Dated – 29/01/2017

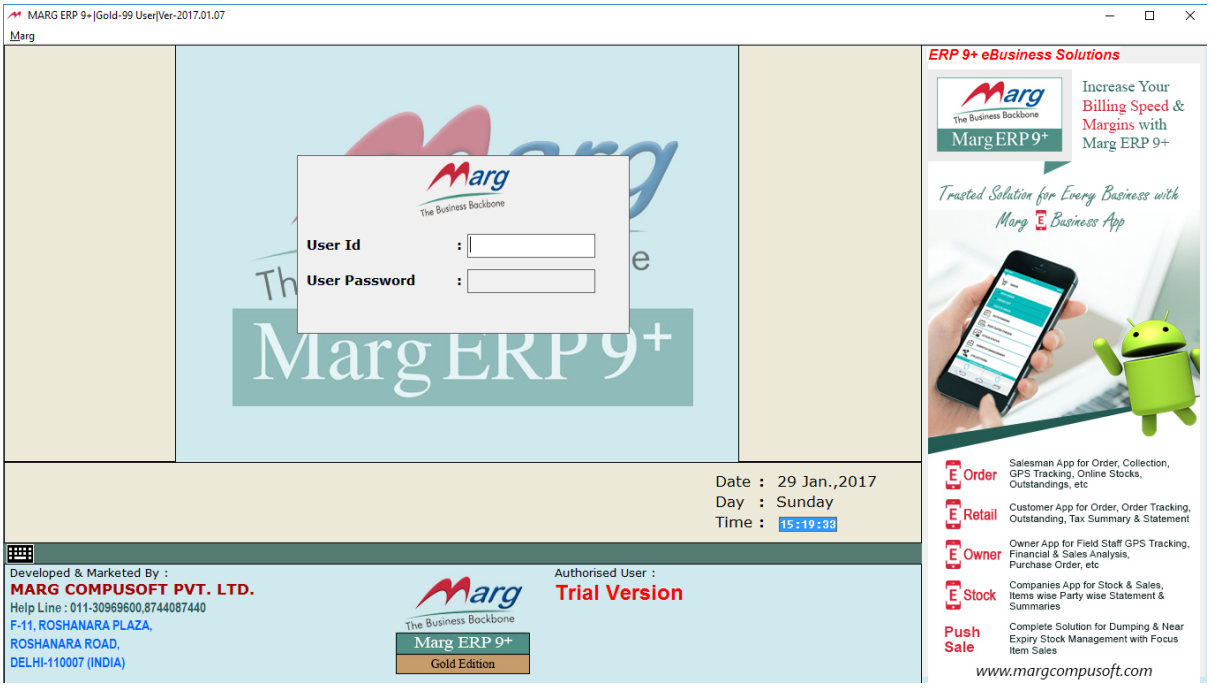
MARG ERP

Usage & Features

Introduction

- Marg is effective for the companies dealing with accounting and inventories.
- To download, margcompusoft.com/software/margerpsetup.zip
- Available as ERP, HRMS, POS, Pharmacy, Garments, Supermarkets, Restaurants.
- Competitive with respect to prices.
- Different versions are available such as gold, silver and basic.
- Small size installation.
- Easy to implement and customize.
- Built-in search engine allows extensive search within Marg.
- Availability of shortcuts and dashboards on the home screen for ease of access.
- Marg is trade specific; every trade has different setup.
- System performance is not affected irrespective of amount of transaction.
- Availability of complete supply chain and GPS on mobile App.
- Fully user configurable invoicing.
- More than 1000 built-in reports.
- Advanced security for back up and user data.
- Inventory efficiency by using Push sales, Dump stock killer and Focus items.
- Team, vendors, etc. updated via SMS, Email alert and reminders.

MARG LOGIN

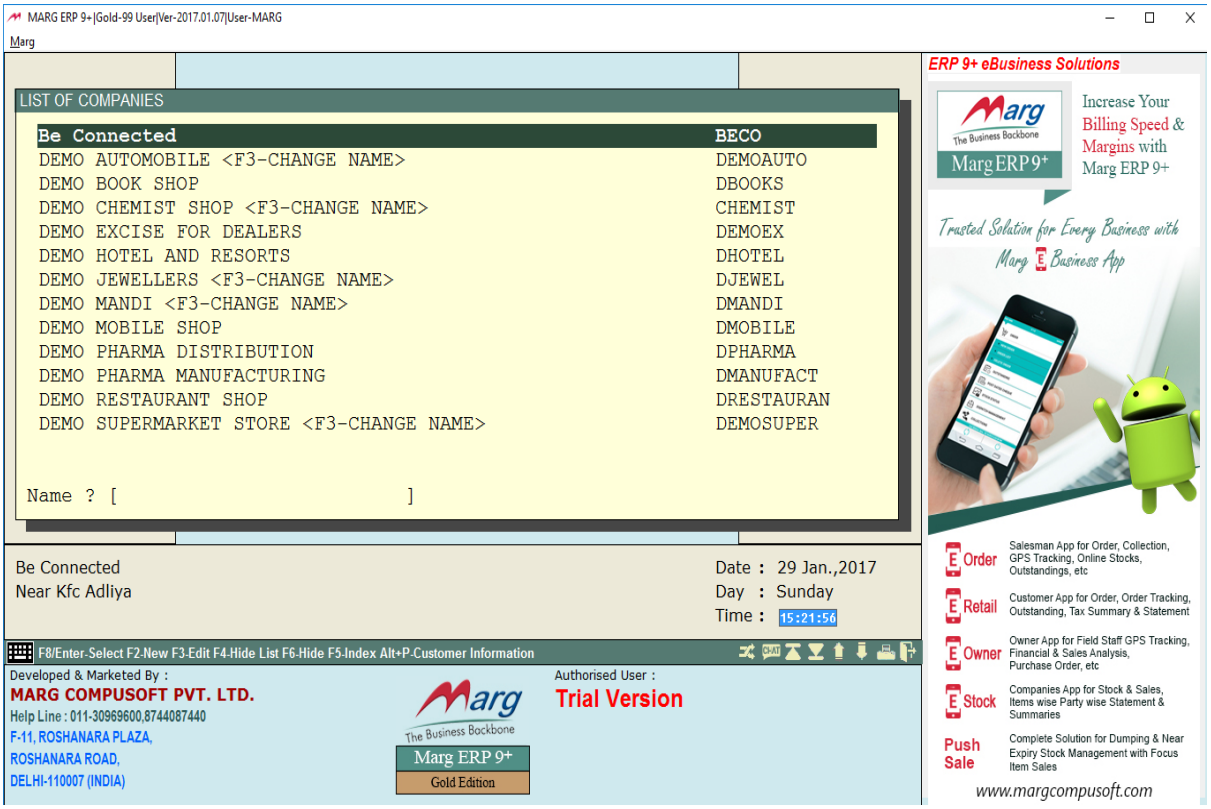


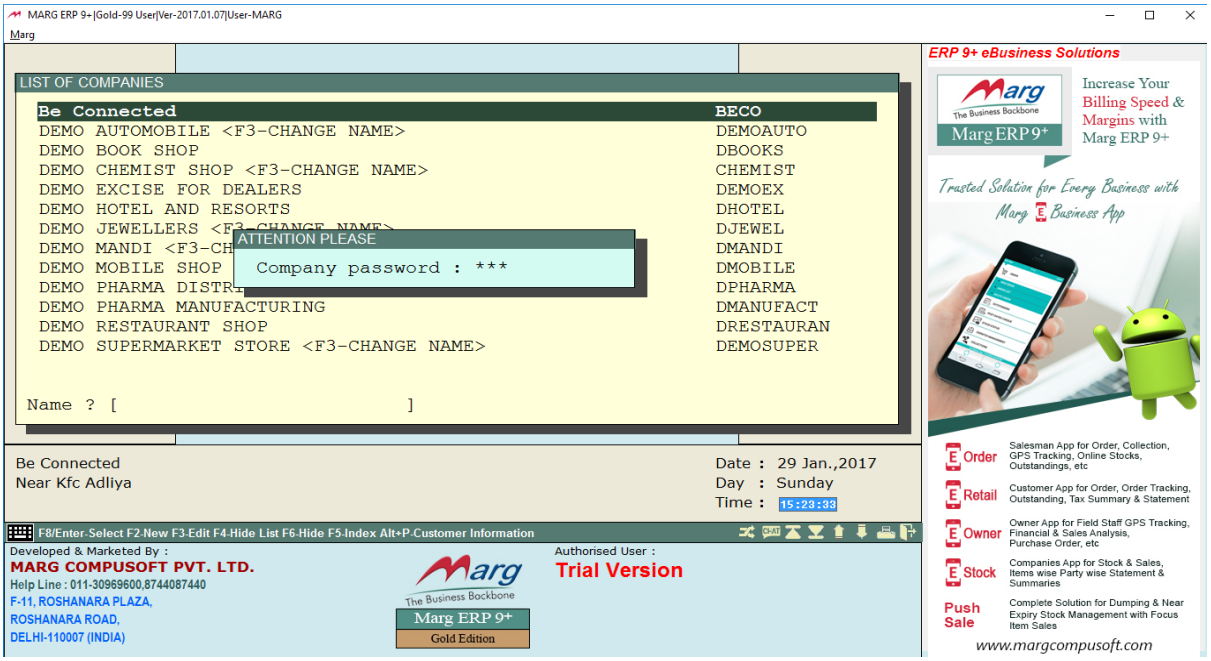
FEATURES:

USER ID : SPECIFY USER

USER PASSWORD: TYPE PASSWORD RELATED TO USER

COMPANY LIST:



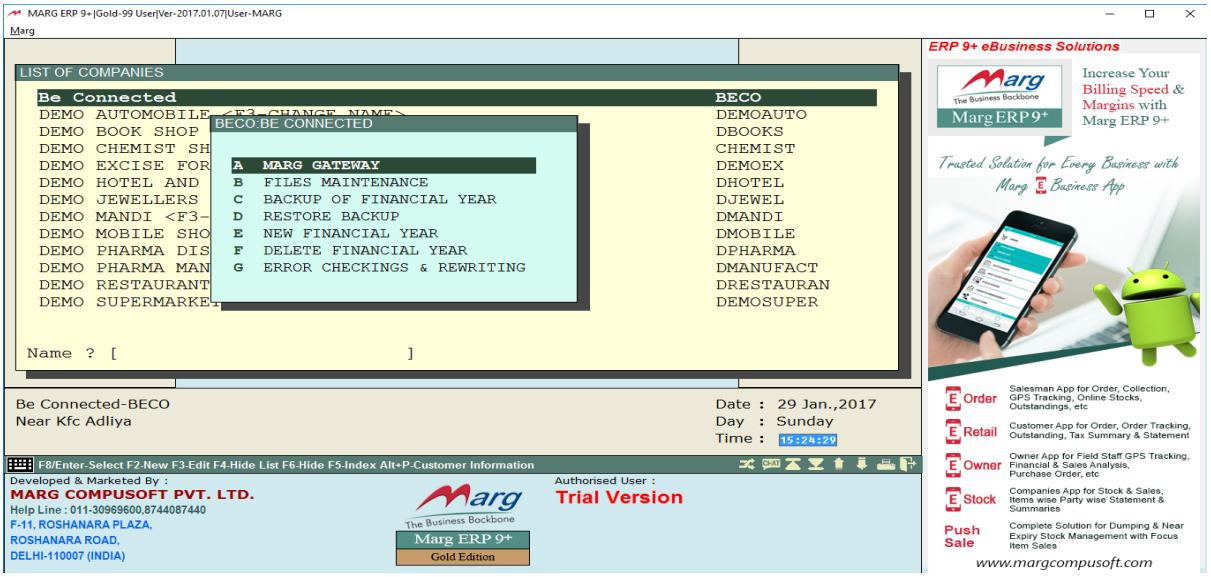


FEATURES:

SELECT THE COMPANY FROM THE GIVEN LIST

PROVIDE THE PASSWORD IF COMPANY IS PASSWORD PROTECTED

COMPANY GATEWAY:



FEATURES:

MARG GATEWAY : OPENS THE COMPANY

FILES MAINTENANCE : THIS IS FOR THE TROUBLESHOOTING (RUN BEFORE ERRORS)

BACKUP OF FINANCIAL YEAR: FOR TAKING THE FINANCIAL YEAR BACKUP ON HDD

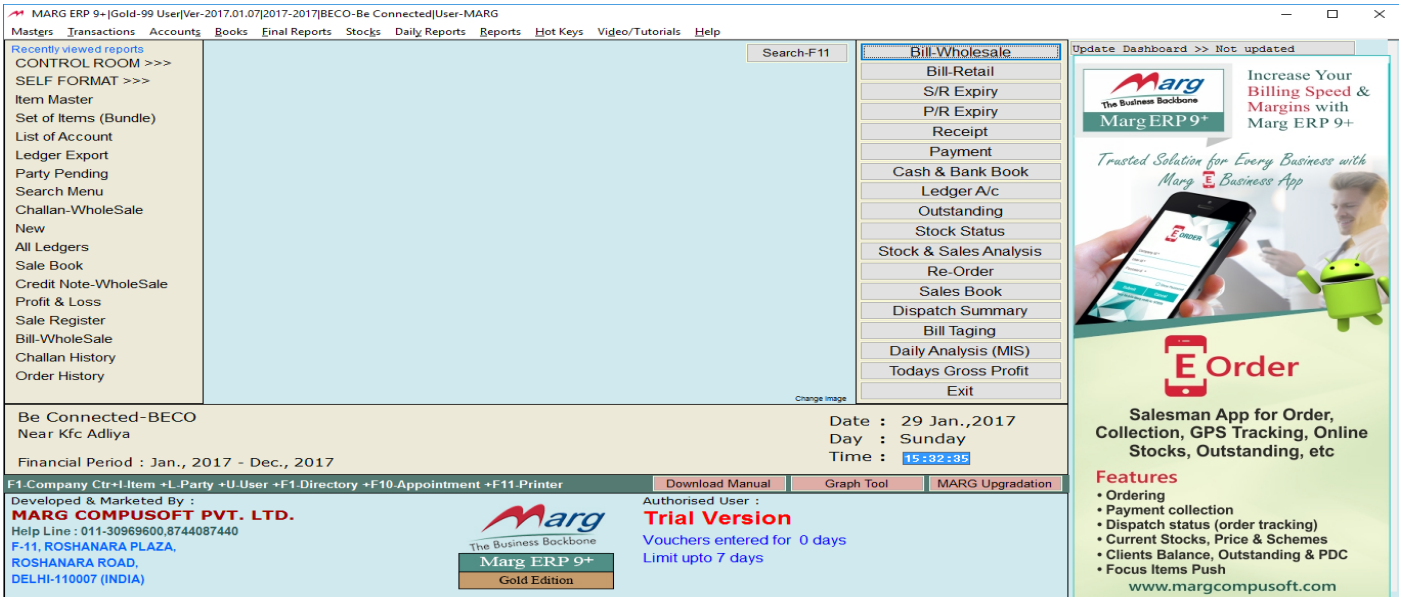
RESTORE BACKUP : TO RESTORE THE FINANCIAL BACKUP

NEW FINANCIAL YEAR: TO DEFINE NEW FINANCIAL YEAR

DELETE FINANCIAL YEAR : TO DELETE THE FINANCIAL YEAR

ERROR CHECKING &REWRITI:THIS IS FOR THE TROUBLESHOOTING (DETAIL CHECKING)

HOME SCREEN:

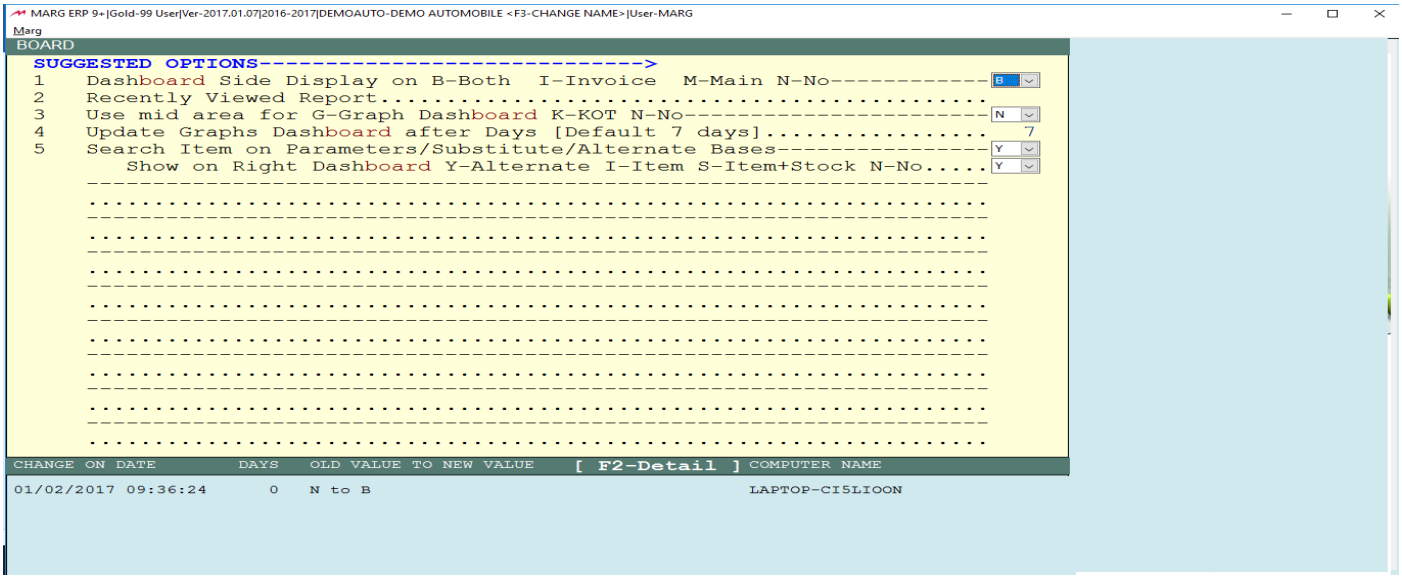


FEATURES:

TITLE BAR – INFORMATION ABOUT THE VERSION OF MARG AND THE USER SIGNED IN
MENU BAR – IT LIST DOWN ALL THE AVAILABE OPTIONS IN MARG
HISTORY BAR – LIST DOWN RECENTLY CLOSED ITEMS OR REPORTS (UPTO 18)
SHORTCUT BAR – LIST DOWN ALL THE SHORTCUTS CUSTOMISED BEFORE (ON THE RIGHT)
COMPANY INFO – DISPLAYS BREIF INFO ABOUT THE COMPANY LOGGED IN
FINANCIAL DASHBOARD – DISPLAYS UPDATED FINANCIAL REPORTS OF SELECTION (RIGHT)

FINANCIAL REPORTING DASHBOARD ACTIVATION:

GO TO MASTERS ➡ MARG SETUPS ➡ CONTROL ROOMS
SELECT SEARCH IN ALL
SEARCH ‘BOARD’ AND BELOW SCREEN WILL APPEAR



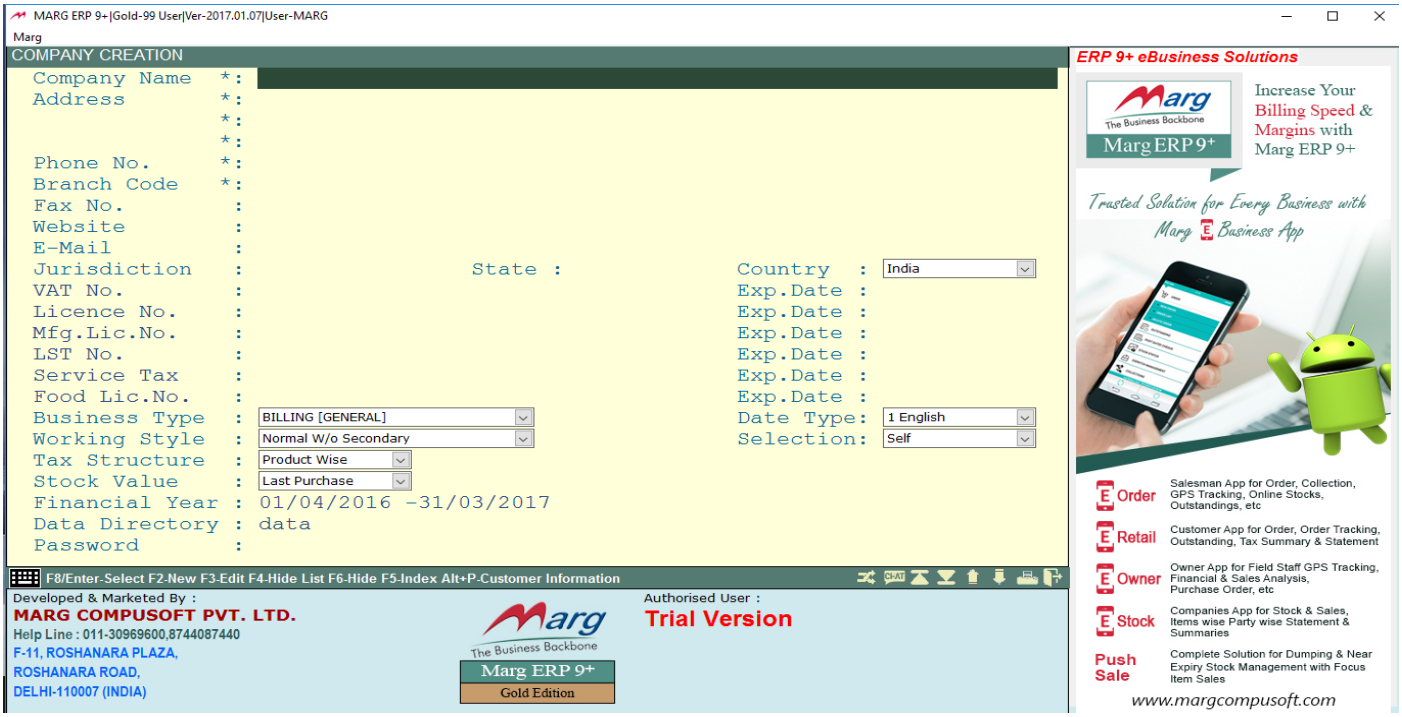
SELECT ‘B’ FROM THE DROP DOWN MENU OF THE FIRST OPTION

DASHBOARD REPORT:

SALES / SALES RETURN
PURCHASE / PURCHASE RETURN
PENDING ORDERS
CASH & BANK
DEBTORS & CREDITORS
OUTSTANDING
BANK RECONCILIATION
STOCK VALUATION

COMPANY CREATION:

AT THE START ON THE COMPANY LIST, PRESS ‘F2’ TO CREATE NEW COMPANY



FEATURES:

COMPANY NAME – TYPE THE COMPANY NAME
ADDRESS – WRITE COMPLETE ADDRESS
PHONE NO. – TYPE PHONE NUMBER
BRANCH CODE – WRITE THE BRANCH CODE IF MORE THAN ONE LOCATION
FAX NO. – TYPE FAX NUMBER
WEBSITE – WRITE THE WEB ADDRESS
E-MAIL – GIVE THE EMAIL ADDRESS
JURISDICTION – NAME OF LOCATION OF THE COMPANY UNDER LOCAL LAW
VAT NO. – WRITE THE VAT (TAX) NO. IF APPLICABLE

LICENCE NO. – TYPE COMPANY REGISTRATION NO. OR CR NO.
MFG. LICENCE NO. – WRITE THE MANUFACTURING NO. IF THE COMPANY PRODUCES
LST NO. – LOCAL SALES TAX IF APPLICABLE
SERVICE TAX – WRITE IF APPLICABLE
FOOD LICENCE NO. – FOR THE COMPANY DEALING IN THE FOOD & BEVERAGES SECTOR
BUSINESS TYPE – SELECT THE REQUIRED BUSINESS TYPE FOR THE COMPANY CREATION
WORKING STYLE – NEED TO SELECT THE INVENTORY MANAGEMENT IF BATCH WISE
TAX STRUCTURE – SELECT IF APPLICABLE
STOCK VALUE – SELECT THE METHOD TO VALUE THE INVENTORY
FINANCIAL YEAR – WRITE THE COMPANY FINANCIAL YEAR DATES
DATA DIRECTORY – GIVEN THE NAME OF THE FOLDER ASALL THE WORKING WILL BE STORE
PASSWORD – TO PROTECT THE COMPANY FROM THE ACCESS
COUNTRY - SELECT THE COUNTRY OF THE COMPANY
DATE TYPE – SELECT THE TYPE OF CALENDER TO BE FOLLOWED
SELECTION –TYPE OF INVENTORY USAGE METHODS

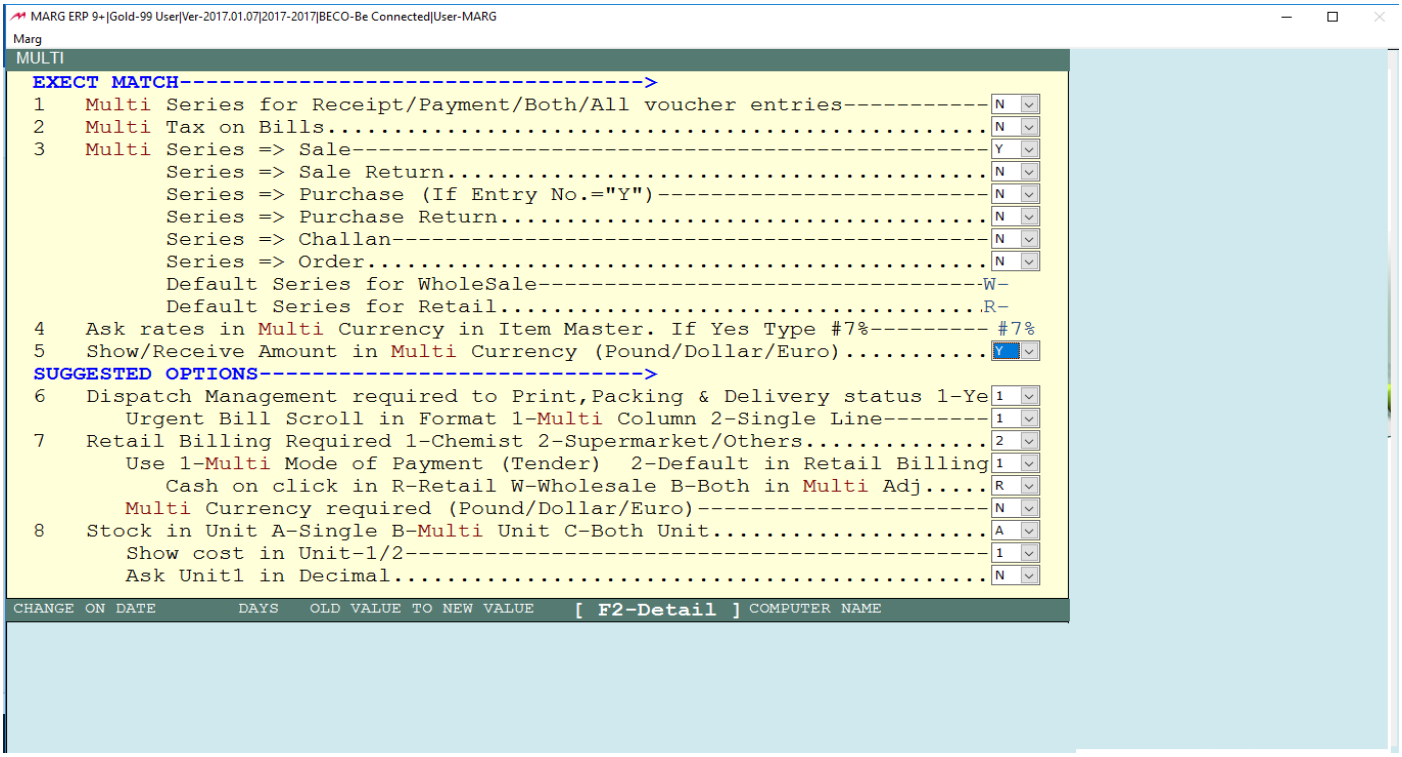
WORKING STYLE:

