rate Rs."
BARCODE 126,89,"128M",38,0,90,2,4,"!10512345678"
TEXT 79,104,"3",90,1,1,"12345678"
PRINT 1,1

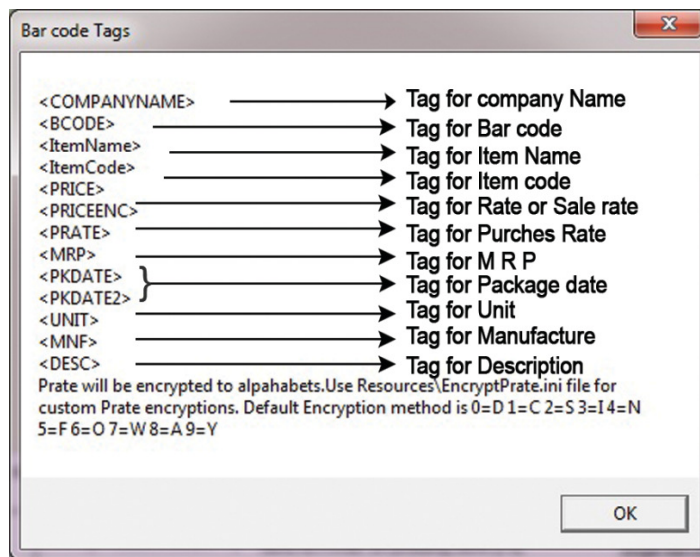
```

Modifying the text to save in the template

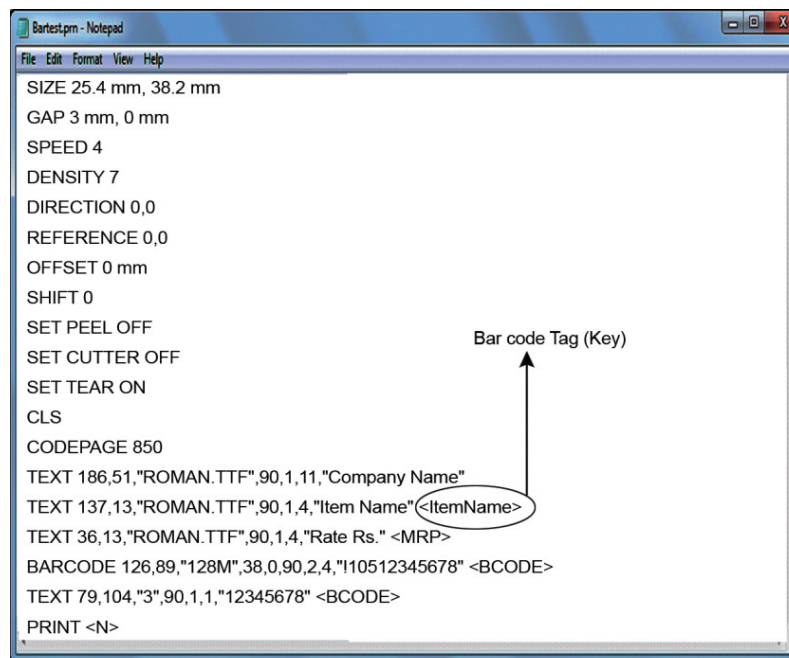
Once the text file is open then you have to modify or edit the text file by inserting the Bar code Tags in the required area so that the corresponding text or contents from Inventory Biz will be shown in the area where the bar code tag is inserted.

Sample Bar code Tag

Bar code Tags can be viewed from the Purchase window from print screen and then choosing bar code tags. Related Topics: Purchase window.



<COMPANYNAME> : Tag to insert company Name
 <BCODE> : Tag to insert Bar Code
 <ItemName> : Tag to insert Item Name
 <ItemCode> : Tag to insert Item Code
 <PRICE> : Tag to insert Sale Rate
 <PRICEENC> : Tag to insert Rate Inclusive
 <PRATE> : Tag to insert Purchase Rate
 <PKDATE> : Tag to insert Packing Date
 <PKDATE2> : Tag to insert Packing Date
 <UNIT> : Tag to insert Unit
 <MNF> : Tag to insert Manufacturer
 <DESC> : Tag to insert Item Description



Choose the required bar code tags and modify as shown in the above picture (fig).

Once the bar code tags are modified you can save it as either template.ini or copy the note pad content and them paste it into the template.ini file in the resource folder and save it. You can do a test print from the purchase window to check the barcode.

To easily go to resource folder click on the icon of Inventory Biz in the desktop from there click the right button and properties or open file location will take you to the default Inventory Biz Directory under that the resource folder is available. (Note : in higher versions the template is saved directly in the database, instead of pasting the text file in the resource folder it can be saved in the barcode scheme available or provided)

Related Topics - Creating Bar Code Template (in resource folder > template.ini), Batch Code, Manufacturer Code, Label Printing, Using Bar Code Scanner, Designing Bar Code Template, Converting Bar Code Design to Text File, Copying Bar Code Text File to Template.ini file, using barcode in Sales window.

10.(3) Printing Bar code Stickers

Once the Bar code Template is designed and saved in the template or database. Then the bar code will be printed automatically when the purchased is saved. The quantity of stickers will be as per the quantity mentioned in the purchase. (Note : as bar code printers prints in a row there may be excess stickers for multi row bar code printers, if the clients wants to avoid it, higher versions will allow to print exact number of stickers using the SPLIT command.

10.(4) Using the Bar code Manager from Tools Menu

Advanced Bar Code Options

General
Advanced
Invoice wise printing
Template

Usually when barcode stickers are printed some stickers are printed extra in a row but when this option is used the labels will only print exactly as per the quantity in the purchase or as per the quantity given for printing.

Note : *for this option to work, it's necessary that a split command is used (<SPLIT>) in the template after each set of bar code and also to rename the template.ini to templateadv.ini*
Also Advanced Tools can be used to move the bar code batch to another batch code.

General

BarCode Printing / Batch Deletion

General | Advanced | Invoice Wise Printing | Template

Item Code :

Item Name :

BatchCode :

SCH Qty : PKD :

Unit : Mnf :

CommCode MBP : SRate : PRate :

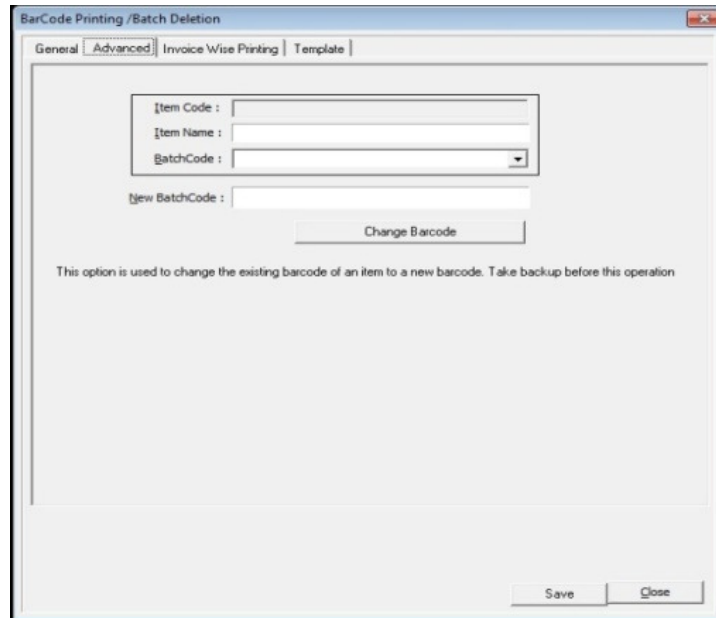
Save [F5] Print [F6] Delete [F6]

9 0123456789

Close

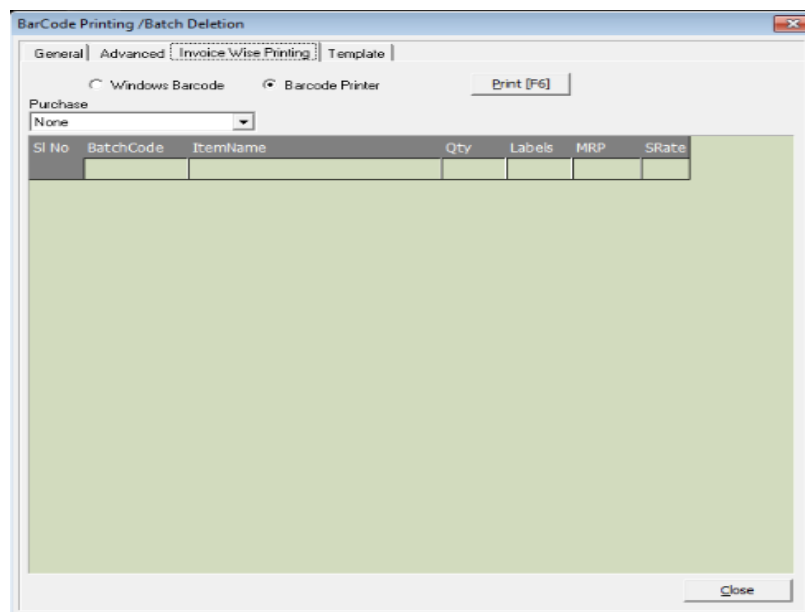
From the general menu if additional barcode stickers are necessary for an item, it can be selected and printed using the general feature.

Advanced



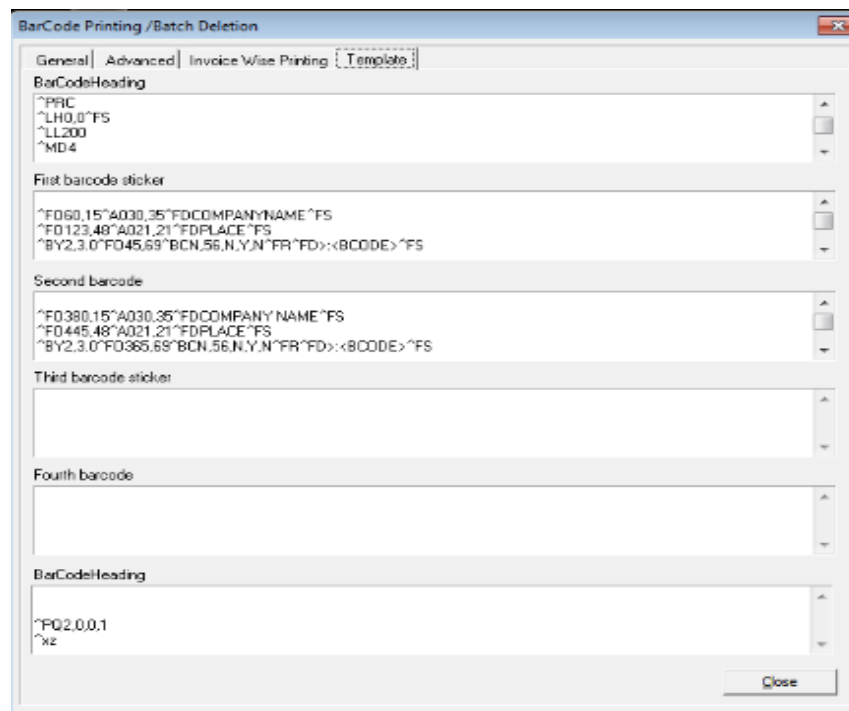
The advanced menu is used to change the batch code of any existing item.

Invoice Wise Printing



If the bar codes for the full invoice (purchase) is required to be printed, then it can be done through this menu.

Template



The Split menu template, the template is captured from the tempateadv.ini file from the advanced menu. If there is no file name as such in the folder then it has to be created and the normal template has to be pasted there. Once that is done then the details will appear in this window Where the SPLIT command can be given in order to print the exact quantity of barcode stickers.

Enable Batch Code

To load the Items Masters in the item window faster. Turbo Item loading is a good Option if you have more than 20000 Items. Normal Item subwindow will load all Items to the memory and allows the user to search desired Item from subwindow. This method will slow down the overall performance of system if the total Items are more than 20000. Turbo Item loading feature is introduced to resolve the performance issues and it ensure smooth working with minimum system resources. When turbo Item loading is enabled network traffic and database interaction will be comparatively higher..

Enable Label Printing:- When this is enabled instead of bar code printer a Laser printer can be used.

Related Topics:- Tools-Label Printing.

Related Topics - Creating Bar Code Template (in resource folder > template.ini), Batch Code, Manufacture Code, Label Printing, Using Bar Code Scanner, Designing Bar Code Template, Converting Bar Code Design to Text File, Copying Bar Code Text File to Template.ini file, using barcode in Sales window, Chapter 3 Barcode Options.

Turbo item Loading

Item Classification– to activate classification of items in the Item Master e.g. if it's a Stock item, Non Stock item, Service Item, Description, etc. nonstick items, description and service items do not have stock.

Related Topic - Item Master Creation

Item sub Window Configuration– To configure if required, which Items (Items under Item class) should appear in the Item Window when the related voucher window is being used.

CHAPTER XI

Analysis

“Analysis” menu comes after the “TRANSACTION’ menu. We will have a light discussion about analysis menu in this chapter.

Analysis Windows			
Cheque Register	Biz Search	Edit Window	Stock History
Asset Register	Budget Control	Analysis Report	
Sub Windows			
Item View	Customer View	Supplier View	

Analysis is the separation of an intellectual or material whole into its constituent parts for individual study.

Analysis and Sub windows: Analysis windows are mentioned as windows from where we can do a detailed analysis of matters. Matters refer to cheque or items. Analysis can be divided as searching, editing pre-saved transactions and reporting.

The sub windows listed above can be seen in sales and other transaction vouchers while selecting an item or selecting a customer or supplier. There are some more details that are to be explained in case of sub windows depending on the settings and analyzing things from sub window

Cheque Register: - Refers to the window used to search for a cheque and change the status of the cheque to the current status of the cheque. Cheques received by receipt window will be affected in book of accounts only when the status of cheque is collected. In payment the status should be paid.

Biz Search : - Refers to the window used to search for a voucher previously saved. We can use conditions like voucher number, date, amount, narration, party, mop, tax etc.

Edit Window: - The window as the name refers is used to edit a previously saved masters, vouchers or user details and modify or delete them.

Stock History: - The window as the name refers is used to find the history of an item.

Item View, Customer View & Supplier View: - These windows are the sub windows used in transactions to select the items, customers and suppliers.

Asset Register: - This is used to keep the list of assets in the company.

Budget Control: - This is used for budgeting and calculates the variance in the proposed budgeting.

Analysis Report: - The report used for statistical and profit analyzing of the company

Cheque Register (Ctrl + G)

(Fig. 84 – Analysis – Cheque Register Window)

Cheque Register: - To Check the Status of a Particular Cheque Issued in the Receipt or Payment transactions. Type Cheque No, Select status (Holding, Paid, Collected, Presented to Bank, Etc.) , Voucher Type (for which the query has to be done) and Choose the from date (from where the search should begin) and to date (the end date for the query to stop) the search). Double click on the required voucher to edit or modify the status.

Related Topics - Receipts, Payments, Cheque Status, Bank Reconciliation Statement.

Biz Search (Ctrl + F2)

(Fig. 85 – Analysis – Biz Search Window)

Search Window provides an easy view of all Transactions. User can easily **find** a particular transaction based on different Criteria and Fields such as Voucher No, Date, Party, MOP, Total Amount and Narration

Excel Button – The Excel Icon in the Right is used to export the data into excel format

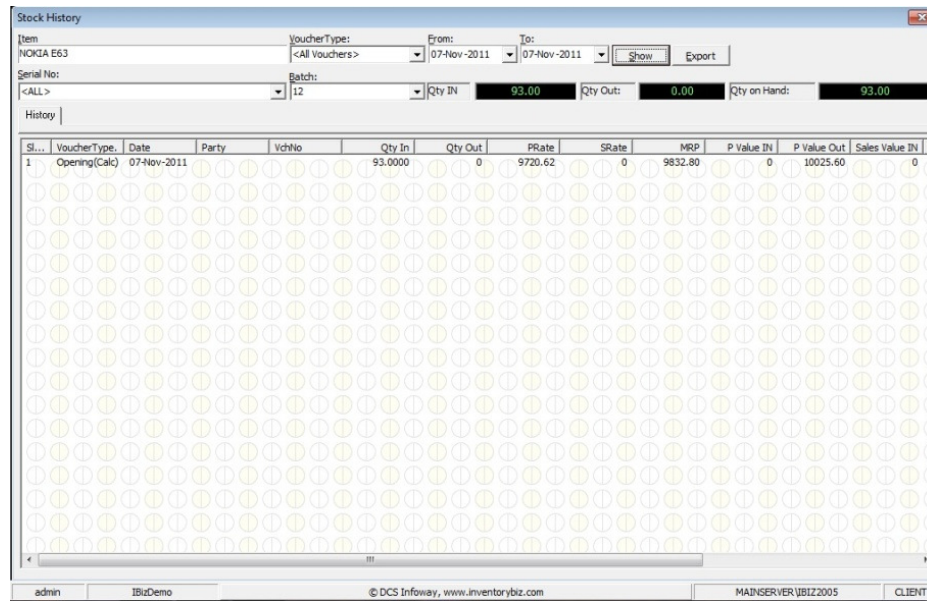
Print Button – The Print Icon near the Excel Button is used to print the data in the list view

Search Button – The Find Button is used to Search for the Transactions based on different criteria

Clear Button- The Clear Button near the Search Button is used to clear all the details of the Previous search and ready for the new search.

Close Button – The Close Button is used to close the Window

Stock History (Ctrl + H)

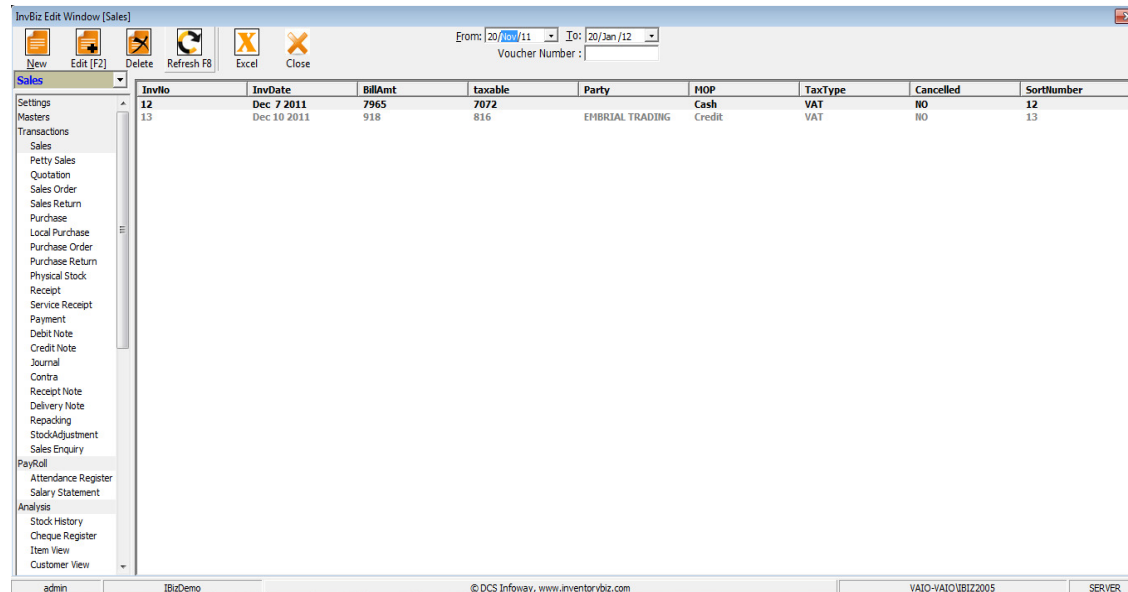


(Fig. 85 – Analysis – Stock History Window)

This window is used to check the stock movement history of a particular item. Select item name and the vouchers for which the query has to be done, choose 'from date' (from where the search should begin) and 'to date' (the end date for the query to stop the search). CTRL H – Short cut key.

Related Topics - Stock Ledger, Stock Reports, Sales, Purchase, Delivery Note, Receipt Note, Physical Stock, Stock Adjustment, Repacking, Opening Stock, etc.

Edit Menu (Ctrl + E)



(Fig. 86 – Analysis – Edit Window)

The Powerful Edit menu is for experts who need to use the software with ease. The edit menu allows a very easy way to edit the Masters or Transactions with just a click. The menu allows you to create, delete or edit the masters or transactions as required. The From and To date should be corrected to view previous transactions, press Refresh or

F8 to view after a DATE change. Another great advantage of the software is what you see in the screen can be exported to M.S. Excel with just a click in the excel icon. Click on item code, item name or other fields to see the indexed ascending or descending order. (Note that some alphanumeric fields may not index correctly).

Related Topics - Editing Records, Creating Records, Deleting Records, Searching Records, Etc.

Item View (Ctrl + I)

ItemCode	ItemName	PRate	SRate	MRP
17	Stapler Pin Ka...	0	44.00	44.00
A02	Address sticker ...	2.5	3.00	3.00
A03	Address Sticke...	139	0.00	0.00
A05	Adding Machin...	6	7.00	7.50
A06	Adding Machin...	7.5	9.00	10.00
A07	Adding Machin...	12	14.00	15.00
A08	Abrotape 1"	11	12.00	12.00
A09	Abro Tape 2"	20	24.00	24.00
A10	Agarbatthi	10	10.00	10.00
A11	Atlas English	30	40.00	40.00
A12	Atlas Malayalam	39	40.00	40.00
A13	Autograph	25	28.00	28.00
Acquittance Register-Binded	Acquittance R...	46	0.00	48.00
Address Sticker -- A4	Address Sticke...	325	0.00	325.00
Album	Album	300	0.00	300.00
Aluminium Foil	Aluminium Foil	38	0.00	38.00
ARALDITE	ARALDITE	75	0.00	75.00

(Fig. 87 – Analysis – Item Window)

The item window will pop up from any transaction window whenever an item selection is required.

All items type “DEFAULT” will be shown in this window. Use F2 to swap search from ITEM CODE and ITEM NAME. F12 – to swap between Default items and Local Items. Use Buttons or Short Cut keys to create or Edit items. Use F3 key for creating a new item, F4 to edit an item and F11 to obtain the purchase details. **CTRL I** to view this item window from any Location.

The item window has three boxes on the top, on the first box we can key in the item so that the corresponding item will be displayed in the list for selection, Center Box (QOH) will show the Qty available for that particular item and Right Box (RATE) will show the Rate Selected. Bottom Column will display the Price List of items if enabled.

Related Topics - Masters - Item Creation, Application Settings > Advanced - Item Classification & Turbo Item Loading, Masters > Price List.

Customer View (Ctrl + W) & Supplier View (Ctrl + K)

Customer Code	Customer Name	Address	Credit	TIN No
<GEN CUST>	<GENERAL CUSTOM...		0	
ABAD EXIMS	ABAD EXIMS	CSEZ K...	0	
AFFILIATED COMPUTER SERVICES...	AFFILIATED COMPU...	Info Par...	100000	
AIR FORCE	AIR FORCE	AirForc...	0	
AL-GAYATHRI	AL-GAYATHRI	CSEZKA...	0	
ALCATEL LUCENT INDIA LIMITED.	ALCATEL LUCENT IN...	Alcatel ...	15000	
ASMA RUBBER	ASMA RUBBER	CSEZKA...	0	
ASST, ENGINEER, CPWD	ASST, ENGINEER, CP...	Sub Divi...	0	
BETA HELTH CARE	BETA HELTH CARE	CSEZ KA...	0	
BHARATI AXA LIFE INSURANCE	BHARATI AXA LIFE ...	KAKKAN...	0	
BIO- CROP	BIO- CROP		0	
CCW	CCW	KAKKAN...	0	
CEMEX	CEMEX	MONJO...	0	
CMLRE	CMLRE	Block C...	20000	
CO-OPORATIVE HOSPITAL	CO-OPORATIVE HOS...	KAKKAN...	0	
COCHIN LOGISTICS	COCHIN LOGISTICS	CHEMBU...	0	
COLLECTORATE	COLLECTORATE	CIVIL S...	0	

(Fig. 88 – Analysis – Customer Window)

Customer View window will be popped out from the transactions such as sales where customers have to be selected. All Customers available will be shown in this window. Use F12 to swap between Customer and Supplier. On Top Right Side - In the Small Black Box the current outstanding amount of the customer or Supplier will be shown.

To Resize the Space or Column Click on the Fields on the right side end and drag the mouse to right or Left. We can View Ledger Instantly from Customer / Supplier window by Pressing F6 Key or by Clicking the Icon. Use F3 to create Customers / Suppliers and F4 to edit a previously saved customer/supplier or click on related Icon in the window.

