



AIMA FINANCIALS

How to Use - Guide

Designed and Developed by



AIMA MANAGEMENT & CONSULTANT

Office Np. 445, 4th Floor, Bhayani Shopping
Center, Block M, North Nazimabad, Karachi.

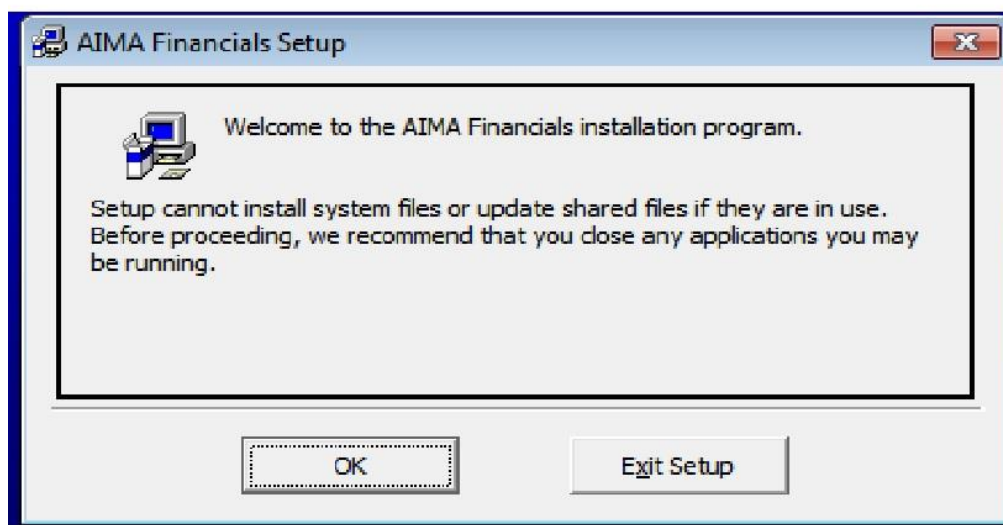
[+92 213-6600099,](tel:+922136600099)

[+92 336 2334402](tel:+923362334402)

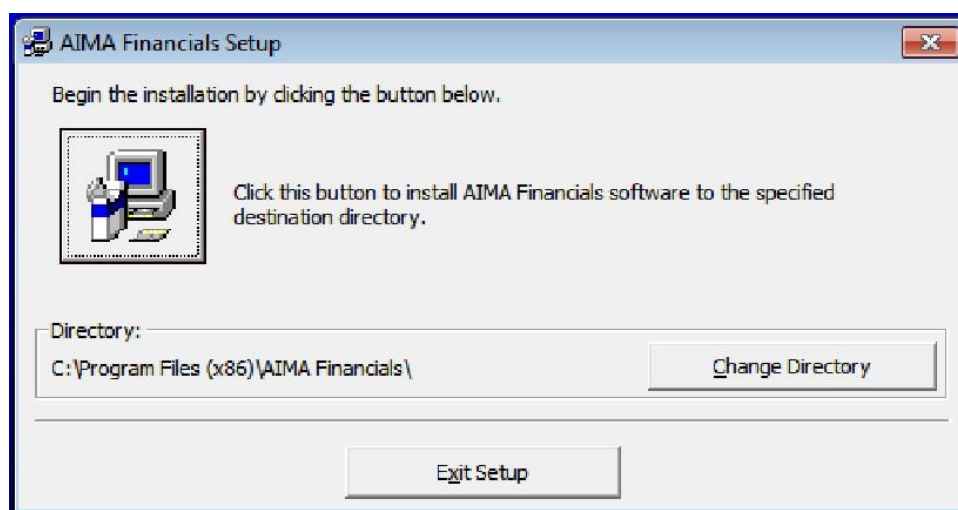
www.aimamanagement.com

How to Install Software

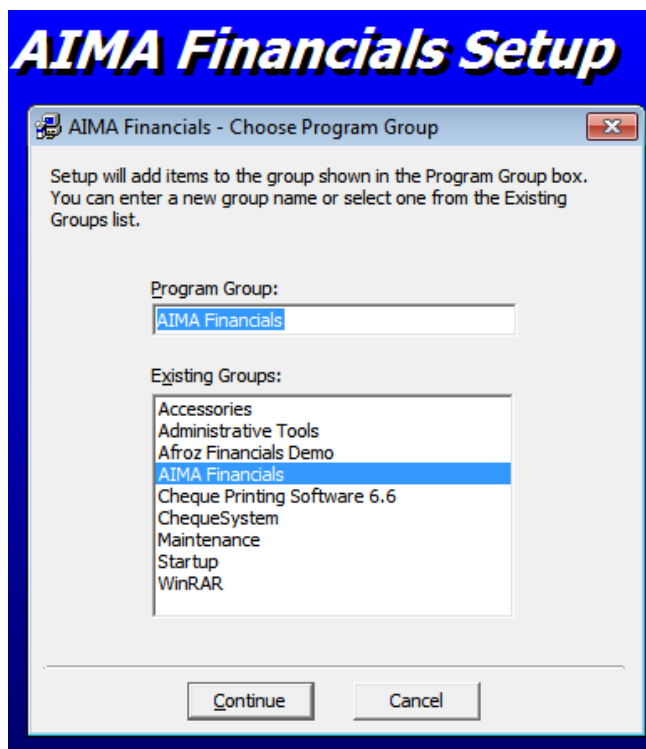
Open the folder "AIMA Financials" in your CD or from the unzipped downloaded file. Double-click "Setup.exe" to start the installation.



Click "OK".



Click on the square button with a computer icon, on left of screen shown below. If you want to install to some other location then click on "Change Directory" to select installation path and then click on the square button.



Click on “Continue” to create program group in your start menu.

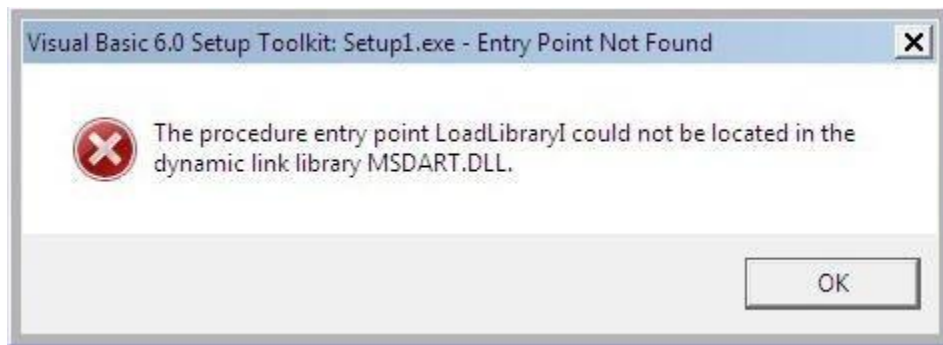
Setup will start copying files and will display the completion message, after installation is completed. Now you can run your software from the windows start menu.

Installation on Windows VISTA & Windows 7

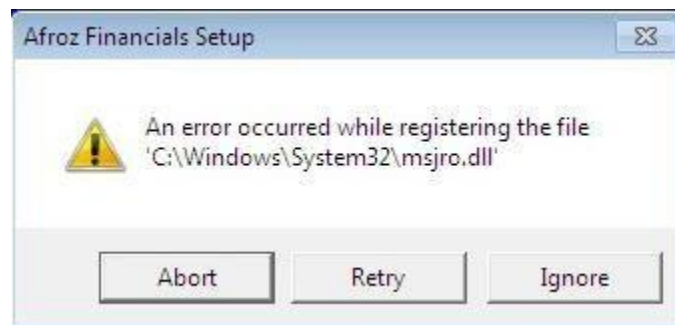
Installation procedure is almost same on all versions of Windows.

Softwares copies some system files during installation. Sometimes on some computers, those files are not needed because either those have already been installed with some previous softwares or the operating system has an updated version of the same file.

If you see any of the following messages, please follow the instructions given herewith to complete installation.



Click on OK, to continue.



Click on IGNORE to complete installation. This file is not required in Windows Vista and Windows 7, so there is nothing to be worries about.

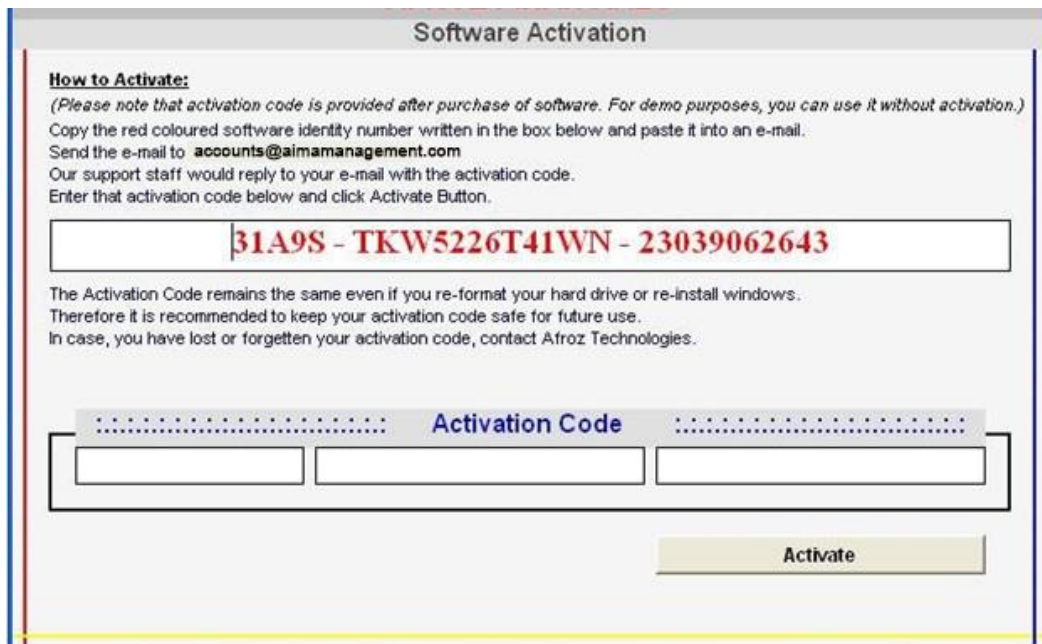
The software would be installed successfully.

Software Registration / Activation

After you install your software, you need to register it to use it with full features and for unlimited time.

On unregistered software, you can see a button “Click Here to Activate” on the top right corner of your login screen. Click on this button to open the Activation Form.

On Activation Form you would see your Software ID written in red colour in bold. Now send this Software ID to AIMA Management email address written above that ID, accounts@aimamanagement.com



The image shows a 'Software Activation' window. At the top, it says 'Software Activation'. Below that, under 'How to Activate:', it provides instructions: 'Copy the red coloured software identity number written in the box below and paste it into an e-mail. Send the e-mail to accounts@aimamanagement.com. Our support staff would reply to your e-mail with the activation code. Enter that activation code below and click Activate Button.' A box contains the red text '31A9S - TKW5226T41WN - 23039062643'. Below this, it states: 'The Activation Code remains the same even if you re-format your hard drive or re-install windows. Therefore it is recommended to keep your activation code safe for future use. In case, you have lost or forgotten your activation code, contact Afroz Technologies.' At the bottom, there are three input fields for the 'Activation Code' and an 'Activate' button.

Software Activation

How to Activate:
(Please note that activation code is provided after purchase of software. For demo purposes, you can use it without activation.)
Copy the red coloured software identity number written in the box below and paste it into an e-mail.
Send the e-mail to **accounts@aimamanagement.com**
Our support staff would reply to your e-mail with the activation code.
Enter that activation code below and click Activate Button.