WORKING STYLE IS USED WHERE THE INVENTORY IS MAINTAINED BATCH WISE
BATCH WISE MEANS BUYING AND SELLING THE INVENTORY IN BATCHES
WORKING STYLE SELECTION WILL BE REFLECTED IN SALES / PURCHASE INVOICING
WE CAN CHANGE THE WORKING STYLE BY PRESSING CTRL + F2 KEY IN BILLING
THE FOLLOWING ARE THE STYLES AVAILABLE IN MARGE ERP

1) FIFO – MEANS THE SYSTEM WILL PICK THE INVENTORY FROM THE EARLIEST BATCHES
2) MANUAL – THE SYSTEM GIVES US THE SELECTION FROM BATCHES (ONE BATCH)
3) SELF – GIVES THE SELECTION OF SAME PRODUCT AVAILABLE IN MULTIPLE BATCHES

COMPANY CURRENCY / MULTI CURRENCY:

GO TO MASTERS ➡ SELECT MARG SETUPS ➡ CONTROL ROOM
SELECT ‘SEARCH IN ALL ‘
TYPE MULTI AND SEARCH

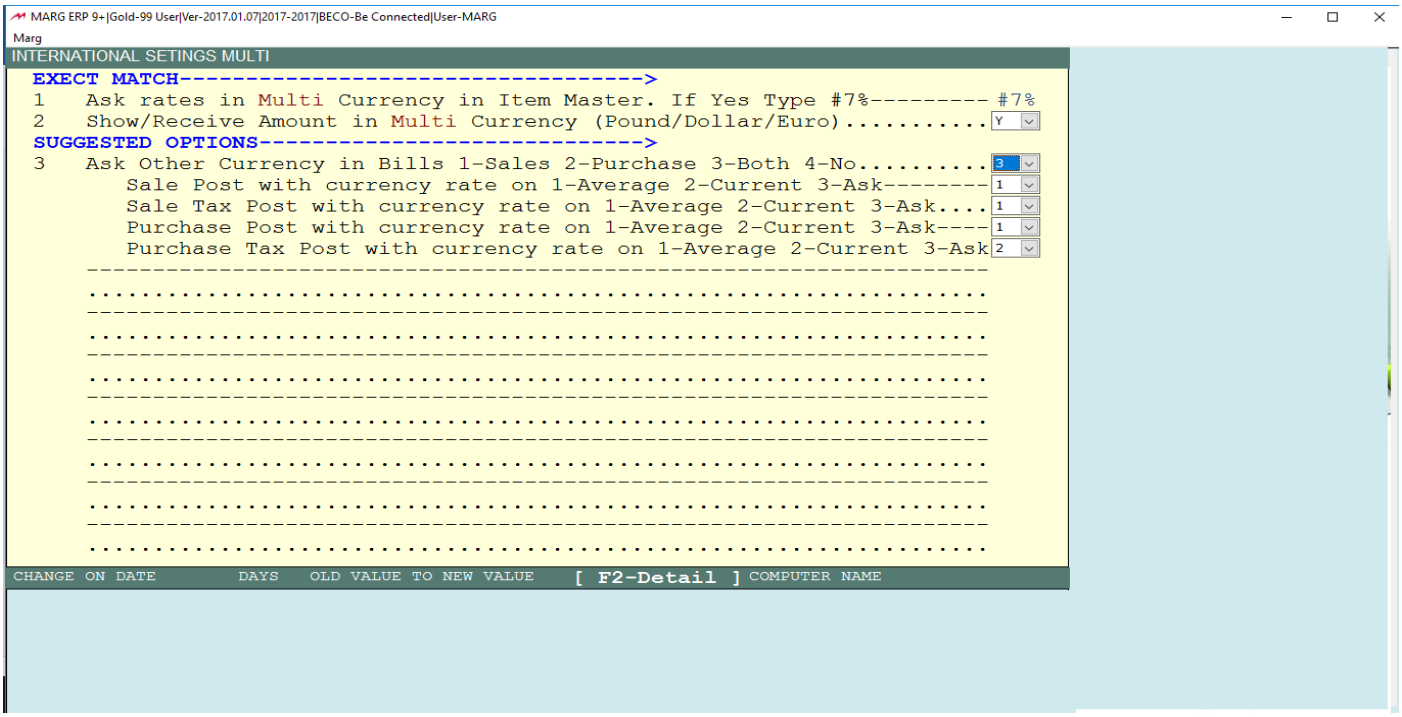


TYPE '#7%' ON 4TH POINT AND PRESS ENTER, SELECT 'Y' FROM 5TH POINT.

AFTER THAT SELECT INTERNATIONAL FROM THE CONTROL ROOM MENU

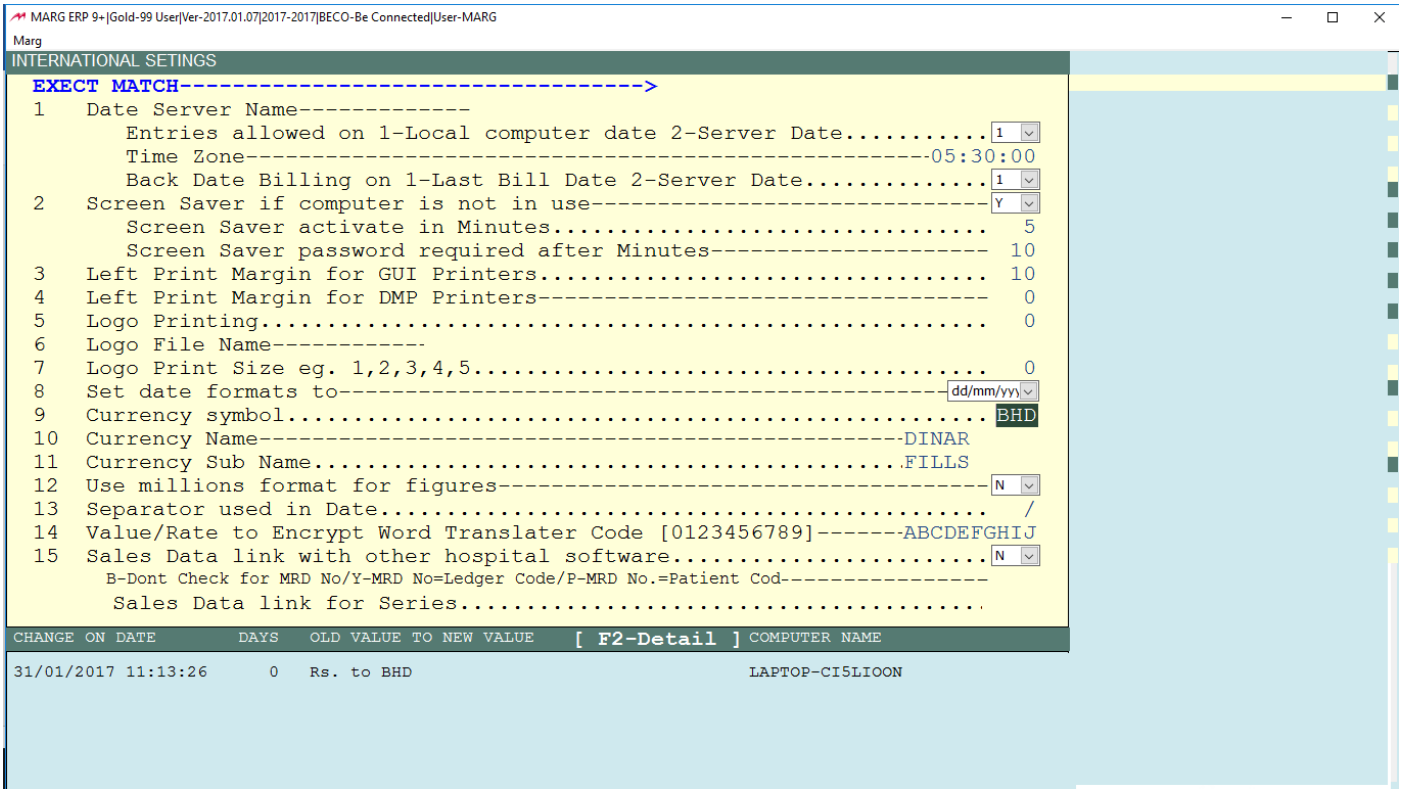
TYPE MULTI IN SEARCH BOX AND PRESS ENTER

THE BELOW SCREEN WILL BE DISPLAYED



FROM POINT 3, SELECT '3' FROM THE DROP-DOWN MENU

AFTER THAT, SELECT INTERNATIONAL FROM CONTROL ROOM MENU AND PRESS TAB UNTIL THE INTERNATIONAL MENU SETTINGS APPEARS SUCH AS BELOW

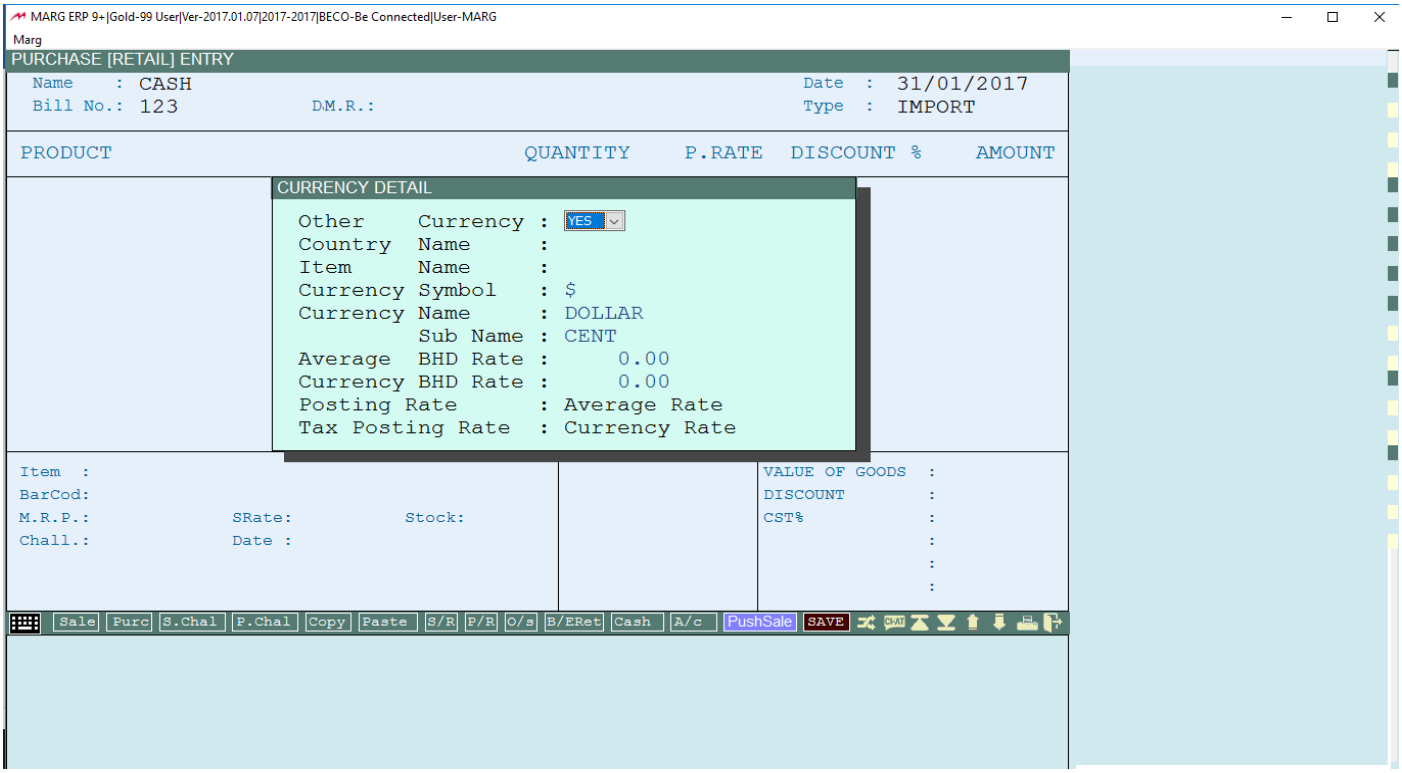


TYPE THE COMPANY CURRENCY, SYMBOL AND CHANGE TO DEFINE THE LOCAL CURRENCY

NOW, GO TO MASTERS ➡ SELECT RATES & DISCOUNTS ➡ TODAY'S CURRENCY RATES

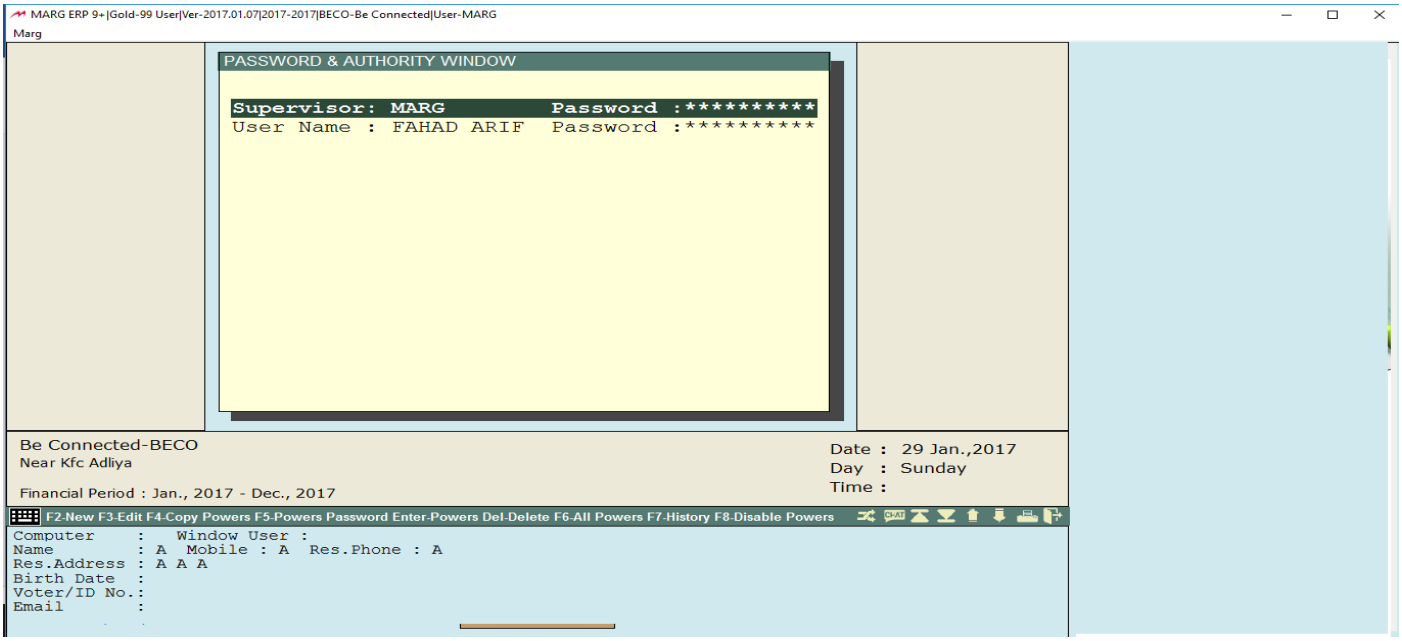
ENTER THE LATEST CURRENCY RATES

THE CURRENCY SELECTION SCREEN WILL BE AVAILABLE IN SALES AND PROCUREMENT MODULE AS GIVEN BELOW, HERE IF SELECTED NO THEN THE LOCAL RATE OR COMPANY RATE WILL BE APPLIED AUTOMATICALLY

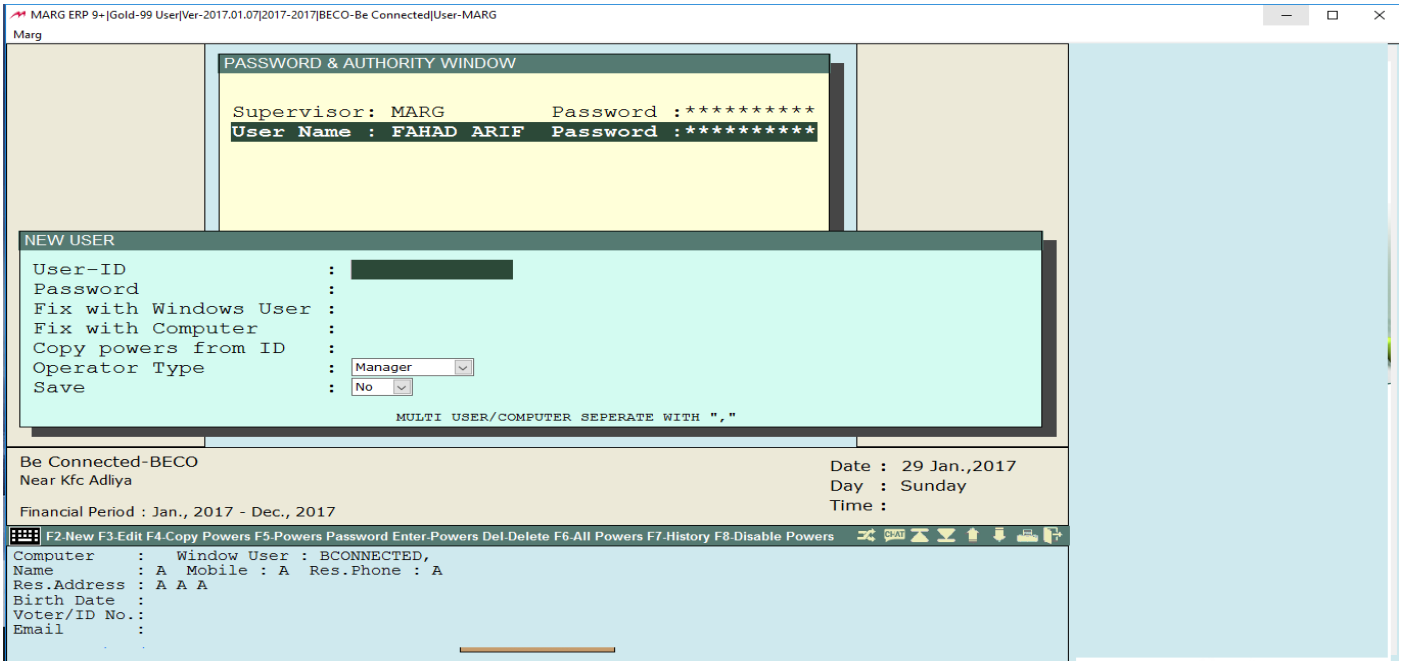


USER / OPERATOR CREATION:

GO TO MASTERS ➡ SELECT POWERS & PASSWORDS ➡ UPDATE OPERATOR POWER



PRESS ‘F2’ TO CREATE NEW OR F3 TO MODIFY EXISTING



FEATURES:

USER-ID – TYPE THE NEW USER NAME OR ID

PASSWORD – TYPE THE DESIRED PASSWORD

FIX WITH WINDOWS USER – TYPE THE WINDOWS LOGIN ID TO LINK THIS PROFILE ID

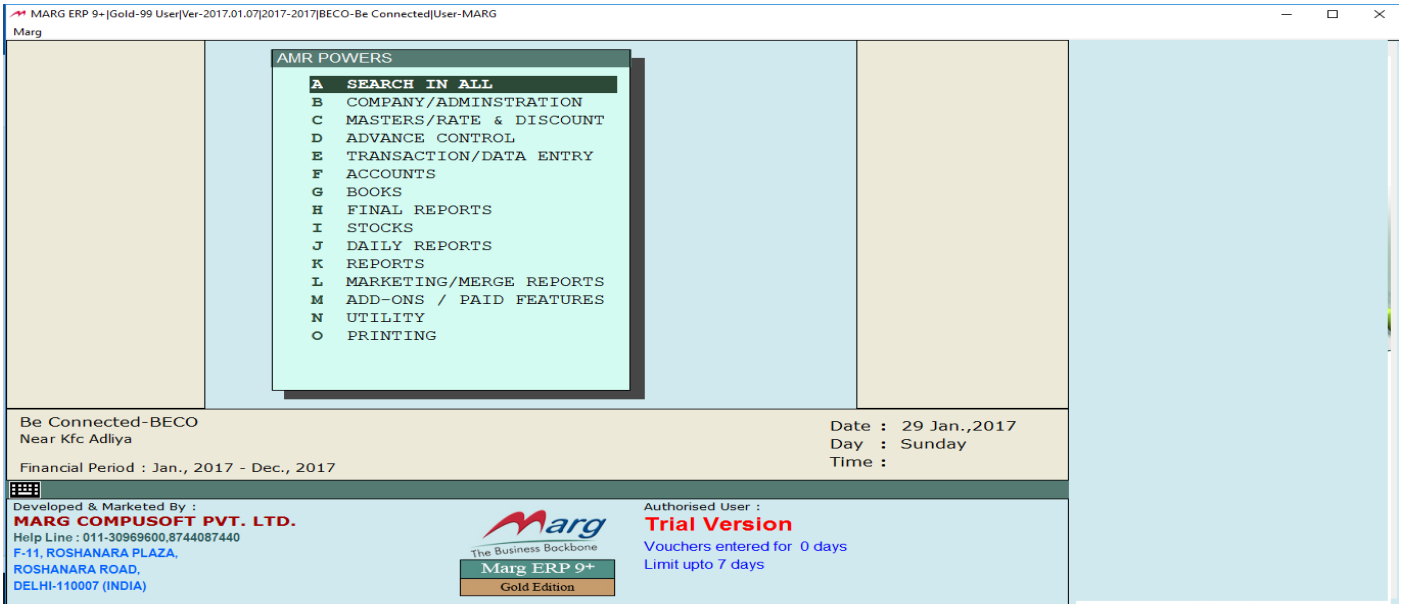
FIX IT WITH COMPUTER - WRITE THE NAME OF THE COMPUTER SYSTEM TO LINK THIS ID

COPY POWERS FROM ID – TYPE THE USER NAME FOR WHICH THE ROLE IS REQUIRED

OPERATOR TYPE – CHOOSE THE OPERATOR TYPE AS REQUIRED

SAVE – SAVE THE PROFILE BY SELECTING YES FROM DROP DOWN MENU

DEFINING POWERS:

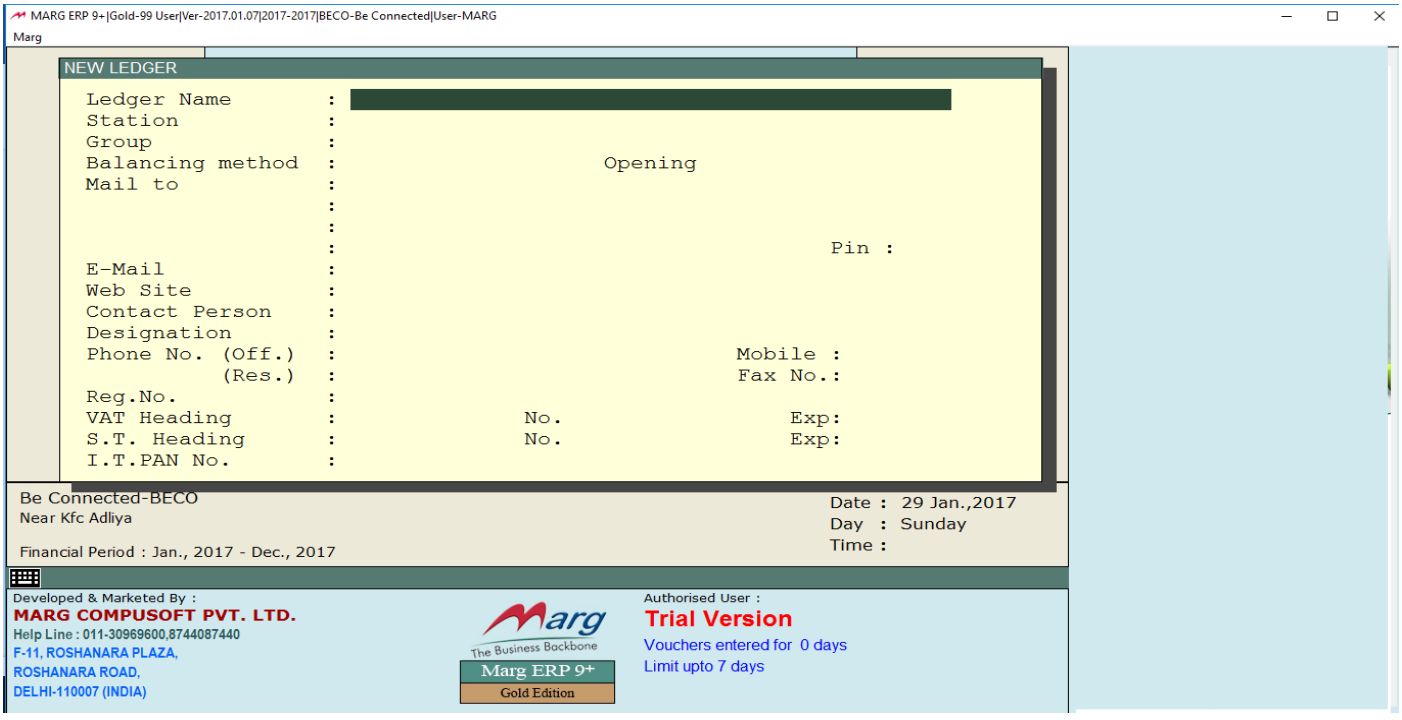


FEATURES:

SEARCH IN ALL – TYPE THE KEYWORD TO SEARCH FOR STTINGS IN ALL MARG
COMPANY / ADMINISTRATION – RELATED TO THE SETTINGS OF THE COMPANY ADMIN.
MASTER / RATE & DISCOUNT – RELATED TO PRICING, DISCOUNTS AND IMPORTS / EXPORTS
TRANSACTION / DATA ENTRY – RELATED TO THE TRANSACTIONS
ACCOUNTS – RELATED TO THE SETTINGS OF THE ACCOUNTS
BOOKS – RELATED TO THE SALES, PURCHASE, CASH, BANK BOOKS SETTINGS, ETC
FINAL REPORTS – RELATED TO FINANCIAL REPORTS SETTINGS
STOCKS – RELATED TO OPENING, CLOSING, VALUATION OF THE INVENTORY AND STOCK
DAILY REPORTS – RELATED TO THE SETTINGS OF DAY BOOKS AND DAILY SALES / PURCHASE
MARKETTING / MERGE REPORTS – RELATED TO MARKETTING SETTING
ADD-ONS / PAID EXPENSES – REALTED TO E-BUSINESS AND PAID EXPENSES
PRINTING –TO ADJUST THE PRINTING OPTIONS AND SETTINGS

ACCOUNTS / LEDGER MASTERS:

GO TO MASTERS ➡ LEDGER MASTER ➡ NEW LEDGER
GO TO MASTERS ➡ LEDGER MASTER ➡ MODIFY LEDGER (MODIFYING EXISTING)
GO TO MASTERS ➡ LEDGER MASTER ➡ DELETE LEDGER (DELETION OF EXISTING LEDGER)



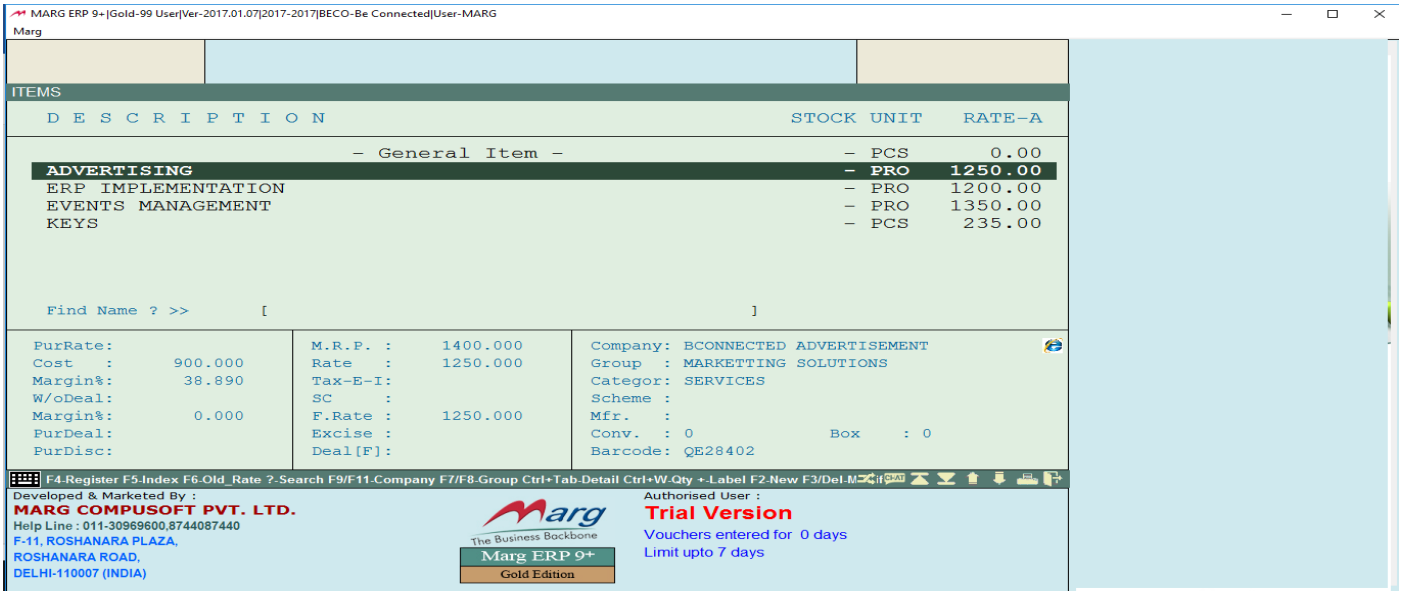
FEATURES:

LEDGER NAME – TYPE THE NAME OF THE ACCOUNT OR LEDGER
STATION – COUNTRY OR LOCATION
GROUP – SELECT THE GROUP SUCH AS CREDITORS OR DEBTORS ETC

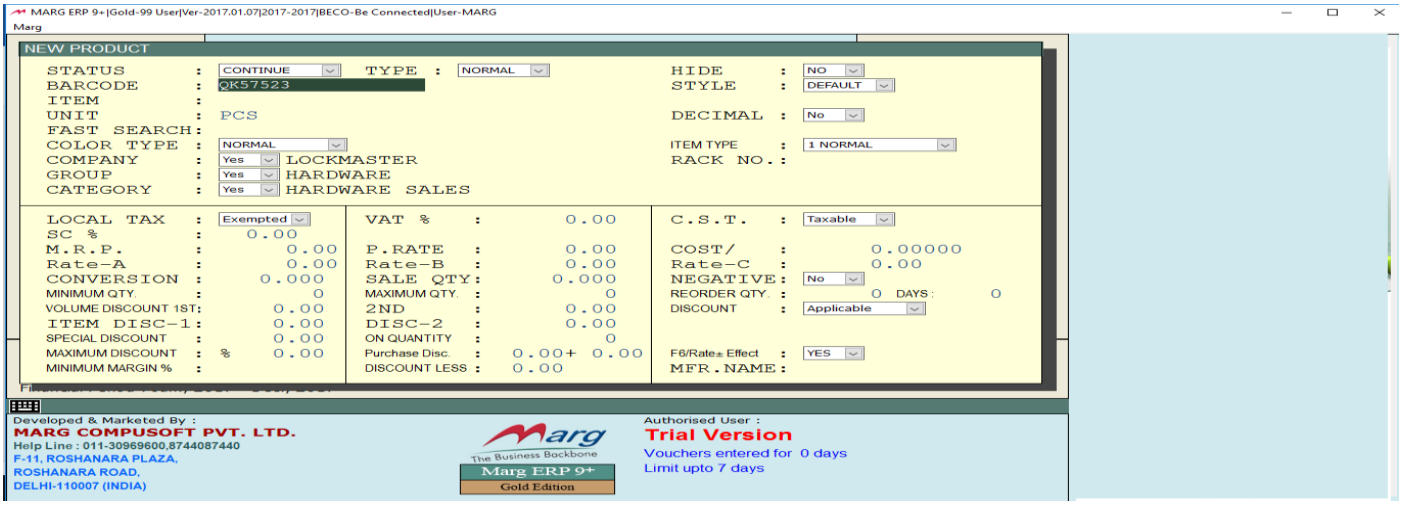
BALANCING METHOD – CHOOSE AS ON ACCOUNT, BILL BY BILL, AS REQUIRED
MAIL TO – TYPE THE CONTACT DETAILS FOR COMMUNICATION OF ACCOUNT STATUS
EMAIL – WRITE THE EMAIL ADDRESS
WEBSITE – PROVIDE THE WEBSITE IF POSSIBLE
CONTACT PERSON – WRITE IF REQUIRED
DESIGNATION – WRITE IF REQUIRED
PHONE NO. – GIVE THE PHONE NO FOR BOTH OFFICE AND RESIDENCE
REG. NO. -BUSINESS OR COMPANY REGISTRATION NO.
VAT HEADING – RELATED TO VALUE ADDED TAX
S.T. HEADING – RELATED TO SALES TAX
I.T. PAN NO. –RELATED TO INCOME TAX NO.

ITEM / INVENTORY MASTER:

GO TO MASTERS ➡ INVENTORY MASTERS ➡ ITEM MASTER
BELOW SCREEN WILL APPEAR PRESS 'F2' TO CREATE NEW AND 'F3' TO MODIFY



NEW ITEM CREATION WINDOW IS DISPLAYED BELOW:

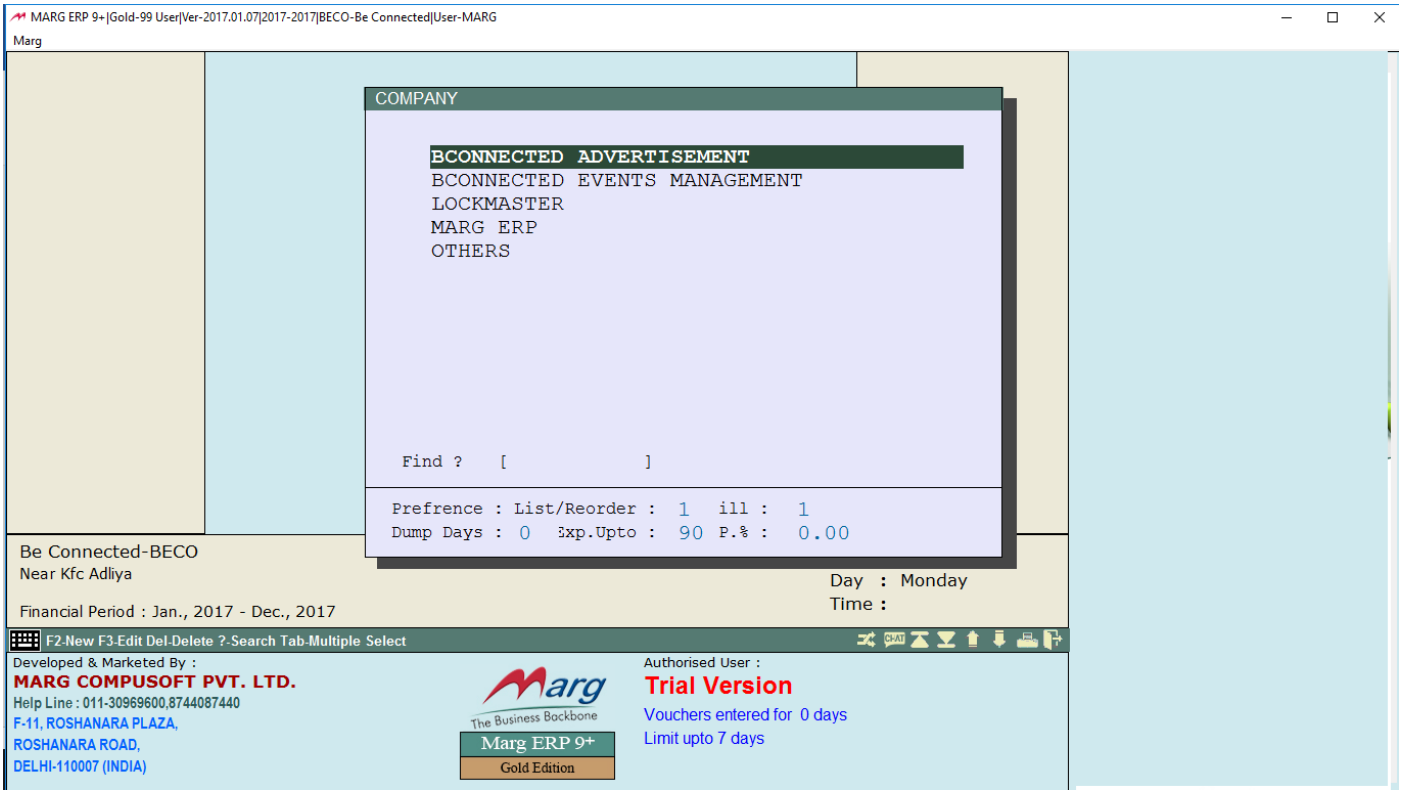


FEATURES:

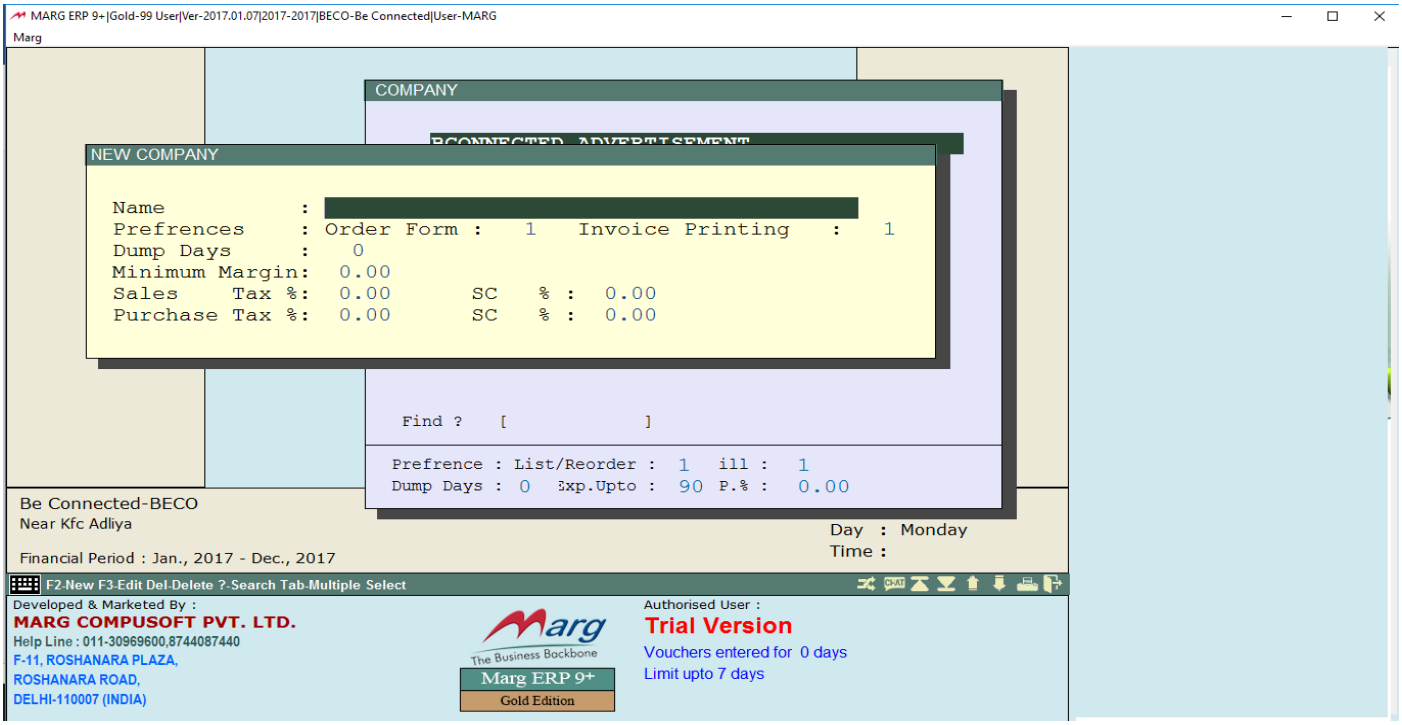
STATUS – SELECT WHETHER CONTINUED OR DISCONTINUED
TYPE – NORMAL OR PROHIBITED (IF DON'T WANT TO CONSUME)
HIDE - SELECT YES OR NO
BARCODE – BARCODE READER NO.
ITEM – ITEM NAME
UNIT – UNIT OF MEASUREMENT
DECIMAL – YES OR NO DEPENDS UPON THE ITEM
FAST SEARCH – GIVEN SHORTCUT KEY TO CALL THAT ITEM
COLOUR TYPE – GIVE COLOUR AS DESIRED
ITEM TYPE – ANY SPECIAL INDICATION ABOUT THE ITEM FOR EG, STORE BELOW 30
COMPANY – SELECT THE COMPANY MANUFACTURING THE ITEM
GROUP – SELECT THE GROUP OF ACCOUNTS THE ITEM BELONGS
CATEGORY – CATEGORISE THE ITEM AS REQUIRED
RACK NO. – DEFINE THE LOCATION OF THE STORAGE OF THE ITEM
LOCAL TAX – SELECT THE TAXATION CRTIERIA
VAT % - VALUE ADDED TAX PERCENTAGE (IF APPLICABLE)
C.S.T - CONSUMER SALES TAX (IF APPLICABLE)
S.C % - SURCHAGE TAX
M.R.P – MAXIMUM RETAIL PRICE
P. RATE - PURCHASE RATE
COST – COST WITH RESPECT TO EXPENSE
RATE A, B, C – TYPE DIFFERENT RATES OF THE SAME ITEM AS PER CUSTOMER GROUP
CONVERSION – DEFINE HERE THE QTY. AVAILABLE IN THE BOX
SALES QTY –TYPE THE MAXIMUM NO. OF BOX TO SALE
NEGATIVE – ALLOW OR DISALLOW NEGATIVE STOCK
MINIMUM QTY –TYPE HERE THE MINIMUM QTY REQUIRED FOR THE ITEM
MAXIMUM QTY – TYPE HERE THE MAXIMUM QTY TO BE AVAILABLE IN STOCK
REORDER QTY – WRITE THE MINIMUM ORDER QTY
DAYS – WRITE THE DAYS OF THE ORDER INTERVAL
VOLUME DISCOUNT 1ST – ENTER THE AMOUNT IN DINARS TO GIVE A DISCOUNT
2ND –GIVES YOU THE CHOICE OF SELECTING THE DISCOUNT
DISCOUNT –SELECT DISCOUNT OR NO DISCOUNT
ITEM DISCOUNT – DISCOUNT AVAILABLE ON ITEM
DISC-2 – FURTHER DISCOUNT ON THE ITEM
SPECIAL DISCOUNT – RELATED TO DISCOUNT AVAILABLE ON THE FIXED QTY
ON QTY – RELATED TO SPECIAL DISCOUNT
MAXIMUM DISCOUNT – WRITE HERE THE MAXIMUM DISCOUNT OFFERED ON THE ITEM

PURCHASE DISCOUNT -TO DEFINE THE PERCENTAGE OF DISCOUNT AVAILABLE IN PUR.
F6 / RATE EFFECT – PURCHASE PRICE EFFECTED OR NOT
MINIMUM MARGIN – GIVE THE MINIMUM PROFIT PERCENTAGE AVAILABLE FOR THE ITEM
MFR. NAME –PRODUCT MANUFACTURER NAME

GO TO MASTERS ➡ INVENTORY MASTERS ➡ COMPANY MASTERS



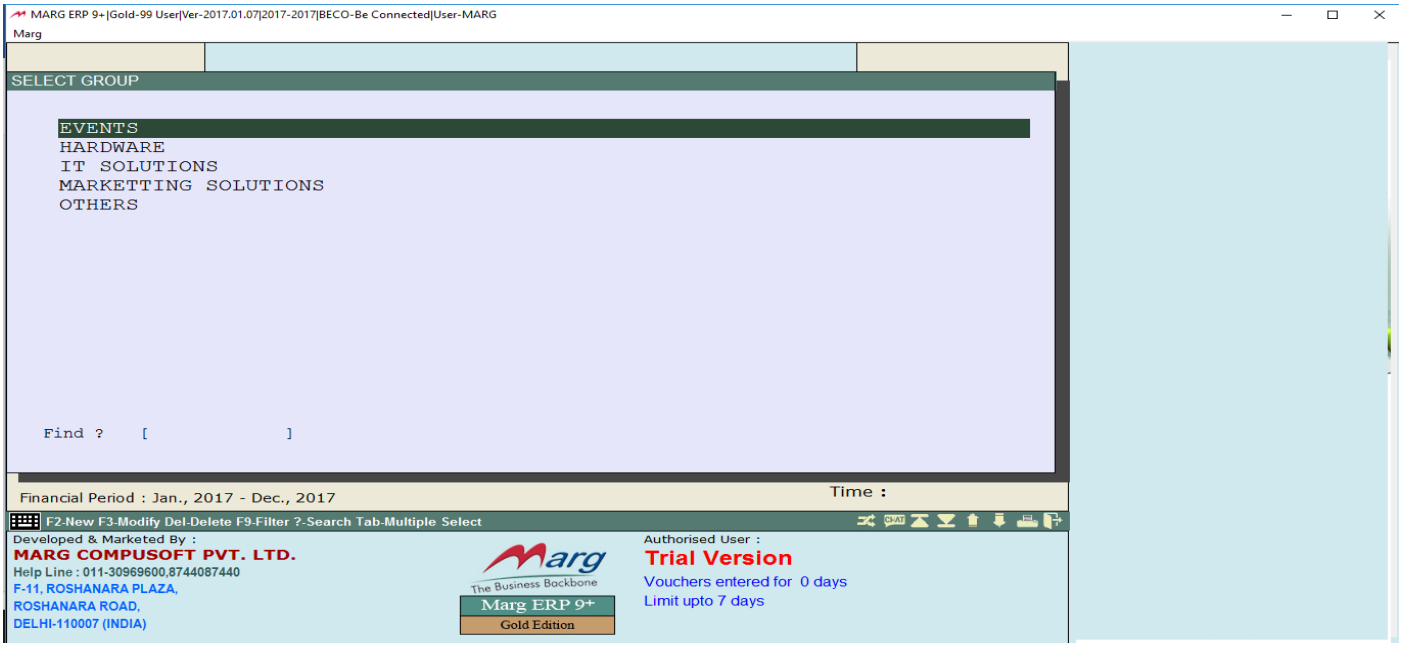
PRESS ‘F2’ TO CREATE NEW OR ‘F3’ TO MODIFY OLD ITEM / PRODUCT COMPANY MASTERS



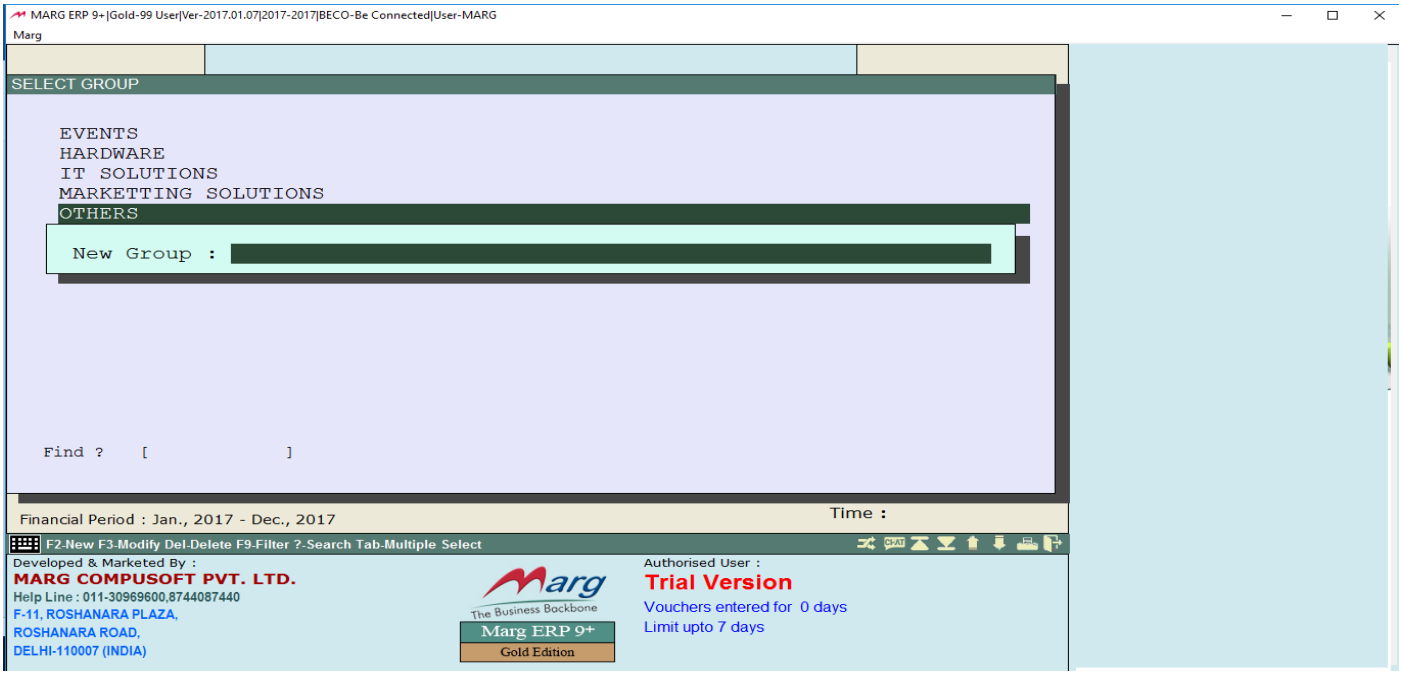
FEATURES:

NAME – TYPE THE NAME OF THE COMPANY
ORDER FORM – RELATED TO PRINTING
INVOICE PRINTING – RELATED TO PRINTING
DUMP DAYS – GIVE THE TARGETED DAYS OF SALE OF THAT COMPANY
MINIMUM MARGIN – MINIMUM MARGIN FOR THAT COMPANY
SALES TAX – TYPE IF APPLICABLE
PURCHASE TAX – TYPE IF APPLICABLE
SC % - SURCHARGE