Related Topics - Supplier Window, Analysis > Supplier / Customer View, Masters > Customer / Supplier, Reports.

Asset Register

SI No	Asset Description	No of Qty	Total Value	Serial No	Location	Depreciation	Remarks	Acqu
	chair	5	5000	1	kollam			
	table	5	10000	2	kollam			

(Fig. 90 – Analysis – Asset Register Window)

Asset Register- This Voucher contains all the details of the fixed Assets. The Fixed assets are displayed in the Ledger drop down list and all the details of that particular asset such as Asset Description, Total Value etc. can be saved by the user to view the Assets of the company. This has no implications on Balance Sheet. The Items or fixed assets will show in the window only if the ledger is created under fixed assets account group.

Related Topics – Ledgers, Fixed Assets, Account Group.

Budget control (Ctrl + B)

Budget for AccountGroups		Budget Period											
		Apr-2009	May-2009	Jun-2009	Jul-2009	Aug-2009	Sep-2009	Oct-2009	Nov-2009	Dec-2009	Jan-2010	Feb-2010	Mar-2010
CASH		12000	1000	3000	4000	5000	6000						
CUSTOMER	aby	sabu	libu	sam	joby	tintu							
Fixed Asset	car	boat	bus	van									

(Fig. 91 – Analysis – Budget Window)

Budget - You can set budgets on monthly basis for each group and check the variance if it has exceeded or is it under control for each month. To enable budget controls in the view, the related **Account Group** has to be enabled or activated for budget control. Select Maintain Budget to enable account group for budget. Budget Periods is taken from the company settings, financial year settings. The user can enter the budget amounts directly for each month to the corresponding Account Group. Save the voucher and check the variance report as and when required. (Variance can be seen when the Variance Button in the Budget control is clicked).

Related Topics - Master > Account Groups - Activate Budget Controls.

CHAPTER XII

Accounts

Accounting Vouchers			
12.1 Trial Balance	12.2 Profit & loss account	12.3 Income & Expense A/C	12.4 Balance Sheet
12.5 Receipts & Payments	12.6 Day Book	12.7 Negative Balance	12.8 Bank Reconciliation
12.9 Ratio Analysis	12.10 Fund Flow	12.11 Cash Flow	

12.1 Trial Balance

A trial balance is a list of all the General ledger accounts (both revenue and capital) contained in the ledger of a business. Trial balance is a statement containing the balance of ledger accounts as at any given date, arranged in the form

Form of debit and credit columns, placed side by side prepared with the object of checking the arithmetical accuracy of ledger postings.

A trial balance only checks the sum of debits against the sum of credits. That is why it does not guarantee that there are no errors. The following are the main classes of error that are not detected by the trial balance:

An error of original entry is when both sides of a transaction include the wrong amount.[1] For example, if a purchase invoice for \$21 is entered as \$12, this will result in an incorrect debit entry (to purchases), and an incorrect credit entry (to the relevant creditor account), both for \$9 less, so the total of both columns will be \$9 less, and will thus balance.

An error of omission is when a transaction is completely omitted from the accounting records.[1] As the debits and credits for the transaction would balance, omitting it would still leave the totals balanced. A variation of this error is omitting one of the ledger account totals from the trial balance.[2]

An error of reversal is when entries are made to the correct amount, but with debits instead of credits, and vice versa.[1] For example, if a cash sale for \$100 is debited to the Sales account, and credited to the Cash account. Such an error will not affect the totals.

An error of commission is when the entries are made at the correct amount, and the appropriate side (debit or credit), but one or more entries are made to the wrong account of the correct type.[1] For example, if fuel costs are incorrectly debited to the postage account (both expense accounts). This will not affect the totals.

An error of principle is when the entries are made to the correct amount, and the appropriate side (debit or credit), as with an error of commission, but the wrong type of account is used.[1] For example, if fuel costs (an expense account), are debited to stock (an asset account). This will not affect the totals.

Compensating errors are multiple unrelated errors that would individually lead to an imbalance, but together cancel each other out.[1]

A Transposition Error is an error caused by switching the position of two adjacent digits. Since the resulting error is always divisible by 9, accountants use this fact to locate the misentered number. For example, a total is off by 72, dividing it by 9 gives 8 which indicates that one of the switched digits is either more, or less, by 8 than the other digit. Hence the error was caused by switching the digits 8 and 0 or 1 and 9. This will also not affect the totals.

A Sample Balance sheet format is given below

Trial balance from :30-Nov-2011 To 24-Jan-2012			
Refresh Detail Print Export Advanced Fit to Screen From 30-Nov-2011 To 24-Jan-2012			
Particulars	Debit	Credit	
BANK	135500.00		
Capital		200000.00	
CASH	13900.00		
Current Asset	25000.00		
CUSTOMER		0.00	
EMPLOYEE	500.00		
Fixed Asset	25000.00		
Indirect Expense	2500.00		
Purchase	12000.00		
Sales		10954.54	
SUPPLIER		3500.00	
TAX COLLECTED	54.54		
	214454.54	214454.54	

(Fig. 92 – Accounts –Trial Balance)

Trial balance from 30-Nov-2011 To 24-Jan-2012			
Refresh Condensed Print Export Advanced Fit to Screen From: 30-Nov-2011 To: 24-Jan-2012			
Particulars		Debit	Credit
BANK		135500.00	
BANK		135500.00	
Capital			200000.00
Abraham			200000.00
CASH		13900.00	
CASH		13900.00	
Current Asset		25000.00	
OFFICE SECURITY DEPOSIT		25000.00	
CUSTOMER			0.00
EMPLOYEE		500.00	
JOHN		500.00	
Fixed Asset		25000.00	
OFFICE FURNITURE		25000.00	
InDirect Expense		2500.00	
OFFICE RENT		2500.00	
Purchase		12000.00	
PURCHASE		12000.00	
Sales			10954.54
Sales			10954.54
SUPPLIER			3500.00
Maxis Technologies			8500.00
Mobile World		5000.00	
TAX COLLECTED		54.54	
VAT COLLECTED			595.46
VAT PAID		650.00	
		214454.54	214454.54

(Fig. 92 – Accounts –Trial Balance Advanced)

The Trial Balance is displayed in grouped form with main groups and their closing balances. Detailed (Fig. 92), and condensed mode is given for a better understanding. The fact that the debit and credit balances matches, proves the accuracy of the entries.

You can view the trial balance of your company. Click on Excel if you need to export to an excel sheet. Use Refresh if the 'from' and 'to' dates are changed. Default format of all accounts statements is T format (Debit Credit) we change the format to Statement format is required

Related Topics - Profit & Loss Statement, Balance Sheet.

12.2 Receipt and Payment account

Receipt and Payment Account from 30-Nov-2011 To 24-Jan-2012			
Refresh Print Export Fit to Screen From: 30-Nov-2011 To: 24-Jan-2012			
Receipt	Amount	Payment	Amount
Opening Balance			
Abraham	200000.00	JOHN	500.00
PRADEEP	6600.00	Maxis Technologies	2000.00
Sales	4694.80	Mobile World	5000.00
VAT COLLECTED	255.20	OFFICE FURNITURE	25000.00
		OFFICE RENT	2500.00
		OFFICE SECURITY DEPOSIT	25000.00
		PURCHASE	2000.00
		VAT PAID	150.00
		Closing Balance	
		BANK	135500.00
		CASH	13900.00
Total	211550.00		211550.00

(Fig. 93 – Accounts –Receipts & Payment)

Receipt and payment account is a mere summary of cash book for a year. It begins with the cash in hand & bank Accounts at the commencement and ends with that at the close of the year. Similarly to cash account, in receipts and payments account receipts are shown on the debit side while payments are shown on the credit side, without any distinction between capital and revenue. Moreover, it does not include an unpaid expenditure not any unrealized income relating to the period under review and so fails to reveal the financial position on the concern.

Non-Profit organizations are established for the purpose of rendering service. They are not expected to earn profit. They follow cash system of accounting. Receipts and Payments account is a statement at the end of the accounting year giving a summary of all receipts and payments recorded in cashbook. Cashbook is the most important book where all cash receipts and payments are recorded in chronological order. Receipt and payments account is debited with all items of receipt and credited with all payments. It begins with opening balance of cash and bank and end

with closing balances of cash and bank. Receipts and Payments account is considered as a statement for non- trading concerns. This statement is useful for trading concerns also hence it is available for all business types.

Related Topics - Transactions > Receipts, Payments.

12.3 Income and expenditure account

Income and Expenditure Account from :30-Nov-2011 To 24-Jan-2012											
Refresh		Detail		Print		Export		Fit to Screen		From: 30-Nov-2011 To: 24-Jan-2012	
Expenses		Debit		Incomes		Credit					
Purchase		12000.00		Sales		10954.54					
EMPLOYEE		500.00									
Indirect Expense		2500.00		Excess of Expense over Income		4045.46					
		15000.00				15000.00					
		=====				=====					

(Fig. 94 – Accounts –Income and Expenditure)

It is the summary of income and expenditure for the accounting year. It is just like a profit and loss account prepared on accrual basis in case of the business organizations. It includes only revenue items and the balance at the end represents surplus or deficit. The Income and Expenditure Account serves the same purpose as the profit and loss account of a business organization does. All the revenue items relating to the current period are shown in this account, the expenses and losses on the expenditure side and incomes and gains on the income side of the account. It shows the net operating result in the form of surplus (i.e. excess of income over expenditure) or deficit (i.e. excess of expenditure over income), which is transferred to the capital fund shown in the balance sheet.

12.4 Profit and loss account

A financial statement that summarizes the revenues, costs and expenses incurred during a specific period of time - usually a fiscal quarter or year. These records provide information that shows the ability of a company to generate profit by increasing revenue and reducing costs. Here it is assumed that Closing Stock is taken after preparation of trial balance and it taken in P& L account and balance sheet

The reason why closing stock is not taken into account in a trial balance is because a trial balance is a balance of all ledger account a given point in time. It records only transactions which have a two way effect for EG: Purchases where goods are bought against cash or credit and sales where goods are sold against cash or credit. But closing stock is not a transaction having a two way effect any given point in time. It is only an indication of the goods lying in the factory at the end of the year. It is therefore showed below the trial balance and not in the trial balance. However in order to derive at the exact gross profit the closing stock is taken into consideration in the trading account and also appears as an asset in the balance sheet. In some case the closing stock appears as an adjusted purchase account in the trial balance and in this case it does not appear in the trading account but appears only in the balance sheet.

The main reason is that we do not pass any entry for consumption. hence we do not prepare any ledger account for it. Sample P & L account is shown below.

Profit and Loss Account from :30-Nov-2011 To 24-Jan-2012											
Refresh		Detail		Print		Export		Fit to Screen		From: 30-Nov-2011 To: 24-Jan-2012	
Particulars		Debit		Particulars		Credit					
Opening Stock		0.00		Sales		10954.54					
Purchase		12000.00		CLOSING STOCK		4300.00					
Gross Profit		3254.54									
		15254.54				15254.54					
		=====				=====					
EMPLOYEE		500.00		Gross Profit		3254.54					
Indirect Expense		2500.00									
Net Profit		254.54									
		3254.54				3254.54					
		=====				=====					

(Fig. 95 – Accounts –Profit and Loss Statement)

12.5 Balance Sheet

Balance Sheet is a statement that depicts assets and liabilities of a firm on a particular date. Balance sheet is considered as a prominent tool on historical accounts. Financial analysts can easily evaluate a firm's progress by

Export - To export the Bank reconciliation statement to Excel.

Cheque Register - Inventory Biz provides Cheque Register for Cheque issued/Collected. Cheque Register holds the different status of Cheque/DD e.g. Presented to Bank, Collected, Paid, Holding, Etc..Cheque registers is to facilitate easy tracing of missed/ erroneous transaction. Cheque issued/Paid but might not be collected / Paid by the Bank.

Related Topics - Transactions > Journal, Contra, Payment, Receipt, Analysis >Cheque Register. .

12.8 Ratio Analysis

Ratio Analysis is a powerful tool used for management accounting. The Ratio Analysis Statement is a summary of the Performances in ratios for a selected period. It gives important values and key performance indicators in Management Information System (MIS) for the company. It is one report that top management need to look at to know the state of the company's financial health and where it is going in the short term

Related Topics - Analysis Reports

Ratio Analysis					
Print		Export ▼		Fit to Screen	
		From: 30-Nov-2011		To: 24-Jan-2012	
Ratio Name	Formula	Values	Analysis View	Particulars	
1 GROSS PROFIT RATIO	Gross Profit x 100 / sales	3254.54/ 11550 * 100	28.18 %		
2 OPERATING COST RATIO	(Operating Cost x 100) / Sales	(15000 * 100 /)11550	129.87 %		
3 DIRECT EXPENSE RATIO	(Direct Exp. x 100) / Sales		103.90 %		
4 STOCK TURN OVER RATIO	Sales * 100/ Closing Stock		268.60 %		
5 ADMINISTRATIVE EXP. RATIO	(Administrative Exp. x 100) / Sales		25.97 %		
6 NET PROFIT RATIO	(Net Profit x 100) / Sales		2.20 %		
7 FIXED ASSETS TURNOVER RATIO	Sales / Fixed Asset		0.46		
8 CURRENT RATIO	Current Assets / Current Liabilities		3197.65		
9 LIQUIDITY RATIO	Liquid Assets / Current Liabilities		3118.81		
10 FIXED ASSETS RATIO	Fixed Assets / Sales		2.16		
11 ACID TEST RATIO	Quick Assets / Current Liabilities		3118.81		
12 INVENTORY TURN OVER RATIO	Cost Of Goods Sold / Average Stock Value		3.86		

(Fig. 100 – Accounts – Ration Analysis Statement)

12.9 Fund Flow

It describes the Flow of Fund in terms of Working Capital. **The Source of Fund** Contains all the Fund Inflow (income) and the **Application of Fund** Contains all Fund Outflow (expenses). If the Total Fund inflow is greater than total Fund Outflow the Working Capital is increased else working capital is decreased

Fund Flow Statement from 30-Nov-2011 To 24-Jan-2012			
Refresh		Print	
		Export ▼	
		Fit to Screen	
		From: 30-Nov-2011	
		To: 24-Jan-2012	
Source of Fund			
Abraham		200000.00	
BANK		10000.00	
CASH		147500.00	
PRADEEP		6600.00	
Sales		4694.80	
VAT COLLECTED		255.20	
Total Fund Inflow			369050.00
Application of Fund			
BANK		147500.00	
CASH		10000.00	
JOHN		500.00	
Maxis Technologies		2000.00	
Mobile World		5000.00	
OFFICE FURNITURE		25000.00	
OFFICE RENT		2500.00	
OFFICE SECURITY DEPOSIT		25000.00	
PURCHASE		2000.00	
VAT PAID		150.00	
Total Application of Fund			219650.00
Increase of Working Capital			149400.00

(Fig. 101 – Accounts – Fund Flow Statement)

12.10 Cash Flow

It describes the net Flow of Cash based on different transactions. **INFLOW** contains all the incomes and the **OUTFLOW** Contains all the Expenses. **NetFlow** is Total Cash Inflow minus Total Cash OutFlow.

Cash Flow Statement : 30-Nov-2011 to 24-Jan-2012		
Refresh	Print	Export ▼ Fit to Screen
	From: 30-Nov-2011	To: 24-Jan-2012
IN FLOW		
Abraham	200000.00	
BANK	10000.00	
PRADEEP	6600.00	
Sales	4694.80	
VAT COLLECTED	255.20	
Total cash Inflow		221550.00
OUT FLOW		
BANK	147500.00	
JOHN	500.00	
Mobile World	5000.00	
OFFICE FURNITURE	25000.00	
OFFICE RENT	2500.00	
OFFICE SECURITY DEPOSIT	25000.00	
PURCHASE	2000.00	
VAT PAID	150.00	
Total cash Outflow		207650.00
Net Flow [Inflow - Outflow]		13900.00

(Fig. 102 – Accounts – Cash Flow Statement)

Major Difference:

The Cash Flow statement allows investors to understand how a company's operations are running, where its money is coming from, and how it is being spent. Fund Flow Statement is showing the fund for the future activates of the Company. Cash flow simply means a factual presentation of cash inflows and outflows. This will give a clear picture of cash and cash equivalents movement during a period of time. On the other side fund flow is broader term which never confine to cash movements only but this will show the sources & application of funds and its movements over a Period of time. The major key aspect of fund flow is its working capital presentation. Business operations can Easily be analyzed through pointing out the movements of working capital. The key decisions of management which Affect capital structure can be planned by utilizing data presented in fund flow statement through making a Comparison of working and fixed capital which will enable progressive growth in prospective environment

CHAPTER XIII

Reports

Report is a self-explanatory statement of facts relating to a specific subject and serves the purpose of providing information for decision making and follow up actions. It is a systematic presentation of ascertained facts about a specific event / subject. Report is a summary of findings and recommendations about a particular matter / problem. Report is for the guidance of higher authorities including company executives and directors. Report facilitates timely decisions and follow-up measures.

Predesigned Reports			
Stock Reports	Purchase Reports	Sales Reports	Account Reports
Return Reports	Order Reports	Stock Movement Reports	Analysis Reports
Other Reporting Tools			
Report Designer	Graphical Reports		

Predesigned Reports: - These reports are inbuilt in the software and can be generated by providing the inputs as required by it. You may get the output of these reports in two ways, either via plain paper or through excel. The plain paper report can be viewed as such. The column width of excel reports can be altered.

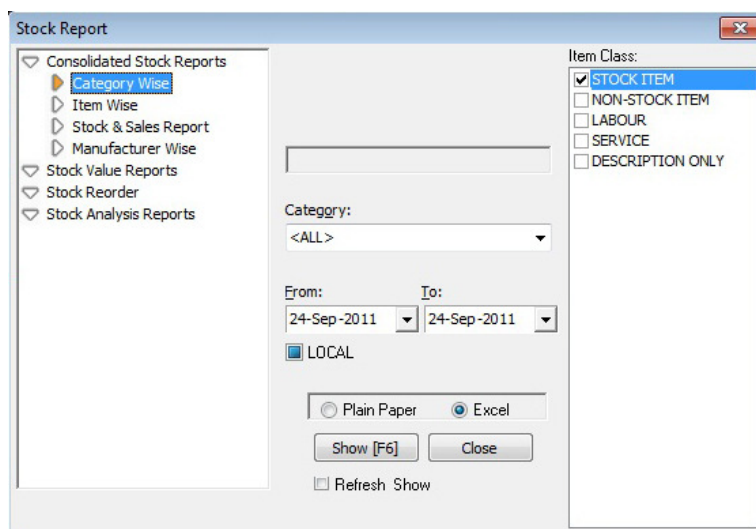
DEMO COMPANY										
STOCK REPORT FROM 03-OCT-2010 TO 03-OCT-2012										Page 1 of 1
Particulars	Balance	Opening	Sales	Purch-Ret	Dly-Note	Other-Out	Purchase	SalesRet	Rec-Note	Other-IN
7 STAR WHITE RICE	13.00						10.00	3.00		
catogoryItem2	1.00						1.00			
catogoryItem3	10.00						10.00			
Panasonic	7.00		8.00				15.00			
Panasonic	0.00			15.00			15.00			
Sony	5.00		10.00				15.00			
Sony	10.00			5.00			15.00			
7	46.00		38.00				81.00	3.00		

STOCK REPORT FROM 03-OCT-2010 TO 03-OCT-2012												
Print	Excel	Fit To Screen										
ItemName	ItemCode	Balance	Opening	Sales	PurchaseRet	reryNote	Out	chase	salesRet	ptNote	Other In	
7 STAR WHITE RICE 10 kg pk	7 STAR WHITE RICE	13.00	0.00	0.00	0.00	0.00	10.00	10.00	3.00	0.00	0.00	
catogoryItem2	catogoryItem2	1.00	0.00	0.00	0.00	0.00	1.00	1.00	0.00	0.00	0.00	
catogoryItem3	catogoryItem3	10.00	0.00	0.00	0.00	0.00	10.00	10.00	0.00	0.00	0.00	
Panasonic	Panasonic player	7.00	0.00	8.00	0.00	0.00	15.00	15.00	0.00	0.00	0.00	
Panasonic	Panasonic TV	0.00	0.00	15.00	0.00	0.00	15.00	15.00	0.00	0.00	0.00	
Sony	Sony	5.00	0.00	10.00	0.00	0.00	15.00	15.00	0.00	0.00	0.00	
Sony	Sony player	10.00	0.00	5.00	0.00	0.00	15.00	15.00	0.00	0.00	0.00	
		46.00	0.00	38.00	0.00	0.00	81.00	81.00	3.00	0.00	0.00	

Other Reporting Tools: - Graphical reports are the graphical representation of the sale or purchase report. By default almost all the reports needed for a company is inbuilt in the software. If you require more you can use the report designer to built your own report..

13.1 Stock Reports

The stock report contains information about the stocking status of items in your inventory. The report contains Consolidated Stock Report, Stock Value Report, Stock Reorder and Stock Analysis Report.



(Fig. 103 – Reports – Stock Report)

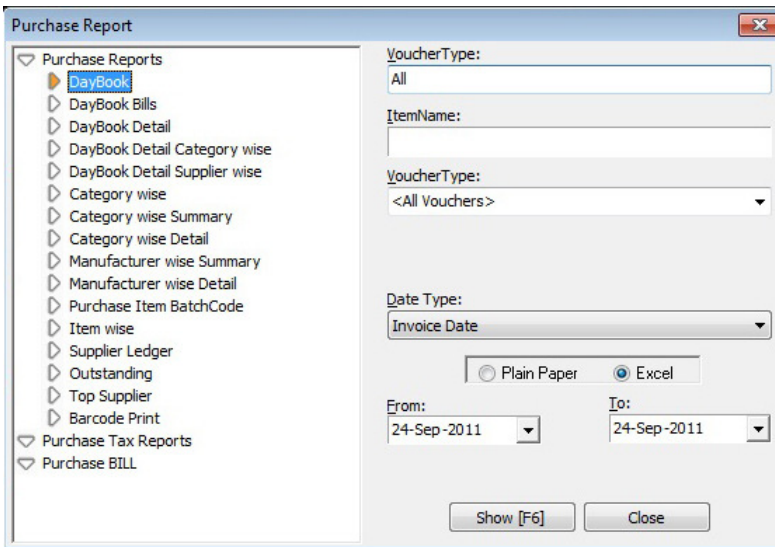
The reports may or may not have inputs. Inputs vary with the type of report like date, category, item name, manufacturer, item class, etc.

- 13.1.1 **Consolidated Stock Report** shows the stock moved through the vouchers including opening stock and current balance for the specified date, item name or category.
- 13.1.2 **Stock Value Reports** shows the current stock with stock value. Stock value can be shown on basis of Item Master Prate (Purchase Rate), Item Master Srate (Sales Rate), Item Master MRP (Maximum Retail Price), Average Prate and Average Crate (Cost Rate). The valuation method can be chosen from the bottom left corner of the report window. Item Master rates are obtained from Masters → Item Master → Prate, SRate or MRP. Average Prate or Crate is obtained by taking the average rates that are given in different transactions like Purchase, Sale, Delivery Note, Receipt Note etc.
- 13.1.3 **Stock Reorder Reports** are used to find out the item that has reached the reorder level. Reorder level is mentioned as the minimum stock that has to be maintained in an inventory.
- 13.1.4 **Stock Analysis Report** is used to analyze the stock movement (fast or slow moving items), item ageing analysis, product ledger etc.

Related Topics - Stock History, Item Window (CTRL I), etc.

13.2 **Purchase Reports**

Purchase Reports will help you to track what all items and how much of those items are to be stocked based on previous purchases. You may retrieve all the purchases done during a financial year through this report. This allows us to structure our reports in various formats. The report contains general Purchase Report, Purchase Tax Reports and Purchase Bill.



(Fig. 106 – Reports – Purchase Reports)

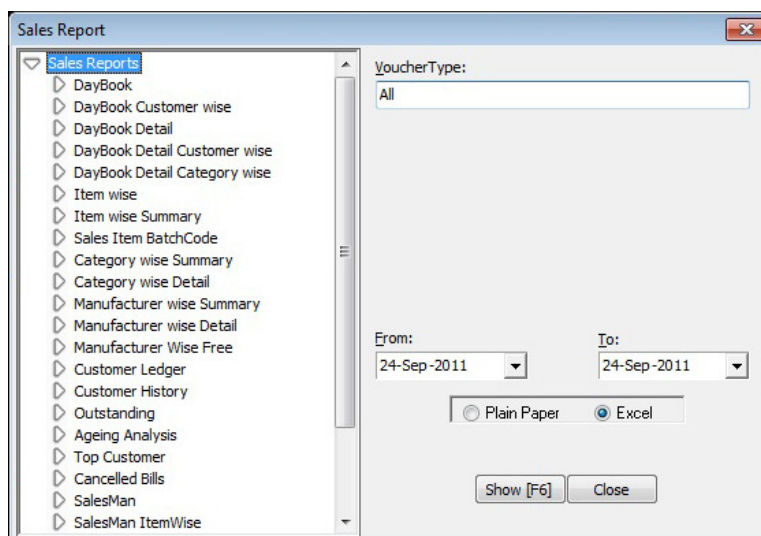
- 13.2.1 **Purchase Reports** section contains general reports containing daybook, daybook details, manufacturer wise, category wise, supplier wise, outstanding etc. They deliver the general information about the purchase bills and other purchase details.