31A9S - TKW5226T41WN - 23039062643

The Activation Code remains the same even if you re-format your hard drive or re-install windows.
Therefore it is recommended to keep your activation code safe for future use.
In case, you have lost or forgotten your activation code, contact Afroz Technologies.

..... **Activation Code**

.....

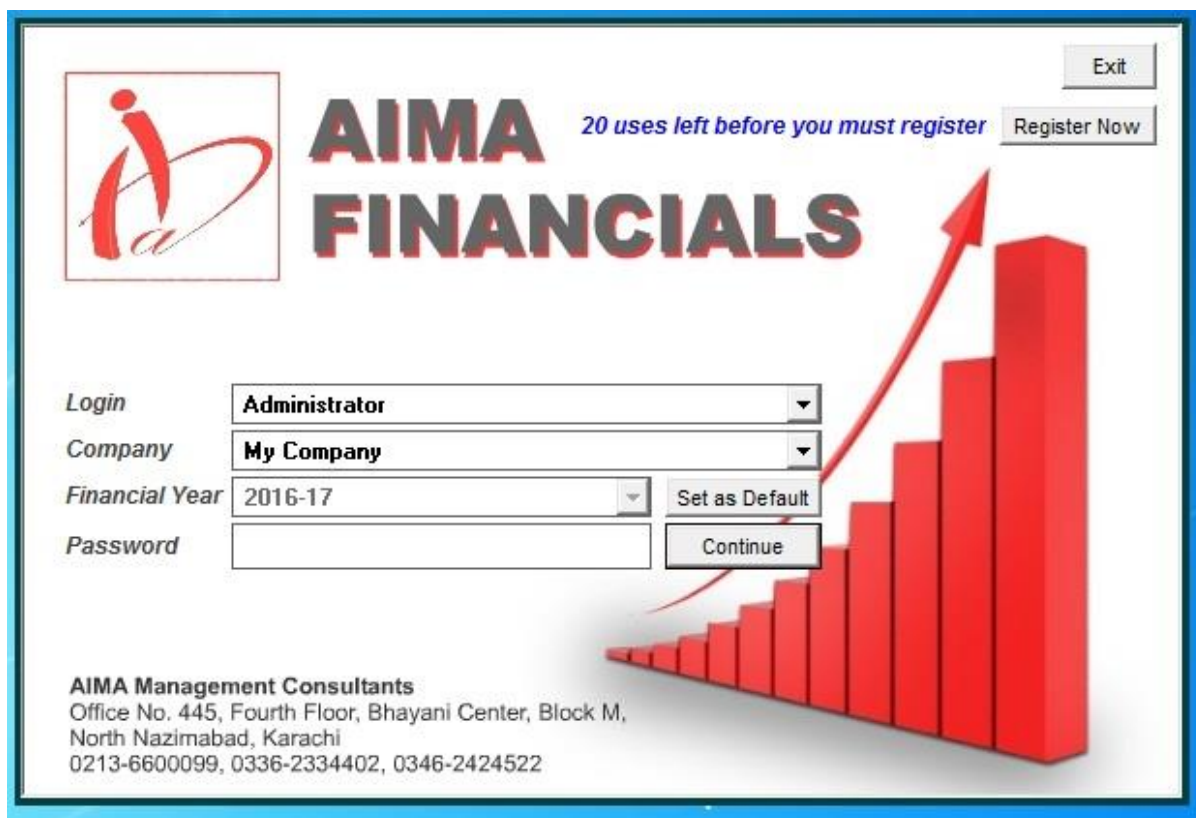
Activate

After you send this Software ID, you would receive an Activation Code from AIMA Management within a maximum of 24 hours. Enter your Activation Code in the fields provided for it on your Activation Form and click on “Activate”.

Please note that till the time you receive Activation Code, you can keep working on your software as it would be running with limited features and your data remains safe after activation.

Opening the Software

When the software is installed, it appears in your Start Menu Programs. Open software from Start > Programs > AIMA Financials > AIMA Financials.



The login screen for AIMA Financials features a blue border and a white background. In the top right corner, there are two buttons: "Exit" and "Register Now". The "Register Now" button is highlighted with a yellow border. Below the title bar, the AIMA logo is on the left, followed by the text "AIMA FINANCIALS" in large, bold, black letters. To the right of the title, a blue text notification reads "20 uses left before you must register". The login fields are arranged vertically on the left: "Login" with a dropdown menu showing "Administrator", "Company" with a dropdown menu showing "My Company", "Financial Year" with a dropdown menu showing "2016-17", and "Password" with an empty text box. To the right of the "Financial Year" and "Password" fields are two buttons: "Set as Default" and "Continue". On the right side of the screen, there is a 3D bar chart with red bars of increasing height, and a red arrow pointing upwards from the bottom left towards the top right. At the bottom left, the contact information for AIMA Management Consultants is listed: "Office No. 445, Fourth Floor, Bhayani Center, Block M, North Nazimabad, Karachi" and phone numbers "0213-6600099, 0336-2334402, 0346-2424522".

AIMA FINANCIALS 20 uses left before you must register

Exit Register Now

Login Administrator
Company My Company
Financial Year 2016-17 Set as Default
Password Continue

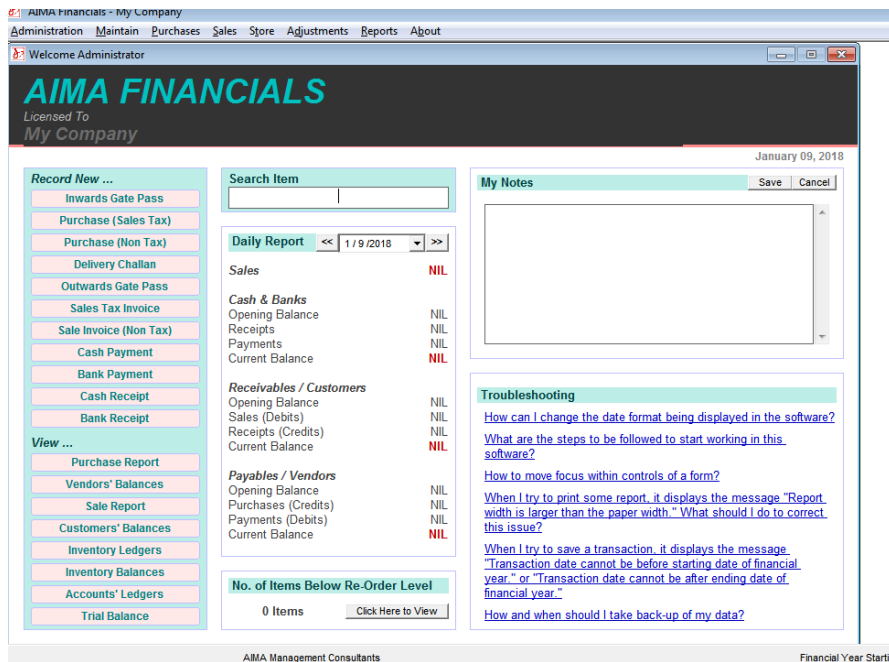
AIMA Management Consultants
Office No. 445, Fourth Floor, Bhayani Center, Block M,
North Nazimabad, Karachi
0213-6600099, 0336-2334402, 0346-2424522

Login screen will open. In a new software, there is no password on software but once you set passwords for you logins, you would need to enter password with your login to open the software. Once you have given the password, click on "Continue" to open the software.

Welcome Screen / Dashboard

When you open your software, you would see the software main window, as well as the Welcome Screen or Dashboard. There are a few software shortcuts, a notepad for your reminder notes, general FAQs and a financial summary.

You can decide to show this Welcome Screen to your users by setting their respective user rights. You can also choose to display what portion of financial summary, you want to display to your



users and what not. E.g., if you do not want your users to see customer balances, then disallow them Customer Balances in user rights and they would not be able to view this information on welcome screen, in other data entry forms or in any kind of reports.

Administrative Settings

My Company

Open Administration > My Company on the Main Menu.



The screenshot shows a 'Company Setup' window with a blue title bar. Inside, there's a tab labeled 'My Company'. Below the tab, there are several input fields for company information:

Business Name	The Demo Company (Pvt) Ltd		
Address	Suite No. 10, Tower Heights, Highway Road, Lahore, Pakistan.		
Phone(s)	042 9876543, 9876542	Fax	042 9876541
E-Mail	tdc@esbmdemocompany.com		
Website	www.esbmdemocompany.com		
G.S.T. Regn. No.	1234-5678	N.T.N.	9182736-5
Deals In	General Trading		

At the bottom right, there are two buttons: 'Save' (with a green checkmark icon) and 'Cancel' (with a red X icon).

Fill out all company details to setup your company and save. These details would appear on print outs of all reports and invoices etc.

Logo Settings

Open Administration > My Logo on the Main Menu.



To set new logo or change previously set logo, click on "Set New Logo".

Now locate the graphical logo in *gif* or *jpeg* format to set it as logo. This would be printed on invoices etc.

If you do not want to use any logo, click on "Do No Show Logo", and the logo would be removed.

List of Companies

Open Administration > List of Companies on the Main Menu.

List of Companies

Companies

Select Company: The Demo Company (Pvt) Ltd
The Demo Company
ABC Company (Pvt) Ltd
ABC Company
ABC Enterprises

Company Name: The Demo Company (Pvt) Ltd

Address: Suite No. 10, Tower Heights, Highway Road, Lahore, Pakistan.

Phone(s): 042 9876543, 9876542

Fax: 042 9876541

E-Mail: tdc@esbmdemocompany.com

Website: www.esbmdemocompany.com

G.S.T. Regn. No.: 1234-5678

N.T.N.: 9182736-5

Deals In: General Trading

Inactive: ☐

Save Cancel

By default, software has an option of 5 companies and you can fill out their respective information. To make a company active, just deselect “Inactive” at the bottom and save.

These companies will start showing at the login screen and you would have the option to start whichever company you want.

All companies have their own preferences and settings. But all companies share the same Chart of Accounts and Chart of Inventory / Services.

User Logins

Open Administration > User Logins on the Main Menu.



The screenshot shows a window titled "User Logins" with a blue header bar. Inside the window, there is a section titled "User Logins" with a grey background. Below this, there is a list box containing two names: "Iqbal Khan" and "Javaid Ali". Below the list box, there is a section titled "Administrator" with a "Login Name" label and a text input field containing "Iqbal Khan". At the bottom of the window, there are four buttons: "Reset Password", "Add", "Save", and "Cancel". The "Add", "Save", and "Cancel" buttons are grouped together and have icons above their text labels.

There are 2 types of users, Administrator and Operator. Administrator has rights to use, edit, and view complete software, while an operator has limited rights, only to the extent that it has been allowed to add, edit or view.

Administrator can also Reset Password for any user.

User Rights

Open Administration > User Rights on the Main Menu.

User Rights Settings

Select User: Javaid Ali

Double-click on selected right type to change right status.

Right Type	Right Allowed Status
▶ Welcome Screen	
Chart of Accounts	
Accounts Opening Balances	
Chart of Inventory	
Inventory Opening Balances	Not Allowed
Inventory Brands	
Inventory Locations	Not Allowed
Inventory Price Settings	Not Allowed
Inventory Sales Tax / Excise Duty Rates	
Inventory Re-Order Levels	Not Allowed
Inventory Cost Valuation Method	Not Allowed
Posting Preferences	
Inventory Movement Settings	
Customer Regions	
Business Sectors	
Employees	Not Allowed
Job Cards	
Add Purchase Orders	
Edit Purchase Orders	
Add Purchases (Sales Tax)	
Add Purchases (Non Tax)	
Edit Purchases (Sales Tax)	Not Allowed
Edit Purchases (Non Tax)	
Add Purchase Returns	
Edit Purchase Returns	Not Allowed

To set or change rights for a user, select the user from the list above. Now from the rights list below, set the rights option for selected user. Double click on the right to change its status.