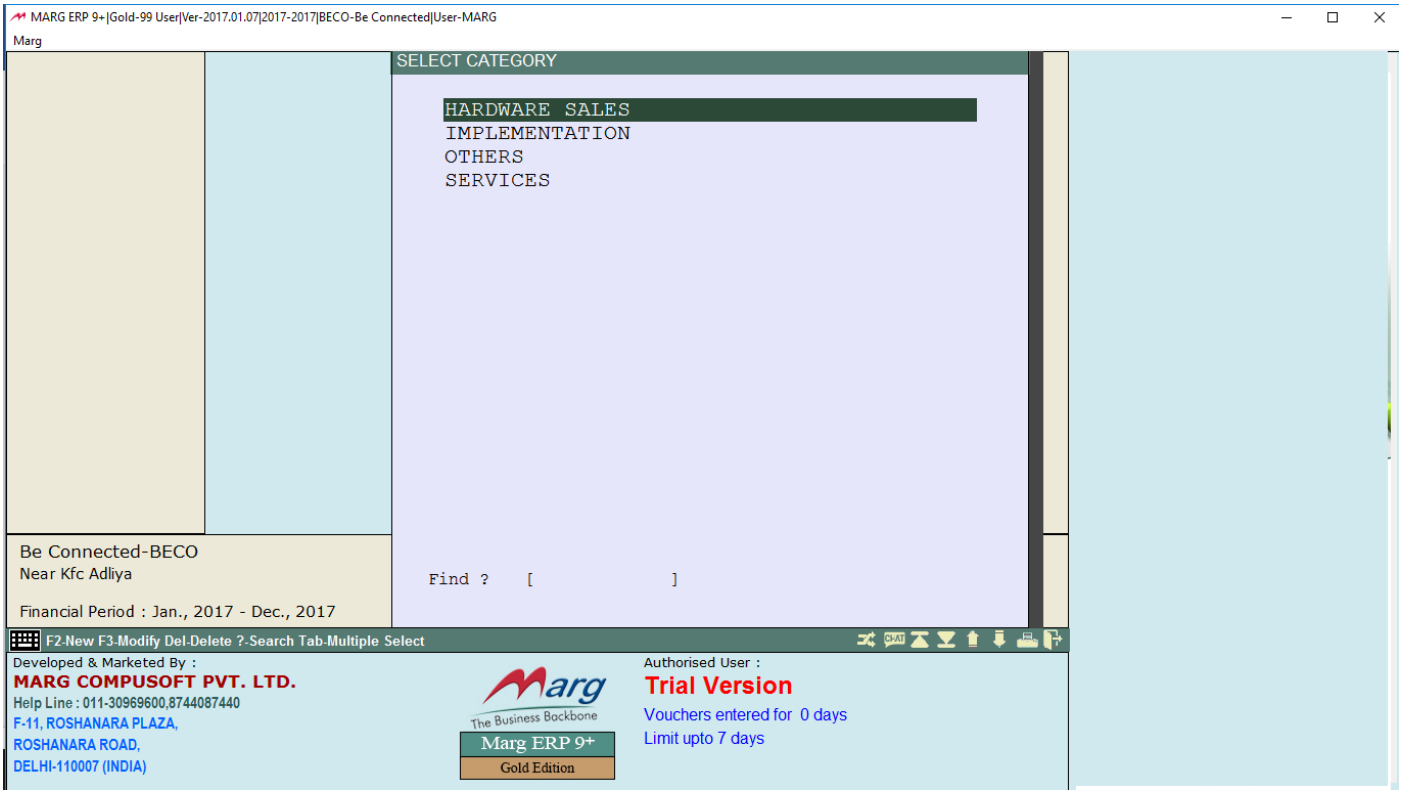
GO TO MASTERS ➡ INVENTORY MASTERS ➡ GROUP MASTERS



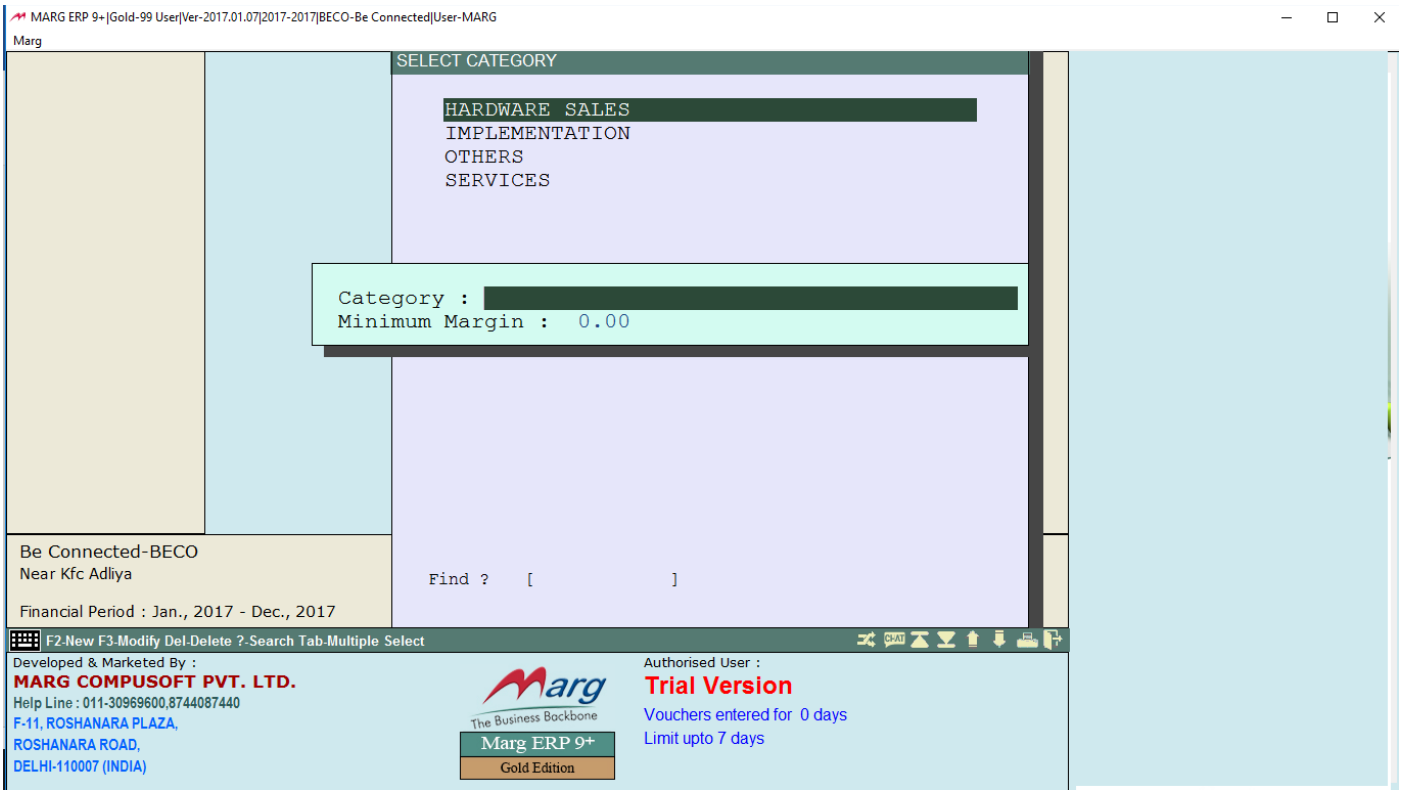
PRESS ‘F2’ TO CREATE GROUP RELATED TO THE ITEMS & PRESS ‘F3’ TO MODIFY THE GROUP



GO TO MASTERS ➡ INVENTORY MASTERS ➡ CATEGORY MASTERS



PRESS ‘F2’ TO CREATE CATEGORY & PRESS ‘F3’ TO MODIFY THE CATEGORY OF THE ITEMS



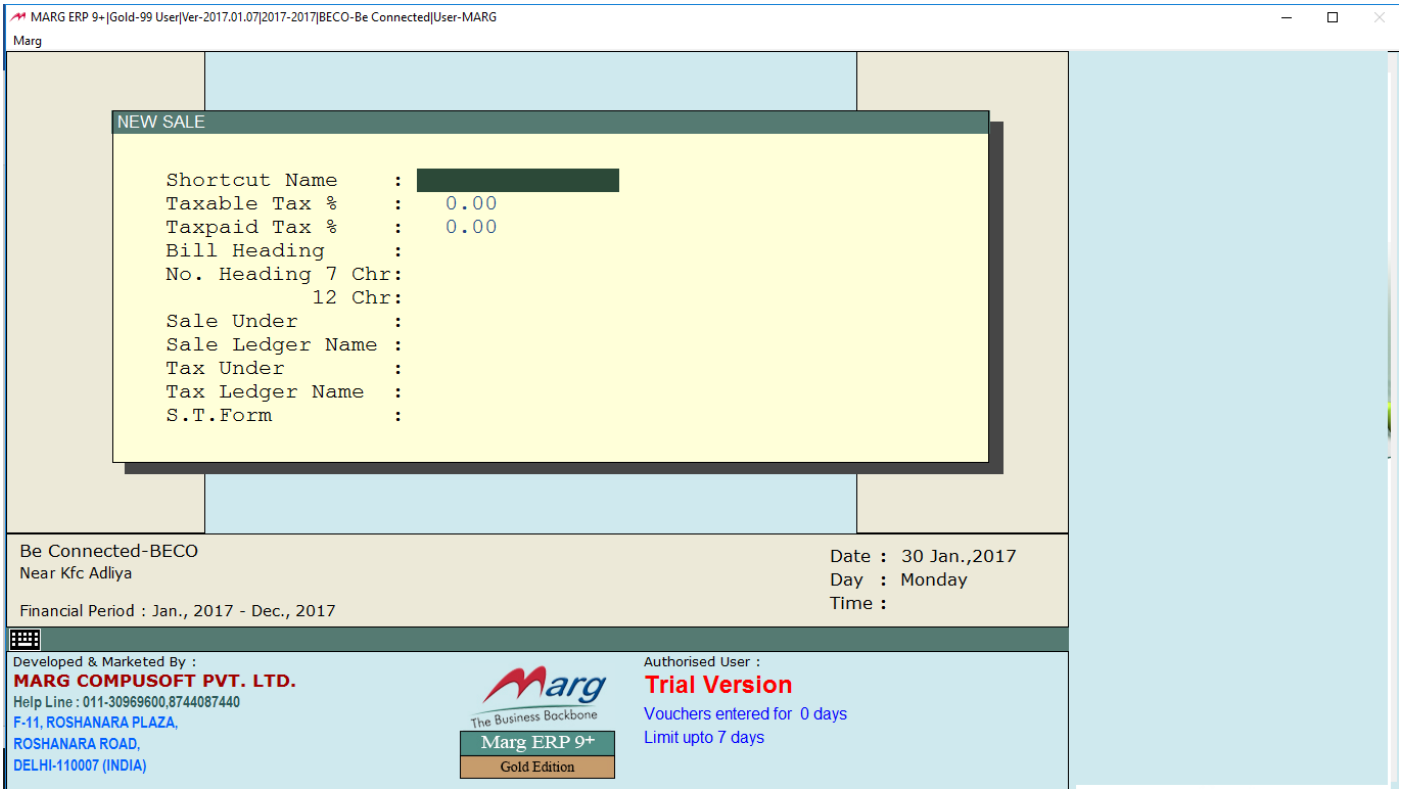
FEATURES:

CATEGORY – DEFINE THE CATEGORY NAME HERE

MINIMUM MARGIN – GIVE THE MINIMUM MARGIN PERCENTAGE

DEFINING NEW SALES TYPE:

GO TO MASTERS ➡ LEDGER MASTERS ➡ NEW SALE



FEATURES:

SHORTCUT NAME – WRITE THE NAME TO BE CALLED

TAXABLE TAX % - IF APPLICABLE GIVE THE NUMBER

TAXPAID % - IF APPLICABLE GIVE THE NUMBER

BILL HEADING - TYPE THE WORDS TO BE DISPLAYED ON BILL HEADING

NO. HEADING 7 / 12 CHR –TYPE THE NO. OF CHRACTER

SALE UNDER – SELECT THE APPROPRAITE ACCOUNTS (FOR EG. SALES)

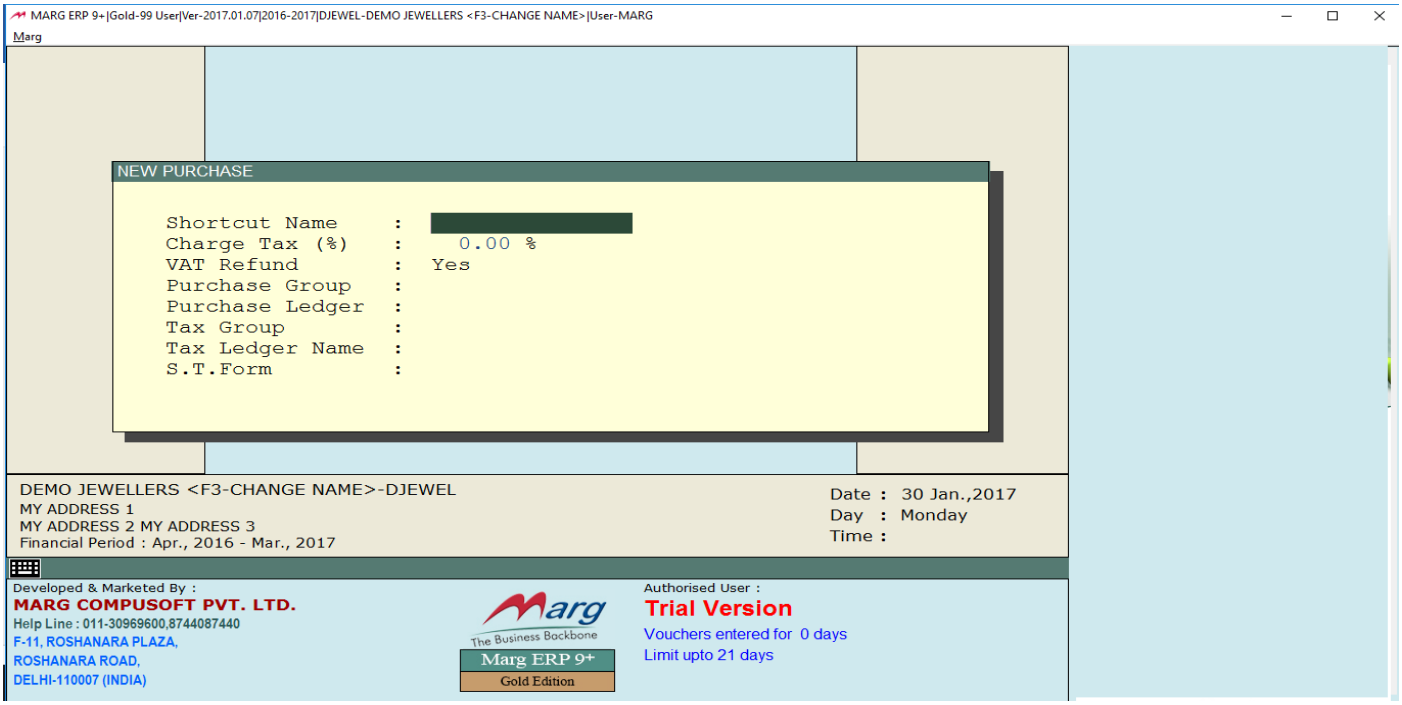
SALE LEDGER NAME – TYPE THE NAME OF THE LEDGER

TAX UNDER – DEFINE TAX ACCOUNT IF APPLICABLE

S.T. FORM –DEFINE SALES TAX IF APPLICABLE

DEFINING NEW PURCHASE TYPE:

GO TO MASTERS ➡ LEDGER MASTERS ➡ NEW PURCHASE



FEATURES:

SHORTCUT NAME – TYPE SHORTCUT KEY TO CALL THE ACCOUNT

CHARGE TAX % - TYPE IF APPLICABLE

VAT REFUND – SELECT IF APPLICABLE

PURCHASE GROUP – SELECT THE GROUP UNDER WHICH THE TYPE WILL APPEAR

PURCHASE LEDGER - SELECT THE APPROPRAITE LEDGER

TAX GROUP – TYPE IF APPLICABLE

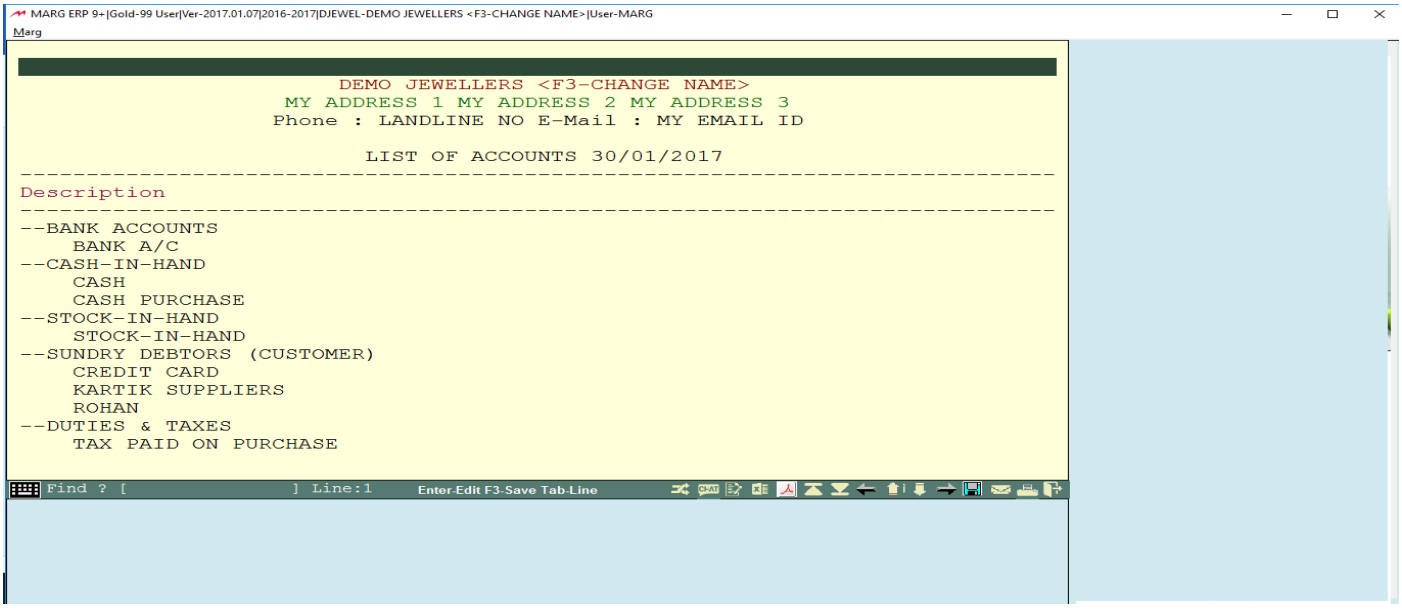
TAX LEDGER NAME – SELECT IF APPLICABLE

TAX LEDGER NAME – SELECT IF APPLICABLE

S.T. FORM – SALES TAX IF APPLICABLE

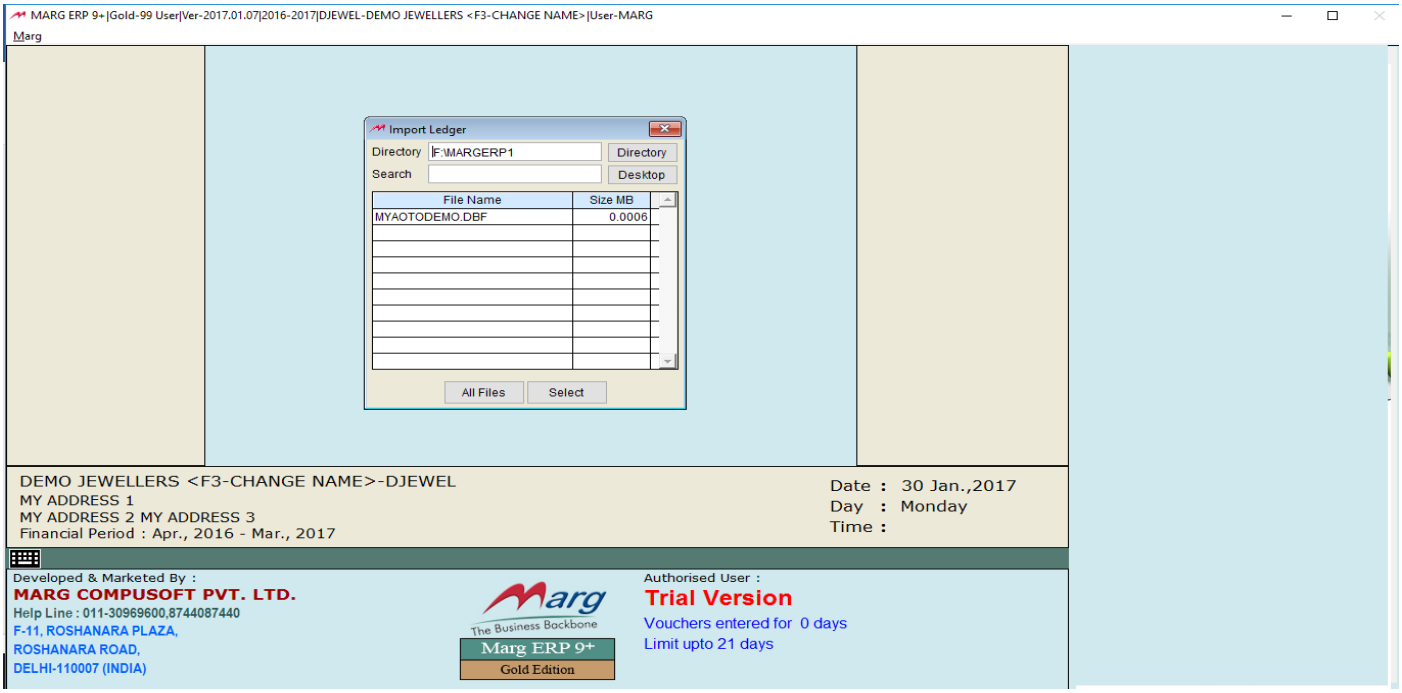
LEDGER: VIEW, IMPORT, EXPORT:

GO TO MASTERS ➡ LEDGER MASTERS ➡ LIST OF ACCOUNTS (TO VIEW THE EXISTING)



LIST OF ACCOUNTS CAN BE EXPORTED TO PDF / WORD BY SELECTING FROM THE BOTTOM

GO TO MASTERS ➡ LEDGER MASTERS ➡ LEDGER IMPORT

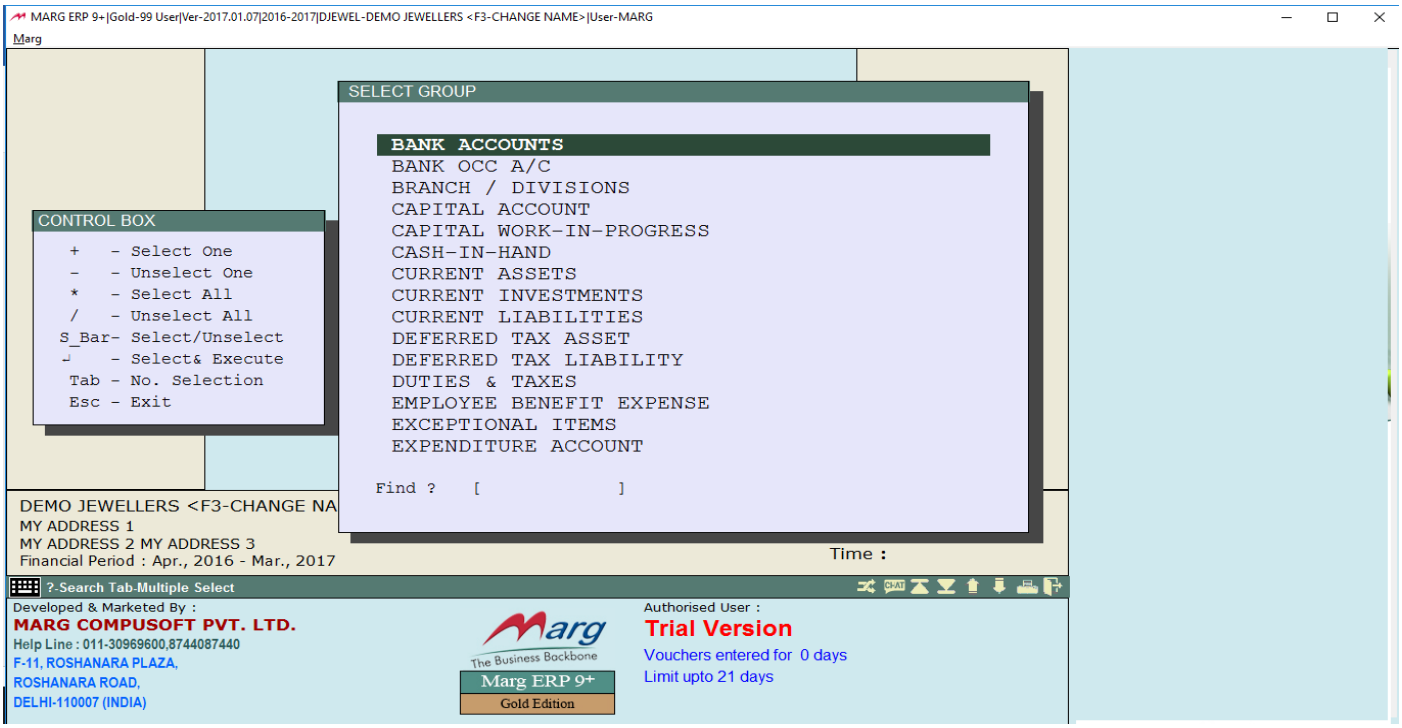


FEATURES:

DIRECTORY – SELECT THE FOLDER HAVING THE TEMPLATE

FILE NAME – SELECT THE FILE NEEDS TO BE IMPORTED

GO TO MASTERS ➡ LEDGER MASTERS ➡ LEDGER EXPORT

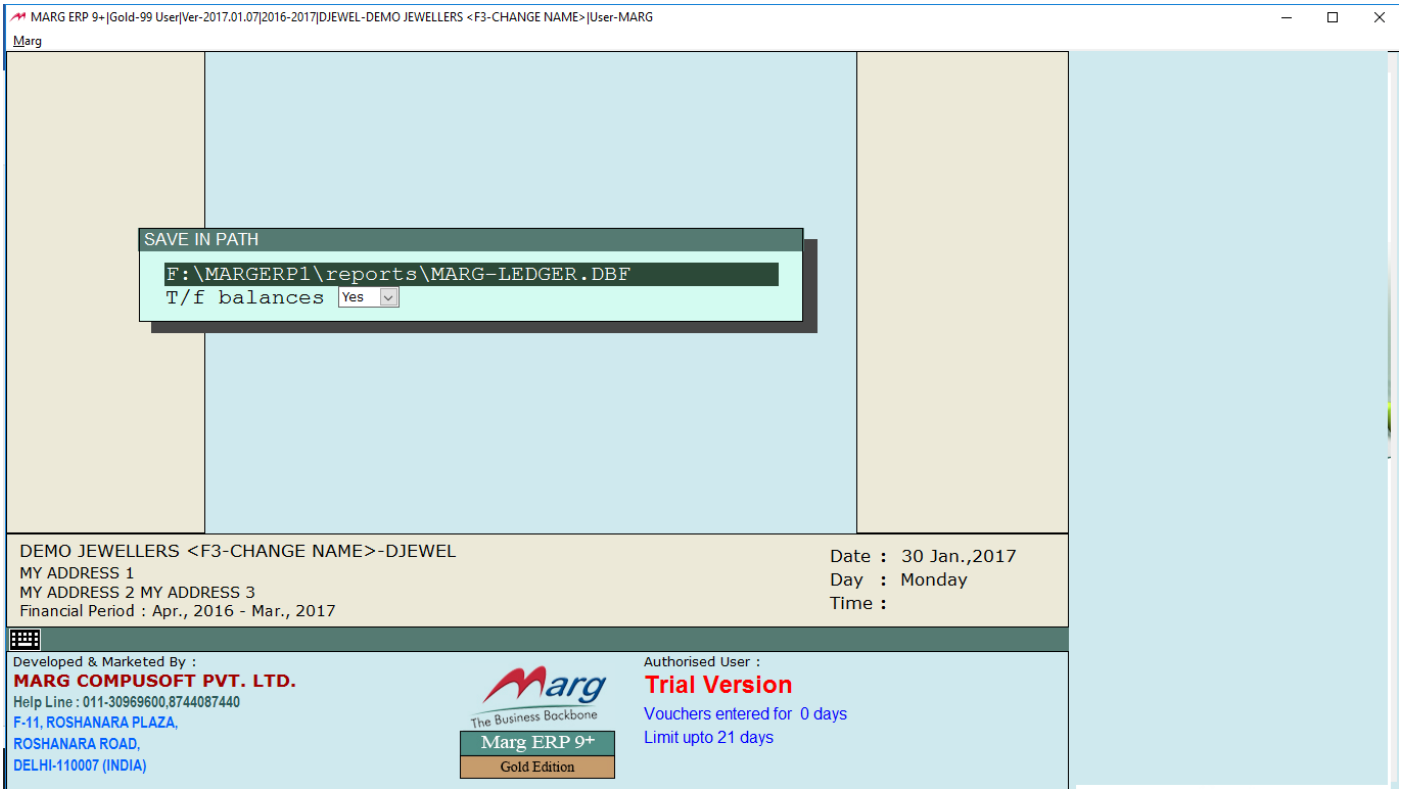


FEATURES:

SELECT THE ACCOUNTS FROM THE LIST OF LEDGER BY PRESSING SPACE BAR

PRESS ENTER AND EXPORT THE LEGERS

EXPORT THE LEDGER IN DESIRED LOCATION BY GIVING THE PATH OF DIRECTORY



PRICE LIST:

GO TO MASTERS ➡ RATE & DISCOUNT MASTERS ➡ PRICE LIST ➡ ALL ITEMS

FEATURES:

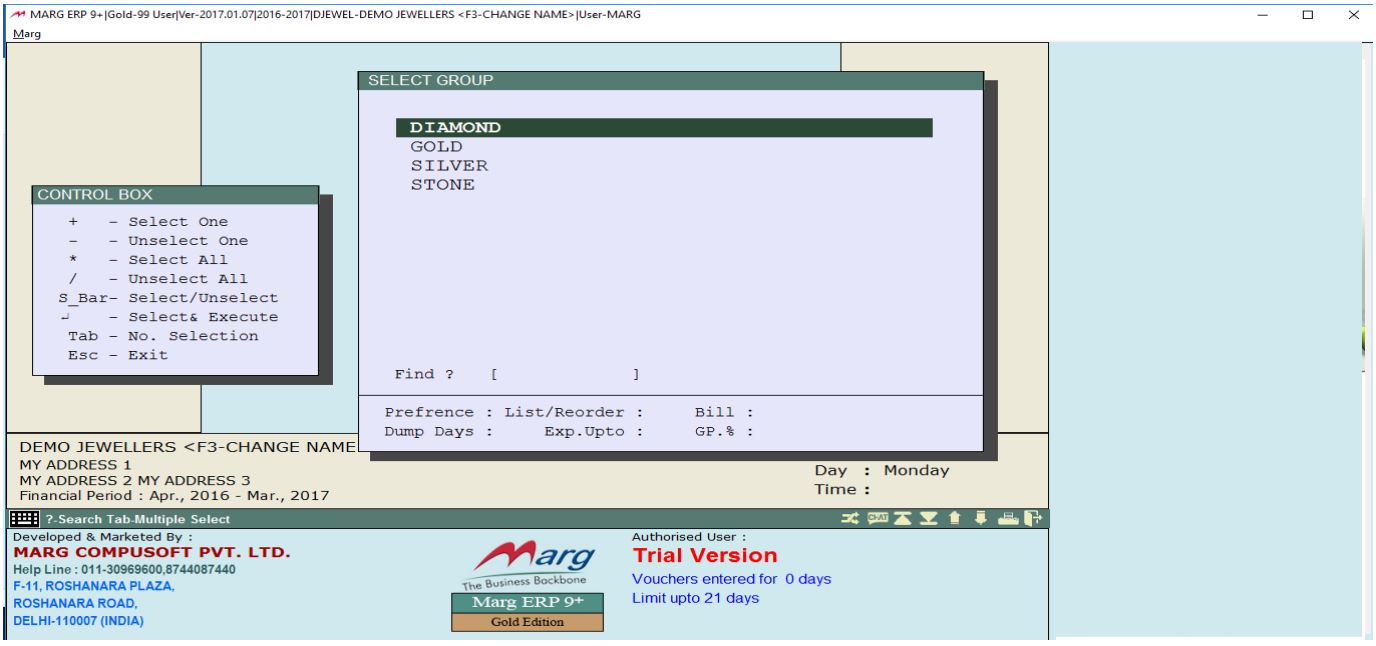
ENTER THE PRICE MANUALLY

RATE-A – WILL BE THE SELLING PRICE

P. RATE – PURCHASE PRICE

M.R.P – MAXIMUM RETAIL PRICE

GO TO MASTERS ➡ RATE & DISCOUNT MASTERS ➡ PRICE LIST ➡ SELECTED GROUP/ITEMS



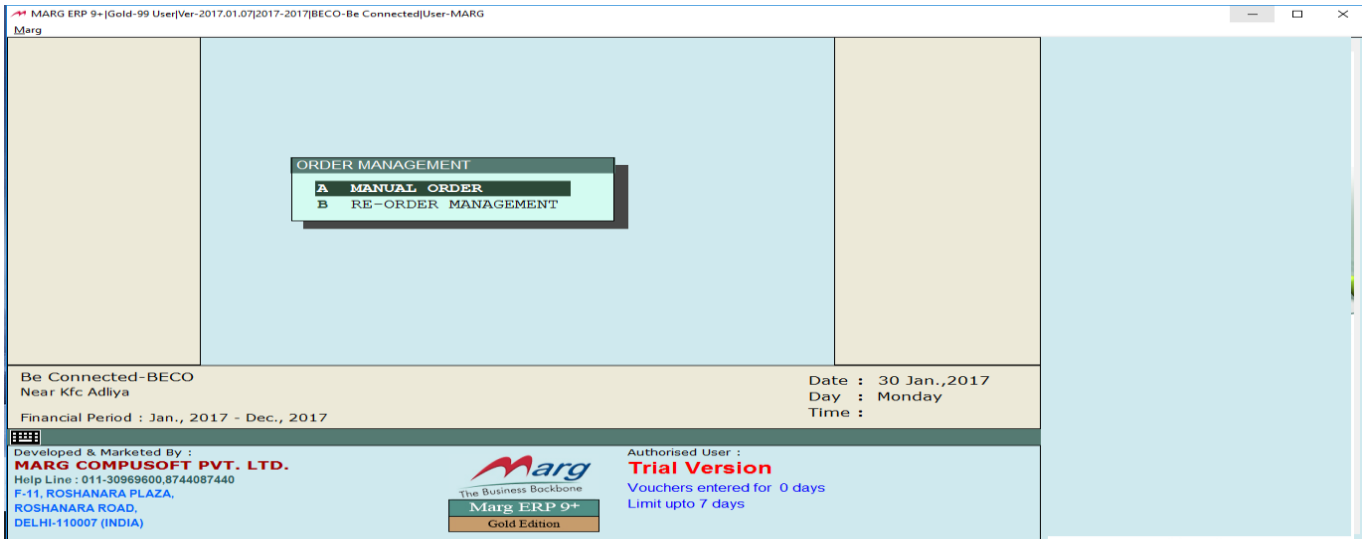
SELECT THE GROUP AND ENTER THE PRICES MANUALLY

GO TO MASTERS ➡ RATE & DISCOUNT MASTERS ➡ PRICE LIST ➡ IMPORT FROM EXCEL

PROCUREMENT:

1- PURCHASE ORDER

GO TO TRANSACTIONS➡PURCHASE ORDER➡NEW



FEATURES:

MANUAL ORDER – FOR ORDERS OTHER THAN INVENTORY

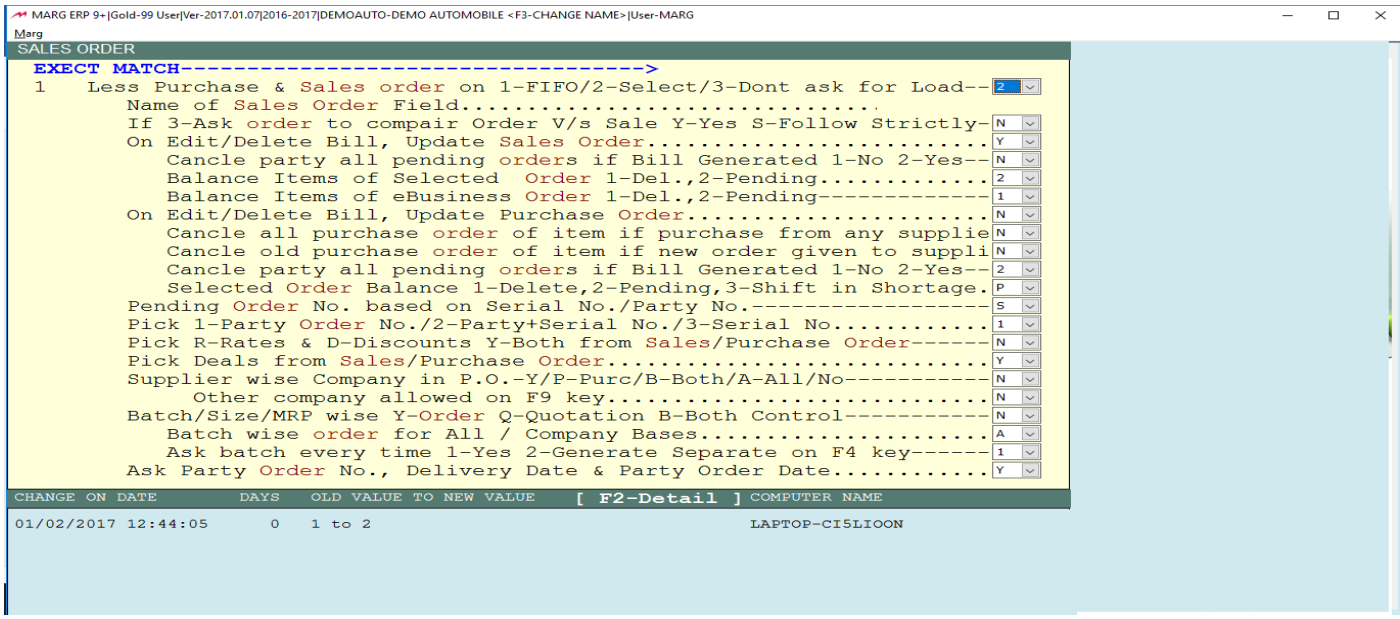
RE-ORDER MGMT. – ORDERS ABOUT INVENTORY (USING SETTINGS/FORMULAS)

ACTIVATING PENDING ORDER REPORT:

GO TO MASTERS➡MARG SETUPS➡CONTROL ROOMS

SELECT SEARCH IN ALL

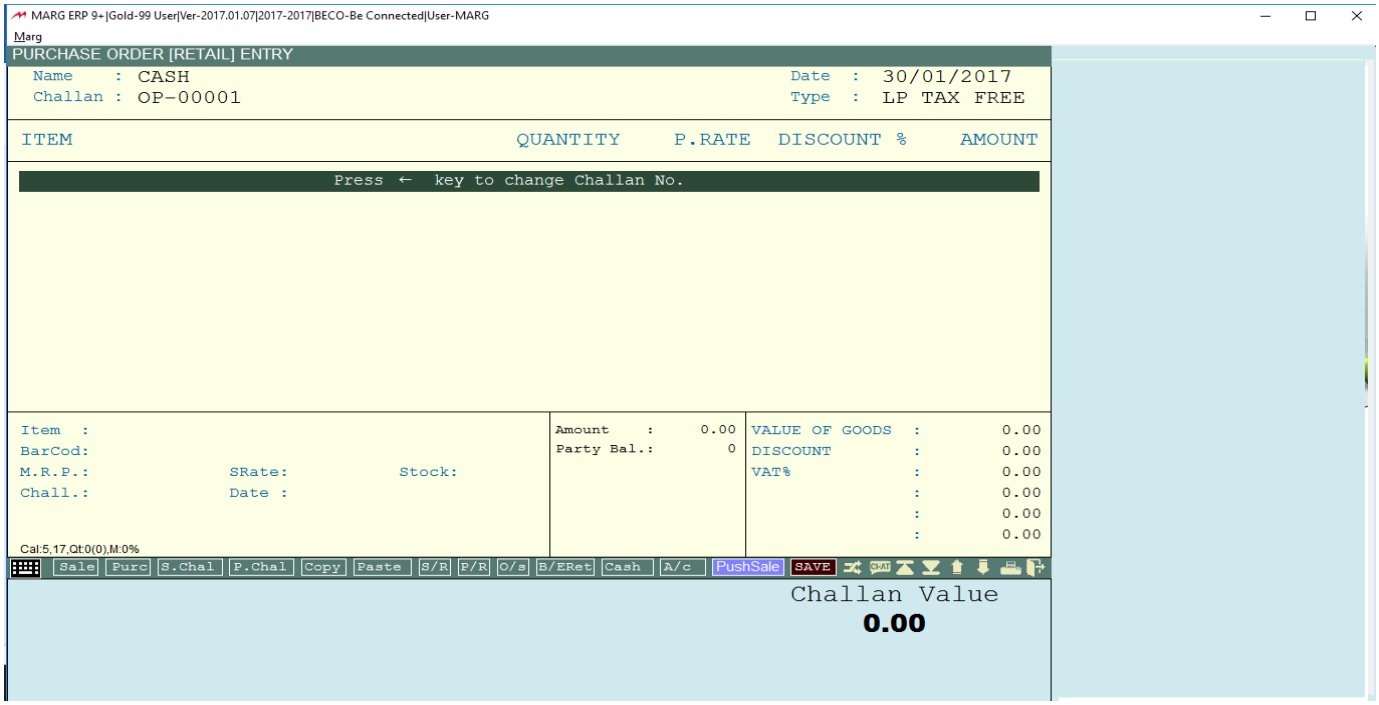
WRITE SALES ORDER AND CLICK ON ACCEPT



SELECT FROM ROW NO. 3, DROP DOWN THE MENU AND SELECT 2

SELECT ‘Y’ FROM THE UPDATE ORDER SELECTION

SELECT ‘N’ FROM THE CANCEL THE ORDER ON THE PURCHASE



FEATURES:

PRESS TAB TO MOVE FORWARD

NAME – NAME OF THE SUPPLIER / CREDITOR

DATE – DATE OF THE DOCUMENT

CHALLAN – CHALLAN NO.

TYPE – CHOOSE THE TYPE REPRISENTED

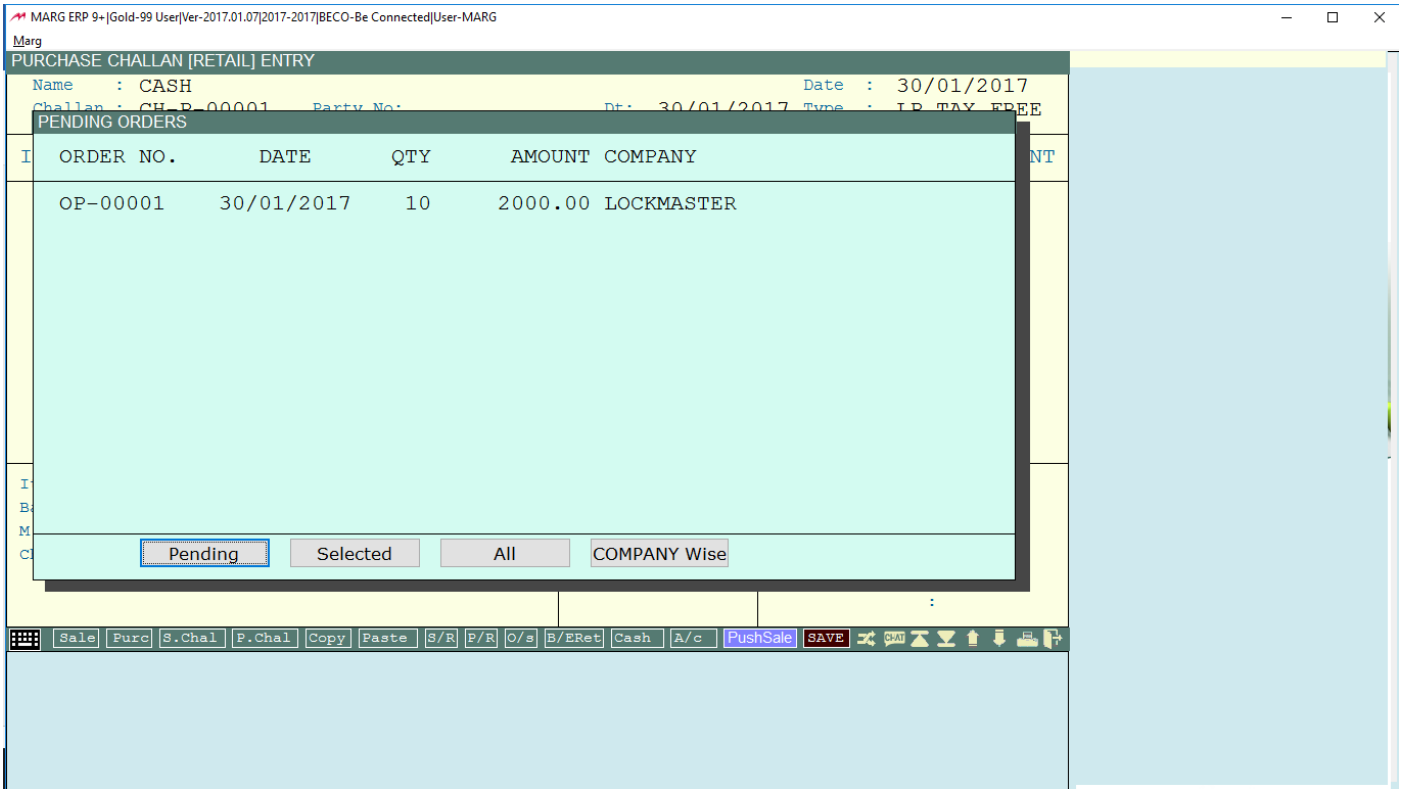
ITEM – SELECT THE ITEM BY PRESSING ENTER

PRESS TAB TO MOVE TO THE END, CHECK THE TOTAL AND SAVE THE DOCUMENT

2- GOODS RECEIVED CHALLAN:

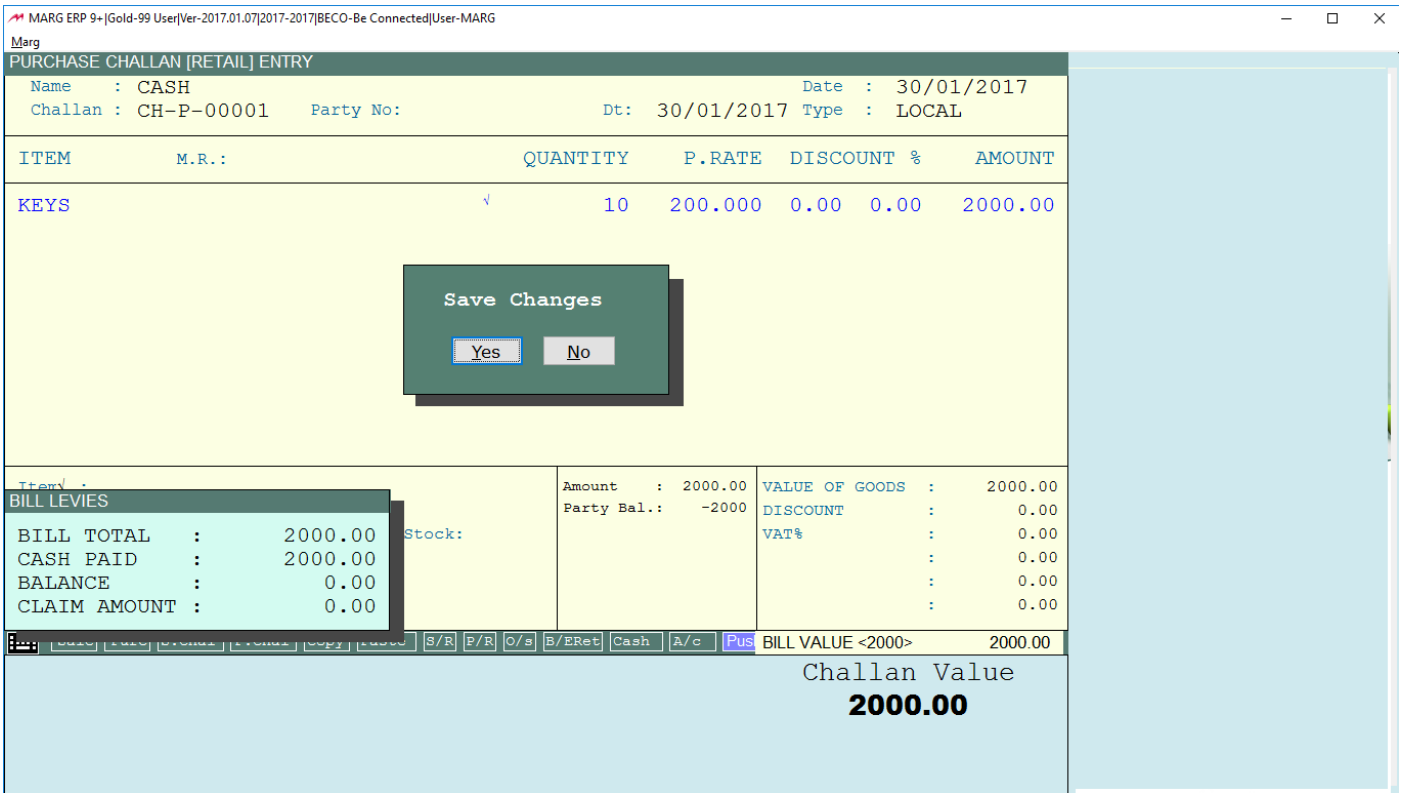
GO TO TRANSACTIONS ➡ PURCHASE ➡ CHALLAN

FILL THE REQUIRED INFORMATION AND SELECT THE SAME SUPPLIER AMD SELECT THE PENDING ORDER BELOW



FEATURES:

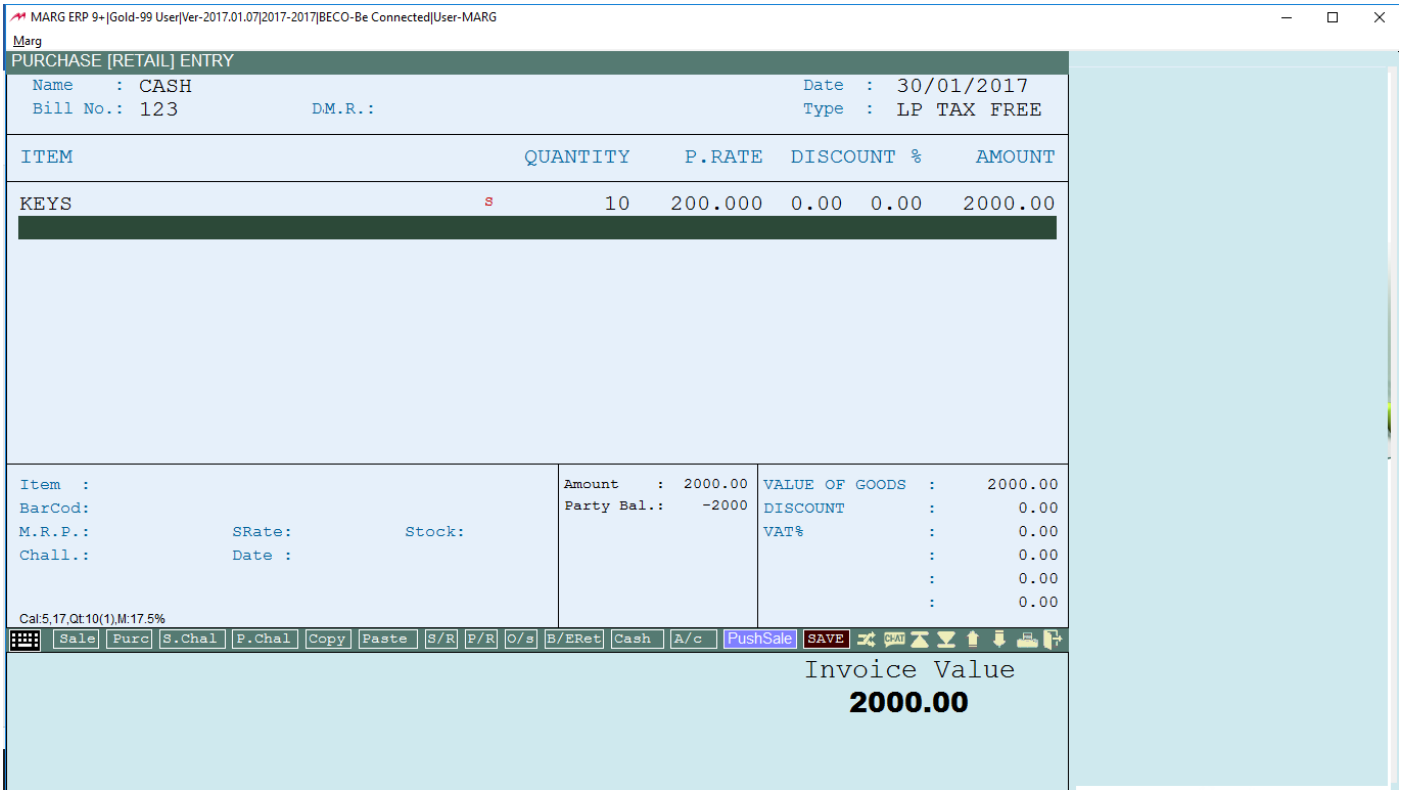
CLICK ON SELECTED AND PRESS SPACE BAR TO SELECT THE ORDER PENDING AFTER SELECTION PRESS TAB KEY AND SAVE IT AS BELOW



IF PARTIAL DELIVERY, WHILE SELECTION OF THE ORDER MODIFY THE QUANTITY RECEIVED AND SAVE IT, LATER VIEW THE PARTY PENDING OR ITEM PENDING ORDER REPORT TO VIEW THE PENDING ITEM TO BE DELIVERED.