- 13.2.2 **Purchase Tax Reports** shows the reports related to tax statements. This section contains tax statements, tax split up statements, supplier wise tax statement, VAT Reports etc.
- 13.2.3 **Purchase Bill** section contains reports that generate details of a particular bill number or a list of items that are purchased etc.

Related Topics - Purchase, Local Purchase

13.3 **Sales Reports**

Sales reports provide information about our company's sales revenue. It provides information about sales pipeline, customer and financial sources for a complete picture of sales performance. A good sales report helps sales management to monitor and forecast current and future period revenues and understand the profit and loss of each leads.

- 13.3.1 **Sales Reports** section contains general reports that deliver reports like daybook, daybook detail, category wise, item wise, manufacturer wise etc. including other reports like customer ledger, customer history, outstanding, ageing etc. The section contains a sub section name pricelist from where we can obtain the price list of all items or category or manufacturer
- 13.3.2 **Sales Tax Reports** section delivers report related to tax statements. This section contains reports like Daybook tax mode, VAT reports, Tax Split up of sales, category wise, manufacturer wise etc.

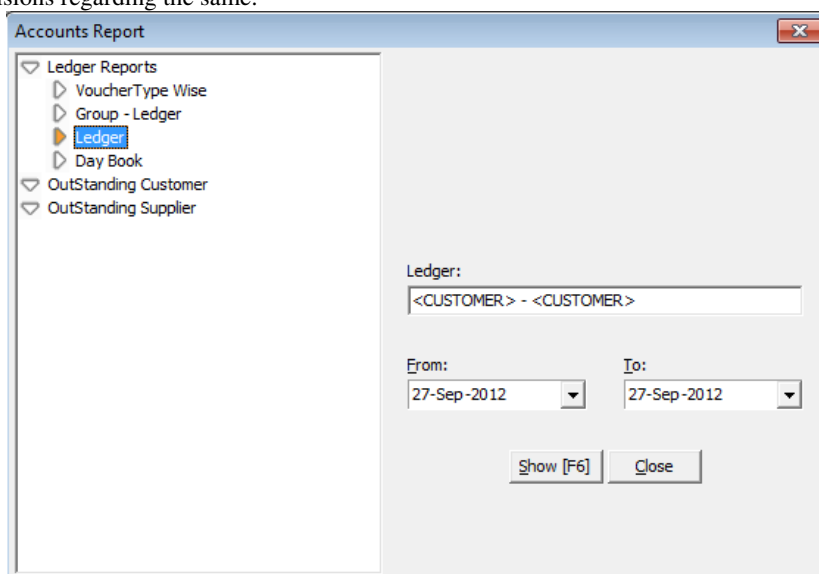


(Fig. 105 – Reports – Sales Reports)

Related Topics - Sales Vouchers, (Sales, Petty Sale, Quotation,), etc.

13.4 Account Reports

Accounts Reports shows the detailed report of each ledger or a group of ledgers. This report helps in providing the relevant information about the balances so that the accounts department could take necessary decisions regarding the same.



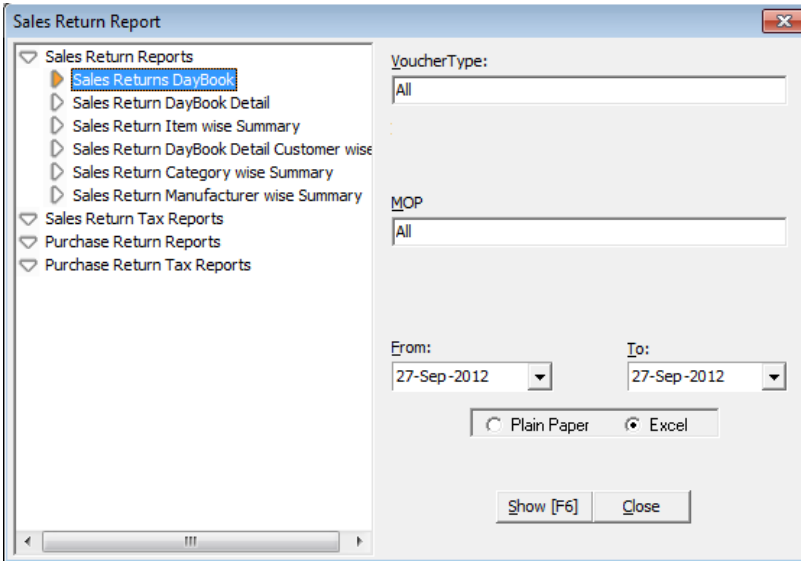
(Fig. 109 – Reports – Accounts Reports – Ledger)

- 13.4.1 **Ledger Reports** show the ledger balance of a particular ledger or a group of ledgers or with detailed debit and credit depending on the vouchers
- 13.4.2 **Outstanding Report** shows the customer wise, area wise or salesman wise outstanding. The customer ageing helps in analyzing the balances in different period of a customer for a detailed analysis
- 13.4.3 **Outstanding Supplier** helps to retrieve the total outstanding that are to paid for the suppliers

Related Topics – Receipt, Payment, Contra & Journal Vouchers, (Accounting entries are done from all transaction windows) etc.

13.5 Return Reports

In an inventory, item may be returned to supplier or returned from customer in case of damage or for many other reasons. These items have to be tracked and managed effectively. Return Reports contain reports of sales return and purchase return.



13.5.1 Sales Return Reports shows the bill details or item details or category or manufacturer wise details of sales return.

13.5.2 Sales Return Tax Reports shows the tax statement of the sales returns.

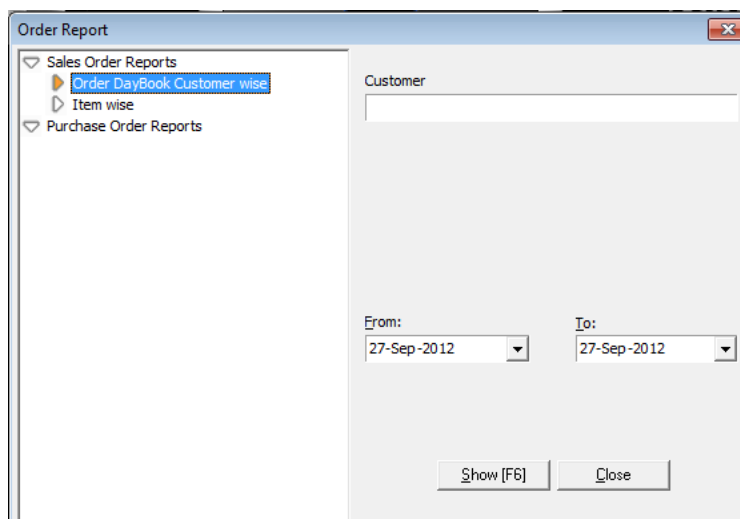
13.5.3 Purchase Return Reports shows the bill details or item details or category or manufacturer wise details of purchase return.

13.5.4 Purchase Return Tax Reports shows the tax statement of the purchase returns.

Related Topics - Sales Return Vouchers, Purchase Return Vouchers, etc.

13.6 Order Reports

Order reports shows the details of the purchase and sales orders. Orders can be placed from transactions → Sales Order or Purchase Order.

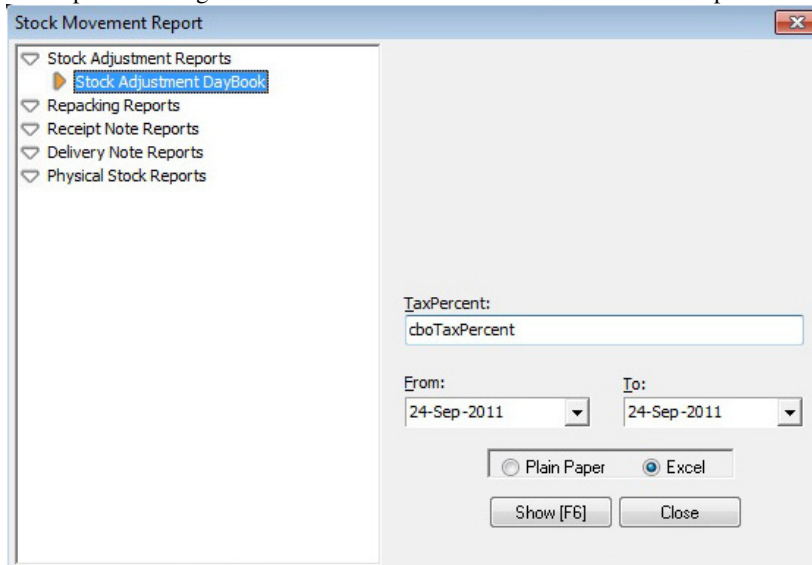


13.6.1 Sales Order Reports shows the details of the sales order placed in the specified dates and other criteria.

13.6.2 Purchase Order Reports shows the details of the purchase order placed in the specified dates and other criteria.

13.7 Stock Movement Reports

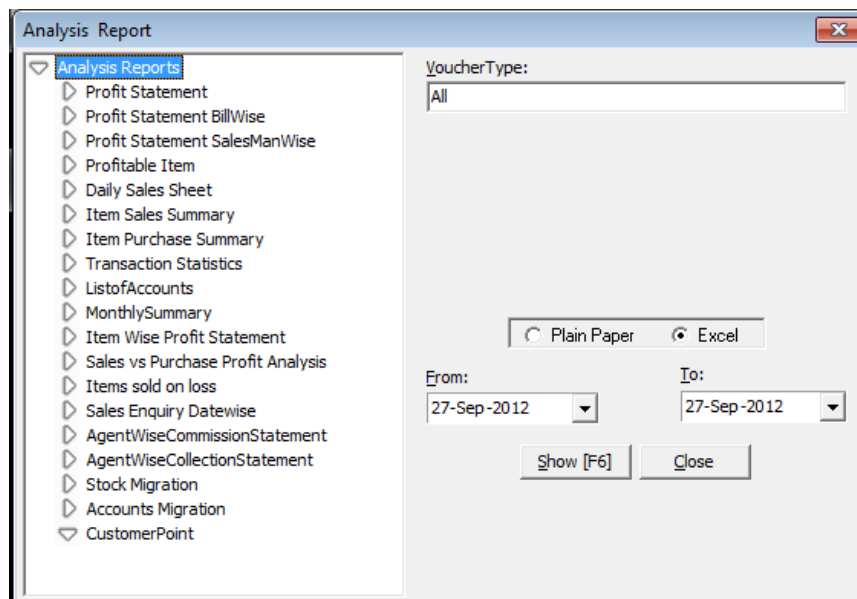
Stock Movement Refers to the action by which the stocks are moved from between locations. It happens in many ways i.e. Sales, Purchase, Delivery Note, Receipt Note, Repacking, Physical Stock and Stock Adjustment. In this report we can get the details of all stock movement vouchers except sales and purchase.



(Fig. 112 – Reports – Stock Movement Reports)

- 13.7.1 **Stock Adjustment Reports** shows the details of the stock adjusted from Stock Adjustment Voucher
- 13.7.2 **Repacking Reports** shows the details of the stock adjusted from Repacking Voucher
- 13.7.3 **Receipt Note Reports** shows the details of the stock adjusted from Receipt Note Voucher
- 13.7.4 **Delivery Note Reports** shows the details of the stock adjusted from Delivery Note Voucher
- 13.7.5 **Physical Stock Reports** shows the details of the stock adjusted from Physical Stock Voucher

13.8 **Analysis Reports**



(Fig. 113 – Reports – Analysis Reports)

Note: This report can be viewed only from the analysis menu.

Analysis reports helps you to analyze your sales and purchases quickly and provides reports of profit or loss information, forecast, and other useful reports, to analyze your business and take quick decisions based on the same.

Related Topics - Analysis Menu - Quick analysis of stock history, customer & supplier details, Search window, Asset information, Budget Control, etc.

13.9 Report Designer

Report designer is developed with an aim to create custom reports according to needs of the user. We have tried our best to help our customers create their custom designed reports. The features available in report designer are explained below.

Create a new report

13.9.1 If Report Designer is opened for the first time, it opens to create a new report. Next time onwards you will have to click on new button in the report input window, to create a new report. In new report creation section, select the type of report that is to be created, provide the report name and the heading that is to be displayed in the report display.

13.9.2

The screenshot shows a window titled 'ReportDesigner'. It contains three input fields: 'Report Type' with a dropdown menu showing 'Sales', 'Report Name' with a text box containing 'Sales categorywise', and 'Heading' with a text box containing 'Sales categorywise'. At the bottom right, there are two buttons: '<< Back' and 'Next >>'.

Click Next>> button to move to the next screen

13.9.3 Next is field selection window from where we can select the fields that are to be displayed. There are 3 options on the left side of each field. They are view, input and sort. View option enables the fields that are to be displayed in the report. For filtering the report we have to enable input for the field. The report will be ordered on the basis of top to bottom for the fields having sort enabled. Field display name in the report can be changed by editing the display name column. The right end of the row shows the functions that can be used in the report. E.g. If a report is shown like shown below

Item name, Qty, amount

If the report is taken for a month, the item name will be duplicated if the item has more than one transaction. We have to sum up the Qty and Amount columns to avoid duplication. In this case we will use sum() function for Qty and Amount. This will sum up the columns.

On the bottom of the field selection there are 2 check boxes. By selecting Show Selected Items we can sort out the items that are selected for the report. Select View Similar Fields Only to avoid showing duplicate records in report

View	Input	Sort	Field Name	DisplayName	DataType	Alignment	Function
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accounts	Accounts	Numeric	right	None
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CashDiscount	CashDiscount	Numeric	right	None
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SaleAmount	SaleAmount	Numeric	right	None
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NetAmount	NetAmount	Numeric	right	None
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RoundOff	RoundOff	Numeric	right	None
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ItemDiscountTotal	ItemDiscountTotal	Numeric	right	None
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BillAmt	BillAmt	Numeric	right	None
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cancelled	Cancelled	Numeric	right	None
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Category	Category	Text	Left	None
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ItemCode	ItemCode	Text	Left	None
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ItemName	ItemName	Text	Left	None
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ProductType	ProductType	Text	Left	None
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SerialNos	SerialNos	Text	Left	None
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unit	Unit	Text	Left	None
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manufacturer	Manufacturer	Text	Left	None
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qty	Qty	Numeric	right	None
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Free	Free	Numeric	right	None

Show Selected Items
 Show Only Distinct Fields In Report

<< Back Next >>

Click Next>> button to move to the next screen

- 13.9.4** This section is for sub totaling the field. For e.g. if the report contains category, itemname, qty the report will be displayed normally like this

<u>Category</u>	<u>Item Name</u>	<u>Qty</u>
TV	Sony	10
TV	Panasonic	15
DVD	Sony	5
DVD	Panasonic	8

The report can be sub totaled on the basis of category like shown below

<u>Category</u>	<u>Item Name</u>	<u>Qty</u>
TV	Sony	10
	Panasonic	15

		25

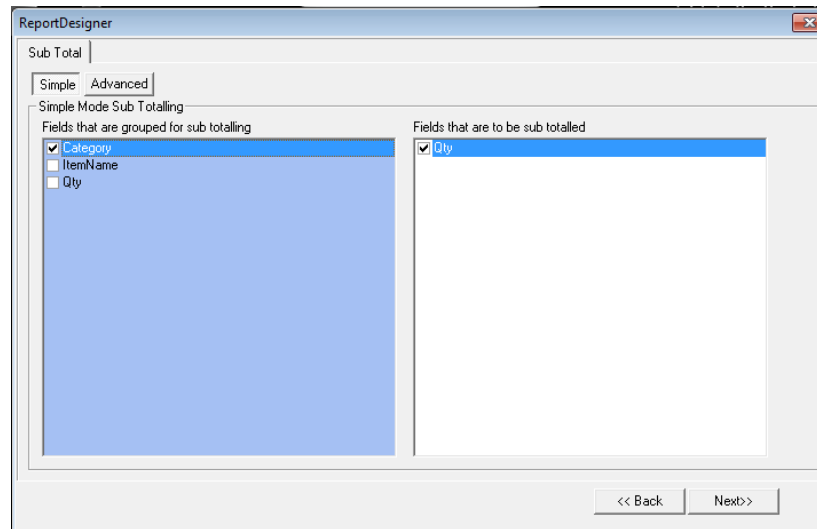
DVD	Sony	5
	Panasonic	8

		13

Total:		38

This above method of reporting is also available in report designer. For that in this section select Category from left side (Fields that are grouped for sub totaling) on the right side (Fields that are to be sub totaled) select Qty. If no fields are selected from the left side, the columns selected on the right side will be totaled without any condition to obtain a grand total.

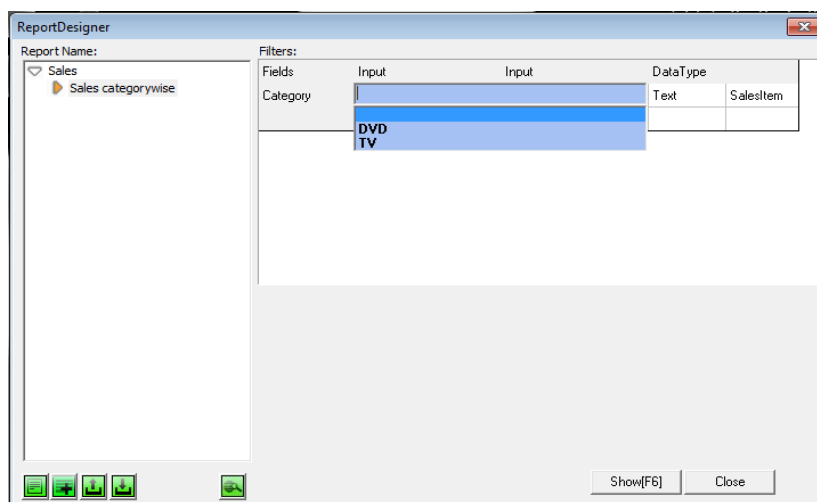
(pic sub total)



Click Next>> button to move to the next screen

13.9.5 This is the report selection and display section. Here select the report name that has to be displayed. If input fields are selected, they can be provided on the right side of report tree. If input is selected for a date criteria, it is a mandatory input. If input is selected for cost centre (CCName), voucher type (VchType) and item class (Product Type) they will be shown as a checked list box. There are 5 green buttons on the bottom side of the window.

1. To create a new report
2. To edit the selected report
3. To export a report to a file. If the business has different branches and the same report is to be generated in all multiple branches or you want to share the report with another inventory biz user, you can export the report to a file and transfer it to the desired location, and import it there
4. To import a report from disk. As explained above the file can be imported by selecting the file from the open dialog box that would appear after clicking the import button
5. To navigate to the web page containing different reports that is uploaded by DCS Infoway. The files can be downloaded and imported to the report designer for your use.



Sales categorywise :-		
Print Excel Fit To Screen		
CATEGORY	ITEMNAME	QTY
DVD	Sony	5.00
	Panasonic	8.00
		13.00
TV	Sony	10.00
	Panasonic	15.00
		25.00
		38.00

13.10 Graphical Reports

Graphical Report is just a pictorial representation of Reports for easy analysis. Different Reports and Graph types are available to view the same.



(Fig. 118 – Graphical Reports – Graphical Report)

CHAPTER XIV

USER ADMIN

User Admin			
13.1 User Group	13.2 User	13.3 Change Password	13.4 Activity Monitor

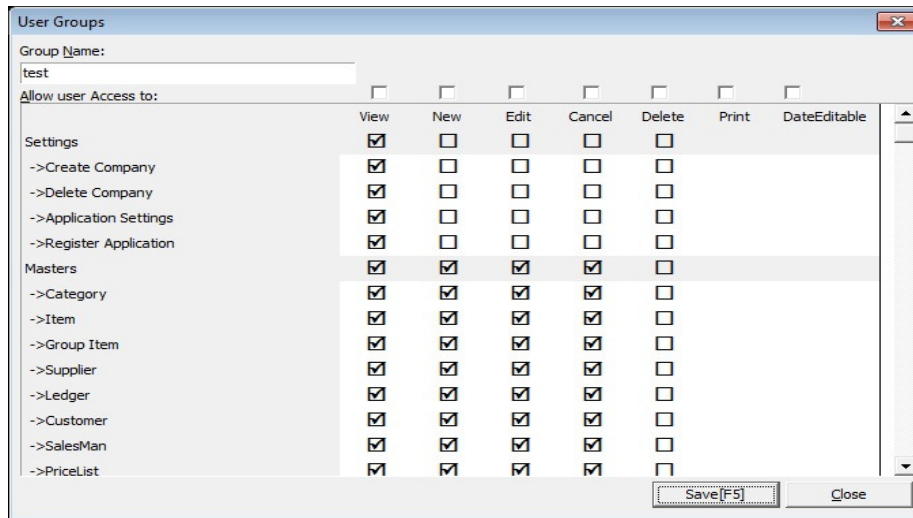
13.1 User Groups

Users and groups are used for access control ieto control various user activities like creating an entry updating data and deletion of data.Inventory Biz offers relatively simple/coarse access control mechanisms by default.

A user is anyone who uses a computer. In this case, we are describing the names which represent those users. It may be Mary or Bill, and they may use the names or nick names place of their real name. All that matters is that the software has a name for each account it creates, and it is this name by which a person gains access to use the Software. Users should be grouped together into a " user group ," and users may choose to join an existing group to utilize the privileged access it grants.Managing users is done for the purpose of security by limiting access in certain specific ways. For example imagine the case of a Designation structure of a Business organization. Sample designations and their User rights are given below

Designations	Sample user Rights
Sales Staff	New Sales bills and Sales returns only
Shop Supervisor	Purchase, Item, Payments, receipts, PayRoll
Shop Manager	Permission to watch the activities
Internal Accountant	Journals , Contra etc..
Accountant	Permission to correct all entries
Regional Manager	Permission to watch User activity
Senior Accountant	Permission to watch and correct entries
Management Officials	Permission to watch and delete User activity

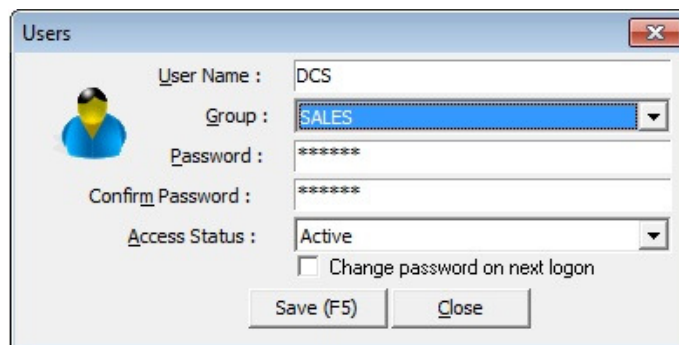
There may be more than 1 staffs under same designation or there may be new recruitments and promotions. Each employee will be created under a 'user group'(equivalent to Designation) .users will get the permissions as per user group. In short User window is just for creating user account and password. Permissions of user is determined by User group window.



(Fig. 120 – User Admin – User Groups)

To create different user groups. New user groups can be created giving them options to access the required menus only. Click on selections and save the user group to create a new one. Use Edit menu to edit user groups or users. *Related Topics - Users, User Activity, User Password, Admin, etc.*

13.2 User



(Fig. 121 – User Admin – User Creation window)

User - To Create a new User. Enter the User name for the user and then choose the User Group with the permissions required under GROUP, then proceed with password for the user.

Access Status - If Active the user can log in to the software, if deactivate then the user will not be able to log in to the software.

Related Topics - User Admin > User Groups, User, Change Password, Activity Monitor.