Passwords

Open Administration > Passwords on the Main Menu.



The screenshot shows a window titled "Password Settings" with a blue header bar. Inside the window, there is a grey header bar with the text "Password Settings". Below this, there are four labels on the left: "Software User", "Old Password", "New Password", and "Re-Type New Password". To the right of "Software User" is a dropdown menu showing "Iqbal Khan". To the right of the other three labels are empty text input fields. At the bottom right of the window are two buttons: "Save" with a green checkmark icon and "Cancel" with a red X icon.

By default, there is no password for any user but passwords can be set for any user. Give the old password to change from and then give the new password to change to. You would need to re-type the new password. Now save the password.

Financial Years

Open Administration > Financial Years on the Main Menu.



The screenshot shows a window titled "Financial Years" with a blue header bar. Inside the window, there is a list box on the left containing the text "2011-12". To the right of the list box, there are three input fields: "Starting Date" with a dropdown menu showing "1 / 7 / 2011", "Ending Date" with a dropdown menu showing "31 / 12 / 2012", and "Abbreviation" with a text box containing "2011-12". At the bottom of the window, there are three buttons: "Add" (with a document icon), "Save" (with a green checkmark icon), and "Cancel" (with a red X icon).

Financial year is a year / period set and transactions are only allowed to be saved during that period. It separates data for different years / periods.

To add a new financial year, click on "Add", then select its starting and ending dates. Now click on "Save". This will create a new financial year. You can also change dates for an existing year by selecting the year from the list at left and then changing its dates.

You can set an exact financial year or a longer period of multiple years.

To open a particular year, select it from the login screen.

Clear Transactions

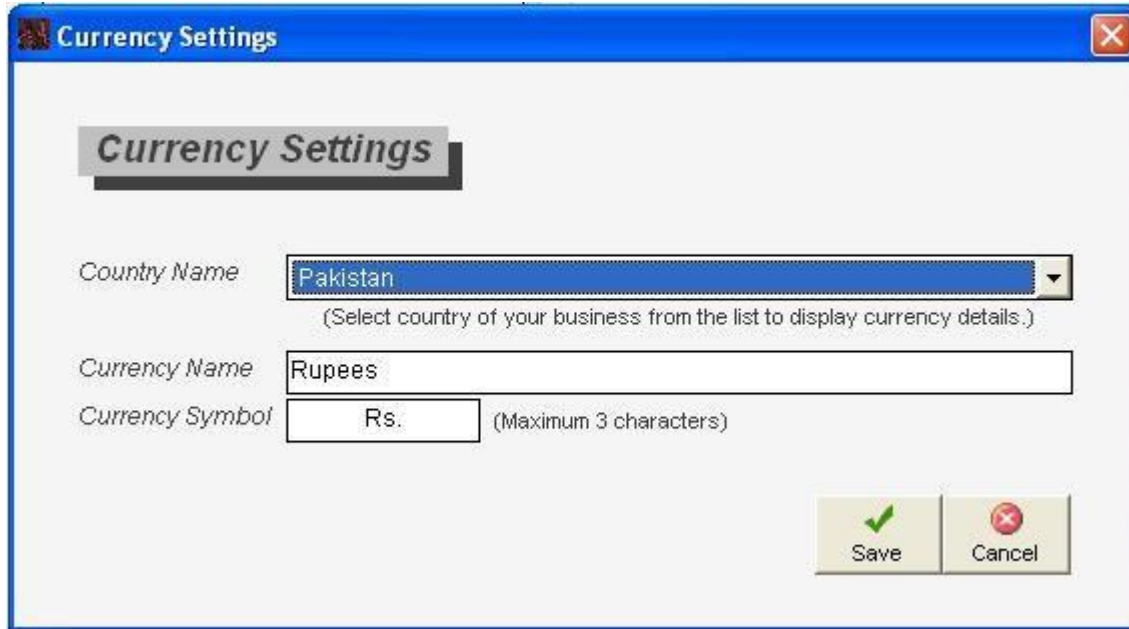
Open Administration > Clear Transactions on the Main Menu.



This utility will clear all transactions from the software for that particular year. Chart of Accounts and Chart of Inventory remains as it is.

Currency

Open Administration > Currency on the Main Menu.



The screenshot shows a window titled "Currency Settings" with a blue header bar. Inside the window, there is a section titled "Currency Settings" with a drop shadow. Below this, there are three input fields: "Country Name" with a dropdown menu showing "Pakistan", "Currency Name" with a text box containing "Rupees", and "Currency Symbol" with a text box containing "Rs.". A note "(Maximum 3 characters)" is next to the "Currency Symbol" field. Below the input fields, there are two buttons: "Save" with a green checkmark icon and "Cancel" with a red X icon.

Currency Settings

Currency Settings

Country Name: Pakistan
(Select country of your business from the list to display currency details.)

Currency Name: Rupees

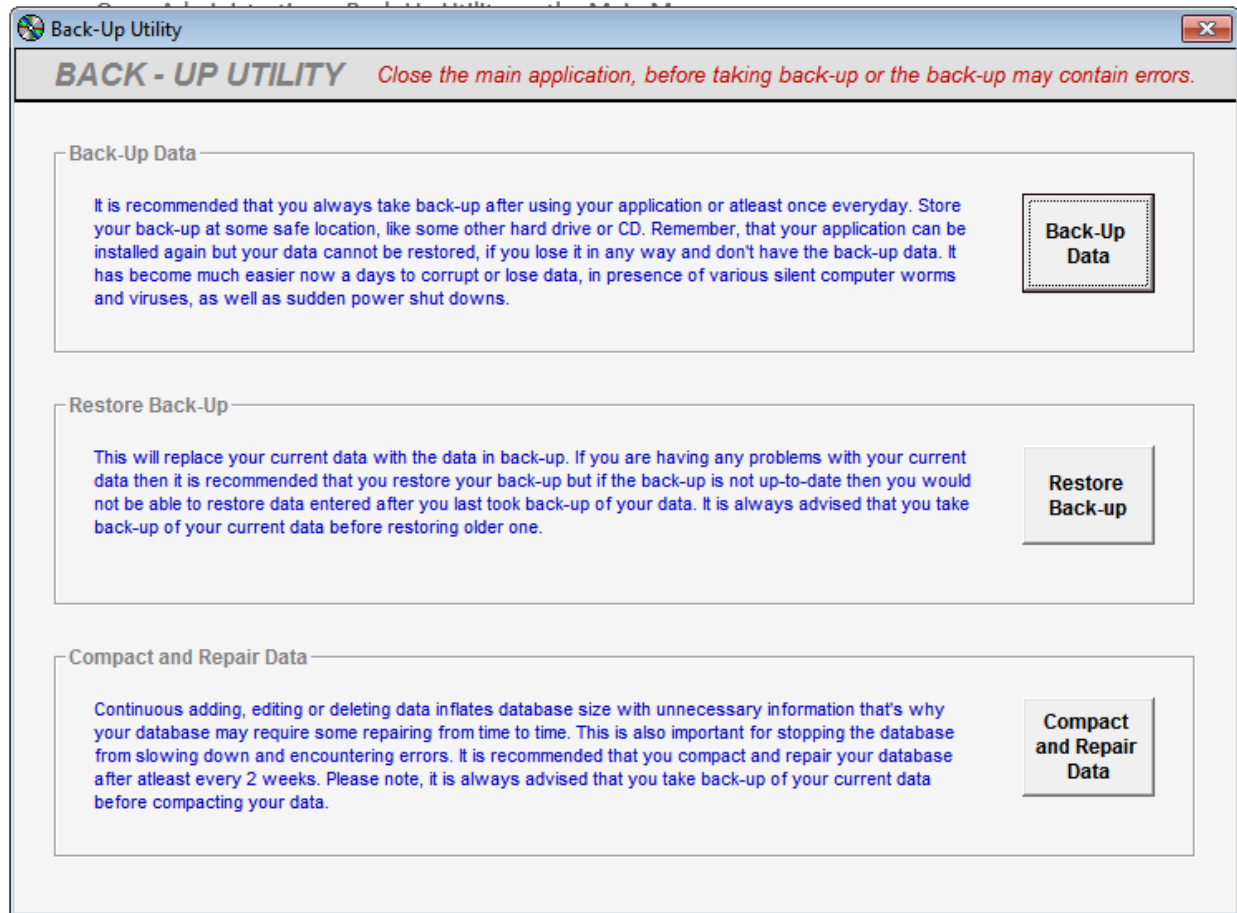
Currency Symbol: Rs. (Maximum 3 characters)

Save Cancel

You can select currency to be used in software from here.

Back-Up Utility

Open Administration > Back-Up Utility on the Main Menu.



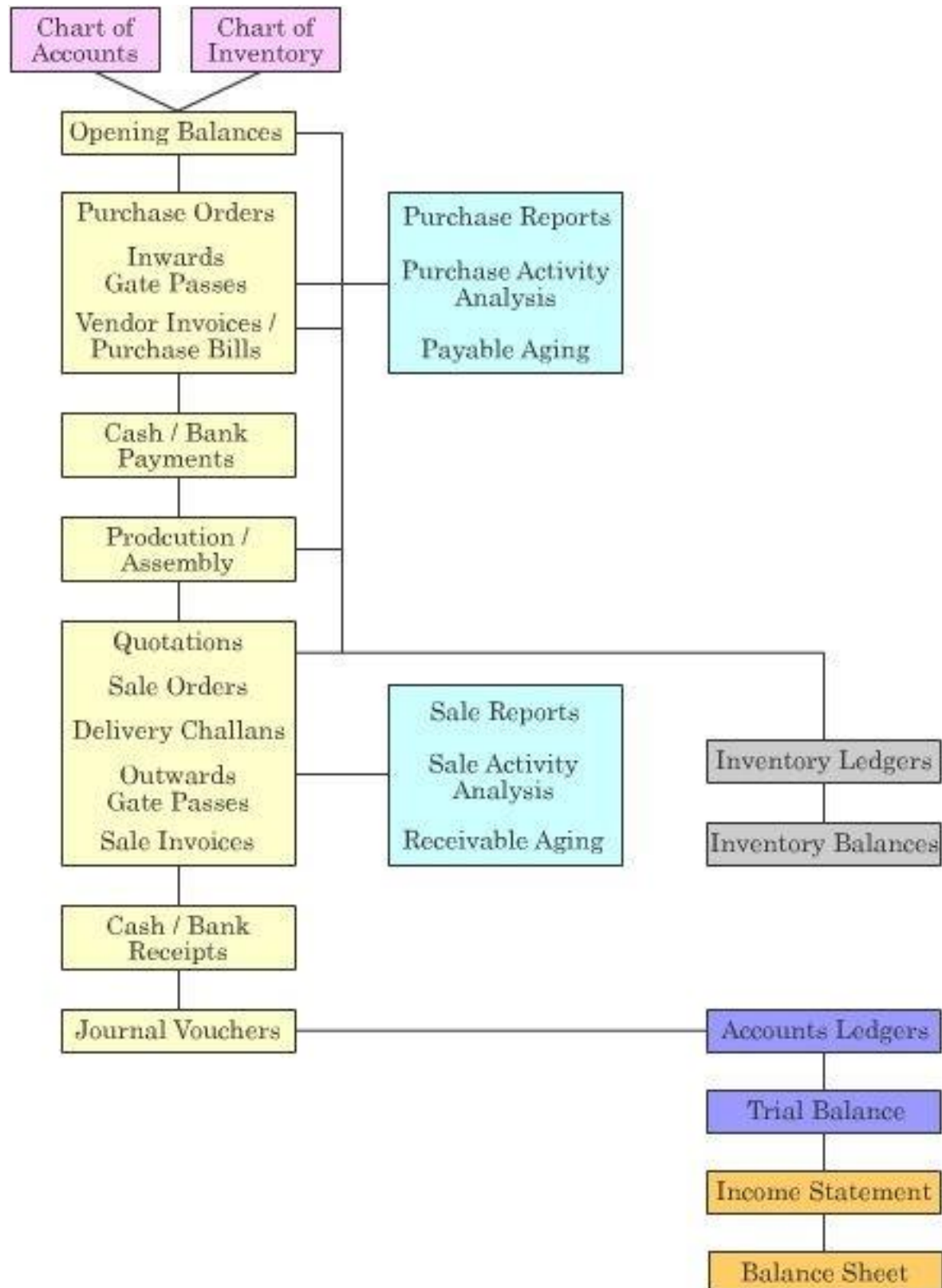
This is the most important thing in any database software. You must take back-up on regular basis. It is recommended to take back-up atleast once a day or if number of transactions is larger then you can take back-up more than once.