3- PURCHASE INVOICE:

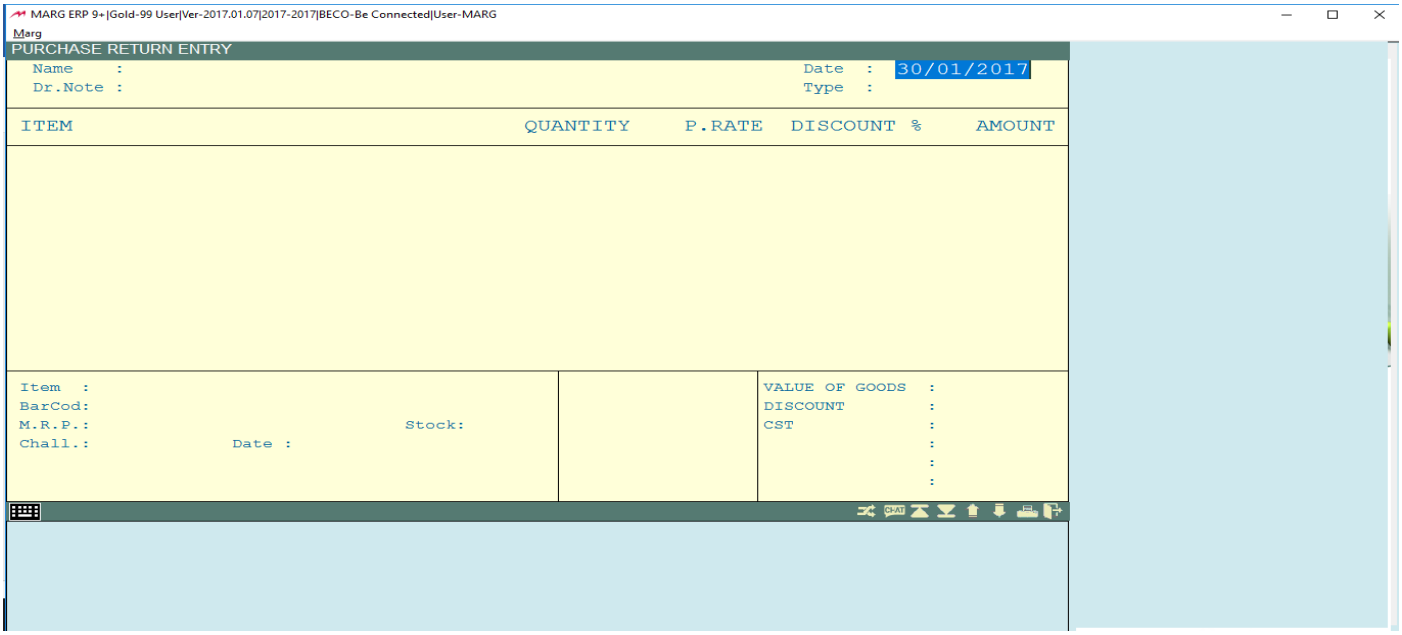
GO TO TRANSACTIONS ➡ PURCHASE ➡ BILL



SELECT THE CHALLAN RELATED TO IT SAME AS BEFORE (ORDER AND CHALLAN)
IN THE BOTTOM OF THE BILL AFTER VAT, THE COST OF PURCHASING WILL BE ENTERED SUCH AS FREIGHT CHARGES, LANDING COST OR OTHER COSTS, ETC.

4- PURCHASE RETURN:

GO TO TRANSACTIONS ➡ PURCHASE RETURN ➡ DEBIT NOTE



5- REPORTS PROCUREMENT:

PRESS ‘F11’ OR SELECT THE BUILT-IN SEARCH ENGINE

TYPE THE FOLLOWING REPORTS

PURCHASE REGISTER

PENDING ORDER

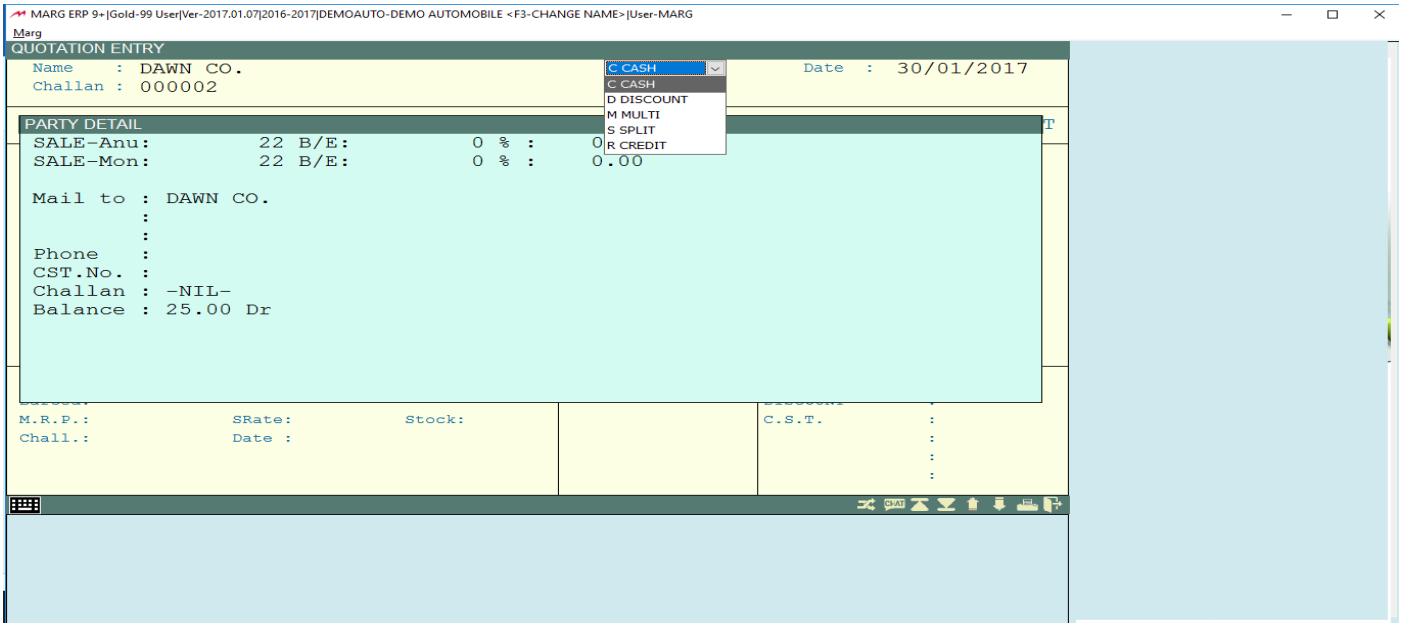
SUPPLIER LEDGER

STOCK STATUS REPORT

SALES:

1-SALES QOUTATION:

GO TO TRANSACTIONS ➡ QUOTATION ➡ NEW



FEATURES:

NAME –CUSTOMER NAME OR ACCOUNT

TYPE – 4 TYPES ARE GIVEN CASH, DISCOUNT, MULTI, SPLIT AND CREDIT

CASH – CASH TRANSACTION

DISCOUNT – FOR USING THE EXTRA DISCOUNT FIELD, ITEM WISE AND AS A WHOLE

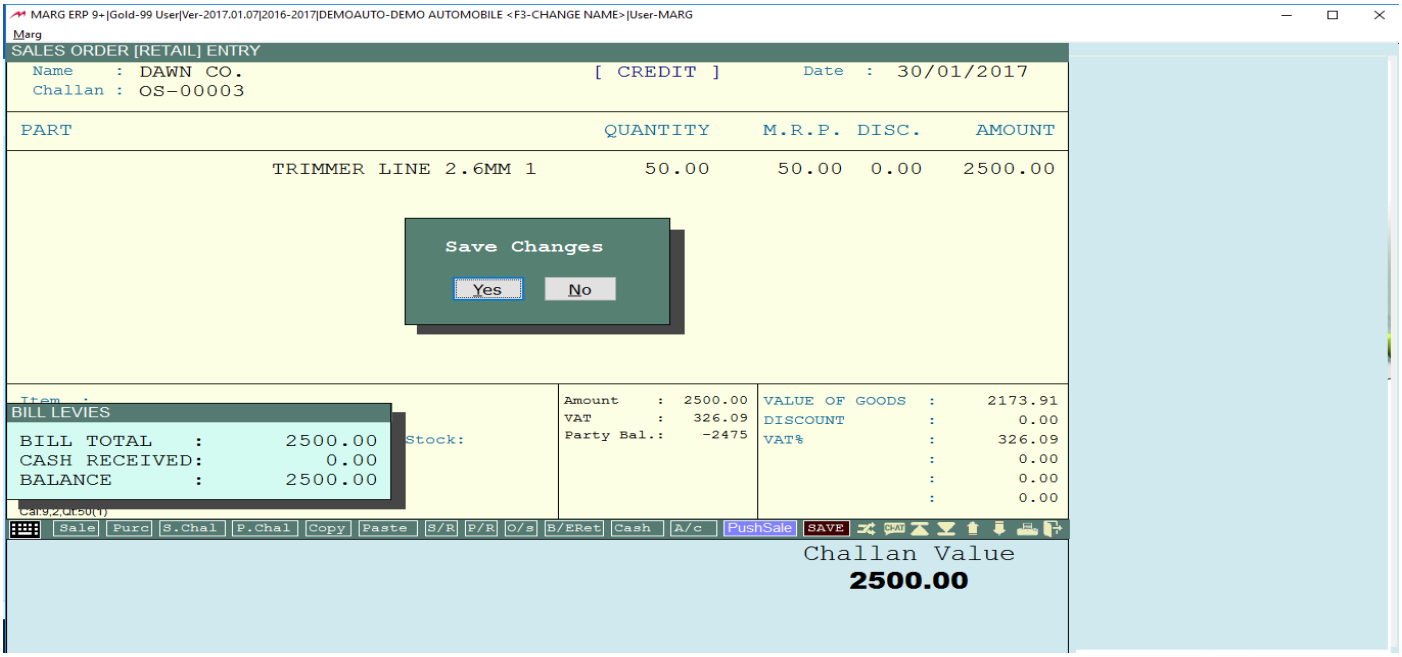
MULTI – THIS IS USED WHEN THERE IS AN ADJUSTMENT WITH THE ACCOUNT HOLDER

SPLIT – USED WHEN A TRANSACTION HAS BOTH THE CASH AND CREDIT PORTION

AFTER THAT SELECT THE ITEM AND SAVE THE QUOTATION

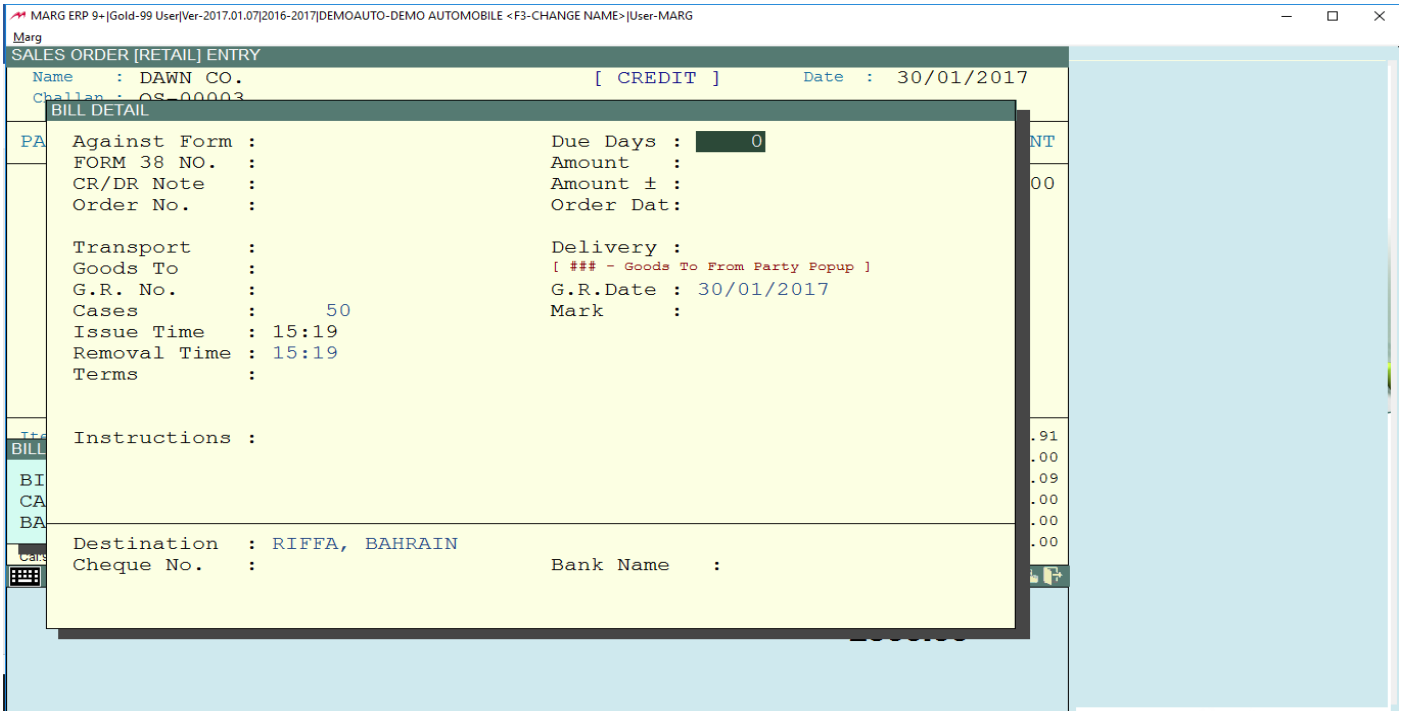
2- SALES ORDER:

GO TO TRANSACTIONS ➡ SALES ORDER ➡ NEW



CREATE THE SALES ORDER AND SAVE IT

AFTER SAVING THE BILL DETAIL SCREEN WILL POP-UP



FEATURES:

AGAINST FORM: FOR REFERENCE OF ANY DOCUMENT RELATED

DUE DAYS - THIS WILL BE THE DAYS AFTER PAYMENT WILL BE MADE

FORM 38 NO. – NOT APPLICABLE IN BAHRAIN (INDIAN BANKING FORM)

AMOUNT - RELATED TO FORM 38

CR / DR NOTE - ANY CREDIT OR DEBIT NOTE AVAILABLE FOR THIS ACCOUNT

AMOUNT - AMOUNT RELATED TO CR / DR NOTE

ORDER NO. – ORDER REFERENCE NO.

ORDER DATE - FOR REFERENCE

TRANSPORTATION – TRANSPORTATION TO CUSTOMER IF ANY

GOODS TO – CONTACT PERSON NAME

DELIVERY – ADDRESS OF DELIVERY

G.R.N NO. – DELIVERY CHALLAN NO.

CASES – NO. OF CARTONS

MARK – REMARKS DISPLAYED ON CARTONS / CASES

G.R.N DATE – TYPE DATE

ISSUE TIME – ISSUE TIME OF MATERIALS

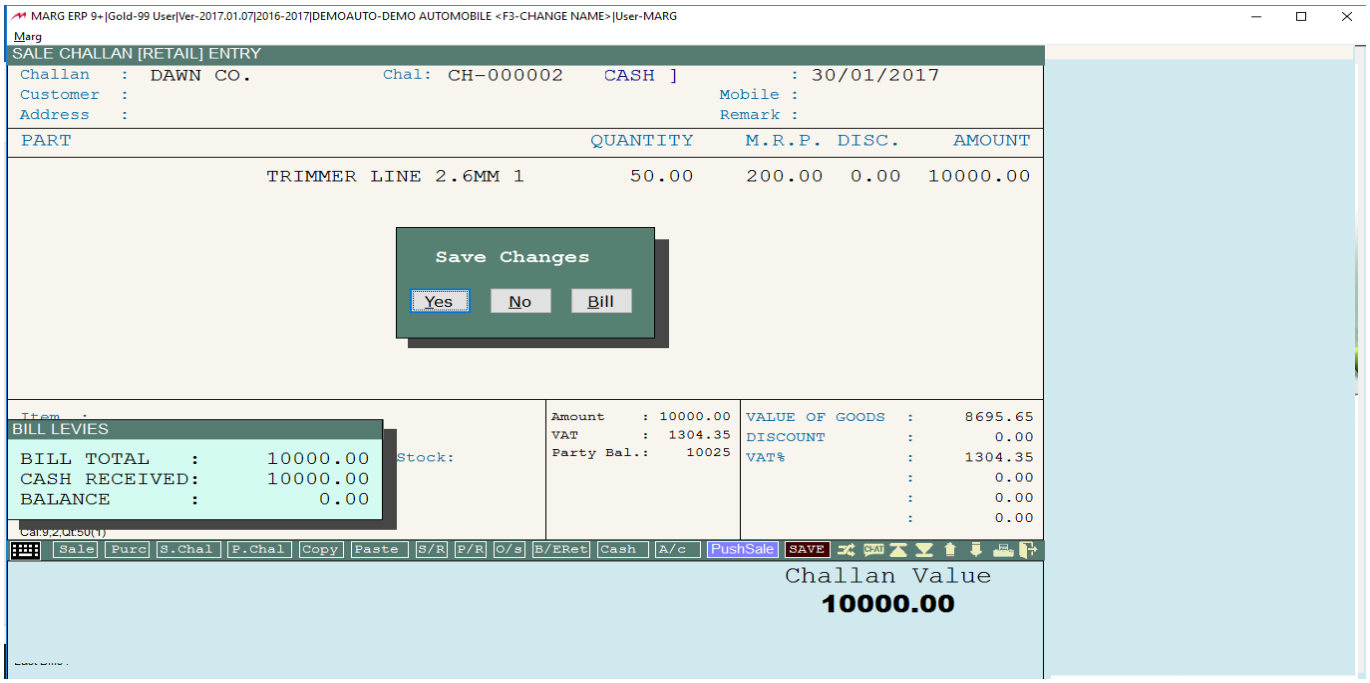
REMOVAL TIME – DELIVERED TIME OF ITEMS OR MATERIALS

TERMS – TERMS AND CONDITIONS OF THE TRANSACTION

3- DELIVERY CHALLAN:

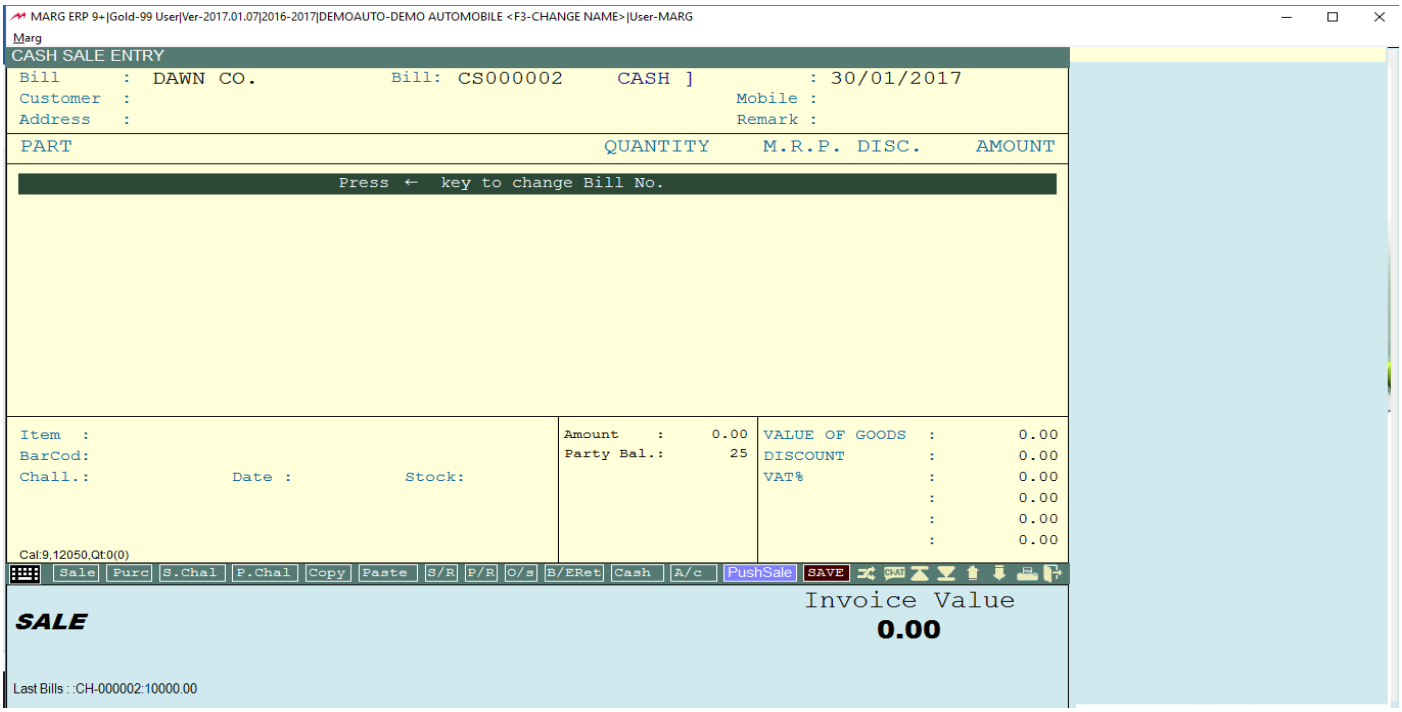
GO TO TRANSACTIONS ➡ SALES ➡ CHALLAN RETAIL (CASH CUSTOMER)

GO TO TRANSACTIONS➡SALES ➡CHALLAN WHOLESALE (CR CUSTOMER)
SELECT THE TYPE OF TRANSACTION AND SAVE IT AS BELOW



4- SALES INVOICE:

GO TO TRANSACTIONS➡SALES ➡BILL RETAIL (CASH CUSTOMER)
GO TO TRANSACTIONS➡SALES ➡BILL WHOLESALE (CR CUSTOMER)
CREATE AND SELECT THE BILL (INVOICE) SAME AS THE CHALLAN AND LINK IT WITH THE CHALLAN RELEVANT TO IT.



5-SALES RETURN:

GO TO TRANSACTIONS➡SALES RETURN ➡CR NOTE RETAIL (CASH CUSTOMER)

GO TO TRANSACTIONS➡SALES RETURN ➡CR NOTE WHOLESALE (CR CUSTOMER)

SELECT FROM THE ABOVE TWO OPTIONS FOR CASH AND CREDIT, AFTER THAT SELECT THE TYPE OF RETURN, CASH REFUND OR CREDIT NOTE. FILL IN THE DETAIL TO LINK UP WITH THE PAST TRANSACTIONS. SAVE IT BY PRESSING THE TAB KEY. THE STATUS SUMMARY FOR THE BALANCE REMAINING WILL APPEAR.