13.3 Activity Monitor

Search Activity:		Date	Time	Action	Activity	Old Data	New Data	User
SystemName:		24-Jan-2012	11:12	Login	Login	Successful user login		ADMIN
<ALL>		20-Jan-2012	10:39	Login	Login	Successful user login		ADMIN
User:		10-Jan-2012	21:58	Login	Login	Successful user login		ADMIN
<ALL>		22-Dec-2011	11:15	Logout	USER	User Logged out	User Logged out	ADMIN
		21-Dec-2011	12:29	Login	Login	Successful user login		ADMIN
		13-Dec-2011	22:21	Logout	USER	User Logged out	User Logged out	ADMIN
Action:		12-Dec-2011	16:57	Login	Login	Successful user login		ADMIN
<ALL>		07-Dec-2011	10:57	Login	Login	Successful user login		ADMIN
Window:		07-Dec-2011	11:16	New	SUPPLIER		LedgerName : Maxis Technologies	ADMIN
<ALL>		07-Dec-2011	11:21	New	Category		Category Mobile	ADMIN
		07-Dec-2011	11:22	New	ItemMaster		ItemName : Mobile 1100, ItemCode : Mobile 1100	ADMIN
From:		07-Dec-2011	11:27	New	Purchase		VchNo : 1,Party : Maxis Technologies, Date : 03-Dec...	ADMIN
01/Dec/2011		07-Dec-2011	11:33	New	Contra	VchNo : 1,Party : CASH, Date : 05-Mar-2010, BILA...	VchNo : 1,Party : CASH, Date : 07-Dec-2011, BILA...	ADMIN
		07-Dec-2011	12:31	Delete	Contra with...	VchNo : 1,Party : CASH, Date : 07-Dec-2011, BILA...	VchNo : 1,Party : CASH, Date : 07-Dec-2011, BILA...	ADMIN
		07-Dec-2011	12:37	Delete	Journal wit...	VchNo : 1,Party : BANK, Date : 01-Dec-2011, BILA...	VchNo : 1,Party : BANK, Date : 01-Dec-2011, BILA...	ADMIN
To:		07-Dec-2011	12:38	New	Contra	VchNo : 1,Party : BANK, Date : 01-Dec-2011, BILA...	VchNo : 1,Party : BANK, Date : 01-Dec-2011, BILA...	ADMIN
24/Jan/2012		07-Dec-2011	12:43	New	Contra	VchNo : 1,Party : BANK, Date : 01-Dec-2011, BILA...	VchNo : 2,Party : CASH, Date : 03-Dec-2011, BILA...	ADMIN
		07-Dec-2011	12:49	New	SUPPLIER		LedgerName : Pacific Spares	ADMIN
Show		07-Dec-2011	12:50	New	Category		Category Mobile Covers	ADMIN
Delete		07-Dec-2011	12:52	New	ItemMaster		ItemName : Mobile cover for 1100, ItemCode : Mobil...	ADMIN
		07-Dec-2011	12:52	New	Category		Category Blue Tooth	ADMIN
Excel		07-Dec-2011	12:53	New	ItemMaster		ItemName : Blue Tooth for Nokia 1100, ItemCode : S...	ADMIN
Close		07-Dec-2011	12:56	New	Purchase		VchNo : 2,Party : Pacific Spares, Date : 05-Dec-201...	ADMIN
		07-Dec-2011	12:58	Update	ItemMaster	ItemName : Mobile 1100,ItemCode : Mobile 1100	ItemName : Mobile 1100, ItemCode : Mobile 1100	ADMIN
		07-Dec-2011	12:58	Update	ItemMaster	ItemName : Mobile cover for 1100,ItemCode : Mobile...	ItemName : Mobile cover for 1100, ItemCode : Mobil...	ADMIN
		07-Dec-2011	13:08	Update	Purchase	VchNo : 2,Party : Pacific Spares, Date : 05-Dec-201...	VchNo : 2,Party : Pacific Spares, Date : 05-Dec-201...	ADMIN
		07-Dec-2011	13:49	Update	ItemMaster	ItemName : Mobile 1100,ItemCode : Mobile 1100	ItemName : Mobile 1100, ItemCode : Mobile 1100	ADMIN
		07-Dec-2011	13:49	Update	ItemMaster	ItemName : Mobile cover for 1100,ItemCode : Mobile...	ItemName : Mobile cover for 1100, ItemCode : Mobil...	ADMIN
		07-Dec-2011	13:52	New	Sales	VchNo : 1,Party : Mr. William, Kerala. Tel. 999999999...	VchNo : 1,Party : Mr. William, Kerala. Tel. 999999999...	ADMIN
		07-Dec-2011	13:56	Update	Sales	VchNo : 1,Party : Mr. William, Kerala. Tel. 999999999...	VchNo : 1,Party : Mr. William, Kerala. Tel. 999999999...	ADMIN
		07-Dec-2011	13:58	New	CUSTOMER		LedgerName : PRADEEP	ADMIN

(Fig. 122 – User Admin – Activity Monitor)

Activity Monitor : This is one of the most powerful security tool in Inventory Biz. If the security settings are set, the administrator can view the activity of each user at any time, what he has done while he was logged in to INVENTORYBIZ e.g. like when the user has created, edited, deleted a record. Only the Administrator (admin) password or admin groups with the view permission can view this option.

CHAPTER XV

Tools

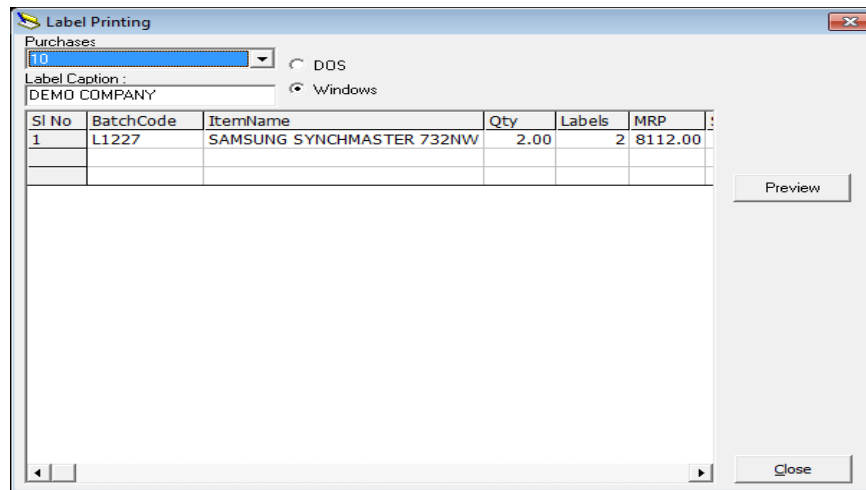
Transparent
 Label printing
 Version History
 SMS & EMAIL

Transparent

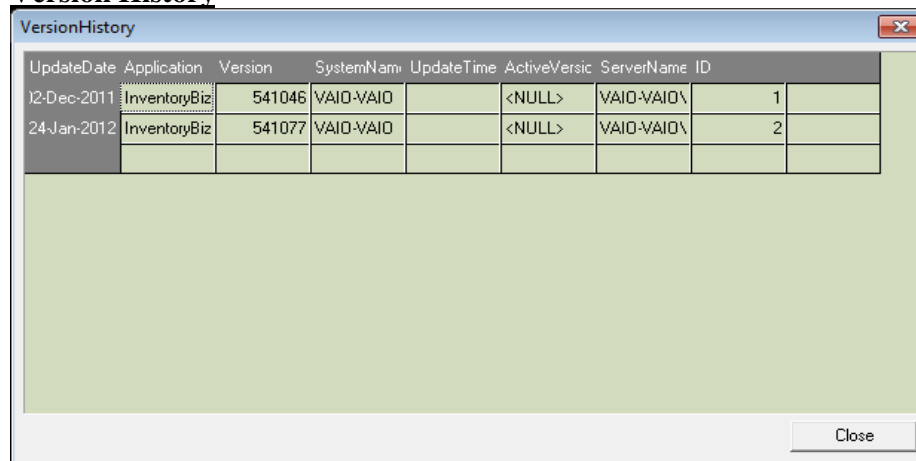
This is just an option to view the back ground menus or screens.

Label Printing

Label printing can be used as an alternative to bar code printing when the customer cannot afford to buy an bar code printer. The labels can be printed in a DMP or Laser Printers as per the design we make.
 Related Topics : Bar Code printing, Application settings > advanced Menu, Purchase.



(Fig. 123 – Tools – Label Printing)

Version History

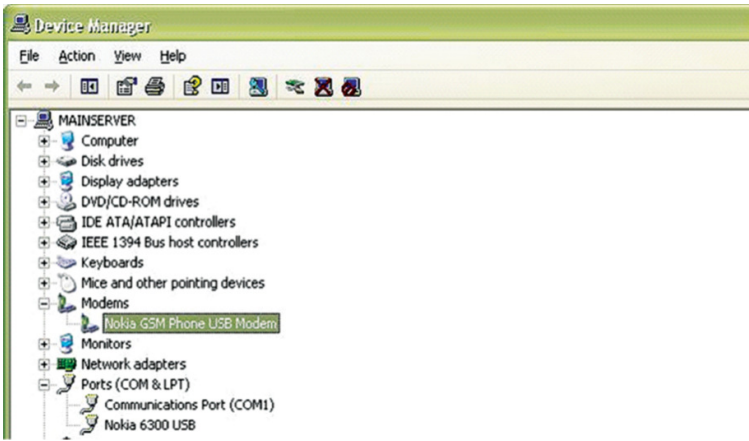
(Fig. 124 – Tools – Version History)

To know the versions that has been updated in the system and the current version history of the product.

Bar Code Manager

Refer chapter 3 to view details of Bar Code and Bar code manager

SMS & Email



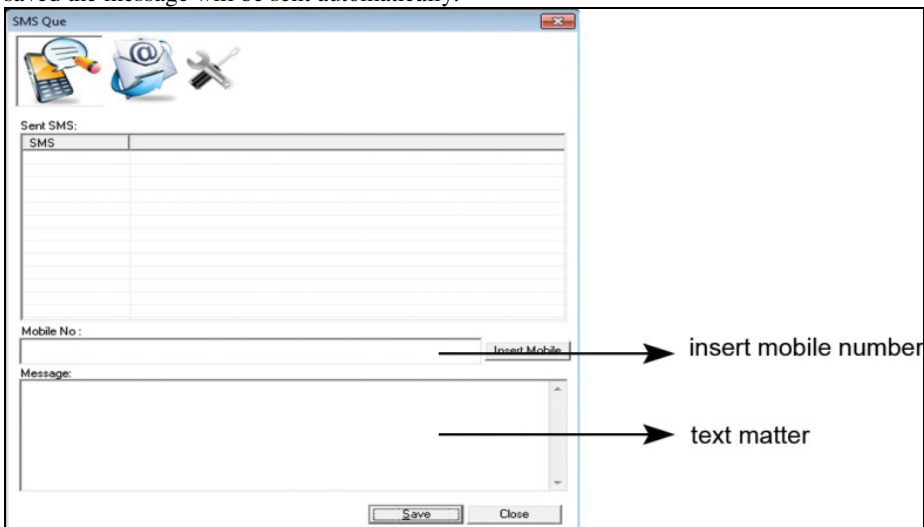
(Fig. 125 – Tools – SMS & E-Mail – Step 1)

Once the Nokia phone is connected to send SMS, open the device manager as shown in Fig 123. Take the properties and check on which port it is connected.

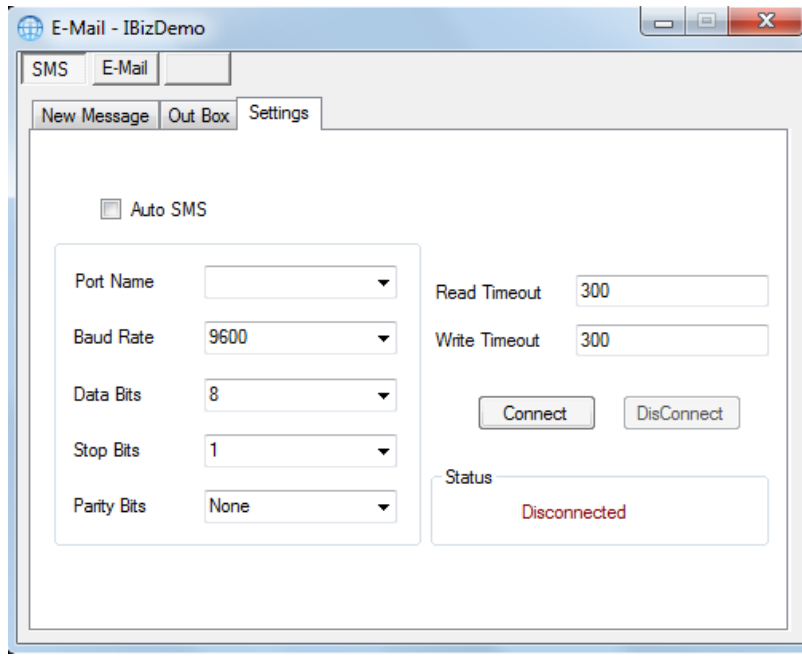


(Fig. 126 – Tools – SMS & E-Mail – Step 2)

From the task bar open the auto SMS / MAIL icon and enter or select the port number in which the phone or device is connected from the settings screen (Fig. 128). In Fig. 127 as shown you can enter the phone number to send the SMS or select from the list (insert mobile number) and then type the message in the text box provided. Once it's saved the message will be sent automatically.

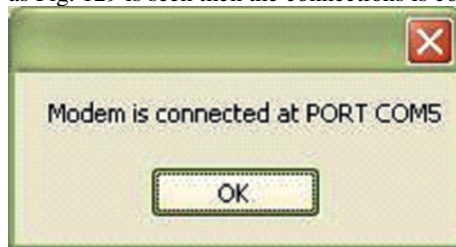


(Fig. 127 – Tools – SMS & E-Mail – SMS Menu – Step 3)



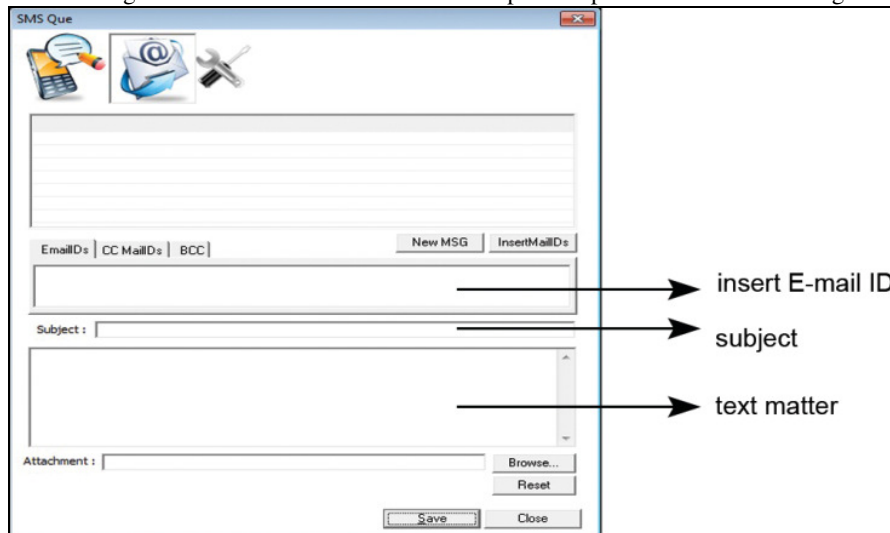
(Fig. 128 – Tools – SMS & E-Mail – SMS Menu Settings – Step 4)

Once the modem is configured using the window Fig. 128, then click on the “connect” button and if the pop window as Fig. 129 is seen then the connections is configured correctly.



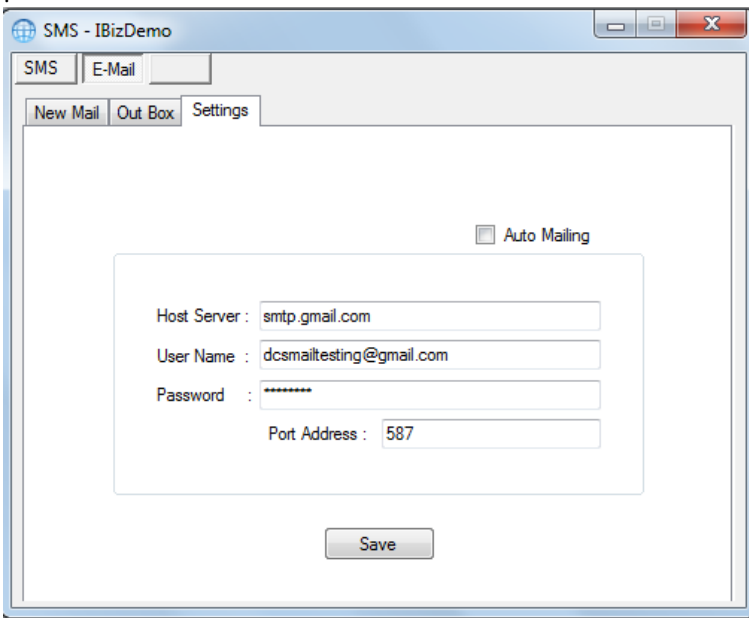
(Fig. 129 – Tools – SMS & E-Mail – SMS Menu – Step 5)

Once the modem (phone) is connected you can send SMS as required. If the connection is not working please open device manger and check the connection and the port the phone or modem is using and tryto connect it again.



(Fig. 128 – Tools – SMS & E-Mail – Email Menu – Step 6)

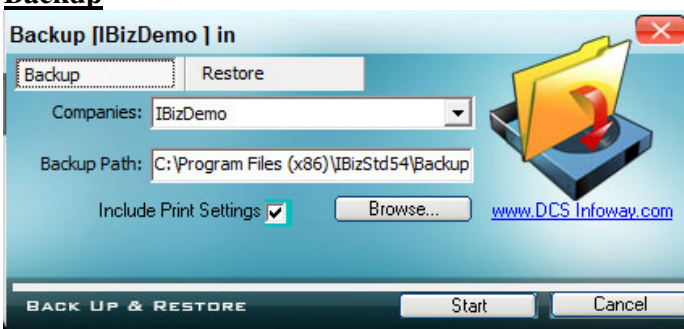
Fig. 128 can be used to send mails, the insert mail ids can be clicked and the list of customers having mail ids will be listed, the list can be selected to send the e-mails



(Fig. 129 – Tools – SMS & E-Mail – Email Menu Setting – Step 7)

SMS and Email can be configured with Inventory Biz. SMS can be integrated by using a Nokia Phone and setting the ports as required and the MAIL settings can be used with a GMAIL account only, use the settings as shown in Fig. 129 and then email id and password to be given of the user or company to send mails automatically.

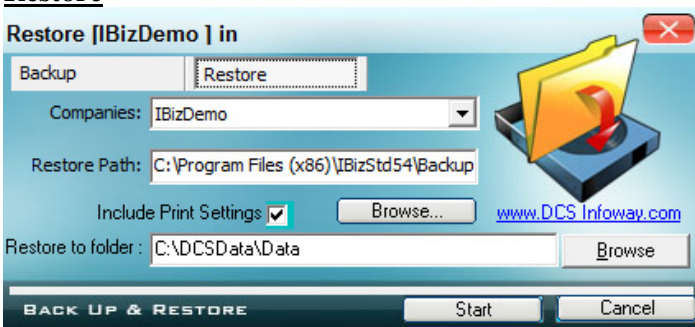
Backup



(Fig. 130 – Tools – Backup)

The company backup can be taken using the backup tool under the tools menu. *Related topics : refer Application settings > backup, tools menu, backup icon*

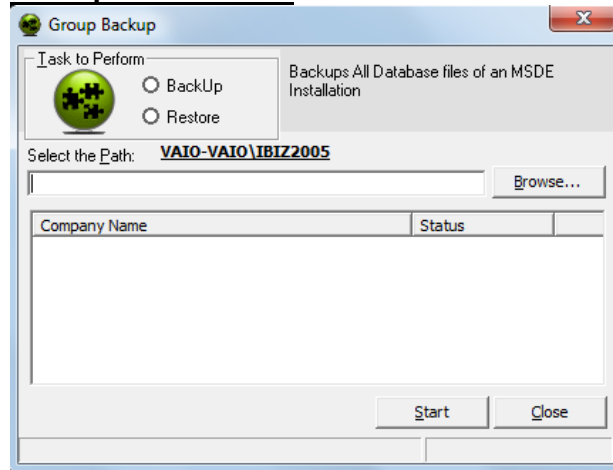
Restore



(Fig. 131 – Tools – Restore)

Restore tool is used to restore the backed up data in case there is a software crash or you are storing the data in a different location or system.

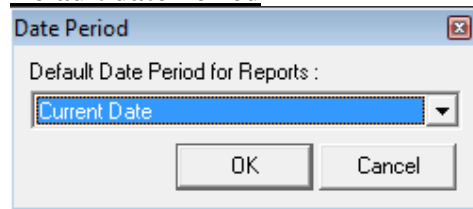
Backup & Restore All



(Fig. 132 – Tools – Group Backup)

The backup all and restore all is used to restore or backup all the companies together.

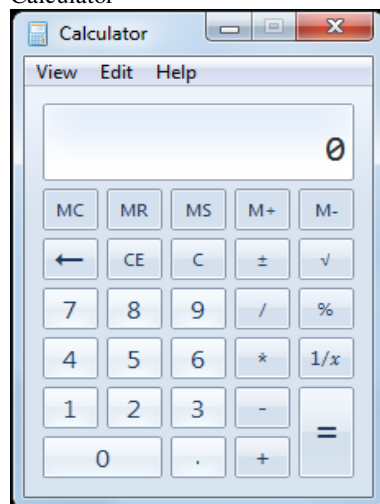
Default date Period



(Fig. 133 – Tools – Date Period)

The default date period to view in reports can be set using the default date period tool.

Calculator



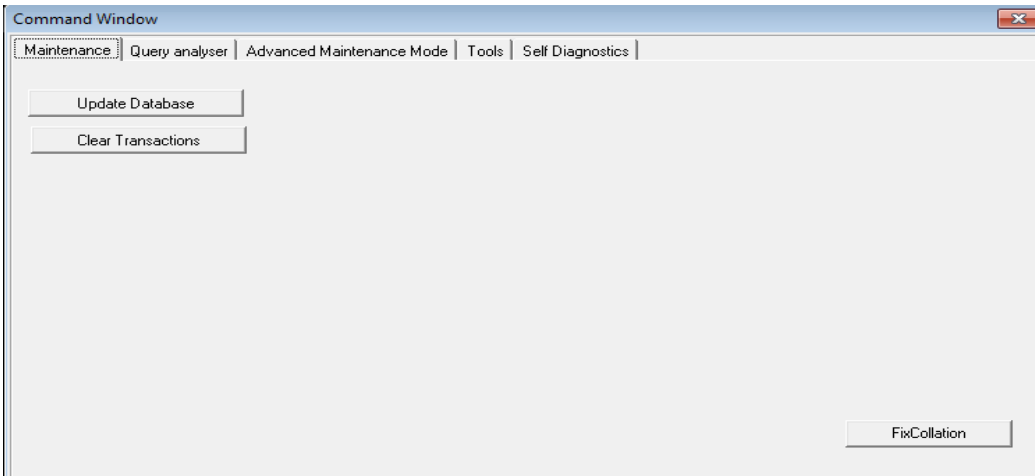
(Fig. 134 – Tools – Calculator)

To use the calculator for any calculations.

Command Window

Command window Maintenance TAB

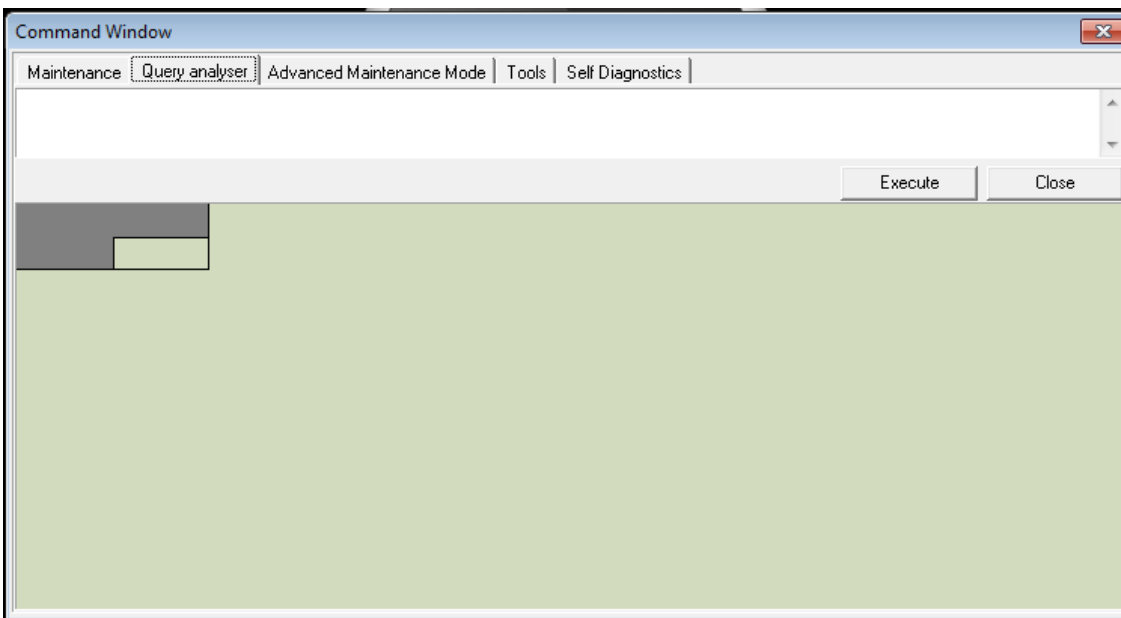
The command window is used to do advanced maintenance to the software. The update database command should be used whenever there is a software update. Clear transaction is used to delete all the transactions in the database. Administrative User name and password is required.