Click on "Back-Up Data" and select destination to save your back-up. For extra security, it is recommended that you save your back-up at some other location also, such as an external hard drive, some other computer or send it as an attachment to your own web-based email address.

You can restore an older back-up by clicking on "Restore Back-Up". But you must take care before restoring back-up because it replaces your current data. This is usually only required if the windows have been re-installed or you need to transfer and use data on other computer.

"Compact and Repair Data" is used to optimize and speed up database after a month or so. This also corrects, if there are any errors in data.

Flow Chart of Transactions



How to Create a Chart of Accounts

Open Maintain > Chart of Accounts on the Main Menu.

Chart of Accounts

Main Account Types

- Cash
- Banks
- Customers**
- Inventories
- Advances & Prepayments
- Short-Term Investments
- Fixed Assets
- Preliminary Expenses

Main Type Code: 120
Main Account Type: Customers
Financial Statements Component: Current Assets

Sub Account Types

- Cash Customers
- Local Customers**
- Online Customers
- Export Customers

Sub Account Code: 12002
Sub Account Type: Local Customers

List of Accounts

- Imam Din & Sons
- Pearl Fittings
- Prime Trading Limited**
- Noman Associates

Account Code: 12002003
Account Name: Prime Trading Limited

Press: Ctrl+N to add new account, Ctrl+S to save changes and ESC to cancel

Designed & Developed by Afroz Technologies
Financial Year Starting From Jul 1, 2011 To Dec 31, 2012

Before proceeding further in software, you must develop your chart of accounts. It is just like opening ledgers of all your accounts, including revenue, expenses, capital, assets, liabilities etc.

You would see 3 sections in your chart of accounts module. The first section has some pre-defined account types that are linked to income statement and balance sheet components. You can add more account types, if required, by clicking on “Add”, then giving name of new account type and selecting financial statement component. Now click “Save” and your new account type would be created. Though the usual account types, used in most of the businesses have already been created.

Now you can select a main account type and create sub account types in your chart. These different levels are useful for reporting purposes.

At the third level, your individual accounts are created, for which the ledgers would be created. At this level you can add details for 3 types of accounts, that are customers, vendors and banks. You can open detail modules directly from *Maintain* in *Main Menu*.

Administration: Maintain - Purchases - Sales - Adjustments - Reports - About

CUSTOMERS

Customer Type

- Cash Customers
- Local Customers**
- Online Customers
- Export Customers

Sub Type Code: 12002

Customer Type: Local Customers

Chart

Add Save Cancel Delete

List of Customers

- Imam Din & Sons
- Pearl Fittings**
- Prime Trading Limited
- Noman Associates

Account Code: 12002002

Account Name: Pearl Fittings

Contact Person: Mr Nouman

Address: 23 - Faig Road, Gulshan-e-Ravi, Lahore.

Region: Pakistan Sub-Region: Lahore

Telephone: 4235234

Mobile: Fax:

E-Mail: Website:

S.T.R.N./C.N.I.C: N.T.N.

Business Sector: Wholesalers Acc. Manager: Babar Imran

Credit Limit: 0 Credit Terms:

Remarks:

Press: Ctrl+N to add new customer, Ctrl+S to save changes and ESC to cancel

Chart

Find

Add Save Cancel Delete

Regions

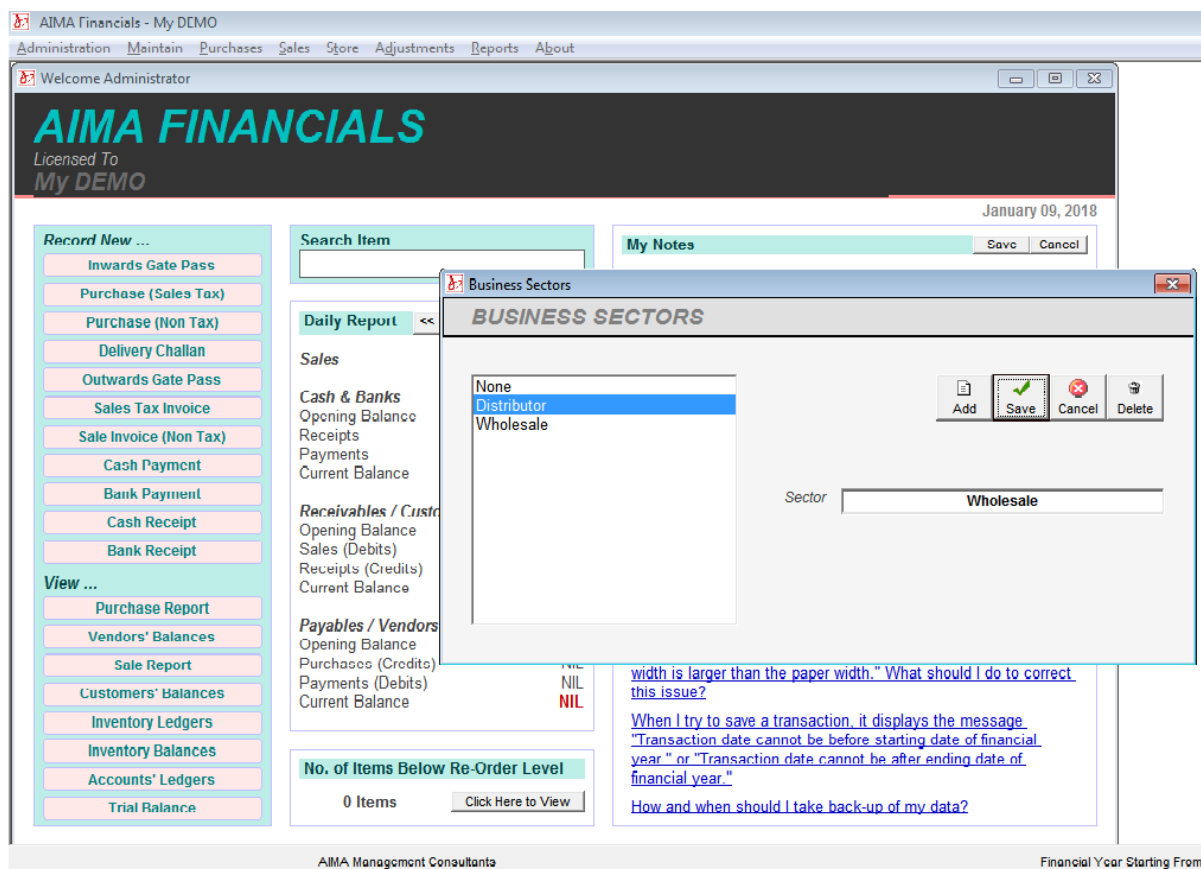
Open Maintain > Regions on the Main Menu.

The screenshot shows the 'Regions' window in the AIMA Financials software. The window has a title bar 'Regions' and a menu bar with 'Administration', 'Maintain', 'Purchases', 'Sales', 'Adjustments', 'Reports', and 'About'. Below the menu bar is a welcome message 'Welcome Iqbal Khan'. The main area is divided into two sections: 'Main Region' and 'Sub Region'. The 'Main Region' section has a list box containing 'Pakistan', 'UAE', and 'USA', with 'Pakistan' selected. To the right of the list box is a text field labeled 'Main Region' containing 'Pakistan'. Above the text field are four buttons: 'Add', 'Save', 'Cancel', and 'Delete'. The 'Sub Region' section has a list box containing 'Faisalabad', 'Islamabad', 'Karachi', 'Lahore', 'Multan', and 'Peshawar', with 'Karachi' selected. To the right of the list box is a text field labeled 'Sub Region' containing 'Karachi'. Above the text field are four buttons: 'Add', 'Save', 'Cancel', and 'Delete'. On the left side of the window, there is a vertical toolbar with buttons labeled 'Reco' and 'View'. At the bottom of the window, there is a status bar with the text 'Designed & Developed by Afroz Technologies' and 'Financial Year Starting From Jul 1, 2011 To Dec 31, 2012'.

You can define regions and sub regions for your customers that you can use later on to view reports accordingly. Regions are purely according to your own choice and can be set for countries, cities or smaller areas.

Business Sectors

Open Maintain > Business Sectors on the Main Menu.



Business sectors are also defined to differentiate between your customers and reports can be generated according to these.

Employees

Open Maintain > Employees on the Main Menu.

The screenshot shows the AIMA Financials - My DEMO application. The main window is titled 'Employees' and contains a list of employees. The first employee, 'Afzal Yasir Ali', is selected. To the right of the list is a form for entering employee details. The form includes the following fields:

- Name: Afzal
- Father Name: Muhammad
- Address: 12345
- Telephone: 12345
- E-Mail:
- N.I.C. No.:
- Date of Birth: 5 /13/1982
- Joining Date: 1 /12/2007
- Salary:
- Designation: Finance Manager
- Department: Finance
- Remarks:
- Reference:
- Job Left: ☐
- Leaving Date: 1 /12/2009

The sidebar on the left contains two sections: 'Record New ...' and 'View ...'. The 'Record New ...' section includes buttons for Inwards Gate Pass, Purchase (Sales Tax), Purchase (Non Tax), Delivery Challan, Outwards Gate Pass, Sales Tax Invoice, Sale Invoice (Non Tax), Cash Payment, Bank Payment, Cash Receipt, and Bank Receipt. The 'View ...' section includes buttons for Purchase Report, Vendors' Balances, Sale Report, Customers' Balances, Inventory Ledgers, Inventory Balances, Accounts' Ledgers, and Trial Balance. The bottom of the window shows the status bar with 'AIMA Management Consultants' and 'Financial Year Starting From Jul 1, 2016'.

You have the option to record general biodata of your staff and employees in this software. Please note that this is only for reference and is not used to generate attendance or payroll. For payroll, you must integrate your financials application with our payroll software.

You would find employee reference in all types of transactions, to record any employee involved in it. You can also use this option to link your sales with salesman so that you can filter your sales records according to salesman. This is also helpful in maintaining a record for cash and bank transactions.

How to Create a Chart of Inventory

Open Maintain > Chart of Inventory on the Main Menu.

