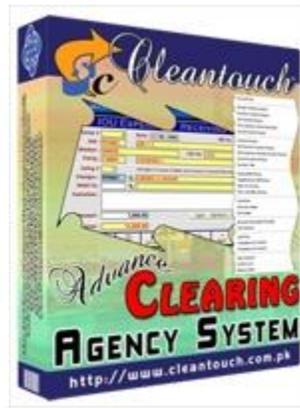


Cleantouch Advance Clearing Agency System

User Guide/Manual

By Rizwan Arif

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**Company Profile:**

Cleantouch Software Corporation was established in 1999 to provide customized accounting software. Cleantouch is now a reliable name for Desktop & LAN Based Application. We offer wide range of readymade accounting software. We have successfully implemented our 300+ accounting & management software in more than 1000+ organization. Customer list of Cleantouch have both small & large size of companies & the number of users is increasing day by day. Most of customers are completely satisfied with the support and services of Cleantouch. We are the first company, who releases English to Urdu Dictionary, Urdu to English Dictionary and Khazain-ul-Hidayat software application to read, listen and research within Al-Qur'an-e-Kareem worldwide. Thousands of peoples are using that product. We are the only company of Pakistan, which have awarded by many download portals for the development of Virus, Adware & Spyware free software. Many of our software are listed on major download websites. Interviews & review of our products frequently published by News Papers, Magazines & E-News Portals.

**Getting Started Tips:**

1. First of all Load CD Rom or Download Link of our sent software
2. Copy Software in your computer's safe drive e.g. D:\Cleantouch
3. After installation procedure, you may create shortcut icon on your desktop to provide easy access to your program, Software will start by double clicking to exe file from software folder or from shortcut.
4. When you see the main screen appears you will have to note Computer generated information and call or email us to getting PIN Code then you can successfully enter into the system for registration.
5. This system uses PIN Code (Personal Identification Number) as a security measure.
6. The default password given is '123', and you have to change it to your own password from system utilities menu to maintain its confidentiality
7. Multi Users and Network capability enabled users will ask of mapping and access procedure on call or email because of leakage.
8. You may press [F5] Key any time where you don't have remember the code of system
9. In feeding form You may uses the shortcut (Alt+S)for Save, (Alt+R) for refresh, (Alt+D) for delete, (Alt+E) for exit, (Alt+P) for previous, (Alt+N) for next and (Alt+P) for printing any report.
10. You have to take your software's backup from system utilities menu and it is very necessary for any users. It will describe briefly ahead.

## **SYSTEM REQUIRMENTS**

### **Operating System**

Microsoft Windows 98 / ME / 2000 / XP...

### **Minimum Hardware Requirement**

Pentium II Computer

64MB Ram

100MB Free Hard Disk Space

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### **INTEGRATED MODULES**

- Accounts
- Billing
- Sales Tax
- Job System
- IOU System

### **TARGETED INDUSTRIES**

- Clearing/Fowrading/Shipping Agency

### **AVAILABLE ADD-ONS**

- [Multi-User Environment](#)
- [Network Compatibility](#)