(Fig. 135 – Tools – Command Window - Maintenance)

Command window Query Analyser TAB

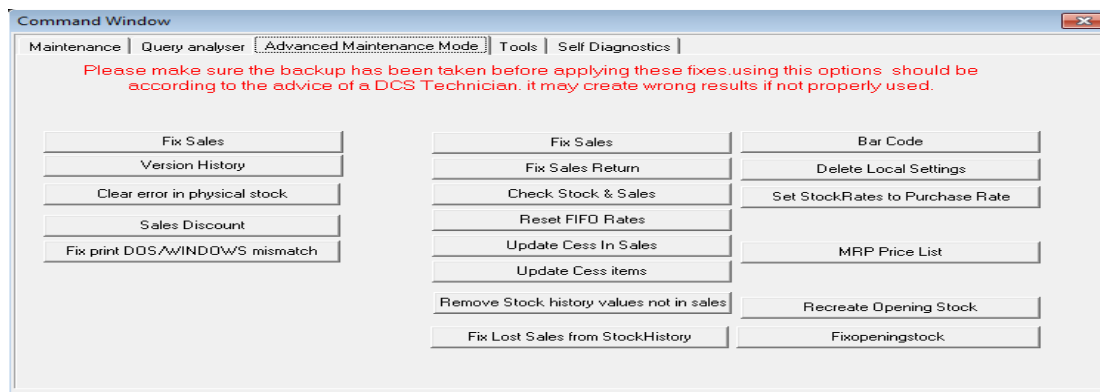
The query analyser is used to use database commands and view the data or to insert or delete data using commands or query.



(Fig. 136 – Tools – Command Window – Query Analyser)

Command window Advanced Maintenance Mode TAB

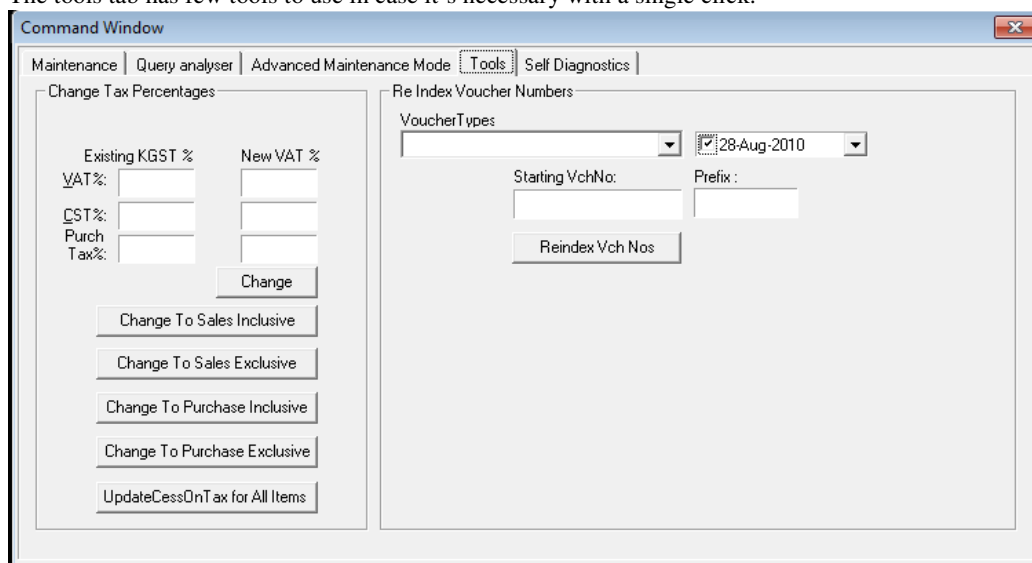
This Tab is used to Fix issues or add when new features are added for the data base to correct or insert the table icons as given for usage. Use it only with technical help.



(Fig. 137 – Tools – Command Window – Advanced Maintenance Mode)

Command window Tools TAB

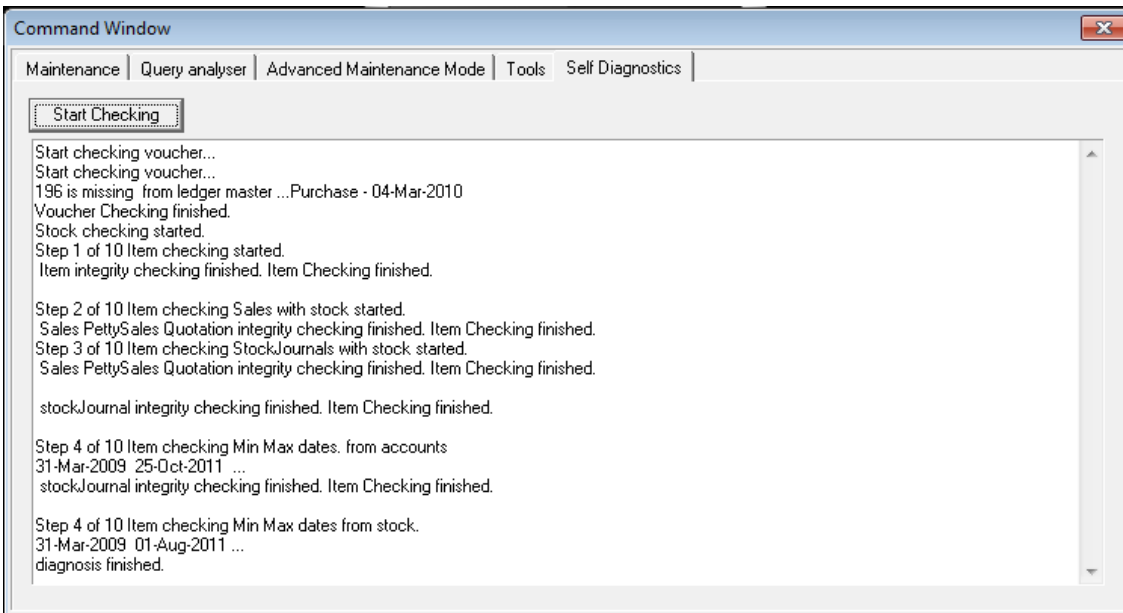
The tools tab has few tools to use in case it's necessary with a single click.



(Fig. 138 – Tools – Command Window – Tools)

Command window Self-diagnosis TAB

The self-analysis window is used to check if there is any error in the software or ledgers.



(Fig. 139 – Tools – Command Window – Self Diagnostics)

CHAPTER XVI

Windows

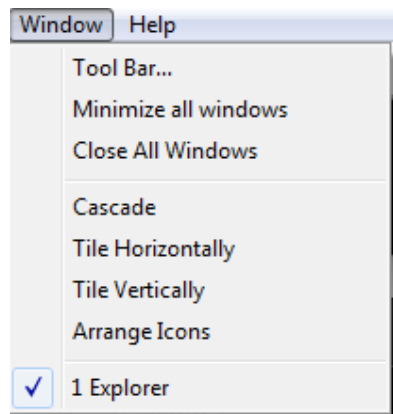
Windows

Help

Quick Reference

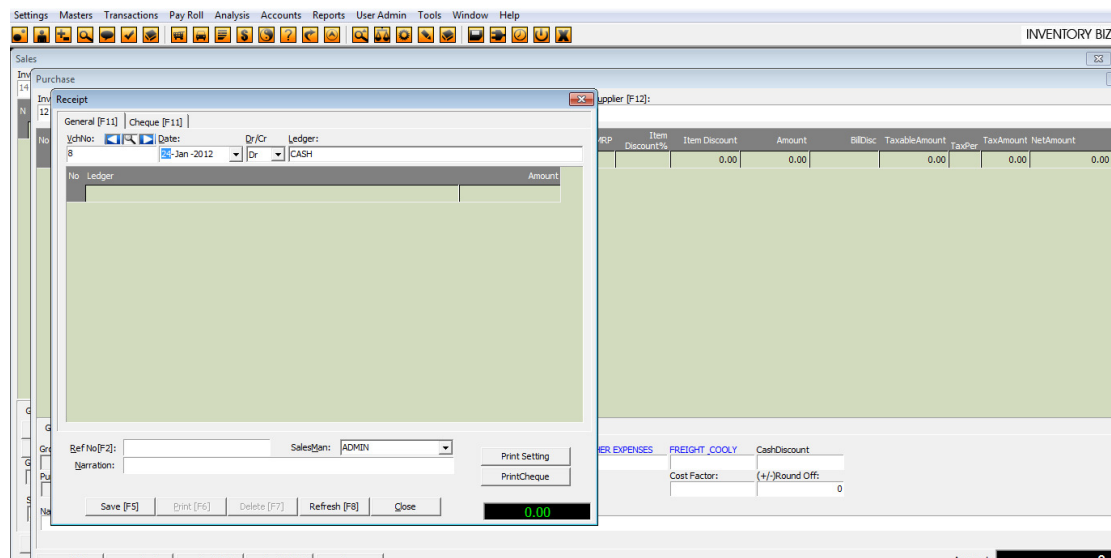
About us

End user Licence Agreement

Windows

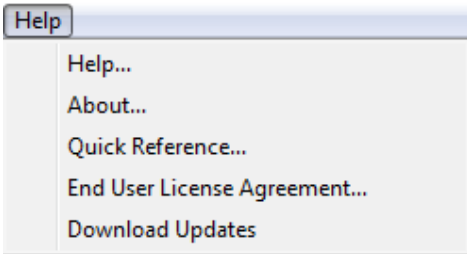
(Fig. 140 – Windows)

The windows menu can be viewed from the top bar. These are basically windows operating system based tools or help to remove the tool bar icons, minimize the windows, to close the open windows, cascade etc. Cascade (Fig. 141 is shown below, when more than 2 windows are open at the same time and you need to see them all cascade is the best option.



(Fig. 141 – Windows - Cascade)

Help



(Fig. 142 – Help)

Help
 Quick Reference
 About us
 End user license Agreement
 Download Updates

Help

The help menu can be opened from the top menu bar, it contains help, quick reference, about us, end user licence agreement and the update links for the software.

Quick Reference

This is a guide to use the software in a few steps.

Quick Installation

Insert CD and wait for installation menu to pop up (if it doesn't come, open CD via explorer and click on softbiz installation icon)

Follow instructions (for multi user versions first install MSDE for the setup, then install Inventory Biz setup)

Note : do not install MSDE if MS SQL is already installed in your system, make sure the service manage is on START mode.

Register Application – To register your product (to give the application code for registration – in return you will receive your **Registration Number**. Your application may not run or get blocked if the product is not registered. When uninstalling the product please UNREGISTER the product and surrender the unregistered code to DCSINFOWAY.

Open read me file for more detailed instructions regarding installation procedure.

Short Cut keys
 F2 – Editing, F3 - for creating a new item, ledger, etc. from any window, F4 to edit from current selection window, F8 to refresh screen ledger, F12 - to swap e.g. view customer or supplier, F5 > save, details of short cuts will be shown in the bottom of each window. CTRL-S to open sales window, CTRL-P to open purchase window. CTRL-E to open Edit window. More short cut keys are shown in the drop down menu or in the help file.

Quick Start up

Step 1
 Enter user name and password (default is admin / admin)
 Select Default Company (demo company) and click OK, Inventory Biz menu will be seen.

Step 2
 In Settings menu you can create a new company and configure the logged in company. A default company is given for practice and demo.
 Application Settings - Enable Edit sales rate, Enable Tax if tax fields to be shown and calculated.

Step 3

(Fig. 143 – Quick Reference)

About us

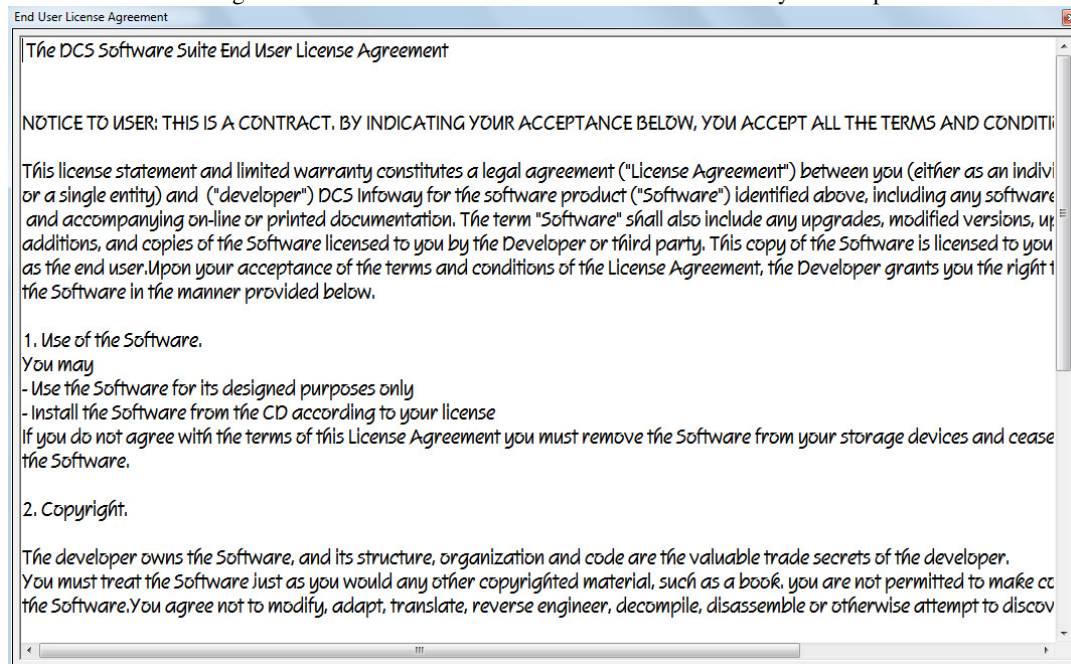
About us gives information about the websites of our company.



(Fig. 143 – About US)

End user Licence Agreement

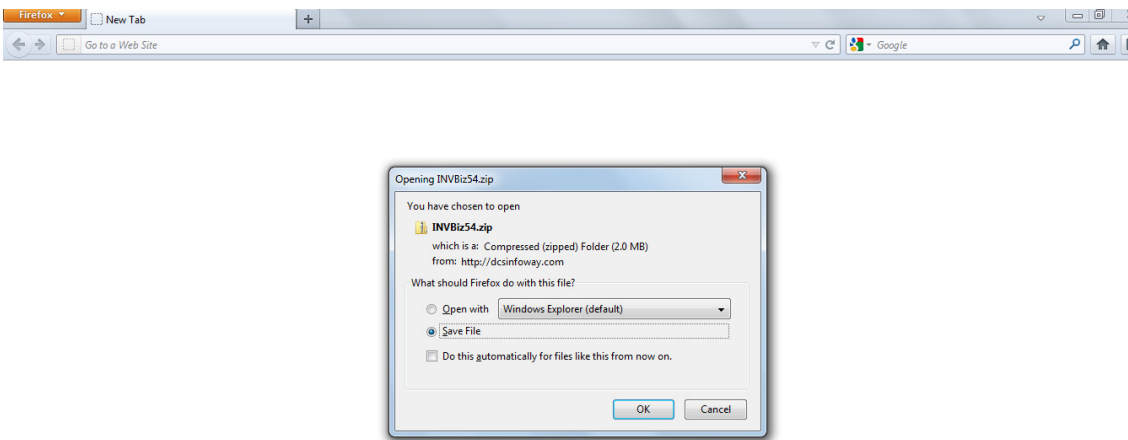
The end user licence agreement refers to the terms of use of Inventor Biz on your computer.



(Fig. 144 – End user licence)

Downloads

From the download menu you can get the latest exe update of the software from the link provided.



(Fig. 145 – Downloads)

CHAPTER XVII

General View

General View

FAQ

INVENTORY BIZ Additional Features

Warranty

Licence

Registration

FAQ (Frequently Asked Questions)

Question: Who do I contact if I have general questions on a product?

Answer: First contact your local dealer. As per rule our partners will be able to provide you with sufficient information on all our products.

Question: How can I update my Inventory Biz and other DCS Infowayssoftware products?

Answer: It's really easy to update an Inventory Biz or other software product – you simply have to download the latest version and install the new version on top of the old version (copy and replace the exe file).

Question: How do I find out when the new version of my software is available?

Answer: Customers who have a software maintenance agreement (AMC) automatically receive a notification informing them of all version changes for Inventory Biz software. They can also access detailed information on the changes made in the special AMC area of the Inventory Biz software Web site. In addition, we list all new versions of our software at www.versiontracker.com. Recipients of our newsletter are only informed about major updates to our software.

Question: Where do I enter the CD KEY into the software?

Answer: After installing our software products and purchasing a license you will receive a unique serial number. You must enter this serial number into the software by opening the product and clicking on the link at the bottom of the screen to activate and register the software (Fig. 6.6). Follow the instructions on the screen to activate your product.

Question: Can I use the same serial number on more than one computer?

Answer: You may only use the serial number on the same amount of computers for which you have purchased a license for. A license must be purchased for each computer you wish to use the software on. Our automated activation system will detect if the software is being used on multiple computers without the proper license, the license to the software will terminate and your serial number will no longer operate.

Question: I lost the serial number for the software, how do I recover it?

Answer: Fill out the serial number recovery form to recover your serial number for our software products. If you no longer have access to the e-mail address you purchased with, you will need to contact us. Include your full name, phone number, and order number (if available) to expedite the manual retrieval of your serial number.

Question: Why does the software attempt to access the internet?

Answer: Due to software piracy we have included the feature to connect and detect illegal usage of our software products. Please understand that no personal or sensitive information is ever transmitted over the internet. Only the serial number, order number and IP address of the activating machine are transmitted over the internet to verify the validity of the license.

Question: How do I download an update to the software?

Answer: Simply visit the download page and download the latest version. Unzip the file and Copy the new EXE file to the same location of the current EXE file, the new exe file will replace the old one

Question: Why does the software require administrative rights in order to run?

Answer: Many of our software products make several registry and system-wide changes, in order for those changes to occur you must be logged in as the computer administrator.

Question: How to do entry for Cheque Bounce?

Answer: Please use the cheque Register to record the cheque bounce.

Question: How cost rate is calculated?

Answer: Cost is calculated on the product cost. Discounts, taxes, other expenses, etc is not included in the cost of the product.

Question: What is tax inclusive and Tax Exclusive?

Answer: Tax inclusive and tax exclusive is explained in the item master creation and sales. Tax inclusive means that the rate or amount shown in bill is inclusive of the Amount and tax exclusive means the Rate plus the tax is the total amount.

Question: Why Tax is not added to CostRate?

Answer: To know the exact cost of the product the tax is not added to the cost rate.

Question: How to enter a cost that does affect Purchase bill Amount?

Answer: It can be entered in the other expense column or in extra accounts posting.

Question: Unit conversion is possible in Inventory Biz Standard edition.

Answer: There is no unit conversion in Standard edition or the economy series.

Question: How to pay Sales Tax returns

Answer: Sales tax return can be done via the sales tax menu or the E-return exe file in the resource folder. (it may apply to states with e-filing format only). General sales tax return can be done using the vat return reports in the sales tax reports.

Question: How to track the details of assets in my firm

Answer: The asset register can be used to track the assets in the firm. Please refer asset register in detail.

Question: How to track Customer enquiries

Answer: The sales enquiry form can be used to track customer enquires of the firm. Please refer the sales enquiry voucher in detail.

Question: I am running a service cum sales shop,I want to give consolidated Invoice (Sales +Service) to customer. Is it possible ?

Answer: From the sales window the sales and service can be billed together if required.

Question: I need more reports. Can I Create My own reports?

Answer: Yes it is possible by using the report designer

Question: I am an accountant and I want to create companies of my clients. Is there any limit in creating companies?

Answer: There is no limit in creating the companies but the disk space and other related hardware errors can show if the system is of low configuration.

Question: I am purchasing Inventory Biz for a Super Marketwith 10 billingcounters. Is there any limitation to hold data in InventoryBiz Database?

Answer: Inventory Biz runs on MS SQL Express version 2005 or higher the data size limit for the same is 5 GB or as defined by Microsoft. If the data is going above 5 GB per year then if you want you can buy a licensed version of MS SQL where the size of the database depends on the capacity of the Hard Disk.

Question: Why should I do an end of year for my company?

Answer: It's best to separate the accounts of the company every year so the end of year option is good thing to do. Please refer end of year features.

Question: Is there any manufacturing options in InventoryBiz?

Answer: There is no manufacturing option in Inventory Biz but for small manufacturing units the repacking voucher can be used to do the manufacturing process.

Question: I have purchased Inventory Biz Standard 2 years back from a local dealer. I would like to get support directly from company is it possible. What will be charges?

Answer: If the version is discontinued then you will have to upgrade the product, if the same old registration supports the software then if required you can continue with the same. Local support is available or online support from the company is available, the help desk available in the company can guide you. There will be a nominal charge as per the distance and time taken for the work to be completed.

Question: Our supplier had issued us a credit note ?How we will book the same ?

Answer: You can use the Credit Note Voucher to record credit note transactions or else you can use the journal Voucher to record the same.

Question: Under which group does the ledger Purchase Trade Discount will come ?

Answer: All the ledgers can be viewed from the accounts reports menu under ledgers.

Question: Under which group does the ledger sales discount will come?

Answer: All the ledgers can be viewed from the accounts reports menu under ledgers.

Question: How to Account, Salary and Salary advance to my employees?

Answer: The payroll module can be used for this or it can be posted via a journal and payment given through the payment voucher.

Question: How to Enter Sales with mixed Payment modes (Cash and cheque)

Answer: This option cannot be done however it can be recorded as a credit sales and then using the receipt the cash and cheque details can be entered separately.

Trouble Shooting

Server Machine Shows cannot login DBLNET error

MS SQL is not running or not installed properly. Reinstall MS SQL 2005 or go to windows start menu choose Microsoft SQL Manager and check if MS SQL is running or stopped.

Client Machine shows DBLNET Error

Cannot connect find server or connect. Either a firewall or antivirus program is stopping the client machine from connecting to the server. Check the client and server machine for active firewall or antivirus software and disable it, then restart the system and check if connection is working.

.mdf File

SQL Server databases use two files - an MDF file, known as the primary database file, which contains the scheme and data.

.ldf File

.LDF file, which contains the logs (log files)

SQL Server ensures that any change to the data is *atomicity, consistency, isolation, durability* compliant, i.e. it uses transactions to ensure that the database will always revert to a known consistent state on failure. Each transaction may consist of multiple SQL statements all of which will only make a permanent change to the database if the last statement in the transaction (a COMMIT statement) completes successfully. If the COMMIT successfully completes the transaction is safely on disk. SQL Server implements transactions using a write-ahead log.

DCSStartup (previously known as initial)

Master database contains all initial information of software's developed by DCS Infoway. Information about all the login account, Company Name, Its Path and information required to access all the other database are stored in database server . If DCSStartup database is damaged, it will be difficult to use any other database in DCS Software's and that makes it the most important database.

Db Log

Db Name is an acronym of Database Log. It is an initialization file used to keep information of first initialization of DCS databases. If this file is removed manually the software will initialize default databases to database server. Remove Dblog.ini file if you have reinstalled sql server or want to connect to a diff database server.

Net work.ini

This file is used to identify installation type of the software. I can be either server or client.

Servername.ini

This file is used to store details of database server (Server Name or Computer name) if you change the computer name then the software will not work properly.

Command Window

Command window contains advanced configuration options. This window is mainly used by authorized service centers to identify the problem more precisely and rectify if possible. All the features in command window should be used by a qualified service personal only.

After an update please use the update database icon in the command window for the updates to work properly. Refer command window pictures and notes in detail.