The screenshot displays the 'Chart of Inventory' window with the following sections:

- Inventory Categories:**
 - Accessories
 - Electronics** (Selected)
 - Machinery

Main Category Code: ELEC
Main Category Name: Electronics
- Sub Inventory Categories:**
 - Televisions** (Selected)
 - Music Systems
 - Cameras

Sub Category Code: ELEC01
Sub Category Name: Televisions
- List of Inventory Items:**
 - Sony 14" TV
 - Philips 17" TV** (Selected)
 - Sony 21" TV

Item Code: ELEC010002
Item Name: Philips 17" TV
Item Description: Philips 17" TV
Brand Name: Philips
Purchase Price: 8500
Sales Tax Rate: 16 %
Excise Duty Rate: 0 %
Cost Valuation Method: ☒ Weighted Average Price ☐ Manual Valuation Cost
Valuation Cost: 7720
Re-Order Quantity: 10
Selling Price: 10625
Rack No.: L-A7
Inactive Item: ☐

Press: Ctrl+N to add new account, Ctrl+S to save changes and ESC to cancel

After developing your chart of accounts, you would be required to develop your chart of inventory. This is for all the items and products you deal in. All raw materials, different forms of work in process, finished goods etc are to be accorded in this chart. There are different formats for a successful chart of inventory, according to your needs. For better results, it is always recommended to do some paper work before finally transforming your chart of inventory in your software. This gives you better reporting.

It again has 3 levels as you saw in chart of accounts. You make a list of inventory categories in the first section. Then in every category, you design your sub categories and at the third level, your items are defined. You would see details to be recorded for your item, such as purchase price, selling price, measurement unit, re-order quantity, sales tax rates, valuation method.

By filling these details, it becomes easier later on while recording transactions. This information would display automatically when you select an item, though you would be able to change it for every transaction.

There are 2 different methods of cost valuation this software, weighted average cost and manual cost.

Weighted average cost is one of the recommended methods of valuation according to International Accounting Standards. By selecting this method, your software would always calculate your inventory cost automatically, by taking an average of all your purchases, by dividing total value of purchases by total quantity purchased.

If you select manual costing for your items, then you would need to give cost at which the items have to be valued.

Inventory cost has some real importance in your accounts because it affects your profits directly. So you must take care in deciding the method of cost valuation.

Most of the details for items can be set collectively and directly from *Maintain* in *Main Menu*, such prices, sales tax rate, re-order quantities and cost valuation methods.

Inventory Locations

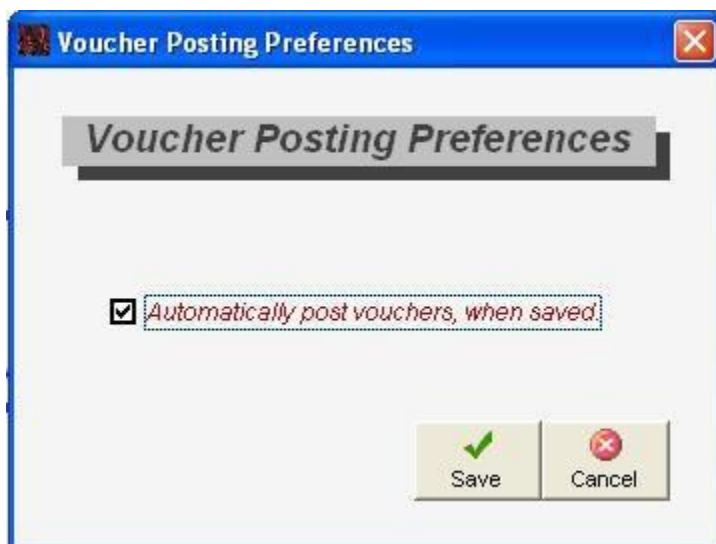
Open Maintain > Inventory Locations on the Main Menu.

The screenshot shows a software window titled "Inventory Locations" with a blue header bar. Below the header, the text "INVENTORY LOCATIONS" is displayed in a grey bar. The main area of the window is divided into two sections. On the left, there is a list box containing two items: "Godown" (which is highlighted with a blue background) and "Main Store". On the right, there are three buttons: "Add" (with a document icon), "Save" (with a green checkmark icon), and "Cancel" (with a red X icon). Below these buttons, there are two input fields. The first field is labeled "Location" and contains the text "Godown". The second field is labeled "Description" and is currently empty.

If you have more than one branch, shop or godowns and inventory moves from these multiple locations then you can maintain data for all locations separately as well. For this you need to create your inventory locations.

Voucher Posting

Open Maintain > Voucher Posting Preferences on the Main Menu.



AIMA Financials gives you option for approving and posting transactions / vouchers. The transactions are recorded and saved but the effect would only be shown in ledgers in the posting has been done for the same.

In voucher posting preferences, you would see an option for Automatically Post Vouchers When Saved. If you select this option then all your transactions would be posted when you save them but if it is unchecked then the transactions would be needed to be posted after saving to transfer effect to ledgers.

Inventory Movement Settings

Open Maintain > Inventory Movement Settings on the Main Menu.

Inventory Movement Settings

☐ Inwards Gate Passes

☒ Purchases

Outwards Inventory Movement Through

☐ Outwards Gate Passes

☐ Delivery Challans

☒ Sale Invoices

There are different types of transactions to record movement of inventory and some of them have similar nature. Since software also maintains your inventories and ledgers are prepared with all in and out movement, there it becomes necessary to select the correct mode of in / out movement in inventory.

As for inwards movement, Inwards Gate Passes and Purchase Bill can both be used for recording inventory. So you can select which document you want to use for the purpose and inventory ledgers would be update accordingly.

Similarly, Delivery Challans, Outwards Gate Passes and Sale Invoices can used for outwards movement of inventory and either of these documents can be selected to update ledgers.

This option can be changed later on but it would only affect future transactions and not the previously recorded.

Jobs

Open Maintain > Jobs on the Main Menu.

Job No.	Job Date	Description	Customer	Value of Job	Completion Date	Status
1	12-02-2011	Supply of General Items	Walk-in (Cash) Customer	170000	24/03/2011	Completed
2	21-03-2011	Machinery Import and Supply	Imam Din & Sons	65000		
3	02-02-2010	Supply of machinery parts	Pearl Fittings	80000		

Job No. 1 **Date** 12/2/2011
Job Description Supply of General Items
Order No. & Date 12/02/2011
Exp. Delivery Date 24/03/2011
Job Incharge
Estimated Cost 120000 **Value of Job** 170000
Job Completed ☒ **Completion Date** 24/03/2011
Delivery Ref. & Dt
Customer
Code 12001001
Name Walk-in (Cash) Customer
Contact
Address
Telephone
Remarks

Jobs are defined where contract based work is done or orders are processed individually. Jobs are defined with general details and a job reference is given at the time of recording transactions / vouchers. This gives you individual job ledgers also that you can view in reports.

Opening Balances

Inventory Opening Balances

Open Maintain > Inventory Opening Balances on the Main Menu.

Item Code	Description	Quantity	Unit	Rate	Amount
ELEC020001	Sony GP8500 Music System	1.00	Pcs	17000.00	17000.00
MACH010002	EFI Tuning Monitors	1.00	Pcs	50000.00	50000.00
MACH020001	Treadmill	1.00	Pcs	15000.00	15000.00
MACH020002	Exercise Cycle	2.00	Pcs	5000.00	10000.00
MACH030001	Weaving Machine	1.00	Pcs	95000.00	95000.00
MACH030002	Sewing Machine	3.00	Pcs	10000.00	30000.00
ELEC010001	Sony 14" TV	2.00	Pcs	5800.00	11600.00
MACH010001	Tyre Alignment Machine	2.00	Pcs	43000.00	86000.00
ELEC010003	Sony 21" TV	3.00	Pcs	9000.00	27000.00
ACC010005	Fan Capacitors	34.00	Pcs	12.00	408.00
ELEC020002	LO 980 Music System	1.00	Pcs	11000.00	11000.00
ELEC030001	Canon LP800 Digital Camera	5.00	Pcs	9000.00	45000.00
ACC010001	Oven Knobs	42.00	Pcs	25.00	1050.00
ACC010002	Geyser Knobs	123.00	Pcs	22.00	2706.00
ACC010003	Oven Glass	4.00	Pcs	900.00	3600.00
ACC010004	Hearing Aids	3.00	Pcs	5000.00	15000.00
ELEC010002	Philips 17" TV	3.00	Pcs	7200.00	21600.00
Totals					441964.00

Opening balances are given for the date since when the software is being started.

Select inventory location. Then you fill out details of items and their balances. If you want to import full list of items in your chart of inventory in opening balances, just click "Import Items" and the entire list would be imported in your opening balances. You would only need to enter balances. Now click "Save" or "Print". If you do not wish to save the changes, then click "Cancel" button.

Note that these balances would appear as opening balances in your inventory ledgers. You must also give a debit of total value of opening inventory balances in accounts opening balances to the account *Opening Inventory*.

Account Opening Balances

Open Maintain > Accounts Opening Balances on the Main Menu.

Account Code	Account Name	Debit	Credit
10001001	Cash in Hand	12912.00	
11002001	Habib Bank Ltd (Acc No. 31-511451214-1)	59652.00	
11002002	Royal Bank of Scotland (Acc No. 42321254)	2567.00	
11002003	Standard Chartered Bank (Acc No. 12-1314515-61)	5125.00	
12004001	Fine Packaging Incorporated	128412.00	
12002001	Imam Din & Sons	6345.00	
12002002	Pearl Fittings	40000.00	
12002003	Prime Trading Limited	21745.00	
14002001	Advance to Shafiq	5000.00	
14003001	Office Security	80000.00	
16001001	Electric Equipment	51200.00	
16002001	Furniture & Fixtures	103452.00	
16006001	Vehicles	522300.00	
16003001	Land & Building	1500000.00	
16004001	Computer & Accessories	52309.00	
16005001	Plant & Machinery	11000.00	
18001001	Investments in Mutual Funds	180000.00	
21002001	Arif Trading Company		285374.00
21002002	S.A.S. Corporation		789000.00
21002003	Waheed Impex		215332.00
23001001	Loan from Mr. Akbar		100000.00
Totals		4821490.00	4821490.00

Opening balances are given for the date since when the software is being started.

Fill out details of accounts and their balances. Give debit for debit balances and credit for credit for balances. Now click “Save” or “Print”. If you do not wish to save the changes, then click “Cancel” button.

Note that these balances would appear as opening balances in your ledgers. You must also give a debit of total value of opening inventory balances in accounts opening balances to the account *Opening Inventory*.

Purchase Module

Purchase Orders

Open Purchases > Purchase Orders on the Main Menu.

Administration Maintain Purchases Sales Adjustments Reports About					
Purchase Orders					
New Vendor	New Item	Add	Save (Ctrl+S)	Cancel	Delete
Convert I.G.P.	Convert Purchase (Tax)	Convert Purchase	Find	Retrieve Last Saved	Print Settings
Print					

Serial No	<input type="text" value="2"/>	Vendor	<input type="text" value="21002002"/>	Balance	<input type="text" value="487836.00 Cr"/>
Date	<input type="text" value="23/3/2012"/>	Name	<input type="text" value="S.A.S. Corporation"/>		
Date to be Delivered	<input type="text" value="31/03/2012"/>	Address	<input type="text" value="32 - Trunk Road, Fakharabad, Sialkot."/>		
Terms of Payment	<input type="text" value="15 Days Credit"/>	Telephone	<input type="text" value="2442345"/>		
Job No & Description	<input type="text"/>	GST Reg. No.	<input type="text"/>	NTN	<input type="text"/>
Employee Reference	<input type="text" value="Azhar Nadeem"/>				

Converted To: ☐
 I.G.P. No. 2

Item Code	Description	Quantity	Unit	Rate	Amount
MACH010001	Tyre Alignment Machine	2.00	Pcs	45000.00	90000.00
MACH010002	EFI Tuning Monitors	1.00	Pcs	53000.00	53000.00
Totals					143000.00

Amount in Words: **Rupees one hundred forty-three thousand and 00/100 only.**

Terms & Conditions	1- The price mentioned are final and no escalation due to increase in taxes, duties, labour & material - whatsoever will be admissible. 2- The quality of ordered items must confirm to our specifications.	Remarks	<div style="height: 100px;"></div>
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Set as Default Terms & Conditions

Purchase orders are created whenever you want to place an order with your vendor.