6-REPORTS SALES:

SALES REGISTER
PENDING SALES ORDER
CUSTOMER LEDGER
SALE BOOK (MONTHLY, DAILY, SUMMARY)
CREDIT NOTES BOOK

CASH AND BANK:

1-CASH / BANK PAYMENT

GO TO ACCOUNTS➡VOUCHERS➡PAYMENT
SELECT THE RELEVANT LEDGER WITH THE PAYMENT BY CASH OR BANK ACCOUNT
SELECT THE ACCOUNT AND SAVE IT AS OTHER VOUCHERS
SEE THE EFFECT ON THE CASH BOOK OR BANK BOOK (BOOKS>>CASH & BANK BOOK)

2-CASH/BANK RECEIPT:

GO TO ACCOUNTS➡VOUCHERS➡RECEIPTS

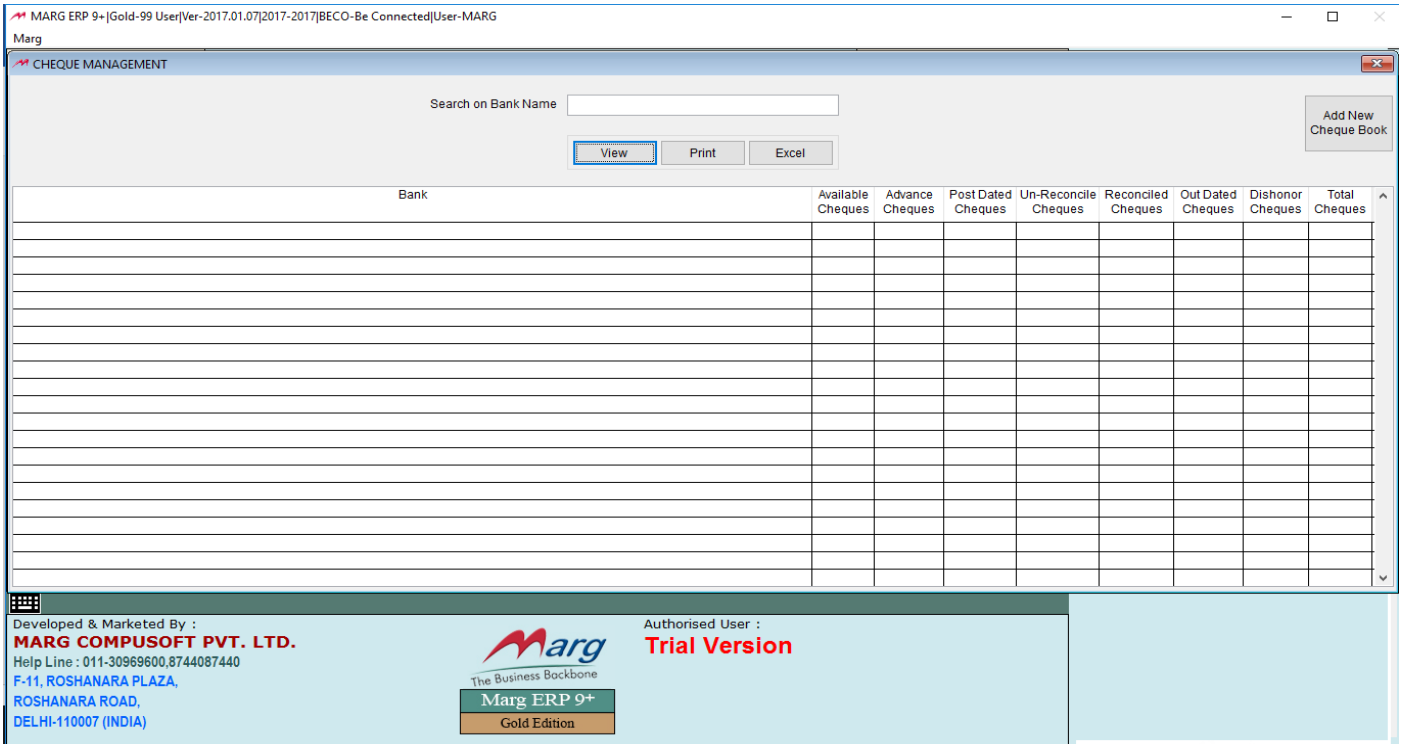
SELECT THE RELEVANT LEDGER WITH THE PAYMENT BY CASH OR BANK ACCOUNT

SELECT THE ACCOUNT AND SAVE IT AS OTHER VOUCHERS

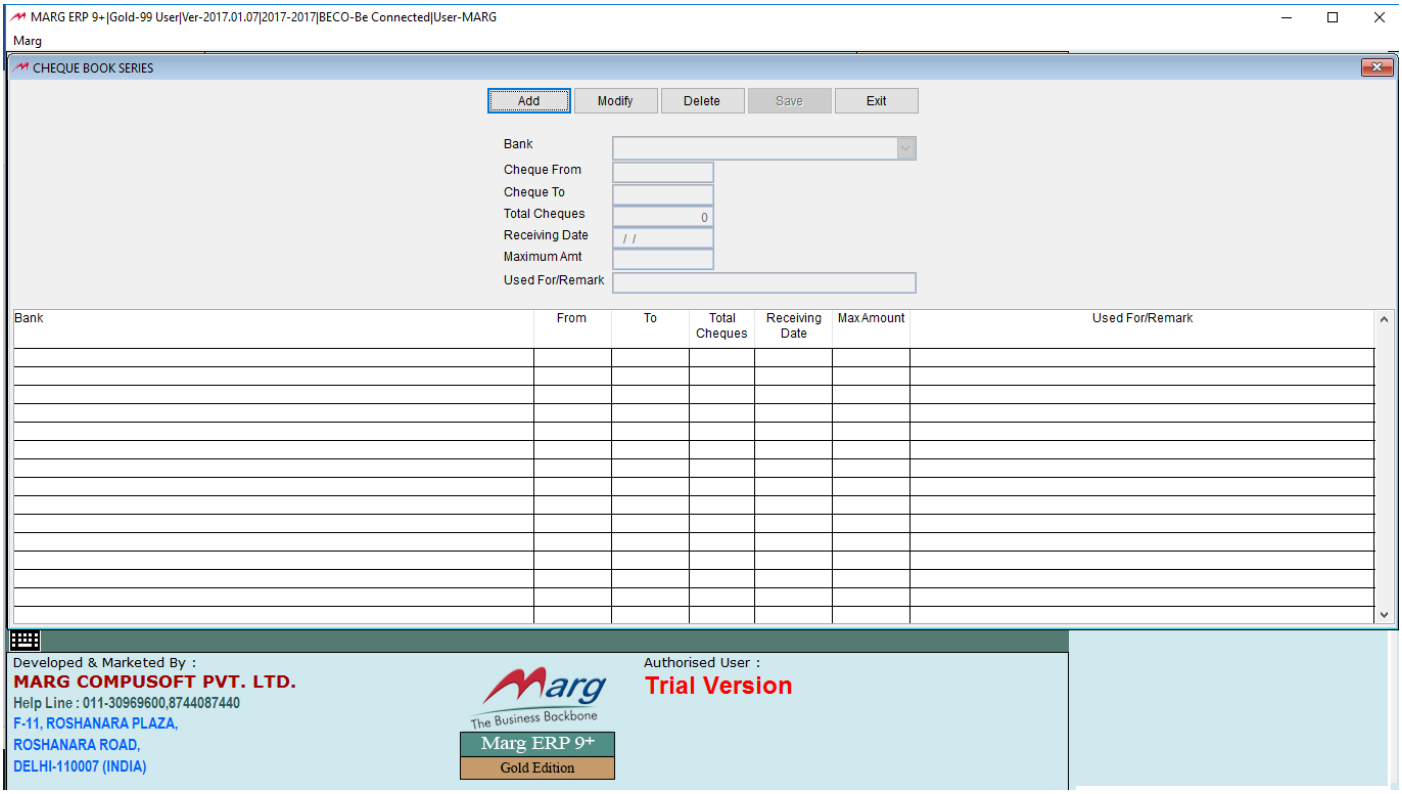
SEE THE EFFECT ON THE CASH BOOK OR BANK BOOK(BOOKS>>CASH & BANK BOOK)

3-CHEQUE BOOK MANAGEMENT:

GO TO BOOKS➡CHEQUE MANAGEMENT



SELECT ‘ADD NEW CHEQUE BOOK’



FEATURES:

ADD – TO ADD THE NEW CHEQUE BOOK

CHEQUE FROM – CHEQUE BOOK STARTING NO.

CHEQUE TO – THE LAST CHEQUE NO.

TOTAL CHEQUE – AUTOMATICALLY SYSTEM WILL COUNT

RECEIVING DATE – CHEQUE BOOK RECEIVING DATE

MAXIMUM AMT. – TO RESTRICT THE MAXIMUM AMOUNT OF TRANSACTION

USED FOR REMARKS – STATE THE USE OF THE CHEQUE BOOK

SAVE THE CHEQUE BOOK

VIEW THE STATUS OF CHEQUE BOOKS BY CLICKING ON VIEW

4-PDC RECEIPT:

GO TO ACCOUNTS➡PDC CHEQUES / CASH

ENTER THE FOLLOWING INFORMATION AND AFTER ENTERING THE INFO SAVE BY END KEY

BILL NO.

PARTY NAME

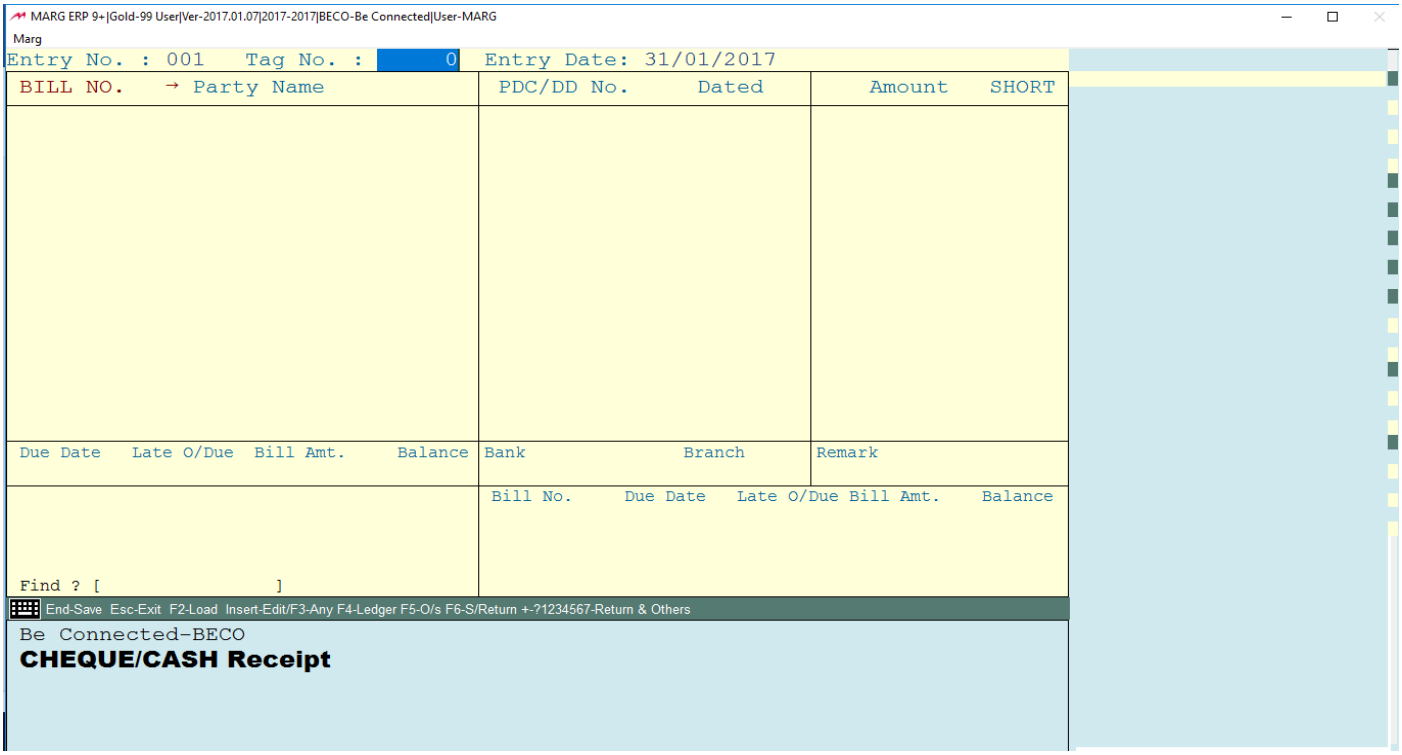
PDC CHEQUE NO.

PDC MATURITY DATE

PDC AMOUNT

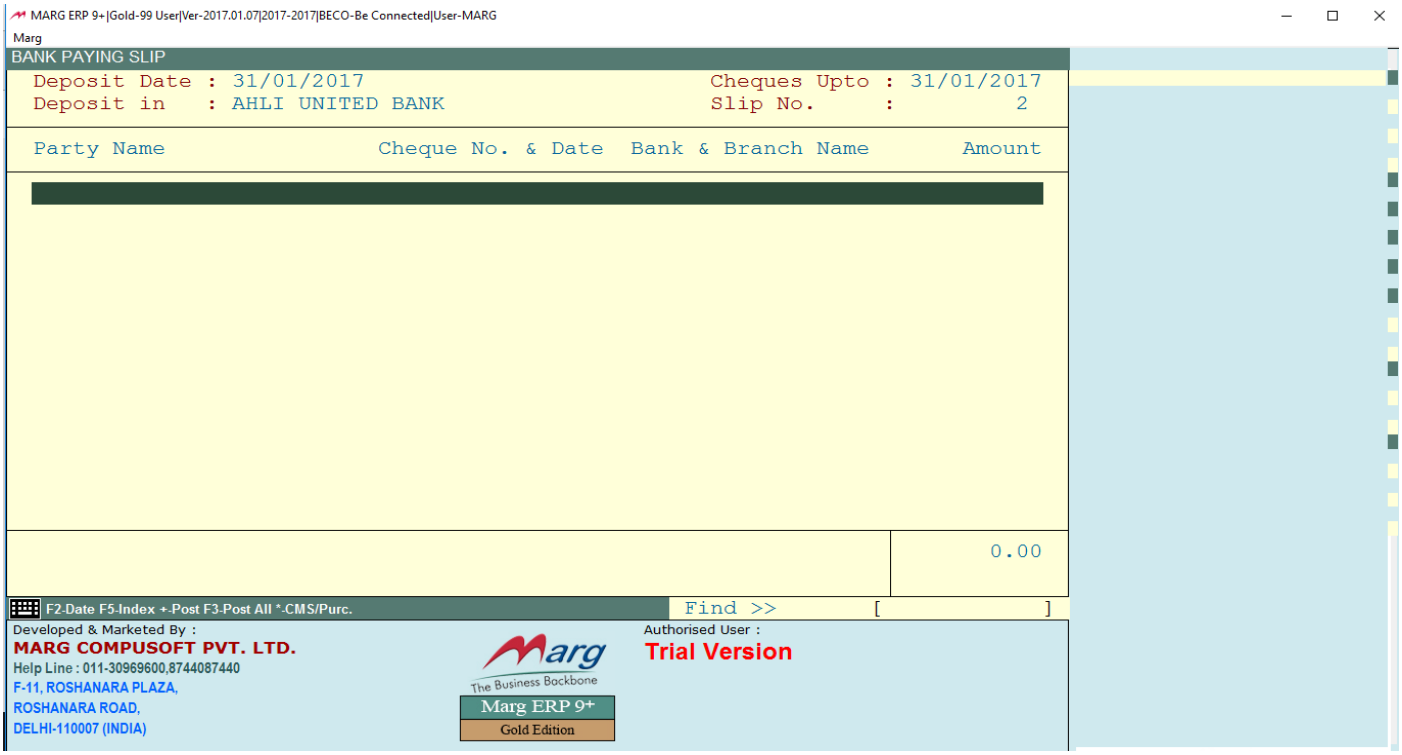
BANK NAME

BRANCH NAME



AFTER THE **RECEIVING** ENTERY OF THE PDC, WE MUST**DEPOSIT** THE PDC IN THE BANK

FOR THAT, GO TO ACCOUNTS➡BANK PAY-IN SLIPS / CLEARANCE➡PAY-IN SLIPS



FEATURES:

DEPOSIT DATE – TYPE THE DATE OF DEPOSTING THE PDC

CHEQUE UPTO – UPTO THE DATE BY WHICH CHEQUES ARE BEING DEPOSITED

DEPOSIT IN – NAME OF THE BANK

SLIP NO. – 2 (DEFAULT)

FROM THE GENERATED LIST PRESS '+' KEY TO DEPOSIT THE REQUIRED CHEQUE / CHEQUES FOR WRONGLY DEPOSITED CHEQUES,

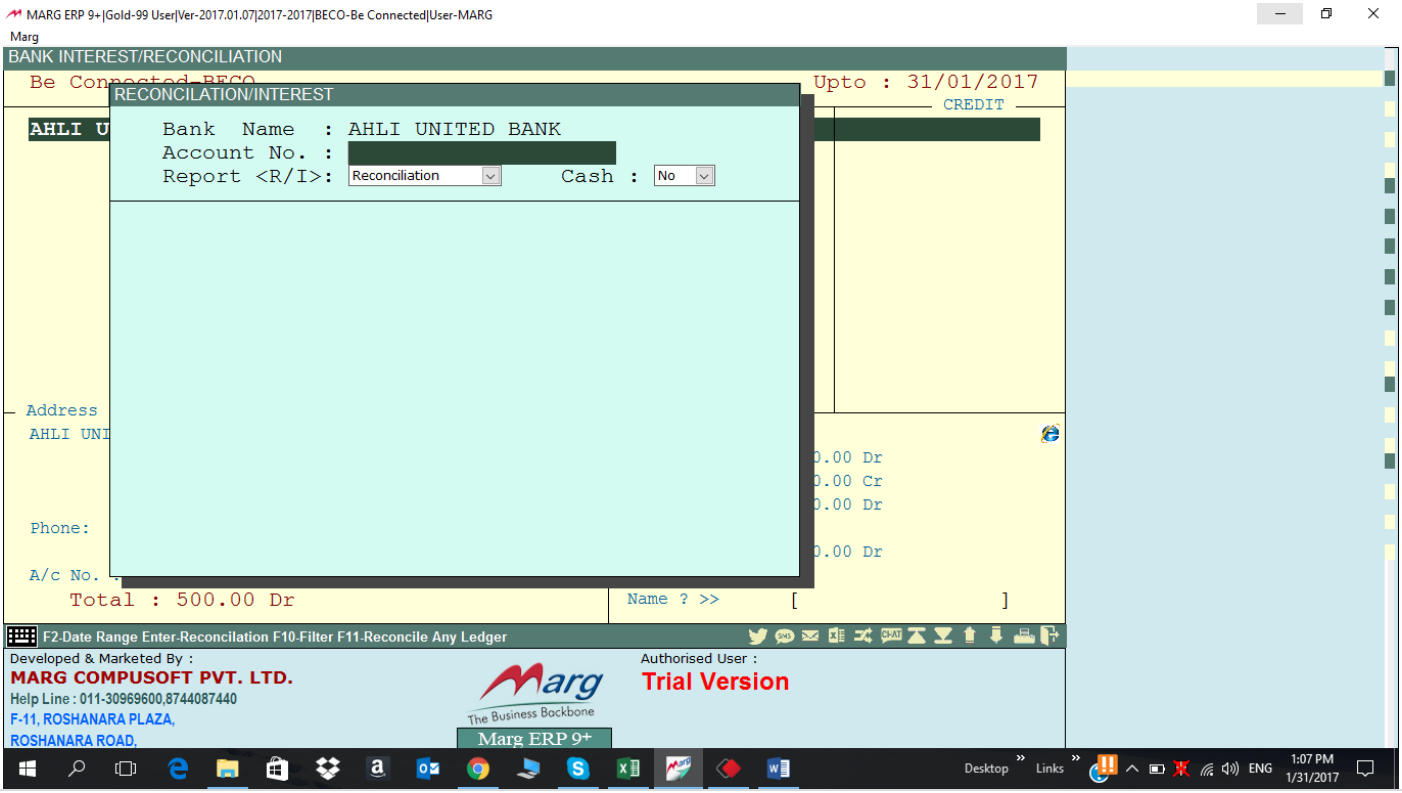
GO TO ACCOUNTS ➡ BANK PAY-IN SLIPS / CLEARANCE ➡ PAY-IN SLIPS (POSTED)

SELECT THE BANK AND PRESS THE 'MINUS' KEY AFTER SELECTING THE RELEVANT CHEQUE TO UNDO THE DEPOSIT

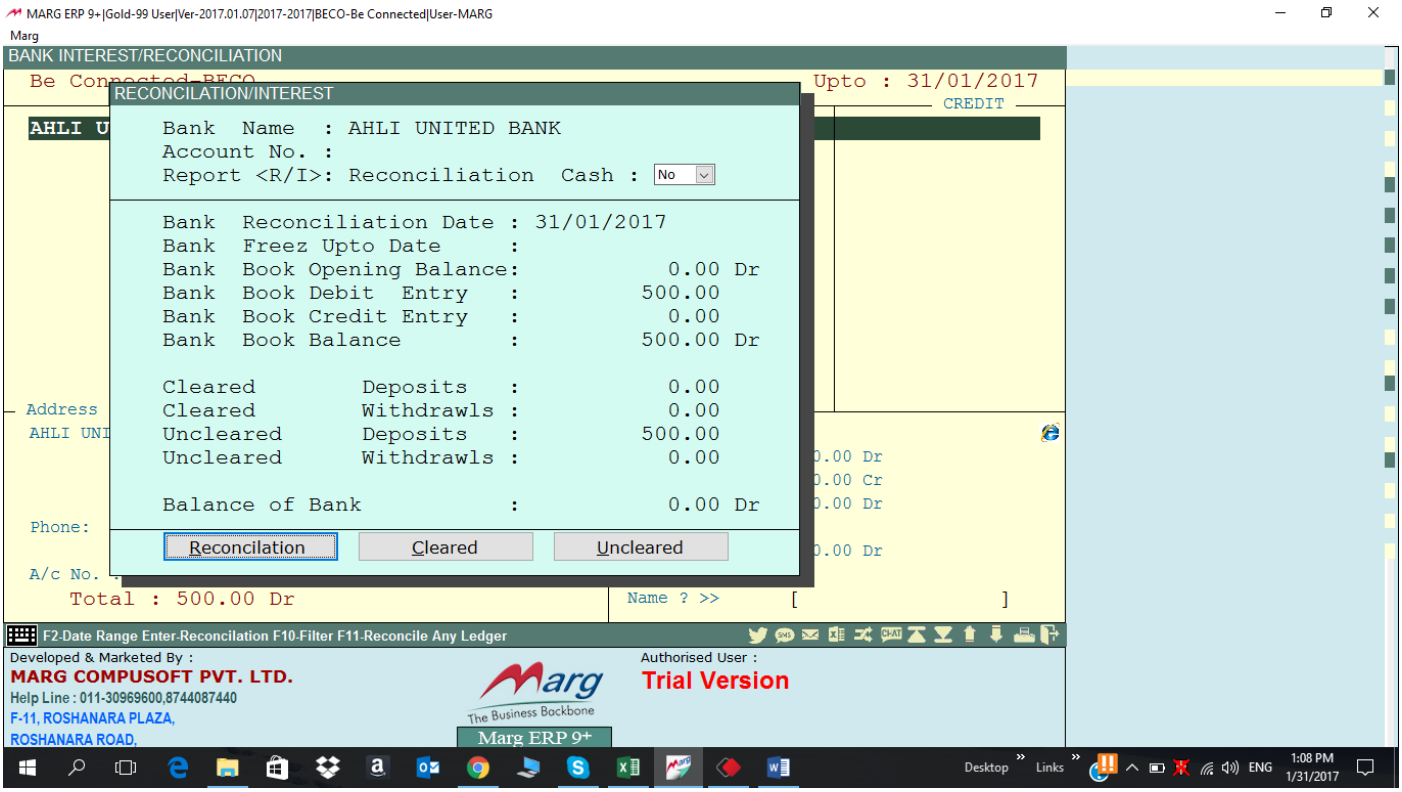
3RD PHASE IS TO CLEAR / UNCLEAR THE CHEQUE,

FOR THAT GO TO BOOKS ➡ BANK RECONCILIATION

SELECT THE BANK WHICH WE ARE RECONCILING



FILL UP THE INFORMATION AND PRESS ENTER, THE FOLLOWING WILL APPEAR



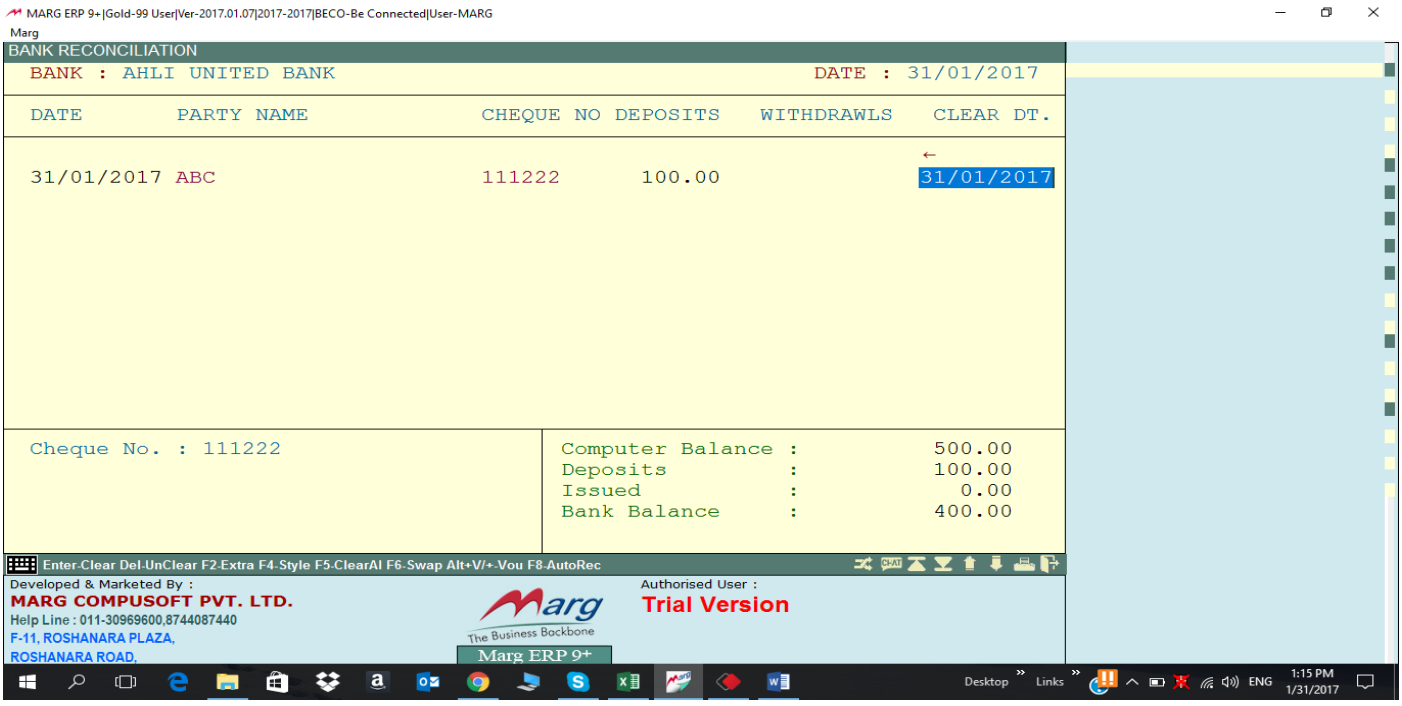
FEATURES:

RECONCILIATION – TO RECONCILE THE BANKS

CLEARED – CLICK ON THIS TO VIEW THE LIST OF CHEQUES CLEARED

UNCLEARED – CLICK ON THIS TO VIEW THE LIST OF UNCLEARED CHEQUES

SELECT THE RECONCILIATION, BELOW SCREEN WILL BE DISPLAYED



SELECT THE CHEQUE YOU WANT TO BE CLEARED AND PRESS ENTER TO TYPE THE CLEARED DATE, AFTER THAT PRESS 'ESC' KEY TO COME BACK AND CLICK THE CLEARED OPTION TO VIEW THE RECENTLY CLEARED CHEQUE.