INVENTORYBIZ Additional Features

Bill Wise settlement

Unit conversion with 3 units introduced

New item Searching method in all windows

Vehicle Service Window, Service Scheduler, Vehicle Details and Customer Profile, Job cardno

Redesigned Reports

Customer Bar-coding

Stock report will display only one unit @ a time

Transaction window controls locking with default values to ease the entry

Advanced Voucher type window with cost centre options

One more qty column (Weight) independent

4 Custom columns (out of that 2 for strings and 2 for numeric's) for Item detail

4 Custom columns for Master sections for odometer vehicle No etc....

Formula Calculation for numeric custom fields

Import Export transactions using XML file

Group deletion of Transactions

Voucher wise independent settings

Integrated Search and edit window. Search anything in masters and transactions

Introduced auto round off in other windows like sales

Application settings window Redesigned

Redesigned all transaction windows for better presentation

Custom ledger posting for all windows (tax % wise ledger posting)

Warranty

The product has 18 months free upgrade warranty for only the same version. We take good care to ensure that no defects are there in our software, we request you to immediately report to Help Line if you come across any problems. Free updates can be downloaded from the website till warranty period. However DCS INFOWAY does not give any warranty as to its accuracy or use. DCS INFOWAY or our authorized Reseller, Dealer or Distributor will not be Responsible for any data loss or virus attack caused to your Computer. DCS INFOWAY reserves the right to make technical changes or others Modifications without any prior notice. DCS INFOWAY will not provide any refund for its products

Licence

The software described in this book is to be used under a licence agreement and it may be used only in accordance with the terms and conditions of the agreement. Authentication Code provided for the user to be surrendered to DCS INFOWAY via its authorized distributor, dealer or reseller in case of the computer is shifted to a different geographical location or transferred to another system. DCS INFOWAY or its authorized representative reserves the right to provide another authentication code for the user if the current authentication code fails or is misused, misplaced, transferred or not surrendered without prior notice.

Registration

Registration code Generation and information

Enter the CD Key

Click on Generate Code

Enter Authentication Code

Register InvBiz Version 5.4

DCS INFOWAY **INVENTORY BIZ** 2010
INVENTORY AND ACCOUNTING SOFTWARE

CD Key: _____

Registration Code: 99999-24399-24399-23621

Authentication Code: 0

Licence validity period expires :

HDD Serial No 5287JDR2407889
HDD Model No SAMSUNG HM321H1
HDD firmware 2A110001
MB Serial No C604U2LJ
CPU Serial No 8FE8F8FF00000852

Reg Request Register Cancel

(Fig. 146 – Registration)

Contact Us

For Academy Franchise and Students

Please Contact :

Tel.

Mail Id :

For Software Clients with authorised CD Keys can contact the below numbers and mail ids.

- **Help Line: 09847850030 / 32**
- **Marketing Help Line**
- **H.O. : +91-9847850031**
- **Branch Bangalore : +91-9379688688**
- **E-Mail IDS : support@dcsinfoway.com or mail@dcsinfoway.com**
- **Messenger Support : dcsinfoway@yahoo.com , InventoryBiz@yahoo.com or dcsinfoway@gmail.com**
- **Web Address : www.dcsinfoway.com www.InventoryBiz.com**

CHAPTER XVIII

Accounting & Projects

Accounting & Projects

Accounting Definitions
 Accounting Principles
 Accounting Equation
 Books of original Entry
 Manual and Computerised Accounting
 Company Management and Computerisation
 Project 1
 Project 2

Accounting Definitions

Accounting means recording transactions or events related to financial character. In computerised accountancy we follow double entry system of accounting in which the double aspect of a transaction (Receiving and Giving) is recorded. (E.g. goods sold to Alpha Trading Co. For credit with an invoice amount of Rs. 5000/- . In this particular transaction two ledgers will be affected Sales Ledger and Alpha Trading Co. Ledger, where To Sales Rs. 5000/- is Debited in “Alpha Trading Co.” Ledger and in the Sales Ledger an Amount of Rs. 5000/- is credited. In this way the double aspect of the transaction is recorded.)

Note: if Taxes or other expenses are included in a sales transaction then the respective amounts will be adjusted and posted in the respective ledgers.

Inventory – Stock or goods which are unsold or available currently.

Ledger – A Ledger is the principal book for recoding transactions. (Creating a ledger, go to masters menu and click on ledger, enter the ledger name and choose the Account Group under which the ledger should come.

Account Group – Classifying ledgers with similar nature under a Group.

Debtor (Customer) – An individual or company that owes Money to another individual or company as a result of sales or borrowing.

Creditor (Supplier) – An individual or Company to whom money is owed because they have given something of value in exchange. E.g. when we do a credit purchase the suppliers are called creditors because they have given us credit.

Data – contents of a transactions stored in the computer. Also refer back up and restore.

Trial balance : it's a list of ledgers where a value has been entered or balance value is available.

Trading and Profit and loss Statement – it is to ascertain the financial position and profitability of a business. Gross profit is calculated as Sales minus cost of goods (cost of goods are direct expenses incurred while purchasing goods or products).

Net Profit or Loss – is prepared from Gross profit or loss by calculating(adding and deducting) the other indirect expense and indirect income.

Balance Sheet : It supplies information to owners, creditors, etc, about the balances of the company and summarises the asset and liability of the company (asset = liability)

Valuation method – In profit and loss and balance sheet the stock valuation is done as per the settings in the application settings.

Day book – All records or transactions affecting a financial event is shown in the Day Book.

Cash Book – Only Cash transactions are shown in the Cash Ledger. This can be viewed from Reports under accounts reports by choosing the CASH ledger.

Accounting Principles

What is the basic purpose of accounting??

The basic purpose of accounting is to derive Information or collecting data of a specific event, business, organization, etc.

The system of Accounting

It's to collect all the information or data relating to a specific event business, organization, etc. at a unique place and sorting it in an order as to ascertain the income, expense or profit and loss during a particular period.

What is a transaction?

Transactions are Vouchers or Source Documents in which Inventory & accounting information is recorded mainly of financial nature. E.g. Sales, Purchase, Receipts, Payments, Journal, Sales Return, Purchase Return, Etc.

Debit and Credit

After analysing a transaction we decide which element is to be debited and which is to be credited by applying the rules of debit and credit as per the accounting principles.

Debit and Credit are two actions of opposite nature that is fundamental to the process of all accounting system, just like addition (+) and subtraction (-) is to mathematics.

An account that is effected by an accounting transaction (through Voucher) is either debited or credited (with an amount in the transaction) depending on the nature of the account and the rules of Debit and Credit as per accounting principle. This is also called the dual entry concept as all transactions have a double effect.

Rules of Debit and Credit in Accounting

Real Accounts - Debit what comes in, Credit what goes out.

Nominal Accounts - Debit all expenses and losses, Credit all incomes and revenues.

Personal Accounts - Debit the receiver, Credit the giver.

Real Accounts:

The real accounts related to accounts that are intangible like assets, reserves, capital, and liabilities whose balances are carried to next operational cycle are real accounts. The accounting rule that is used for this type of accounts is "debit what comes in" and "credit what goes out". Say, if a building is bought from a person, debit the amount from the building account (real account) and credit it to the person account (personal account). Other scenario would be to sell a product on credit to a person, so credit the amount to product account (real account), debit it from the person's account (personal account).

Nominal Accounts:

The Nominal accounts are temporary accounts which are closed at the end of each year by moving their balances to Permanent accounts. Accounts that come under this type are expenses, gains, revenues, losses. The balance of these accounts becomes assets or losses at the end of year and moved to permanent accounts. The accounting rule that is used for this type of accounts is "Debit all expenses and losses" and "credit all incomes and gains". While paying the salary to the employees in cash, the amount is debited from the salary account (nominal account). If a discount is got from a company then it is credited to the discounts account.

Personal Accounts:

The Personal accounts are accounts that are related to a person or an organization. The accounting rule that is used for this type of accounts is "debit the benefit receiver" and "credit the benefit giver". If some cash was paid to a person X. Then according to the rule the amount is debited from the person "X" accounts (personal account) and credit to the cash account. If a product is bought on credit from a company "Y", then the amount is credited to company "Y" account (personal account) and debited from the product account (Real Account).

All the account heads used in the accounting system of an organisation are classified under three heads Real, Personal and Nominal.

a/c. Term used in accounting as to which account head the related posting is done. Account head will be Ledger. Related Topics : Please Refer Account Groups and Ledgers

Real Accounts

Debit what comes in

The following Transaction shows how debit what comes in is applied

Bought a Laptop from M/s. Maple Computer Systems for Credit

Dual effect of real account is

Laptop a/c is Asset (Real Account) and M/s. Maple Computers is personal a/c. And the LAPTOP is coming in (which has more priority in this transaction) we can say that the LAPTOP has to be debited based on the principle of “ Real Account – Debit what comes in “ and the other account M/s. Maple Computer Systems will be credited.

Credit what goes out

If this has to be applied we can say, lets sell the Laptop which we bought to Mr. Alex for credit. So the transaction will be Sold laptop to Mr. Alex for credit, Laptop a/c (Real account because its going out, debit what comes in and credit what goes out, so laptop will be credited) and Mr. Alex a/c debited (Personal account, debit the receiver and credit the giver).

We have to decide and identify whether something is coming into the organisation (debit) or going out of it (credit). And the rule of Real Accounts has to be applied

Personal Accounts

Debit the Receiver and Credit the Giver

Paid Cash to Mr. Alex

Under the dual concept the two accounts that are affected is “ Cash a/c “ (Real Account) and “ Mr. Alex “ (Personal Account). Since cash is paid and Alex is receiving it and Alex’s a/c is personal we can say “ Mr. Alex a/c Dr.(debited) and Cash a/c is Credited“ (Real account principle “credit what goes out)

Vice versa if the transaction is Alex has brought Capital of rs. 10000/-

Then again then Mr. Alex a/c (personal Account) has to be Credited as per personal accounts rule and Capital has to be debited (real account principle, debit what comes in)

It’s very simple we just have to identify if it’s a personal account and check if we are Receiving or Giving while doing the transaction.

Nominal Accounts

Nominal accounts are related to either an expenditure/loss or income/gain of an organization.

Debit all Expenses and Losses and Credit all incomes and Gains

Transaction : Paid Salary to Employees

Cash a/c (Real Account) and Salary a/c (Nominal Account)

In this case Salary is the nominal account and since its occurring an expense for the organization or business we have to use the rule of Nominal account (debit all expenses and losses) and Debit it.

But if the Transaction is like Received Commission from Raja by Cash, then the two aspects that will come into effect is “commission” (Nominal Account) and “Cash” (Real Account), since commission is received, based on the principle of “ credit all incomes and Gains” we have to Credit the Commission Account (a/c)

Based on the transaction we have to identify whether if it is an expense, loss, gain or income and then the rule of nominal account has to be applied.

Note : initially it’s difficult to identify the correct account which has to be applied, so it would be better to identify both the credit and debit accounts with the principles of accounting (debit or credit) and finalize the posting there after. *In some accounting process of big organizations the account entries will be complex with multiple transactions or journals for an event and the rules cannot be applied for the same.*

Accounting Equation

Accounting equation or book keeping equations is

Assets = Liability

Or

Assets = Liability + Capital (because Capital is also considered as a liability on long term basis)

Or

Assets = Owners Equities plus Creditors Equity

All transactions in a business will have the dual effect in the corresponding account heads.

A few sample steps is show as to how the accounting equation work

Mr. Pranab is going to start a business. Since it's not yet started we can show how the accounting equation Liabilities = assets work with the table below.

Liabilities		Assets	
Capital + liabilities	00.00	Assets	00.00

Investing a capital of Rs. 1,00,000.00 (1 Lakh) for the business. How it effects the equation, since capital is brought as cash for business, capital (liabilities) increases and cash (asset) increases in the asset

Liabilities		Assets	
Capital + liabilities	100000.00	Assets	
1,00,000.00	+	Cash	100000.00
Liabilities			
Total	100000.00	Total	100000.00

Buying a laptop and furniture for business with cash.

In this case the cash is used to buy furniture worth Rs. 10000/- and laptop worth Rs. 20000/-, so the cash will reduce and other assets will decrease and other heads of account will be created to add the other assets

Liabilities		Assets	
Capital + liabilities	100000.00	Assets	
1,00,000.00	+	Cash	70000.00
Liabilities		Furniture	10000.00
		Laptop	20000.00
Total	100000.00	Total	100000.00

Purchasing Stock from M/s. Swan Industries for Rs. 10000/- by credit

Since M/s. Swan Industries has give us credit and it's a liability we add to the liability side and the stock given to us is added to the Asset side

Liabilities		Assets	
Capital + liabilities	100000.00	Assets	
1,00,000.00	+	Cash	70000.00
Liabilities		Furniture	10000.00
M/s. Swan Industries	10000.0	Laptop	20000.00
		Stock	10000.00
Total	110000.00	Total	110000.00

Purchasing Stock from M/s. Swan Industries by cash for Rs. 10000/-

Since from M/s. Swan Industries we have purchased in cash the cash decreases in the asset side and stock also increase in the asset side.

Liabilities		Assets	
Capital + liabilities	100000.00	Assets	
1,00,000.00	+	Cash	60000.00
Liabilities		Furniture	10000.00
M/s. Swan Industries	10000.0	Laptop	20000.00
		Stock	20000.00
Total	110000.00	Total	110000.00

Sold Goods for Cash Rs. 5000/-

Look below cash increases and stock decreases

Liabilities		Assets	
Capital + liabilities	100000.00	Assets	
1,00,000.00	+	Cash	65000.00
Liabilities		Furniture	10000.00
M/s. Swan Industries	10000.0	Laptop	20000.00
		Stock	15000.00
Total	110000.00	Total	110000.00

These samples will give you a basic idea about the basic accounting rules. Assets & Expenses are debit balance. Liability & incomes is Credit Balance
Books of original Entry
The Books of Original entry are given below.
Journal
Cash Book
Purchase Book
Sales Book
Sales Return Book
Bills Receivable book
Bills Payable Book

Manual Accounting & Computerised Accounting

Manual Accounting
Day Book or Journal
Ledger
Trial Balance
Trading and Profit & Loss Account
Balance Sheet

Manual Accounting

In manual accounting from the day book the transactions are journalised in a book and from there it's posted to the respective ledgers and then using the ledgers a trail balance is done, once it's done a Trading and profit & Loss statement is prepared to know the profit and loss of the company and from the P&L a balance sheet is prepared.

Day Book
Journal
Ledger
Trial Balance
Trading and Profit & Loss Statement
Balance Sheet

Computerised Accountancy

In computerised accounting the transaction is entered directly via a journal or transaction and it automatically is posted to the respective ledgers and the Trial Balance, P&L or Balance sheet can be seen instantly, thus saving a lot of time. Advantages of Computerised accountancy is that in one single step the reports and other process like Trial Balance, P&L, Balance Sheet, Etc. is done automatically.

Company Management and Computerisation

In the present era it's better to have your office computerised even though it may cost a little extra money. A lot of firms starting business with a huge investment but do not invest in the accounting process which could cost less than 1% of their actual capital or investment in the business, by doing so they lose a lot of valuable information, time, money and manpower. In some cases they close down in a few months or a few years. Strong management is the backbone of any company and for the management to take strategic and bold decisions they need accurate and fast information. When computerising we get to know the actual facts by the click of a mouse or viewing a report. Systematic planning and growth can be achieved by the company or company management with computerization.

Computerization of an organization is a process in which an organization uses individuals and computers (machines) to do a work accurately and effectively so that data can be stored and accessed from a centralised location or area in order to provide information immediately or at a click of a button.

Project 1

Create a new company

(Normal Trading Company, to create the purchase and sales)

Company Name : Swan Electronics

Once its created login to the new company

Financial year date beginning (enter the current date) and ending to be given (Plus 1 year)

Now for example a Company manager or proprietor is giving you the job to computerize his accounts using Inventory Biz Standard 3.4 version or later how would you do it ?

The following sample transactions are given to you

Proprietor Abraham has started business with an investment of Rs. 2,00,000/- (2 Lakhs)

Paid Security deposit for his office space Rs. 25000/- by cash Mr. Velu.

Bought furniture for his company with the cash for Rs. 25000/-

Paid Rent to Mr. Velu for Rs. 2500/-

Started a bank account and deposited the balance cash of Rs. 1,47,500/-

He Purchased Stock worth 10500/- from M/s. Maxis Technologies for credit

Invoice number 22

Nokia Mobile 1100 Cost at Rs. 1000/- Plus 5% tax (vat), Quantity 10 numbers.

Withdrew cash from bank Rs. 10000/-

Bought stock worth Rs. 2150/- for cash from M/s. Pacific Spares

Invoice no. 722

Mobile cover for 1100 Cost at Rs. 100/- Plus 10% tax (vat), Quantity 10 numbers.

Blue Tooth for Nokia 1100 Cost at Rs. 500/- Plus 5% tax (vat), Quantity 2 numbers.

Sold Nokia Mobile 1100 for Rs. 1500/- (inclusive of tax 5%) and Mobile cover at Rs. 150/- (inclusive of tax 10%) to Mr. William 3 numbers.

Sold Nokia Mobile 1100 for Rs. 1500/- (inclusive of tax 5%) and Mobile cover at Rs. 150/- (inclusive of tax 10%) to Mr. Pradeep 4 numbers for credit.

Paid M/S. Maxis Technology Rs. 2000/- by Cheque

Received Rs. 6600/- cash from Mr. Pradeep

Paid Rs. 500/- as Salary Advance to Mr. John

Advance Rs. 5000/- Paid to M/s. Mobile World for Purchase of goods

How to enter the above statement using Inventory Biz 3.4.

First go to settings and from Create Company, create a new company called "SWANELECTRONICS", enter the name without spaces in the company code area.

After creation it will ask you if you need to log on to the new company, say yes and choose the new company "SWANELECTRONICS" from the login screen. Since it's a new company the software will take you to the application settings menu where you can enter the company details, make sure to enter the company name.

Proprietor Abraham has started business with an investment of Rs. 2,00,000/- (2 Lakhs)

Since he is starting business and bringing in capital, we need to create a ledger called "Abraham" under capital account group and post the entry. To do so click on the receipt Voucher and choose cash and press enter key and then from the ledger selection area press F3 key, a ledger window will be open, enter the name "Abraham" and press enter key in the Alias name also enter the same name and then choose A/C Group as "Capital" and press save.

Receipt

General [F11] | Cheque [F11]

VchNo: 1 | Date: 30-Nov-2011 | Dr/Cr: Dr | Ledger: CASH

No	Ledger
1	
2	

Ref No[F2]: | SalesMan: |

Narration: |

Save [F5] | Print [F6] | Delete [F7] | Refresh [F8] | Close

0.00

LEDGER

Name: Abraham

Alias Name: Abraham

A/C Group: Capital

Op Balance: Cr Dr 0

Difference in Opening Balance: 0.00

Act as Bank ledger (Reconciliation and Credit card processing)

Save [F5] | Close

(Fig. 147 – Receipt Entry)

Once it's saved, choose the ledger "Abraham" from the ledger drop down and then in the Amount area enter "200000" and enter then in the Narration column just mention "towards capital" and save, while saving a pop window may appear if it's the first receipt you are entering. Press Ok and proceed, (if you want to start with voucher number one or you can give the required serial number).

Inventory Biz Version 5.4

Please enter the starting invoice no

OK

Cancel

1

(Fig. 148 – Receipt Entry Starting Window)

Cash Real Account - Debit what comes in and Credit what goes out is applied

Cash is debited

And

Abraham "Ledger" is personal account so the rule for personal account debit the receiver and credit the giver is applied, hence Abraham's Ledger is credit with the amount.

Paid Security deposit for his office space Rs. 25000/- by cash Mr. Velu.

Security deposit is an asset (Real Account) and Cash is (Real Account) so we need to use credit, what goes out

From the masters menu click ledger and create a ledger called Security Deposit as it's an asset so it should be classified or grouped under current assets.

LEDGER

Name: OFFICE SECURITY DEPOSIT

Alias Name: OFFICE SECURITY DEPOSIT

A/C Group: Current Asset

Op Balance: Cr Dr 0.00

Difference in Opening Balance : 0.00

Act as Bank ledger (Reconciliation and Credit card processing)

Save [F5] Close

(Fig. 149 – Ledger Entry Window)

After saving the ledger then open payment voucher.

Choose the ledger “Office Security Deposit” and also put a narration like “towards office security deposit to Mr. Velu ” and save the voucher.

Payment

General [F11] | Cheque [F11]

VchNo: 1 Date: 30-Nov-2011 Dr/Cr: Cr Ledger: CASH

No	Ledger	Amount
1	OFFICE SECURITY DEPOSIT	25000
2		

Ref No[F2]: SalesMan: ADMIN

Narration: Towards office security deposit to Mr. Velu

Print Setting PrintCheque

Save [F5] Print [F6] Delete [F7] Refresh [F8] Close

25000.00

(Fig. 150 – Payment Entry Window)

Please do not try this entry this is just for your knowledge

The above entry can be done in a more complex and professional manner, so that when viewing a ledger it will be self explanatory.

If journalizing the same Security deposit (Asset, real Account) to be debited and a ledger called Velu account to be created and the same to be credited to his account

And then when paying the amount it will be paid as security deposit (real account) to velu by cash (Real account)
As cash is going out it has to be credited and security deposit to be debited.
In both ways it will have the same effect as an amount of Rs. 25000/- will be shown as current assets

Ledger	Particulars	VchType	VchNo	Debit	Credit	Balance
30-Nov-2011	To CASH	Payment	1	25000.00	0	25000.00 Dr
30-Nov-2011	By SECURITY DEPOSIT	Journal	1	0.00	25000.00	0.00 Cr
				25000.00	25000.00	
						Balance
						0.00Cr

(Fig. 151 – Ledger View)

Journal

General [F11] | Cheque [F11]

VchNo: 1 Date: 30-Nov-2011 Dr/Cr: Dr Ledger: SECURITY DEPOSIT

No	Ledger	Amount
1	VELU	25000.00

Ref No[F2]: SalesMan: ADMIN

Narration:

Print Setting PrintCheque

Save [F5] Print [F6] Delete [F7] Refresh [F8] Close

25000.00

(Fig. 152 – Journal Entry Window)

Bought furniture for his company with the cash for Rs. 25000/-

In this transaction the proprietor is buying furniture for his company. Furniture is an Asset and comes under real accounts and Cash is also real account, so we can apply the Real account rule, Debit what comes in and credit what goes out.

You need to create a Ledger Called “Office Furniture” under account group “Fixed Asset” and then save it. Then open the Payment voucher and choose cash as the mode of payment and then choose the Ledger “office Furniture” and then enter the amount 25000/- and save the transaction.

Payment

General [F11] | Cheque [F11]

VchNo: 2 | Date: 01-Dec-2011 | Dr/Cr: Cr | Ledger: CASH

No	Ledger	Amount
1	OFFICE FURNITURE	25000.00

Ref No[F2]: | SalesMan: ADMIN

Narration: Towards Purchase of Office Furniture from Furniture Mart

Print Setting | PrintCheque

Save [F5] | Print [F6] | Delete [F7] | Refresh [F8] | Close

25000.00

(Fig. 153 – Payment Entry Window)

Paid Rent to Mr. velu for Rs. 2500/- by cash

In this particular transaction even though we are paying cash to Velu, it is for Rent which is an office expense and expense comes under Nominal Account and the rule applies, so the expense (office rent) has to be debited (Debit all expenses and losses) and cash (real account) which is going out has to be credited (credit what goes out)

First create a ledger Called Rent under account group “ In Direct Expense” and then using the Payment Voucher do a payment choosing the “ Office Rent” Ledger.

LEDGER

Name: OFFICE RENT

Alias Name: OFFICE RENT

A/C Group: InDirect Expense

Op Balance: Cr Dr 0.00

Difference in Opening Balance: 0.00

Act as Bank ledger (Reconciliation and Credit card processing)

Save [F5] | Close

Payment

General [F11] | Cheque [F11]

VchNo: 3 | Date: 01-Dec-2011 | Dr/Cr: Cr | Ledger: CASH

No	Ledger	Amount
1	OFFICE RENT	2500
2		

Ref No[F2]: | SalesMan: ADMIN

Narration: Office rent paid to Mr. Velu

Print Setting | PrintCheque

Save [F5] | Print [F6] | Delete [F7] | Refresh [F8] | Close

2500.00

(Fig. 154 – Ledger & Payment Entry Window)

Started a bank account and deposited the balance cash of Rs. 1,47,500/-

Cash in Hand is deposited to Bank Account; we can use a contra entry or a Journal to do the same (Contra Entry is preferred for bank transactions as contra is used only for bank related transactions). Note : Bank account is the company's account but since its opened and operated by an individual it can be treated as a personal account.