A serial and date is generated automatically. You select vendor at the right top by giving vendor code or name and then selecting from the drop down list. Then you fill out details of items that are being ordered. You can also give other details that are optional. Now click “Save” or “Print”. If you do not wish to save the changes, then click “Cancel” button. You can retrieve any transaction / voucher, you just saved by clicking on “Retrieve Last Saved”.

If you need to find any particular order, click on “Find” and search with respect to different criteria. Then double click the selected transaction to open in edit mode.

Note that purchase orders do not affect any ledgers, either accounts or inventory.

Inwards Gate Passes

Open Purchases > Inwards Gate Passes on the Main Menu.

[illegible]

Inwards gate passes are optional documents, as the name suggests, created when you receive a supply from your vendor.

A serial and date is generated automatically. You select vendor at the right top by giving vendor code or name and then selecting from the drop down list. Then you fill out details of items that are being received. You can also give other details that are optional. Now click “Save” or “Print”. If you do not wish to save the changes, then click “Cancel” button. You can retrieve any transaction / voucher, you just saved by clicking on “Retrieve Last Saved”.

If you need to find any particular gate pass, click on “Find” and search with respect to different criteria. Then double click the selected transaction to open in edit mode.

Note that inwards gate pass will affect inventory ledgers only if they have been set to be used for inventory movement.

Purchases / Vendor Invoices

Open Purchases > Purchases on the Main Menu.

Administration Maintain Purchases Sales Adjustments Reports About

Purchases (Sales Tax)

PURCHASES

New Vendor New Item Add Save (Ctrl+S) Cancel Delete Un-Post Find Retrieve Last Saved Print Voucher

Serial No: 5 Date: 19/2/2012 Vendor Invoice No: SAS441 Purchase Order No: 62 Terms of Payment: CREDIT Expense Account: 50001002 Purchases

Vendor Code: 21002002 Balance: 487836.00 Cr Name: S.A.S. Corporation Address: 32 - Trunk Road, Fakharabad, Sialkot Telephone: 2442345 GST Reg. No. NTN

Item Code	Description	Quantity	Unit	Rate	Value Excl. Tax	GST Rate	GST Amount	SED Rate	SED Amount	Value Incl. Tax
ELEC020001	Sony GP8500 Music System	1.00	Pcs	18000.00	18000.00	16	2880.00	0	0.00	20880.00
ELEC010002	Philips 17" TV	3.00	Pcs	8600.00	25800.00	16	4128.00	0	0.00	29928.00
ELEC010001	Sony 14" TV	2.00	Pcs	6400.00	12800.00	16	2048.00	0	0.00	14848.00
Totals					56600.00		9056.00		0.00	65656.00

Inventory Location: Main Store Job No & Description: Employee Reference: Faisal Riaz Remarks: Electronics for general sale orders

Amount in Words: Rupees sixty-five thousand, six hundred fifty-six and 00/100 only.

Carriage and Freight: 0.00 Net Total: 65656.00 Amount Paid: 0.00 Balance: 65656.00

Designed & Developed by Afroz Technologies Financial Year Starting From Jul 1, 2011 To Dec 31, 2012

Purchases are recorded when you receive an invoice your vendor. A serial and date is generated automatically. You select vendor at the right top by giving vendor code or name and then selecting from the drop down list. Vendor invoice number is a must to be given for reference use. Then you fill out details of items that are purchased. You can also give other details that are optional. Now click "Save" or "Print". If you do not wish to save the changes, then click "Cancel" button. You can retrieve any transaction / voucher, you just saved by clicking on "Retrieve Last Saved". If you need to find any particular purchase, click on "Find" and search with respect to different criteria. Then double click the selected transaction to open in edit mode. Note that purchases will affect inventory ledgers only if they have been set to be used for inventory movement and the vendor would automatically be credited with the balance amount. If it's a cash purchase, you must give the amount paid in the respective field before saving.

Purchase Returns

Open Purchases > Purchase Returns on the Main Menu.

Administration Maintain Purchases Sales Adjustments Reports About

Purchase Returns / Debit Notes

PURCHASE RETURNS / DEBIT NOTES

New Vendor New Item Add Save (Ctrl+S) Cancel Delete Un-Post Find Retrieve Last Saved Print Voucher

Serial No: 1 Date: 10/2/2012 Purchase No: 3 Vendor Invoice No: ATC 5411 Nature of Debit Note: Purchase Return (Reduces Inventory) Terms of Payment: CREDIT Expense Account: 50001003 Purchase Returns

Vendor Code: 21002001 Balance: 322392.00 Cr Name: Arif Trading Company Address: 45 Jalal Nagar, Nizampura, Hyderabad Telephone: 3124124 GST Reg. No. NTN

Item Code	Description	Quantity	Unit	Rate	Value Excl. Tax	GST Rate	GST Amount	SED Rate	SED Amount	Value Incl. Tax
ELEC010002	Phillips 17" TV	1.00	Pcs	8400.00	8400.00	16	1344.00	0	0.00	9744.00
Totals					8400.00		1344.00		0.00	9744.00

Inventory Location: Main Store Job No & Description: Employee Reference: Faisal Riaz Remarks: defective piece returned

Amount in Words: Rupees nine thousand, seven hundred forty-four and 00/100 only.

Carriage and Freight: 0.00 Net Total: 9744.00 Amount Received: 0.00 Balance: 9744.00

Designed & Developed by Afroz Technologies Financial Year Starting From Jul 1, 2011 To Dec 31, 2012

Purchase returns are recorded, if you return full or a part of your purchases.

A serial and date is generated automatically. You select vendor at the right top by giving vendor code or name and then selecting from the drop down list. Vendor invoice number or purchase number is a must to be given for reference use. Then you fill out details of items that are being returned. You can also give other details that are optional. Now click "Save" or "Print". If you do not wish to save the changes, then click "Cancel" button. You can retrieve any transaction / voucher, you just saved by clicking on "Retrieve Last Saved". If you need to find any particular purchase return, click on "Find" and search with respect to different criteria. Then double click the selected transaction to open in edit mode. Note that purchase returns will update inventory ledgers only if they have been set to be used for inventory movement and the vendor would automatically be debited with the balance amount. If it's a cash purchase return, you must give the amount received in the respective field before saving.

Cash Payments

Open Purchases > Cash Payments on the Main Menu.

CASH PAYMENTS

Serial No: 9 Date: 25/3/2012 Cancel ☐

Job No & Description: Employee Reference: Faisal Riaz

Cash Account: 10001001 Cash in Hand Balance: 99727.00 Dr

Account Code	Account Name	Description	Amount
60001003	Electricity Expense	electricity bill for march 2009	5462.00
60001011	Telephone Expenses	telephone bills	4642.00
60001005	Miscellaneous Expenses	Club membership fee	5000.00
60001006	Office Repairs & Maintenance	Door repairs	3500.00
60001007	Postage	Monthly courier bill	2436.00
60001008	Printing & Stationary	Letterhead and other stationery printing	8573.00
60001014	Water & Gas Expenses	Water bill march 2009	1241.00
Totals			30854.00

Amount in Words: Rupees zero and 00/100 only.

Remarks: Office expenses paid

Designed & Developed by Atroz Technologies Financial Year Starting From Jul 1, 2011 To Dec 31, 2012

Whenever you make any cash payment, either petty or payment to a vendor, you must record it in your cash payment vouchers.

A serial and date is generated automatically. Select whether it's a petty payment or a payment to a vendor. Now select cash account. If it is a petty payment then give details of accounts paid to give proper debit to them. If it is a payment to a vendor, then select vendor. If you know the invoice number then give it in the section provided for it or press 'F4' to display list of pending invoices. Double click on the subject invoices. Select tax rates or other adjustments. Now click "Save" or "Print". If you do not wish to save the changes, then click "Cancel" button. You can retrieve any transaction / voucher, you just saved by clicking on "Retrieve Last Saved".

If you need to find any particular cash payment, click on "Find" and search with respect to different criteria. Then double click the selected transaction to open in edit mode.

Bank Payments

Open Purchases > Bank Payments on the Main Menu.

BANK PAYMENTS

Serial No: 6 Date: 15/3/2012 Cancel ☐ POSTED

Job No & Description: Employee Reference: Azhar Nadeem

Bank Account: 11002001 Habib Bank Ltd (Acc No. 31-511451214-1) Balance: 346228.00 Dr

Cheque No: 31234529 Cheque Date: 19/3/2012

Paid To: 21002001 Arif Trading Company Balance: 322392.00 Cr

Detail of Purchase Invoices Against Which Amount has been Paid

Invoice No.	Invoice Date	Cheque Paid for Amount	W.H.T. Rate %	W.H.T. Amount	Flood Tax Rate %	Flood Tax Amount	G.S.T. Rate %	G.S.T. Amount	Advance Adjusted	Discount Received	Total Debited to Party
ATC12	20-09-2011	141896.00	3.50	5250.00		0.00	1.00	2854.00	0.00	0.00	150000.00
ATC 5411	05-02-2012	60609.00	3.50	2275.00		0.00	1.00	2116.00	0.00	0.00	65000.00
Prepayment / Advance		0.00									0.00
Totals		202505.00		7525.00		0.00		4970.00	0.00	0.00	215000.00

Amount in Words: Rupees two hundred fifteen thousand and 00/100 only.

Remarks: account payment made

Designed & Developed by Afroz Technologies Financial Year Starting From Jul 1, 2011 To Dec 31, 2012

Whenever you make any bank payment, either petty or payment to a vendor, you must record it in your bank payment vouchers.

A serial and date is generated automatically. Select whether it's a petty payment or a payment to a vendor. Now select bank account. If it is a petty payment then give details of accounts paid to give proper debit to them. If it is a payment to a vendor, then select vendor. If you know the invoice number then give it in the section provided for it or press 'F4' to display list of pending invoices. Double click on the subject invoices. Select tax rates or other adjustments. Now click "Save" or "Print". If you do not wish to save the changes, then click "Cancel" button. You can retrieve any transaction / voucher, you just saved by clicking on "Retrieve Last Saved".

If you need to find any particular cash payment, click on "Find" and search with respect to different criteria. Then double click the selected transaction to open in edit mode.

Sales Module

Quotations

Open Sales > Quotations on the Main Menu.

Administration Maintain Purchases Sales Adjustments Reports About

Quotations

QUOTATIONS New Customer New Item Add Save (Ctrl+S) Cancel Delete Convert Order Convert D.C. Convert Invoice (Tax) Convert Invoice Find Retrieve Last Saved Print Settings Print

Serial No: 1 Date: 21/3/2012 Valid Till: 31/04/2012 Terms of Payment: 15 Days Credit Employee Reference: Faisal Riaz Subject Line: QUOTATION FOR TELEVISION SETS

Customer Code: 12002003 Balance: 233820.00 Dr Name: Prime Trading Limited Contact Person: Mr Faisal Address: 43 - Dayal Singh Mansion, Mall Road, Lahore. Telephone:

Item Code	Description	Quantity	Unit	Rate	Value Excl. Tax	GST Rate	GST Amount	SED Rate	SED Amount	Value Incl. Tax
ELEC010001	Sony 14" TV	5.00	Pcs	8125.00	40625.00	16	6500.00	0	0.00	47125.00
ELEC010002	Philips 17" TV	8.00	Pcs	10625.00	85000.00	16	13600.00	0	0.00	98600.00
ELEC010003	Sony 21" TV	3.00	Pcs	12125.00	36375.00	16	5820.00	0	0.00	42195.00
Totals					162000.00		25920.00		0.00	187920.00

Amount in Words: Rupees one hundred sixty-two thousand and 00/100 only.