FOR DISHONERED CHEQUE,

GO TO ACCOUNTS ➡ CHEQUE DISHONOURED / ADVANCES ➡ CHEQUE DISHONOURED

SELECT THE PARTY / LEDGER

A WINDOW WILL APPEAR, FILL IN THE DETAILS

CHEQUE NUMBER, BANK CHARGES, DATED, BANK CHARGES AND PARTY CHARGES

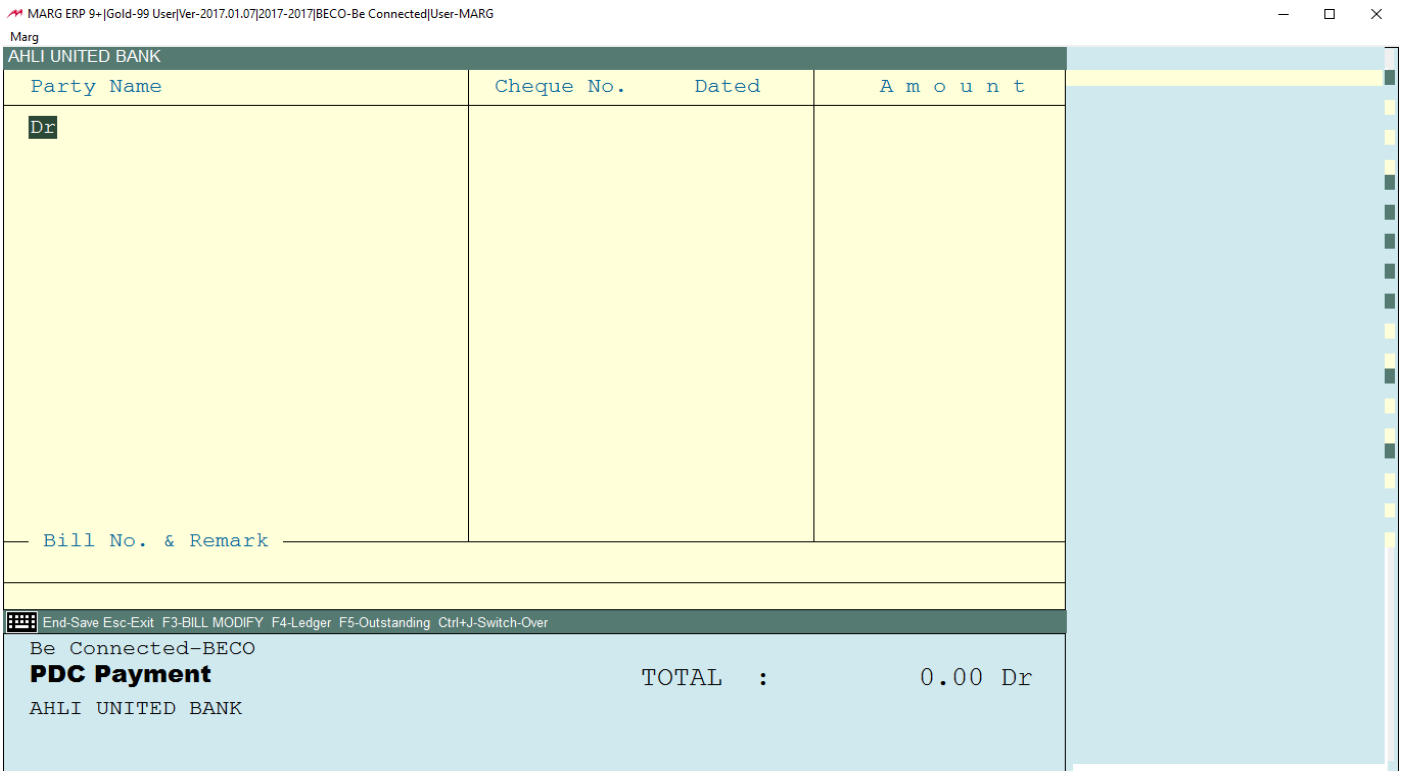
PRESS ENTER KEY, AUTOMATIC ENTRY WILL BE GENERATED, VERIFY THE DETAILS

PRESS ENTER AND SAVE IT BY SELECTING ONE OF THE FOLLOWING:

1) NOT REQUIRED (CHOOSE TO RETURN THE CHEQUE)
2) CHEQUE REPRESENTATION (TO REPRESENT THE CHEQUE IN ANOTHER A/C)
3) SAVE IN PDC (IF WANT TO SAVE AGAIN AS PDC)

POST-DATED PAYMENTS:

GO TO ACCOUNTS ➡ P.D. CHEQUE PAYMENT

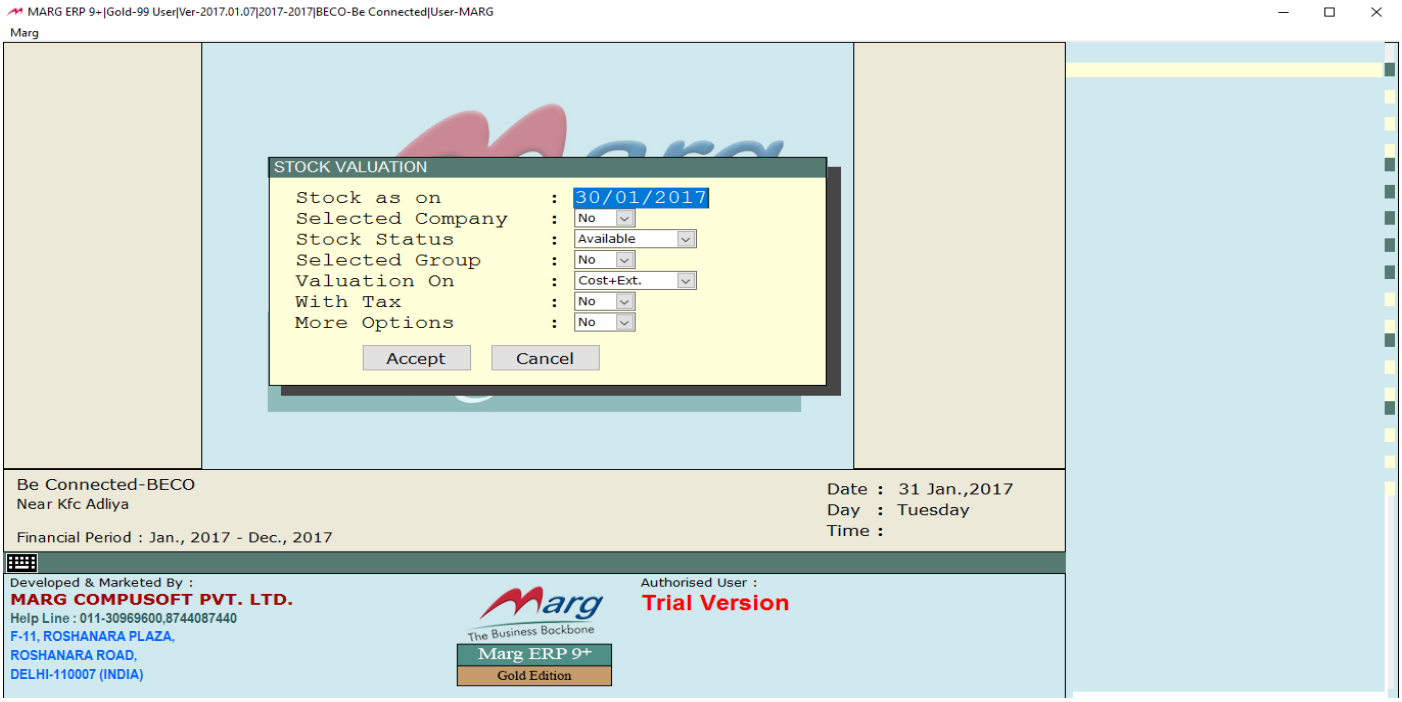


SELECT THE RELEVANT LEDGER AND FILL IN THE INFORMATION SAME AS P.D. RECEIPT SAVE IT OR SAVE & PRINT IT.

INVENTORY & STOCK VALUATION:

FOR STOCK REPORT, VIEW STOCK STATUS, STOCK LEDGER, PURCHASES ACCOUNT ANDE CURRENT STOCK.

FOR VALUATION, GO TO STOCK ➡ STOCK VALUATION



FEATURES:

STOCK AS ON – THE REQUIRED DATE OF VALUATION

SELECTED COMPANY – SELECT THE COMPANY IF YES

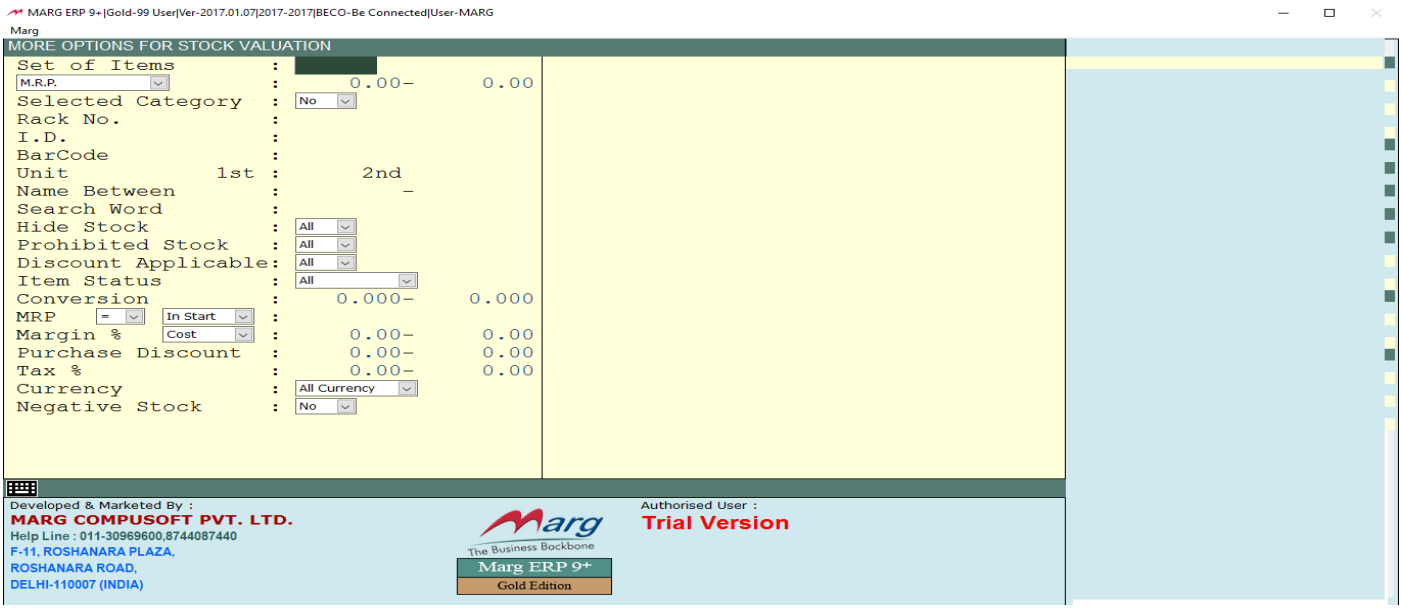
STOCK STATUS – SELECT BETWEEN AVAILABLE OR WHOLE

SELECTED GROUP – SELECT THE GROUP IF YES

VALUATION ON – SELECT THE RATE AS PER THE ACCOUNTING POLICIES OF COMPANY

WITH TAX – IF APPLICABLE

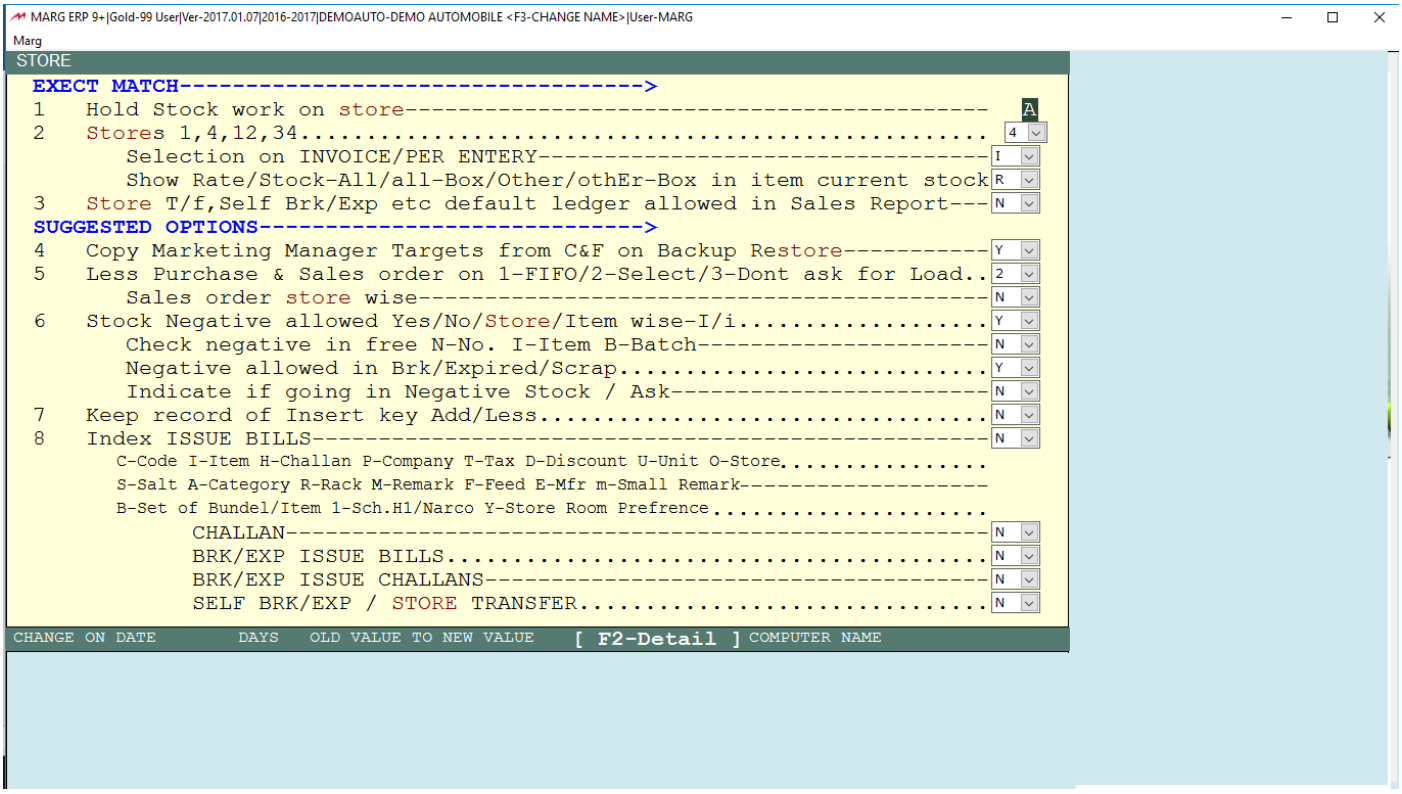
MORE OPTIONS – IF YES, THEN MORE DETAILED INFO IS REQUIRED



STOCK TRANSFER:

GO TO MASTERS➡MARG SETUPS➡CONTROL ROOM

SELECT SEARCH IN ALL AND TYPE 'STORE' AND SELECT REQUIRED NO. AT LINE 2 AS BELOW



GO TO REPORTS➡MANAGEMENT REPORTS➡UTILITIES➡STRUCTURE VERIFICATION

AFTER THAT, CREATE STORE MASTERS BY MASTERS➡INVENTORY MASTERS➡STORE MASTERS

THEN FOR TRANFERENCE, GO TO TRANSACTIONS➡STOCK ISSUE➡WHOLE SALE

SELECT TAX INVOICE, CHOOSE STORE T/F FROM LEDGERS

SELECT TO AND FROM THE STORES TO BE TRANSFERRED

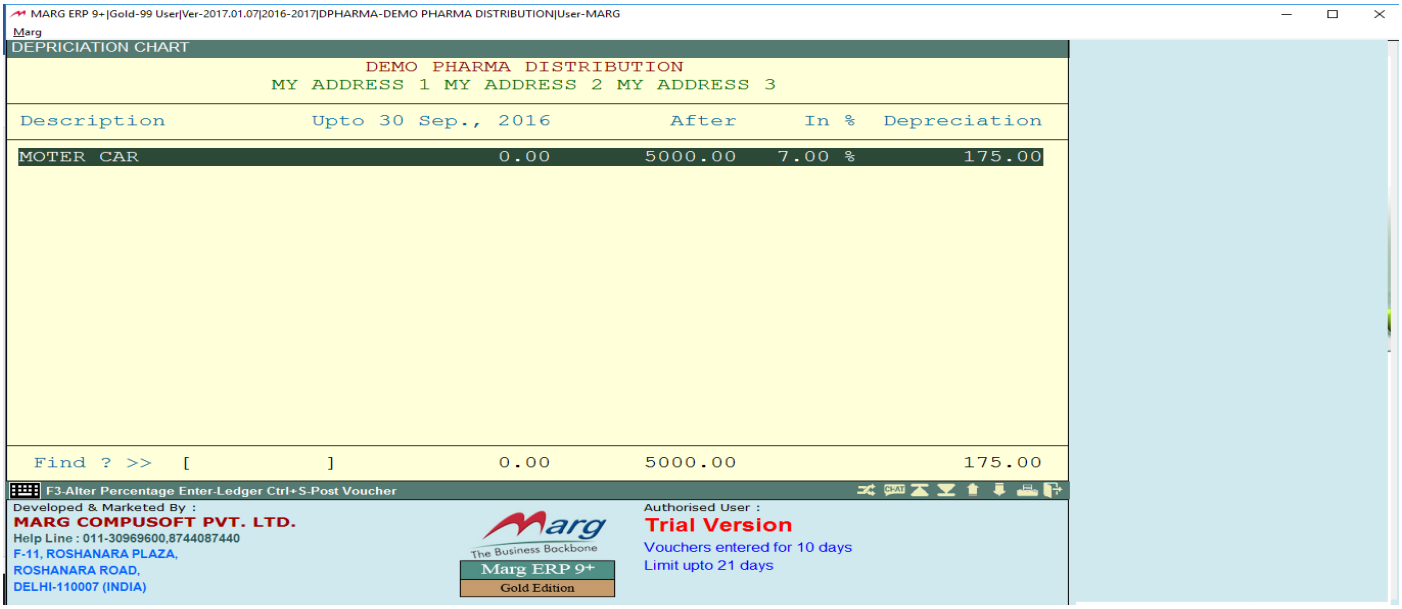
VIEW THE STOCK STATUS REPORT TO SEE THE EFFECTS

FIXED ASSETS & DEPRICIATION:

FIRST STEP IS TO CREATE THE LEDGER FOR THE ASSET

SECOND STEP IS TO PURCHASE THE ASSET BY CREATING PAYMENT VOUCHER

AFTER THAT GO TO BOOKS➡DEPRICIATION (BELOW MENTION SCREEN)



FEATURES:

DESCRIPTION – ASSET NAME

UPTO 'DATE' – CARRYING VALUE AT THAT DATE

AFTER – THE VALUE OF THE ASSET UPON WHICH THE RATE WILL APPLIED

IN % - PERCENTAGE OF THE DEPRICIATION CALCULATION

DEPRICIATION – DEPRICIATION VALUE

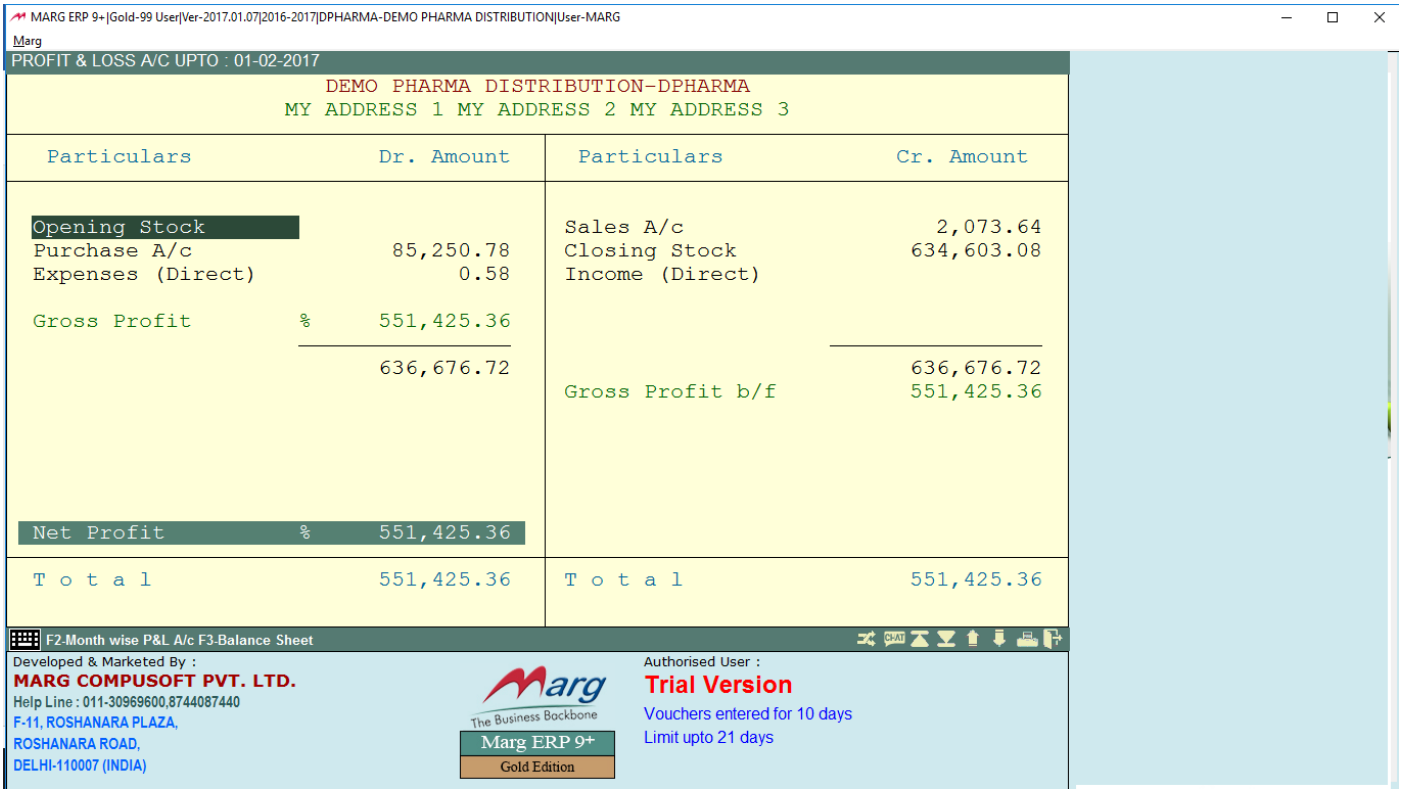
FINANCIAL STATEMENTS / FINAL REPORTS:

1- TRIAL BALANCE:

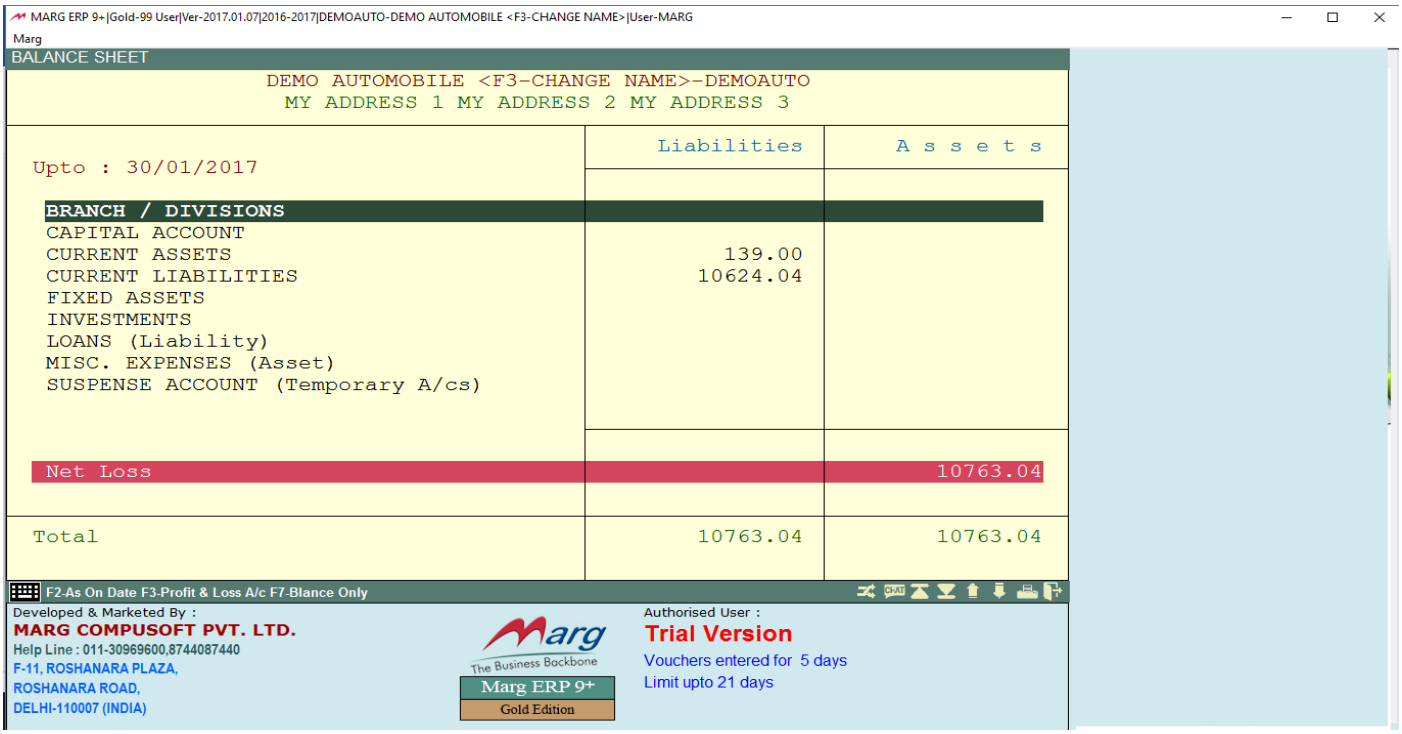
GO TO FINAL REPORTS ➡ TRAIL BALANCE

2- PROFIT & LOSS

GO TO FINAL REPORTS ➡ PROFIT & LOSS



ALSO, IT CAN BE EXPORTED TO MANY FORMATS SUCH AS PDF, WORD ETC.

3- BALANCE SHEET:

GO TO FINAL REPORTS ➡ BALANCE SHEET