If journal voucher is not found under transaction you just have to enable it from application settings under the Voucher menu.

Cash in hand is going out (real account – credit what goes out) it's credited and bank is debited (personal account – Debit the receiver).

No	Ledger	Amount
1	CASH	147500
2		

(Fig. 155 – Contra Entry Window)

He Purchased Stock worth 10500/- from M/s. Maxis Technologies for credit Invoice number 22

Nokia Mobile 1100 Cost at Rs. 1000/- Plus 5% tax (vat), Quantity 10 numbers.

As Inventory Biz is a simplified and easy to use software, the user does not need to create a purchase account or ledger to enter the above transaction, since purchase ledger is already available as default. The above transaction will have an impact on the purchase ledger (Real Account, since stock is coming in, the rule Debit what comes in has to be applied) and the ledger of Maxis Technologies (Personal Account, since he is giving a credit we have to apply the rule Credit The Giver).

How to post the entry in Inventory Biz

Open the Purchase Voucher under transaction and enter the details

Enter the purchase invoice number (22)

Enter a date or use the default

Choose Credit in MOP (mode of payment)

Tax Mode choose VAT

Supplier window will pop up, if “ Maxis Technologies” is not shown in the Supplier window then create a ledger of the supplier from there by pressing F3 key or clicking the NEW button in supplier window or the supplier can be created from the masters menu, and then chose from the supplier window.

Enter the item with the price, if the item is not found in the selection window the item can be created from the item window by clicking the new icon or using F3 short cut Key

As it's VAT is there you need to enter VAT percentage in both Sales and Purchase columns to calculate the cat during purchase and in sales. Note : as Inventory Biz is flexible that tax can be calculated in reverse or forward mode by clicking the Tags (Rate inclusive of Tax sales or purchase)

Purchase [Maxis Technologies]

Inv No: 1 Ref. No(Internal No): Date: 03-Dec-2011 StockDate: * MOP: TaxMode: Supplier [F12]: Maxis Technologies

No	ItemCode	ItemName	Qty	Free	Price	CRate	SRate	MRP	Item Discount%	Item Discount	TaxableAmount	TaxPer	TaxAmount	NetAmount
1	Mobile 1100	Mobile 1100	10		1000.00	1000.00	1100.00	1150.00		0.00	10000.00	5	500.00	10500.00
2										0.00	0.00		0.00	0.00

Amount: 0.00

(Fig. 156 – Purchase Entry Window with item window and editing the item)

Purchase [Maxis Technologies]

Inv No: 1 Ref. No(Internal No): Date: 03-Dec-2011 StockDate: * MOP: TaxMode: Supplier [F12]: Maxis Technologies

No	ItemCode	ItemName	Qty	Free	Price	CRate	SRate	MRP	Item Discount%	Item Discount	TaxableAmount	TaxPer	TaxAmount	NetAmount
1	Mobile 1100	Mobile 1100	10		1000.00	1000.00	1100.00	1150.00		0.00	10000.00	5	500.00	10500.00
2										0.00	0.00		0.00	0.00

Amount: 10500.00

General | Prev Rates | Print Options | Advanced | Shortcut

GrossAmount:	Item Discount:	Amount:	InvoiceDiscount():	TaxableAmt:	NonTaxAmt:	PurchaseTax:	FREIGHT_COOLY:	FREIGHT_COOLY:	CashDiscount:
10000.00	0.00	10000.00		10000.00	0.00	500.00			

Purchase Amt	Qty Tot:	Net Amt	Auto Calc SRate	Cost Factor:	(+/-)Round Off:
10500.00	10.00	10500.00			0

Amount: 10500.00

(Fig. 157 –Purchase Entry)

Press F5 key to save or click on the save icon.

Now if you have entered the wrong selling price for the product you can correct it from the item window
Press CTRL I

(Fig. 158 –Item Entry and edit item Window)

Note : If item master selection is done only you can change it in the item master, but if FIFO method is enabled in the application settings then the value has to be edited in the purchase window itself by choosing the item once again and then entering the SRATE and MRP as required in the specified column.

The ledger of maxis will look like this as of now. Press CTRL K, choose the ledger and press F6 key.

LEDGER BALANCE :Maxis Technologies[Maxis Technologies] 07-Nov-2011 To 07-Dec-2011							
Refresh		Print	Export	Fit to Screen	From: 07-Nov-2011	To: 07-Dec-2011	
Ledger	Maxis Technologies						
VchDate	Particulars	VchType	VchNo	Debit	Credit	Balance	
03-Dec-2011	By PURCHASE,VAT PAID	Purchase		10500.00		10500.00	Cr
					0.00	10500.00	
						Balance	10500.00Cr

(Fig. 159 –Ledger Balance Maple Technologies)

Withdrew cash from bank Rs. 10000/-

This transaction again can be entered via a journal or contra entry as there is no expense, income or monetary effects in the business. It's just an adjustment entry to reflect the cash in hand and cash at bank. Cash remains same except that bank in cash decreases and cash in hand increases. Cash Account (Real Account – since cash is coming in debit what comes in) and Bank Account (Personal Account – cash is reducing from the bank hence bank is the giver we credit it)

Go to transactions menu and choose Contra, if Contra Voucher is not available enable it from Application settings from the Voucher menu.

Bought stock worth Rs. 2150/- for cash from M/s. Pacific Spares

Invoice no. 722

Mobile cover for 1100 Cost at Rs. 100/- Plus 10% tax (vat), Quantity 10 numbers.

Bluetooth for Nokia 1100 Cost at Rs. 500/- Plus 5% tax (vat), Quantity 2 numbers.

A similar transaction like the earlier purchase except that this is a CASH transaction, even though we create the supplier and post the purchase when supplier ledger is taken there will be no postings. It's good to create the supplier because inventory biz allows you to know from which supplier the goods came in even though it's a cash purchase.

The transaction will have an impact on the purchase ledger (Real Account, since stock is coming in, the rule Debit what comes in has to be applied) and the CASH Ledger (Real Account, since Cash is going out we have to apply the rule Credit What Goes Out).

The Transaction is similar to the purchase done earlier except that we need to change the MOP = Cash (Mode of Payment to CASH), since this is a cash transaction.

Things to do

Create Supplier

Item Creation : Mobile cover for 1100 and Blue Tooth for Nokia 1100

Tax to be entered 10% and 5%

Purchase Window

No	ItemCode	ItemName	Qty	Free	PRate	CRate	SRate	MRP	Item Discount%	Item Discount	TaxableAmount	TaxRate	TaxAmount	NetAmount
1	Mobile cover for 1100	Mobile cover for 1100	10.00	0.00	100.00	100.00	150.00	160.00	0	0.00	1000.00	10	100.00	1100.00
2	Blue Tooth for Nokia 1100	Blue Tooth for Nokia 1100	2.00	0.00	500.00	500.00	600.00	650.00	0.00000	0.00	1000.00	5.00	50.00	1050.00
3							0			0.00	0.00		0.00	0.00

General | Prev Rates | Print Options | Advanced | Shortcut

GrossAmount: 2000.00 | Item Discount: 0.00 | Amount: 2000.00 | InvoiceDiscount(=): 0 | TaxableAmt: 2000.00 | NonTaxAmt: 0.00 | PurchaseTax: 150.00

Purchase Amt: 2150.00 | Qty Tot: 12.00 | Net Amt: 2150.00 | Auto Calc SRate

Freight_Cooly: 0.00 | Freight_Cooly: 0.00 | CashDiscount: 0.00

Cost Factor: 0 | (+/-)Round Off: 0.00

Narration / Order Details:

Save [F5] | Print [F6] | Delete [F7] | Refresh [F8] | Close

Amount: 2150.00

admin | SWANELECTRONICS | © DCS Infoway, www.inventorybiz.com | VAIO-VAIO|IBIZ2005 | SERVER

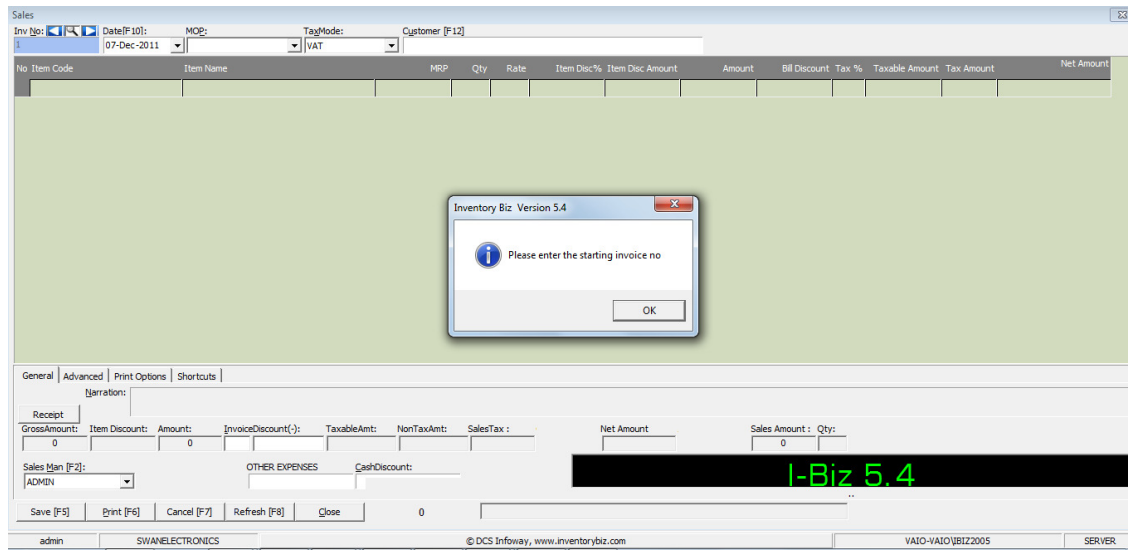
(Fig. 162 –Purchase Entry window with Sample Data)

Sold Nokia Mobile 1100 for Rs. 1500/- (inclusive of tax 5%) and Mobile cover at Rs. 150/- (inclusive of tax 10%) to Mr. William 3 numbers for cash.

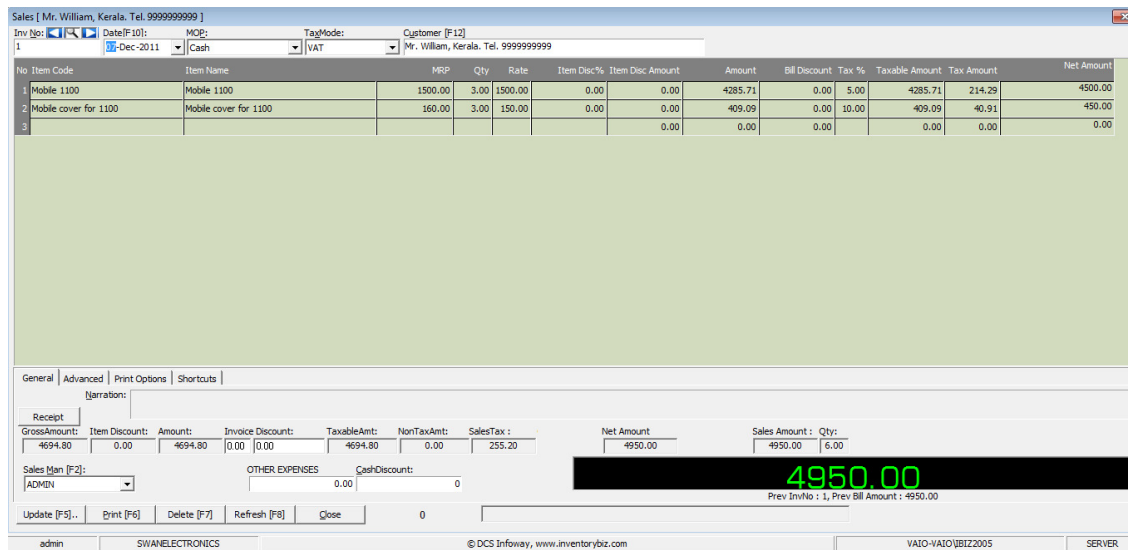
The above transaction will have an impact on the Sales ledger (Real Account, since stock is going out in, the rule Credit what Goes out has to be applied) and the Cash ledger (Real Account, since Cash is coming in we have to apply the rule Debit what comes in).

This is a typical Sales transaction. Open the sales window

Voucher number will be automatic; if this is the first transaction then it will ask for the starting invoice number to begin with



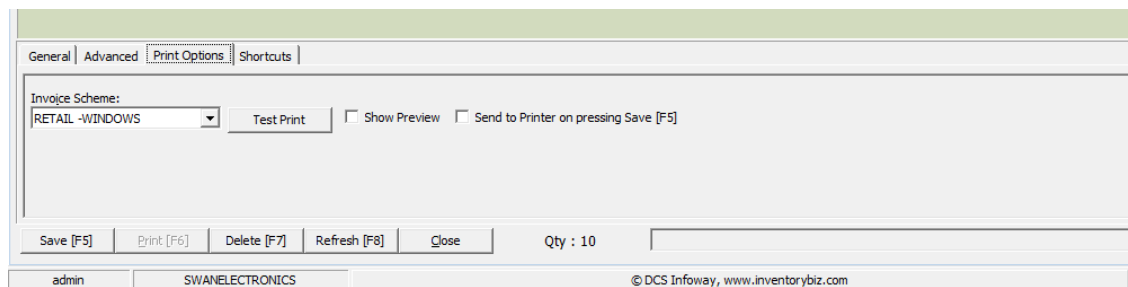
(Fig. 163 –Sales Entry window)



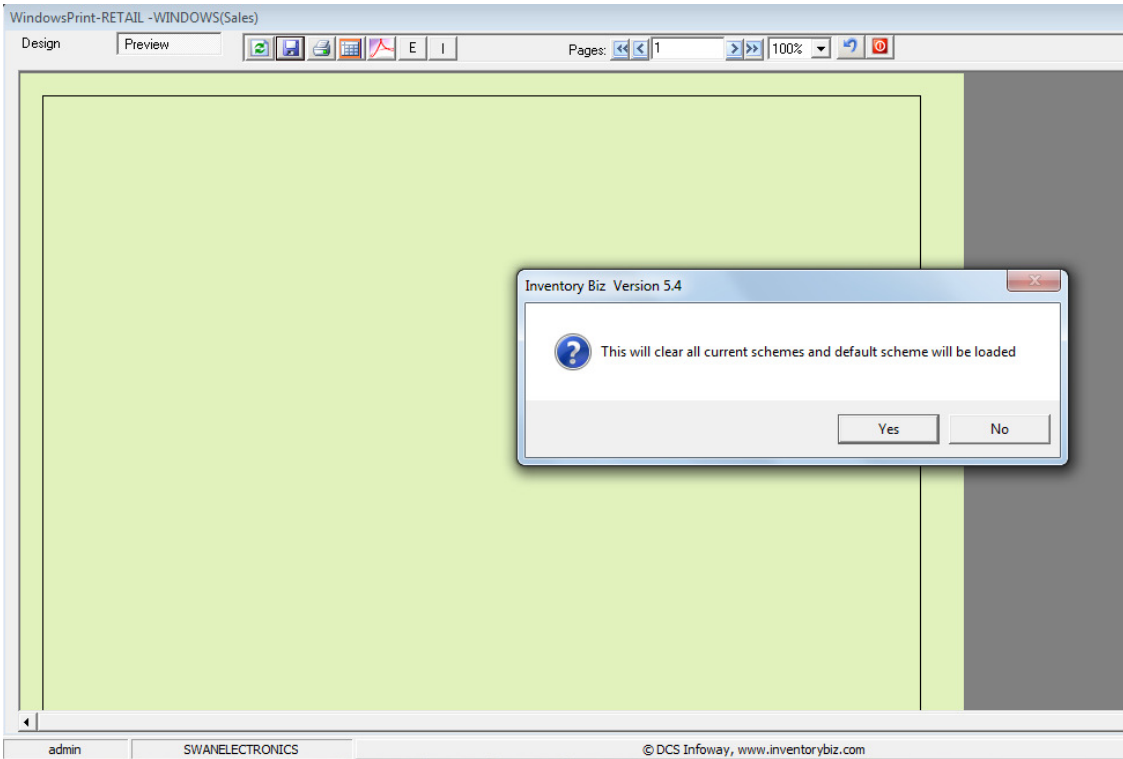
(Fig. 164 –Sales Entry window)

If you need to Print

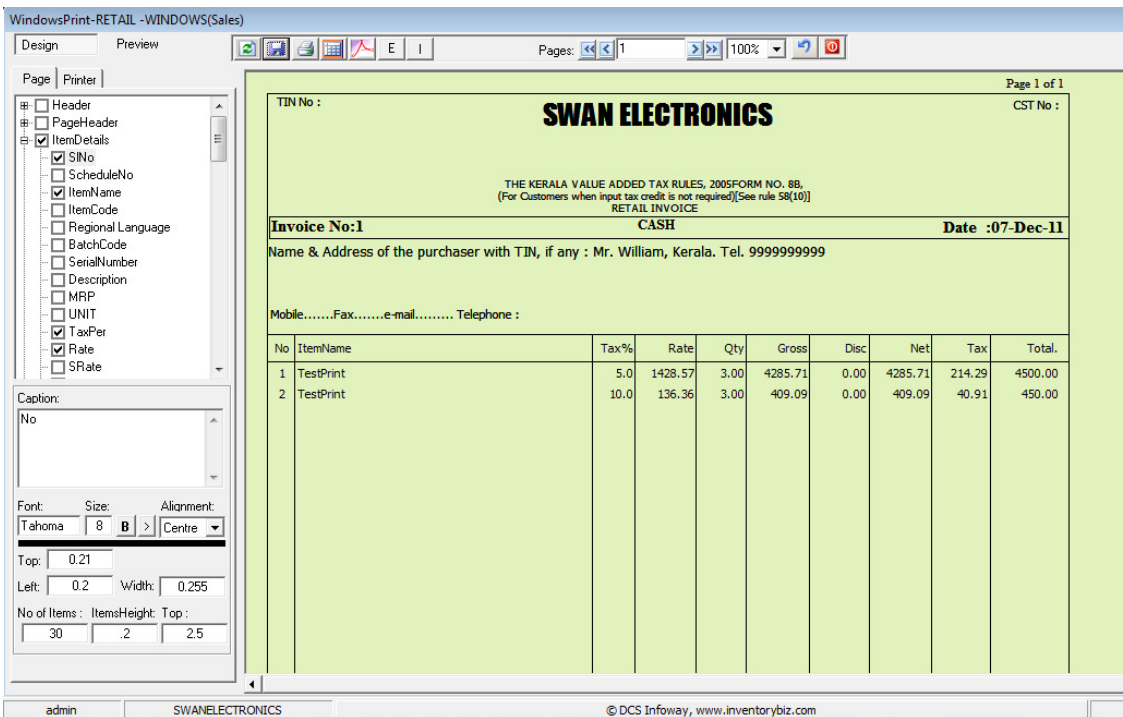
Choose Print Options



(Fig. 165 –Sales window Printing options Selection)



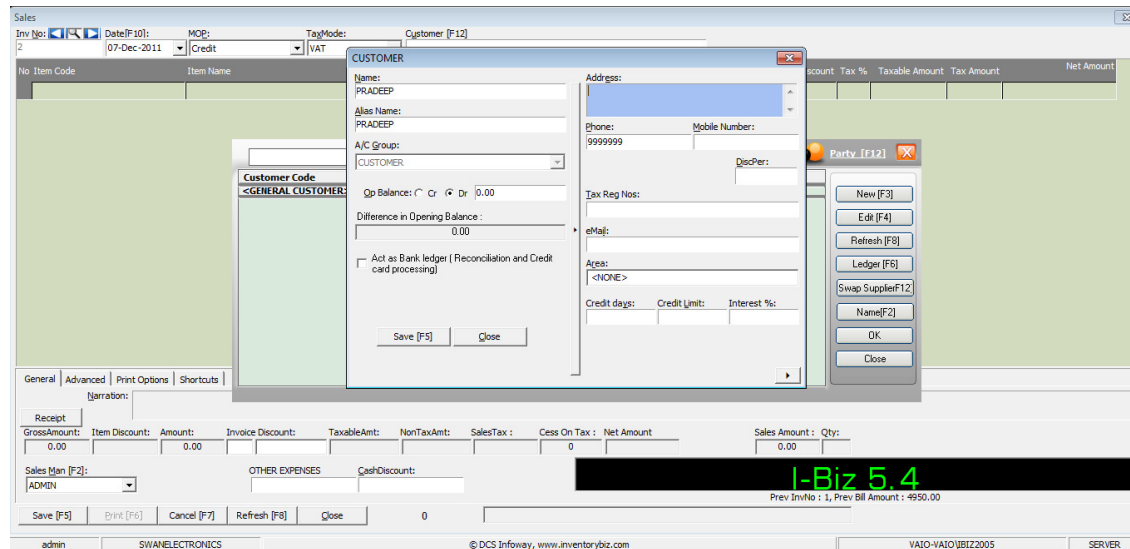
(Fig. 166 – Windows Printing Selection – Design and Preview)



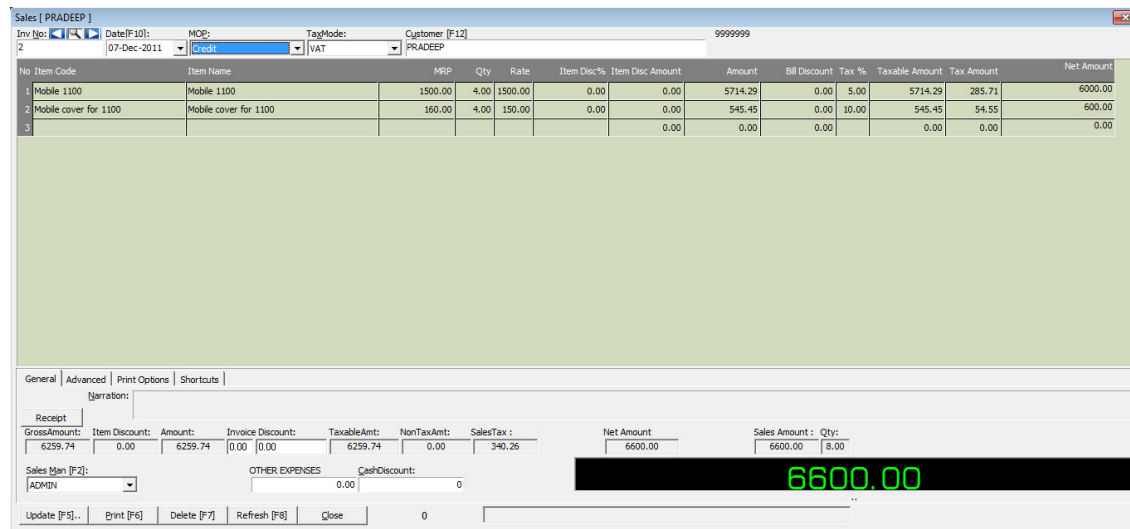
(Fig. 167 – Windows Printing Selection – Design view)

Sold Nokia Mobile 1100 for Rs. 1500/- (inclusive of tax 5%) and Mobile cover at Rs. 150/- (inclusive of tax 10%) to Mr. Pradeep 4 numbers for credit.

This transaction will have an impact on the Sales ledger (Real Account, since stock is going out, the rule Credit what Goes out has to be applied) and Mr. Pradeep's ledger (Personal Account, since we are giving credit for MR. Pradeep and he is Receiving the goods so the receiver has to be Debited).



(Fig. 168 – Sales Windows with customer Selection create or edit view)



(Fig. 169 – Sales Windows with customer Selection with credit option)

LEDGER BALANCE :PRADEEP[PRADEEP] 07-Nov-2011 To 07-Dec-2011

Refresh Print Export Fit to Screen From: 07-Nov-2011 To: 07-Dec-2011

Ledger	VchDate	Particulars	VchType	VchNo	Debit	Credit	Balance
	07-Dec-2011	To Sales,VAT COLLECTED	Sales	2	6600.00		6600.00 Dr
					6600.00	0.00	
							Balance 6600.00Dr

(Fig. 170 – Ledger of Pradeep)

Paid M/S. Maxis Technology Rs. 2000/- by Cheque

Maxis Technology (Personal Account) and Bank (Personal Account) so the personal account rule debit the receiver and credit the giver is applied

Note : as the payment is made through cheque cash at bank will reduce in the bank ledger.