Terms & Conditions: All prices are exclusive of sales tax and excise duty.

Remarks:

Set as Default Terms & Conditions

Designed & Developed by Afroz Technologies Financial Year Starting From Jul 1, 2011 To Dec 31, 2012

Quotations are created to communicate your sale prices to a prospective customer as a step to secure an order.

A serial and date is generated automatically. You select customer at the right top by giving customer code or name and then selecting from the drop down list. Then you fill out details of items that are being quoted for. You can also give other details that are optional. Now click "Save" or "Print". If you do not wish to save the changes, then click "Cancel" button. You can retrieve any transaction / voucher, you just saved by clicking on "Retrieve Last Saved". If you need to find any particular order, click on "Find" and search with respect to different criteria. Then double click the selected transaction to open in edit mode.

Note that quotations do not affect any ledgers, either accounts or inventory.

Sale Orders

Open Sales > Sale Orders on the Main Menu.

Administration Maintain Purchases Sales Adjustments Reports About

Sale Orders

SALE ORDERS

New Customer New Item Add Save (Ctrl+S) Cancel Delete Convert D.C. Convert Invoice (Tax) Convert Invoice Find Retrieve Last Saved Print

Serial No: 1 Date: 31/3/2012 Cancel ☐

Customer Code: 12002003 Balance: 233820.00 Dr

Name: Prime Trading Limited

Address: 43 - Dayal Singh Mansion, Mall Road, Lahore.

Telephone: GST Reg. No. NTN

Customer Order Ref: AS 121 Delivery Date: 15/05/2011

Terms of Payment: 15 Days Credit

Job No & Description: Employee Reference: Faisal Riaz

Item Code	Description	Quantity	Unit	Rate	Value Excl. Tax	GST Rate	GST Amount	SED Rate	SED Amount	Value Incl. Tax
ELEC010001	Sony 14" TV	5.00	Pcs	8125.00	40625.00	16	6500.00	0	0.00	47125.00
ELEC010002	Philips 17" TV	8.00	Pcs	10625.00	85000.00	16	13600.00	0	0.00	98600.00
ELEC010003	Sony 21" TV	3.00	Pcs	12125.00	36375.00	16	5820.00	0	0.00	42195.00
Totals					162000.00		25920.00		0.00	187920.00

Amount in Words: Rupees one hundred sixty-two thousand and 00/100 only.

Remarks:

Designed & Developed by Afroz Technologies Financial Year Starting From Jul 1, 2011 To Dec 31, 2012

Sale orders are created whenever you receive an order from your customer.

A serial and date is generated automatically. You select customer at the right top by giving customer code or name and then selecting from the drop down list. Then you fill out details of items that are being ordered. You can also give other details that are optional. Now click "Save" or "Print". If you do not wish to save the changes, then click "Cancel" button. You can retrieve any transaction / voucher, you just saved by clicking on "Retrieve Last Saved".

If you need to find any particular order, click on "Find" and search with respect to different criteria. Then double click the selected transaction to open in edit mode.

Note that sale orders do not affect any ledgers, either accounts or inventory.

Delivery Challans

Open Sales > Delivery Challans on the Main Menu.

[illegible]

Delivery challans are optional documents, as the name suggests, created when you supply an order to your customer.

A serial and date is generated automatically. You select customer at the right top by giving customer code or name and then selecting from the drop down list. Then you fill out details of items that are being supplied. You can also give other details that are optional. Now click “Save” or “Print”. If you do not wish to save the changes, then click “Cancel” button. You can retrieve any transaction / voucher, you just saved by clicking on “Retrieve Last Saved”.

If you need to find any particular delivery challan, click on “Find” and search with respect to different criteria. Then double click the selected transaction to open in edit mode.

Note that outwards gate pass will affect inventory ledgers only if they have been set to be used for inventory movement.

Outwards Gate Passes

Open Sales > Outwards Gate Passes on the Main Menu.

Administration Maintain Purchases Sales Adjustments Reports About

Outwards Gate Passes

OUTWARDS GATE PASSES

New Customer New Item Add Save (Ctrl+S) Cancel Delete Convert Invoice (Tax) Convert Invoice Find Retrieve Last Saved Print

Serial No: 17 Date: 3/4/2012 Cancel ☐

Purchase Order No. AS 121 Dated 23/3/2012

Delivery Challan No. 17 Dated 3/4/2012

Job No & Description

Customer Code: 12002003

Name: Prime Trading Limited

Address: 43 - Dayal Singh Mansion, Mall Road, Lahore.

Telephone:

Item Code	Description	Quantity	Unit	Packing Detail
ELEC010001	Sony 14" TV	3.00	Pcs	
ELEC010002	Philips 17" TV	5.00	Pcs	
ELEC010003	Sony 21" TV	3.00	Pcs	

Inventory Location: Main Store Time of Supply: 11:50:25 PM

Vehicle Description: Driver Name:

Remarks:

Designed & Developed by Afroz Technologies Financial Year Starting From Jul 1, 2011 To Dec 31, 2012

Outwards gate passes are optional documents, as the name suggests, created when you supply an order to your customer.

A serial and date is generated automatically. You select customer at the right top by giving customer code or name and then selecting from the drop down list. Then you fill out details of items that are being supplied. You can also give other details that are optional. Now click "Save" or "Print". If you do not wish to save the changes, then click "Cancel" button. You can retrieve any transaction / voucher, you just saved by clicking on "Retrieve Last Saved".

If you need to find any particular gate pass, click on "Find" and search with respect to different criteria. Then double click the selected transaction to open in edit mode.

Note that outwards gate pass will affect inventory ledgers only if they have been set to be used for inventory movement.

Sale Invoices

Open Sales > Sale Invoices on the Main Menu.

Administration Maintain Purchases Sales Adjustments Reports About

Sales Tax Invoices

SALES TAX INVOICES

New Customer New Item Add Save (Ctrl+S) Cancel Delete Un-Post Convert D.C. Convert O.G.P. Find Retrieve Last Saved Print Settings Print Voucher

Serial No: 17 Date: 3/4/2012 Invoice Type: Sale Invoice Purchase Order No.: AS 121 Delivery Challan No.: 17 Terms of Payment: 15 Days Credit Income Account: 40001001 Sales

Customer Code: 12002003 Name: Prime Trading Limited Address: 43 - Dayal Singh Mansion, Mall Road, Lahore. Telephone: GST Reg. No.: NTN

Converted To: O.G.P. No. 17

Item Code	Description	Quantity	Unit	Rate	Value Excl. Tax	GST Rate	GST Amount	SED Rate	SED Amount	Value Incl. Tax
ELEC010001	Sony 14" TV	3.00	Pcs	8125.00	24375.00	16	3900.00	0	0.00	28275.00
ELEC010002	Philips 17" TV	5.00	Pcs	10625.00	53125.00	16	8500.00	0	0.00	61625.00
ELEC010003	Sony 21" TV	3.00	Pcs	12125.00	36375.00	16	5820.00	0	0.00	42195.00
Totals					113875.00		18220.00		0.00	132095.00

Inventory Location: Main Store Job No & Description: Employee Reference: Faisal Riaz Remarks:

Amount in Words: Rupees one hundred thirty-two thousand, ninety-five and 00/100 only.

Carriage and Freight: 0.00 Net Total: 132095.00 Amount Received: 0.00 Balance: 132095.00

Designed & Developed by Afroz Technologies Financial Year Starting From Jul 1, 2011 To Dec 31, 2012

Sale invoices are created when your sales have been confirmed, usually after or with the supplies made to customer. A serial and date is generated automatically. You select customer at the right top by giving customer code or name and then selecting from the drop down list. Then you fill out details of items that are being sold. You can also give other details that are optional. Now click "Save" or "Print". If you do not wish to save the changes, then click "Cancel" button. You can retrieve any transaction / voucher, you just saved by clicking on "Retrieve Last Saved". If you need to find any particular sale invoice, click on "Find" and search with respect to different criteria. Then double click the selected transaction to open in edit mode. Note that sale invoices will affect inventory ledgers only if they have been set to be used for inventory movement and the customer would automatically be debited with the balance amount. If it's a cash sale, you must give the amount received in the respective field before saving.

Sale Returns

Open Sales > Sale Returns on the Main Menu.

AIMA Financials - Airoz Technologies Company (Private) Ltd.

Administration Maintain Purchases Sales Adjustments Reports About

Sale Returns / Credit Notes

SALE RETURNS / CREDIT NOTES

New Customer New Item Add Save (Ctrl+S) Cancel Delete Un-Post Find Retrieve Last Saved Print Voucher

Serial No: 1 Date: 9/3/2012 Sale Invoice No.: 12 Dated: 29/2/2012 Nature of Credit Note: Sale Return (Increases Inventory) Terms of Payment: CASH Income Account: 40001002 Sales Return

Customer Code: 12002003 Balance: 233820.00 Dr Name: Prime Trading Limited Address: 43 - Dayal Singh Mansion, Mall Road, Lahore. Telephone: GST Reg. No.: NTN:

Item Code	Description	Quantity	Unit	Rate	Value Excl. Tax	GST Rate	GST Amount	SED Rate	SED Amount	Value Incl. Tax
ELEC010001	Sony 14" TV	1.00	Pcs	8125.00	8125.00	16	1300.00	0	0.00	9425.00
Totals					8125.00		1300.00		0.00	9425.00

Inventory Location: Main Store Job No & Description: Employee Reference: Faisal Riaz Remarks: Returned being defective parts

Amount in Words: Rupees nine thousand, four hundred twenty-five and 00/100 only.

Carriage and Freight: 0.00 Net Total: 9425.00 Amount Paid: 0.00 Balance: 9425.00

Designed & Developed by Afroz Technologies Financial Year Starting From Jul 1, 2011 To Dec 31, 2012

Sale returns are recorded, if full or a part of your sales are returned to you.

A serial and date is generated automatically. You select customer at the right top by giving customer code or name and then selecting from the drop down list. Sale invoice number is a must to be given for reference use. Then you fill out details of items that are being returned. You can also give other details that are optional. Now click "Save" or "Print". If you do not wish to save the changes, then click "Cancel" button. You can retrieve any transaction / voucher, you just saved by clicking on "Retrieve Last Saved". If you need to find any particular sale return, click on "Find" and search with respect to different criteria. Then double click the selected transaction to open in edit mode. Note that sale returns will update inventory ledgers only if they have been set to be used for inventory movement and the customer would automatically be credited with the balance amount. If it's a cash sale return, you must give the amount paid in the respective field before saving.

Cash Receipts

Open Sales > Cash Receipts on the Main Menu.

[illegible]

Whenever you receive any cash, either petty or receipt from a customer, you must record it in your cash receipt vouchers.

A serial and date is generated automatically. Select whether it's a petty receipt or a receipt from a customer. Now select cash account. If it is a petty receipt then give details of accounts from where the amount has been received to give proper credit to them. If it is a receipt from a customer, then select customer. If you know the invoice number then give it in the section provided for it or press 'F4' to display list of pending invoices. Double click on the subject invoices. Select tax rates or other adjustments. Now click "Save" or "Print". If you do not wish to save the changes, then click "Cancel" button. You can retrieve any transaction / voucher, you just saved by clicking on "Retrieve Last Saved".

If you need to find any particular cash receipt, click on “Find” and search with respect to different criteria. Then double click the selected transaction to open in edit mode.

Bank Receipts


Open Sales > Bank Receipts on the Main Menu.