Payment Voucher

Payment

General [F11] | Cheque [F11]

VchNo: 4 Date: 07-Dec-2011 Dr/Cr: Cr Ledger: BANK

No	Ledger	Amount
1	Maxis Technologies	2000
2		

Ref No [F2]: SalesMan: ADMIN

Narration:

Print Setting
PrintCheque

Save [F5] Print [F6] Delete [F7] Refresh [F8] Close

2000.00

(Fig. 171 – Payment entry window)

Advanced Payment Cheque processing and printing please check chapter 3.4 payments.

Maxis Technology Ledger

LEDGER BALANCE: Maxis Technologies [Maxis Technologies] 07-Nov-2011 To 07-Dec-2011

Refresh Print Export Fit to Screen From: 07-Nov-2011 To: 07-Dec-2011

Ledger	Particulars	VchType	VchNo	Debit	Credit	Balance
	03-Dec-2011 By PURCHASE,VAT PAID	Purchase	1	0.00	10500.00	10500.00 Cr
	07-Dec-2011 To BANK	Payment	4	2000.00	0	8500.00 Cr
				2000.00	10500.00	
					Balance	8500.00Cr

(Fig. 171 – Ledger of maxis technologies)

Bank Ledger

LEDGER BALANCE :BANK [BANK] 01-Dec-2011 To 07-Dec-2011

Refresh Print Export Fit to Screen From: 01-Dec-2011 To: 07-Dec-2011

Ledger	Particulars	VchType	VchNo	Debit	Credit	Balance
	01-Dec-2011 To CASH	Contra	1	147500.00	0	147500.00 Dr
	<i>Cash deposited to Bank Personally</i>					
	03-Dec-2011 By CASH	Contra	2	0.00	10000.00	137500.00 Dr
	<i>Withdraw Cash for office use</i>					
	07-Dec-2011 By Maxis Technologies	Payment	4	0.00	2000.00	135500.00 Dr
				147500.00	12000.00	
					Balance	135500.00Dr

(Fig. 172 – Ledger of Bank)

Received Rs. 6600/- cash from Mr. Pradeep

This transaction will have an impact on the Cash ledger, Cash in hand will increase (Real Account, since cash is Received the rule Debit what Comes in has to be applied) and Mr. Pradeep's ledger (Personal Account, since he is giving Cash, Credit the Giver will apply). Now if we check Mr. Pradeep's account his ledger will show zero outstanding.

Receipt Voucher

(Fig. 173 – Receipt entry window)

Mr. Pradeep's Ledger

LEDGER BALANCE :PRADEEP[PRADEEP] 07-Nov-2011 To 07-Dec-2011							
Refresh		Print	Export	Fit to Screen	From	To	
Ledger	PRADEEP						
VchDate	Particulars	VchType	VchNo	Debit	Credit	Balance	
07-Dec-2011	To Sales,VAT COLLECTED	Sales	2	6600.00		0	6600.00 Dr
07-Dec-2011	By CASH	Receipt	2		0.00	6600.00	0.00 Cr
				6600.00	6600.00		
						Balance	0.00Cr

(Fig. 174 – Ledger of Mr. Pradeep)

Paid Rs. 500/- as Salary Advance to Mr. John

This transaction will have an impact on the Cash ledger, Cash in hand will Decrease (Real Account, since cash is Paid the rule Credit What Goes out has to be applied) and Mr. John's ledger (Personal Account – Debit the Receiver).

A new Ledger called "John" has to be created to do the posting to be done via payment ledger. Either a ledger can be created via ledger under account group Employee (default account group provided in Inventory Biz to group all the employees together. – Employee – will come under In Direct Expense)

LEDGER [X]

Name: JOHN

Alias Name: JOHN

A/C Group: EMPLOYEE

Op Balance: Cr Dr 0

Difference in Opening Balance : 0.00

Act as Bank ledger (Reconciliation and Credit card processing)

Save [F5] Close

(Fig. 175 – Ledger creation of Mr. John)

Payment [X]

General [F11] | Cheque [F11]

VchNo: 5 Date: 07-Dec-2011 Dr/Cr: Cr Ledger: CASH

No	Ledger	Amount
1	JOHN	500
2		

Ref No[F2]: SalesMan: ADMIN

Narration: advance salary

Print Setting PrintCheque

Save [F5] Print [F6] Delete [F7] Refresh [F8] Close

500.00

(Fig. 176 – Payment Entry of Mr. John)

LEDGER BALANCE :JOHN[JOHN] 07-Dec-2011 To 07-Dec-2011

Refresh Print Export Fit to Screen From: 07-Dec-2011 To: 07-Dec-2011

Ledger	VchDate	Particulars	VchType	VchNo	Debit	Credit	Balance
JOHN	07-Dec-2011	To CASH advance salary	Payment	5	500.00	0	500.00 Dr
					500.00	0.00	
							500.00Dr

(Fig. 177 – Ledger Balance of Mr. John)

Advance Rs. 5000/- Paid to M/s. Mobile World for Purchase of goods.

This transaction will have an impact on the Cash ledger, Cash in hand will Decrease (Real Account, since cash is paid, the rule Credit What Goes out has to be applied) and M/s. Mobile World (Personal Account – Debit the Receiver).

A new Ledger called “Mobile World” has to be created to do the posting to be done via Payment Voucher

Note : when purchase bill is received with goods and when its entered through the purchase transaction the ledger of “Mobile World” will be balanced.

(Fig. 178 – Supplier Creation window)

Advance Payment

LEDGER BALANCE :Mobile World[Mobile World] 07-Nov-2011 To 07-Dec-2011							
Refresh		Print	Export	Fit to Screen	From	To	
Ledger	Mobile World						
VchDate	Particulars	VchType	VchNo	Debit	Credit	Balance	
07-Dec-2011	To CASH <i>advance payment for purchase</i>	Payment		6 5000.00		0	5000.00 Dr
					5000.00	0.00	
						Balance	5000.00Dr

(Fig. 179 – Supplier Mobile world Ledger)

Now let's check the status of Trial Balance , Profit and Loss and Balance Sheet of the above Company

Trial balance from 30-Nov-2011 To 07-Dec-2011			
Particulars	Debit	Credit	
BANK	135500.00		
Capital		200000.00	
CASH	13900.00		
Current Asset	25000.00		
CUSTOMER		0.00	
EMPLOYEE	500.00		
Fixed Asset	25000.00		
InDirect Expense	2500.00		
Purchase	12000.00		
Sales		10954.54	
SUPPLIER		3500.00	
TAX COLLECTED	54.54		
	214454.54		214454.54

(Fig. 180 – Trial Balance of Swan)

Profit and Loss Account from 30-Nov-2011 To 07-Dec-2011			
Particulars	Debit	Particulars	Credit
Opening Stock	0.00	Sales	10954.54
Purchase	12000.00	CLOSING STOCK	4300.00
Gross Profit	3254.54		
	15254.54		15254.54
		Gross Profit	3254.54
EMPLOYEE	500.00		
InDirect Expense	2500.00		
Net Profit	254.54		
	3254.54		3254.54

(Fig. 181 – Profit and Loss Statement of Swan)

BalanceSheet as on:07-Dec-2011			
Liabilities	Amount	Assets	Amount
Capital	200000.00	BANK	135500.00
Abraham	200000.00	BANK	135500.00
TAX COLLECTED	-54.54	CASH	13900.00
VAT COLLECTED	595.46	CASH	13900.00
VAT PAID	-650.00	Current Asset	25000.00
SUPPLIER	3500.00	OFFICE SECURITY DEPOSIT	25000.00
Profit [Current Year]	254.54	CUSTOMER	0.00
Difference In Opening Balance	0.00	CLOSING STOCK	4300.00
		Fixed Asset	25000.00
		OFFICE FURNITURE	25000.00
	203,700.00		203,700.00

(Fig. 181 – Balance Sheet of Swan)

Project 2

Using Batch Code

Read Bar Code Settings and set the batch code.

Open the existing “DemoCompany“

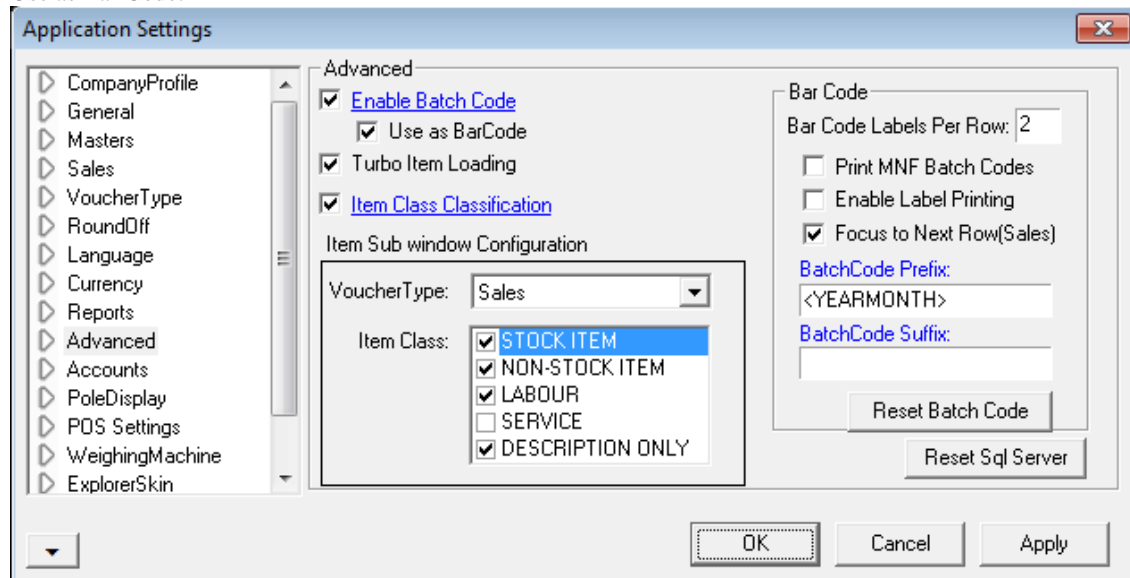
(A trading supermarket or a textile which sells in batch code)

After you login to the Demo Company given in the software

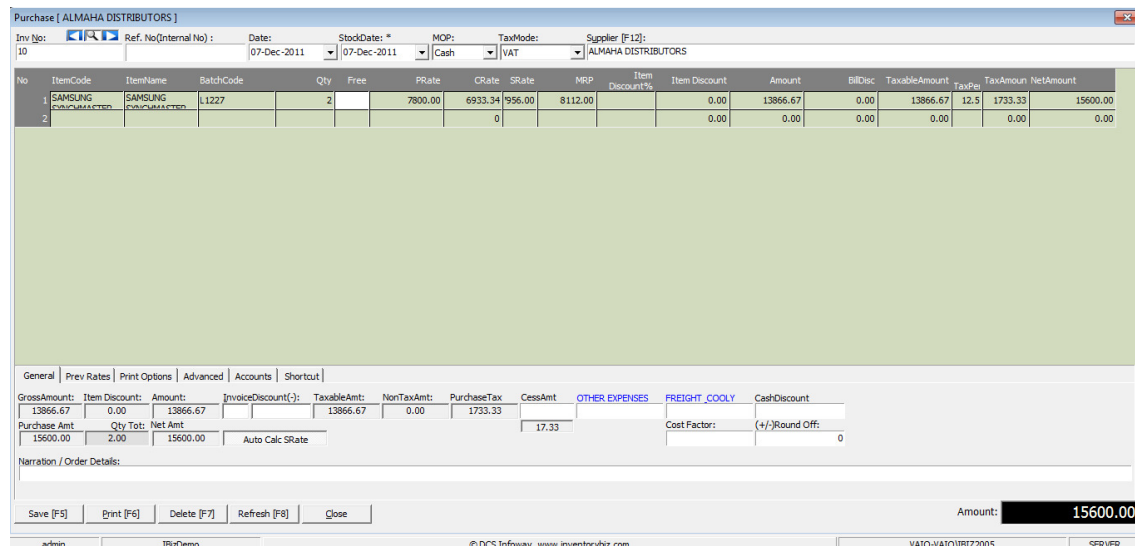
Go to application settings and enable the following features

Enable Batch Code.

Use as Bar Code.



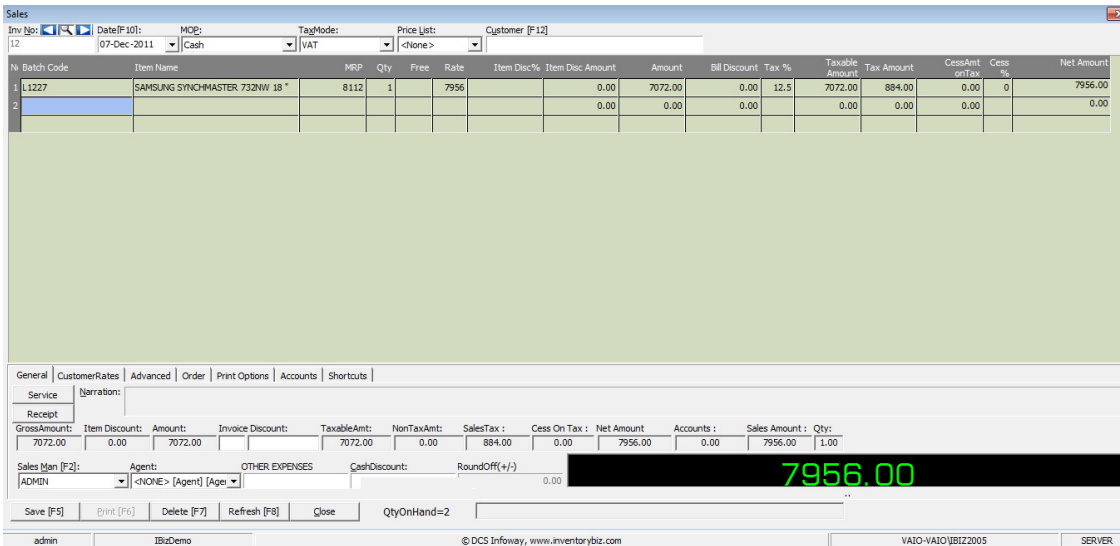
(Fig. 182 – Application Settings window – Advance Selection)



(Fig. 183 – Purchase window with Batch code enabled)

The purchase window will be show as above. Choose an item and enter the same with a batch code and save the same, e.g. “L1227”

Now open the Sales window and in the batch code area you can scan the number “L1227” or key in the number “L1227” and the item corresponding to the batch will appear.



(Fig. 184 – Sales window with Batch code enabled)

Related topics :Advanced menu in application settings, Bar code Features, Bar code Scanner, Bar code printer Batch Code, etc.

Common Accounting Ledger Heads and Grouping Indexes

All the Accounting Ledgers or Groupings are done based on the three accounting principles.

Ledgers	Account Group	Debit or Credit
Advertisements	Indirect expenses	Debit
Bank charges	Indirect expenses	Debit
Bank interest paid	Indirect expense	Debit
Bank interest received	Indirect income	Credit
Capital	Capital	Debit
Cash at Bank	Bank	Debit
Cash in hand	Cash	Debit
Commissions Paid	Indirect expenses	Debit
Commissions received	Indirect incomes	Credit
Creditors (Suppliers)	Suppliers	Credit
Debtors (Customers)	Customers	Debit
Expenses	Indirect expenses	Debit
Expenses occurring in the office	Indirect Expense	Debit
Fees or related expenses	Indirect expenses	Debit
Freight on Purchase	Direct expenses	Debit
Land or building	Fixed Assets	Debit
Loans	Current Liability	Credit
Office furniture, Computer, tables, etc	Fixed assets	Debit
Payments bills	Indirect Expense	Debit
Petrol and Vehicle repairs	Indirect Expense	Debit
Receipts	Indirect Income	Credit
Rent for Office or related expenses	Indirect Expense	Debit
Salary	Indirect Expense	Debit
Stationery and Printing	Indirect Expense	Debit
Tax	Tax Collected	Debit
Wages	Direct expenses	Debit

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Activity monitor	Chapter 3.8 user admin
Agent	Chapter 3.2 Agent Creation, Chapter 3.4 Sales Window, Chapter 4.2 General.
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Round Off	Chapter 4.6, Chapter 3.4
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Sales	Chapter 3.4
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CHAPTER XIX

Academy

Academy

DCS Infoway Academy
Benefits of the Academy
Courses and Syllabus
DCS Infoway Certification

DCS Infoway Academy

HISTORY: The history of DCS Infoway is a sheer determination and hard work of vision and innovation. The company was formed in 1996, with a management who dreamt of making it big in IT with its feet firmly planted in Kerala. Always blessed with great employees, the company led by Mr. Hilary Albert made a steady path towards progress by being dedicated to quality. DCS INFOWAY was started in the year 1996 and launched its software operations from the year 2003. DCS INFOWAY released its beta version of Software in 2004 and its branded Inventory and Accounting software Named INVENTORY BIZ in the year 2005, from then We have maintained a growth of more than 100 percent every year. Inventory Biz has now reached different countries and has authorized resellers and Distributors in more than 2 Countries. DCS Infoway has started marketing its flagship product Inventory Biz in all states across India and plan to make it one of the most Successful and Easiest Inventory and Accounting software. With the success of Inventory Biz sales across Kerala and other States, we decided to start our training courses for INVENTORY BIZ software, but as we are a solution provider for business specific software's we decided to create a few courses to create awareness for the students in such a way that when the course is completed the student will have a general view of the different types of business environment he will have to face when looking out for a job, with the training given via our software's he will have a thorough knowledge of the different environments he has to work and how he has to work. The student will be in a position to capture, understand or manage the business and software at ease regardless of which ever software or environment he is put in.

The course is also designed to give a better understanding of the new generations windows platform based software's as well as its installation, how to use it, and trouble shoot the products as well as the Operating System.

Our Academy venture sector is to address the learning needs of working professionals and students to have a better understanding and professional training for their carrier. We plan to address with Giving Franchise across India for existing institutes with good infrastructure and training skills.

Our Area of Specialization Includes :

BRANDED SOFTWARE

Inventory Biz (Inventory & Accounting Software – 3 Versions)
Medi Biz (Pharmacy Software for Medical Shops & Wholesale Distributors)
Jewel Biz (Jewelry Shop Software)
Hospital Biz (Hospital Management Software)
Edu Biz (School Management Software)
Hotel Biz (Hotel Management Software)
Library Biz (Library Management Software)
Pay Biz (Payroll Software)
Customized software Development (Custom Modification for clients)

INTERNET SOLUTIONS INCLUDES

Web Designing& Hosting, Domain Registration and Server Solutions.

Benefits of the Academy

Our Vision

To be world class nodal centre committed to advanced learning, research and training to serve the nation, meeting national and international standards.

Our Mission

To be a premier firm, much sought after by the industries and society offering professional education and training blended with ethical values to convert student resource into strong assets of our nation.

Our Quality Objectives

- To be oriented towards achieving professional growth of our students by providing need based education of higher relevance.

- To endeavour to create a highly congenial learning environment conducive to academic and research pursuits. Provide Suitable Computer knowledge for your carrier
- To embed the institution with qualified, experienced and highly committed set of faculty crowned with a missionary zeal and single-minded devotion towards guiding the students beyond the text books into the realism of advanced study, inculcating in them the attitude of research and inquisitive nature.
- To provide all the required academic facilities and freedom to the faculty to develop themselves professionally
- Certification from a company with more than 15 years experience in IT Industry, which sells branded software products in India and Abroad.
- To provide assistance to attend Seminars, training, display of Branded hardware and solutions like POS machines, Bar Code machines, Printers and computers in every district.
- Become a professional DCS Infoway Hardware Support Engineer
Advanced Program Become a professional Hardware and Software Engineer.

Get online help from professionals for software courses

Get support via helpline for students and tutors.

To teach the simplest Inventory and accounting software

To teach the latest technology

To teach them with profit

To teach computerized management software's

Licensed version of all software's given FREE

Licensed to sell all versions of software's and to generate additional income

Commissions to students can be given while studying, for software orders

Associating with the fastest growing IT based company in Kerala.

License Software's That will be provided

Inventory Biz E-Series

Inventory Biz Standard Edition Multi User

Inventory Biz Gold EntInventoryBizrise Edition

Medi Biz Multi User

Pharma Biz Multi User

Jewel Biz Multi User

Hospital Biz Multi User

Hotel Biz Multi User

Edu Biz Multi User

Prices of products can be viewed from <http://www.InventoryBiz.com/pricelist.html>

Courses and Syllabus

DCS Infoway Certified Courses:

1. INVENTORY BIZ - Certified Accounting Program (ICAP)
2. INVENTORY BIZ – Certified Accounting Professional Program (ICAPP)
3. DCS Infoway – Certified Professional Management Program (DPMP)
Computer Hardware Course (3 Months) DCHE

DCS Infoway Web & Multimedia Basic Developer (3 Months) DWD

DCS Infoway Hardware & Software Engineer (1 Year) DHSE

1) Inventory Biz - Certified Accounting Program (ICAP)

Duration: 40 Hrs

Syllabus :

The course will cover basic theory of Accounting Standards and cover how to use, install and trouble shoot Inventory Biz E-Series, Standard Edition, and EntInventoryBizrise Edition software's.

Duration:

10 hrs – Concepts of International Accounting

20 hrs – Inventory Biz Software Application

Installation, Access Database, Ms SQL Database, CD Contents, Creating Items, Purchase and Sales Entry, Stock Reports, Ledger Creation, Print Settings, VAT, Excel Export, Etc.
10 hours – Spread sheet, Word processor, Using XP or Windows 7 Operating System.

2) Inventory Biz Computerized Accounting Professional (ICAPP)

Duration : 75 Hrs (3 Months)

Syllabus:

The course will cover basic theory of International Accounting and Indian Accounting, it will also cover how to use the software, install it and trouble shoot Inventory Biz E-Series, Standard Edition, and EntInventoryBizrise Edition software's.

Duration:

15 hrs – Concepts of International accounting & application

10 hrs – Indian Accounting Standards & application

20 hrs – Inventory Biz Software Application

Installation, Access Database, Ms SQL Database, CD Contents, Creating Items, Purchase and Sales Entry, Stock Reports, Ledger Creation, Print Settings, VAT, Excel Export, Server and Client Installation, Setting Bar Code, Using the Bar Code Scanner, Advanced feature Usage, Etc.

10 hours – Spread sheet, Word processor, Using XP or Windows 7 Operating System.

10 hours – Computer Networking and Management, OS Installation, MS SQL Installation, using the CD Contents and utilities, etc.

10 hours – service techniques, training techniques and support.

(3) DCS Infoway Professional Management Program (DPMP)

Duration: 120 hr

Syllabus:

Will cover all topics of CFMP and then will start with the following additional topics

Concepts of Hospital Management

- What is hospital management?
- What is IP / OP ?, abbreviations and technical terms in hospital management
- About Pharmacy management, expiry processing, etc. Using Pharma Biz and Medi Biz software's
- Blood Bank , Duty Roaster, LAB Tests & Billing
- Managing the EMR, Data flow of Hospital management system
- Payroll Management

Concepts of School or College management, etc.

- Data flow of school or college
- Admission, promotion, fee collection, etc.
- Library management using Library Biz

Concepts of Hotel Management

- Check in and Check out, abbreviations and technical terms in hotel management. Data flow and management of a hotel
- House keeping, Linen Management, etc.
- Restaurant management and Bar management.
- EPBAX integration and working concepts, Payroll, etc.

Using Jewel Biz

Jewellery software concepts and how to use it.

4) Computer Hardware Course (4 Months) DCHE

The course will cover ICAP modules, Practical installation of a Computer, Computer hardware theory, using software tools, installation and configuring Client and Server of Inventory Biz, etc.

5) DCS Infoway Web & Multimedia Basic Developer (3 Months) DWD

The course will cover ICAP, using the web, Creating a Website, how to upload a website, creating animations and tips, basic animation.

6) DCS Infoway Hardware & Software Engineer (1 Year) DHSE

This is one of the courses that will develop a person into an IT professional where the student learns to assemble a computer, create a website, and create a Software Program with our guidance. Once this is completed the student will have an edge over everyone because he is well versed in most of the areas of the IT Industry.

DCS Infoway Certification

DCS Infoway Certification will be provided from the DCS Infoway Academy (www.dcsinfowayacademy.com) . The certification will be given from DCS Infoway through authorised training Centres. The list of authorisedCentres and Sub Centres will be given in the website.

The contents of these Books was written and edited at DCS Infoway with reference with technical and accounting personnel's. Any incorrect content can be reported to DCS Infoway for corrections in the next editions.

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