Administration Maintain Purchases Sales Adjustments Reports About

Bank Receipts

BANK RECEIPTS

New Account Add Save (Ctrl+S) Cancel Delete Un-Post Find Retrieve Last Saved Print Voucher

Serial No: 7 Date: 23/ 2 /2012 Cancel ☐ 

Job No & Description: Employee Reference: Faisal Riaz

Bank Account: 11002001 Habib Bank Ltd (Acc No. 31-511451214-1) Balance: 346228.00 Dr

Cheque No: 6346457 Drawn On Bank: HBL Cheque Date: 3/3/2012

Received From: 12002003 Prime Trading Limited Balance: 233820.00 Dr

Detail of Sale Invoices Against Which Amount has been Received

Invoice No.	Invoice Date	Cheque Received for Amount	W.H.T. Rate %	W.H.T. Amount	Flood Tax Rate %	Flood Tax Amount	G.S.T. Rate %	G.S.T. Amount	Advance Adjusted	Discount Given	Total Credited to Party
12	29-02-2012	55562.00	3.50	2100.00		0.00	1.00	2338.00	0.00	0.00	60000.00
7	13-02-2012	215438.00	3.50	7917.00		0.00	1.00	1950.00	0.00	895.00	226200.00
Prepayment / Advance		0.00									0.00
Totals		271000.00		10017.00		0.00		4288.00	0.00	895.00	286200.00

Amount in Words: Rupees two hundred eighty-six thousand, two hundred and 00/100 only.

Remarks: Payment cleared for invoice no 7

Designed & Developed by Afroz Technologies Financial Year Starting From Jul 1, 2011 To Dec 31, 2012

Whenever you receive any cheque, either petty or receipt from a customer, you must record it in your bank receipt vouchers.

A serial and date is generated automatically. Select whether it's a petty receipt or a receipt from a customer. Now select bank account. If it is a petty receipt then give details of accounts from where the amount has been received to give proper credit to them. If it is a receipt from a customer, then select customer. If you know the invoice number then give it in the section provided for it or press 'F4' to display list of pending invoices. Double click on the subject invoices. Select tax rates or other adjustments. Now click "Save" or "Print". If you do not wish to save the changes, then click "Cancel" button. You can retrieve any transaction / voucher, you just saved by clicking on "Retrieve Last Saved".

If you need to find any particular bank receipt, click on "Find" and search with respect to different criteria. Then double click the selected transaction to open in edit mode.

Adjustments

General Journal

Open Adjustments > General Journal on the Main Menu.

GENERAL JOURNAL VOUCHER

Serial No: 1 Date: 23/1/2012

Job No & Description: Employee Reference: Babar Imran

Description: Advance salary adjusted

Account Code	Account Name	Description	Debit	Credit
60001010	Salaries	Advance salary adjusted	5000.00	
14002001	Advance to Shafiq	Advance salary adjusted		5000.00
Totals			5000.00	5000.00

Amount in Words: Rupees five thousand and 00/100 only.

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General journal vouchers are used to record any kind of transactions that are not recorded in previously explained transactions.

A serial and date is generated automatically. Give details of accounts to be debited and credited. The totals of your debits and credits must be equal. Now click "Save" or "Print". If you do not wish to save the changes, then click "Cancel" button. You can retrieve any transaction / voucher, you just saved by clicking on "Retrieve Last Saved".

If you need to find any particular general journal voucher, click on "Find" and search with respect to different criteria. Then double click the selected transaction to open in edit mode.

Inventory Transfers

Open Adjustments > Inventory Transfers on the Main Menu.

Inventory Transfers						
<div style="float: right; text-align: right;"> <input type="button"/> <input type="button"/> <input type="button"/> </div>						
INVENTORY TRANSFERS						
<input type="button" value="New Item"/> <input type="button" value="Add"/> <input type="button" value="Save (Ctrl+S)"/> <input type="button" value="Cancel"/> <input type="button" value="Delete"/> <input type="button" value="Un-Post"/> <input type="button" value="Find"/> <input type="button" value="Retrieve Last Saved"/> <input type="button" value="Print"/>						
Serial No	<<	<input style="width: 40px;" type="text" value="2"/>	>>	 Cancel <input type="checkbox"/>		
Date	<div><div></div>28/1 /2012<div></div></div>					
Transfer From Location	<div><div></div>Godown<div></div></div>			Transfer To Location	<div><div></div>Main Store<div></div></div>	
Transfer From Job No.	<div><div></div><div></div><div></div></div>			Transfer To Job No.	<div><div></div><div></div><div></div></div>	
Employee Reference	<div><div></div>Azhar Nadeem<div></div></div>					
	<i>Item Code</i>	<i>Description</i>	<i>Quantity</i>	<i>Unit</i>	<i>Rate</i>	<i>Amount</i>
▶	ACC010001	Oven Knobs	200.00	Pcs	25.00	5000.00
▶	ACC010002	Geyser Knobs	200.00	Pcs	22.00	4400.00
Totals						9400.00
Amount in Words: Rupees nine thousand, four hundred and 00/100 only.						
Remarks	<div>shifted to main store for sales</div>					

Inventory transfers are used to record any kind of transfers from your one location to another.

A serial and date is generated automatically. Select the locations to be transferred from and to. Give details of items to be transferred. Now click "Save" or "Print". If you do not wish to save the changes, then click "Cancel" button. You can retrieve any transaction / voucher, you just saved by clicking on "Retrieve Last Saved".

If you need to find any particular general journal voucher, click on “Find” and search with respect to different criteria. Then double click the selected transaction to open in edit mode.

This would keep the total balance of those items same with you but location wise balances would be updated.

Production and Assembly

Open Adjustments > Production and Assembly on the Main Menu.

Administration Maintain Purchases Sales Adjustments Reports About

Production & Assembly

PRODUCTION & ASSEMBLY

New Item Add Save (Ctrl+S) Cancel Delete Un-Post Find Retrieve Last Saved Print Voucher

Serial No: 1 Date: 23/4/2012 Inventory Location: Main Store Job No & Description: Employee Reference: Cancel ☐

PROCESS INPUTS -- Raw Materials / Work in Process Included in Process

Item Code	Description	Quantity	Unit	Rate	Amount
ACC010001	Oven Knobs	40.00	Pcs	24.74	989.60
ACC010002	Geyser Knobs	20.00	Pcs	22.20	444.00

Labour Cost: 300.00 Factory Overhead: 66.40 Material Cost: 1433.60

Production Outsource to Party: Outsourcing Charges: 0.00

Input Account to be Credited: Purchases **Total Cost of Production: 1800.00**

PROCESS OUTPUTS -- Work in Process / Finished Goods Produced from Process

Item Code	Description	Quantity	Unit	Rate	Amount
ACC010003	Oven Glass	2.00	Pcs	900.00	1800.00

Output Account to be Debited: Finished Goods **Total Cost of Goods Manufactured: 1800.00**

Amount in Words: Rupees one thousand, eight hundred and 00/100 only.

Remarks: oven glass produced

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Production module is used to record your production process and conversions of items from one state to another.

A serial and date is generated automatically. Select the location where production is taking place. Give details of items to be used as raw materials or process inputs. Give any labour and factory overhead to be allocated to the process. If the process has been outsourced then select the party and give outsourcing charges. Select account to be credited. Similarly, select items produced or process outputs. Now click "Save" or "Print". If you do not wish to save the changes, then click "Cancel" button. You can retrieve any transaction / voucher, you just saved by clicking on "Retrieve Last Saved". If you need to find any particular production voucher, click on "Find" and search with respect to different criteria. Then double click the selected transaction to open in edit mode. This would reduce the balance of items selected in process inputs and add the items which have been produced as process outputs.

Add Inventory Adjustments

Open Adjustments > Add Inventory Adjustments on the Main Menu.

ADD INVENTORY ADJUSTMENTS

Serial No: 1
Date: 26/2/2012
Inventory Location: Main Store
Job No & Description:
Employee Reference: Azhar Nadeem

POSTED

Item Code	Description	Quantity	Unit	Rate	Amount
ACC010002	Geyser Knobs	4.00	Pcs	22.00	88.00
ACC010001	Oven Knobs	3.00	Pcs	25.00	75.00
Totals					163.00

Amount in Words: Rupees one hundred sixty-three and 00/100 only.

Remarks: Physical difference adjusted

Cancel ☐

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Financial Year Starting From Jul 1, 2011 To Dec 31, 2012

Sometimes the physical balance of items is different from the balance being shown by the software. This can be due to many reasons. Add Inventory adjustments are used where the physical balance is greater than the software balance.

A serial and date is generated automatically. Select the locations where adjustment has to be made. Give details of items to be adjusted. Now click "Save" or "Print". If you do not wish to save the changes, then click "Cancel" button. You can retrieve any transaction / voucher, you just saved by clicking on "Retrieve Last Saved".

If you need to find any particular adjustment, click on "Find" and search with respect to different criteria. Then double click the selected transaction to open in edit mode.

This would increase the balance of selected items in the inventory.

Reduce Inventory Adjustments

Open Adjustments > Reduce Inventory Adjustments on the Main Menu.

[illegible]

Sometimes the physical balance of items is different from the balance being shown by the software. This can be due to many reasons. Add Inventory adjustments are used where the physical balance is less than the software balance.

A serial and date is generated automatically. Select the locations where adjustment has to be made. Give details of items to be adjusted. Now click “Save” or “Print”. If you do not wish to save the changes, then click “Cancel” button. You can retrieve any transaction / voucher, you just saved by clicking on “Retrieve Last Saved”.

If you need to find any particular adjustment, click on “Find” and search with respect to different criteria. Then double click the selected transaction to open in edit mode.

This would reduce the balance of selected items from the inventory.

Reports

Journal Report

Open Report > Journal Report on the Main Menu.

This report displays all transactions, during the selected period, in their debit and credit form. This can be used to review the data for the selected period, or for posting purposes.

Print Vouchers

Open Report > Print Vouchers on the Main Menu.

You can use this form to print vouchers by selecting a criteria with respect to serial, date or voucher type.

Purchase Order Tracking

Open Report > Purchase Order Tracking on the Main Menu.

You can use this report to analyze status of your pending purchase orders. This compares your quantities ordered in purchase orders with the quantities received.

Sale Order Tracking

Open Report > Sale Order Tracking on the Main Menu.

You can use this report to analyze status of your pending sale orders. This compares your quantities ordered in sale orders with the quantities delivered.

Purchase Reports

Open Report > Purchase Report on the Main Menu.

These reports are used to view summary, details or break-ups of your purchases in different forms and with respect to different selection criteria.

Sale Reports

Open Report > Sale Report on the Main Menu.

These reports are used to view summary, details or break-ups of your sales in different forms and with respect to different selection criteria.

Inventory Ledgers

Open Report > View Inventory Ledgers on the Main Menu.

To view all the movement of your inventory, in and out, you can use inventory ledgers. This shows you all the details of an individual inventory item.

Inventory Balances

Open Report > Inventory Balances on the Main Menu.

This report shows you balances of your inventory items. You can view balances for all items or for selected categories. This can also be used for location wise balances.

Accounts Ledgers

Open Report > View Accounts Ledgers on the Main Menu.

With this report, you can view detailed account ledgers for all your accounts.

Trial Balance

Open Report > Trial Balance on the Main Menu.

This shows you complete trial balance of your accounts in 6 columns or 2 columns. You can select any particular account type to view balances.

Income Statement

Open Report > Income Statement on the Main Menu.

You can view income statement for different period to get an overview of your profit position.

Balance Sheet

Open Report > Balance Sheet on the Main Menu.

You can view Balance Sheet as on different dates to know about your financial standing.