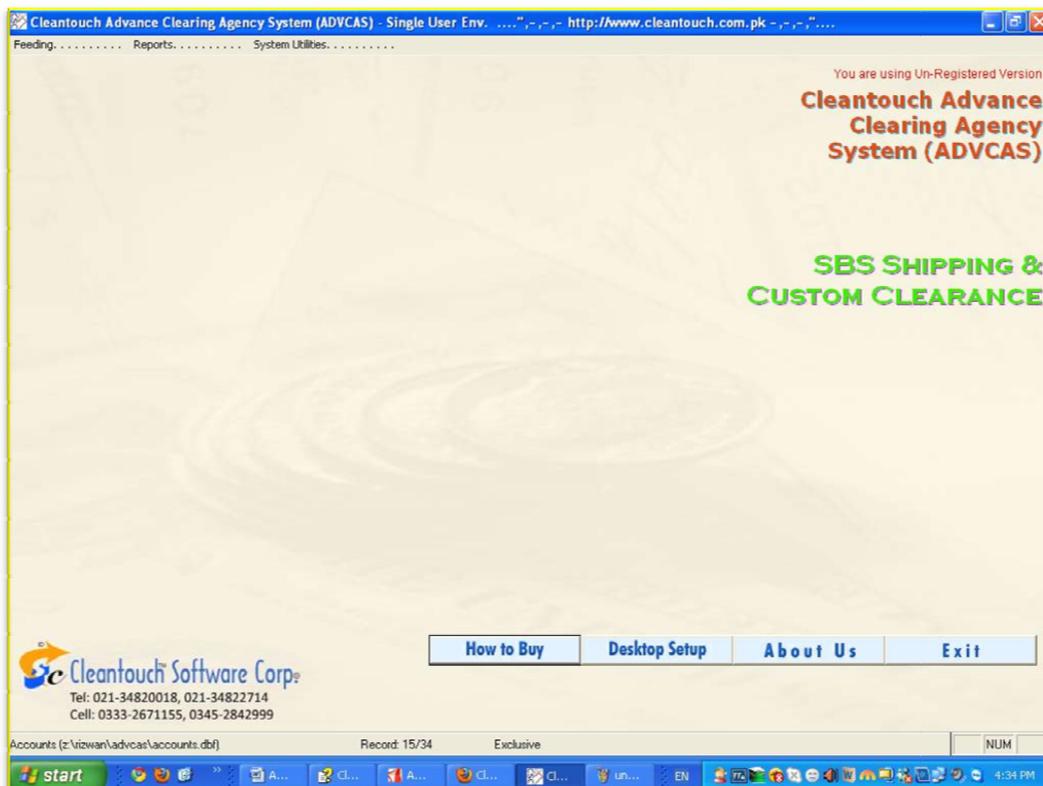
## **Contents:**

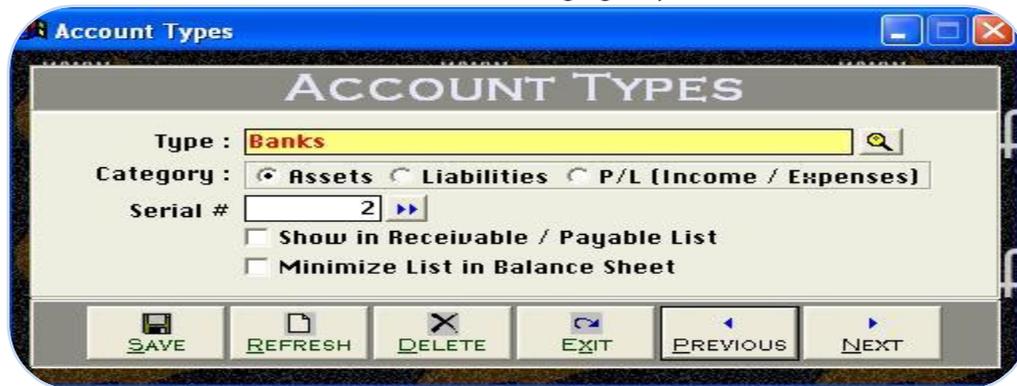
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**Software Overview:**

Cleantouch Advance Clearing Agency System includes many new features that enable to do your work easier and faster. We enhance our product by relating all current features and improve them continuously. This version is very highly respected because of its high performance, user friendly and data integrity. This software is specially designed for clearing / forwarding agencies. It fulfills all requirement of mentioned agencies related to Finance, Billing, Sales Tax, Job Management, IOU (Patty Cash to Worker) Management. User will have to open a Job in software when client require clearance of new product after that all the expense on behalf of client can be recorded into job under specific expense type so the amount will appear automatically in specific type at the time of generating clearing bill. User can print Clearing/Forwarding & Supplementary Bill separately. User can track record of transit money to their worker for expenses during clearing work. All module of software are integrated deeply with other modules so the user will never have to repeat same transaction in different modules. Job Summary, IOU Summary, Trial Balances, Profit & Loss, Balance Sheet help user understand position of agency better. There are many option for describe but here we will try to teach you some most important feature step by step. We therefore strive for the best improvement to support customers in terms of quality.

**Software’s Main Page**





### **1<sup>st</sup> Menu-Accounts Type Overview:**

Before describing this form we would request to you please read and understand its content with very carefully because some of the basic points will discuss in this form and which will not be repeated again where appear (Specially in Feeding Forms). We called this form in our Accounting System as type. This form enables you to create a different head of accounts; usually we already made all necessary types for our clients. Types entered in this form will be used in Account Master File. You may also delete or edit your made type at the time of need by mentioned buttons. Some of accounts head/ types are given below.

### **Example**

Account Receivable, Account Payable, Banks, Capital, Cash, Customers, Expenses, Income, Jobs, Clearing Charges, Profit & Loss, Stock in Hand, Suppliers ETC.

### **Input Options**

#### **Type Description [Compulsory Field]**

This is the compulsory field of this form, saving is not possible without filling this field. Software will never accept duplicate entry in compulsory field. Take care in spelling within Compulsory Field. When Back Color of Compulsory Field becomes "Yellow" means transaction is in Selected Mode. You can edit existing option and deleted the transaction in selected mode. You can also select existing type by click on next or previous buttons.

#### **Type Nature/Category: (Assets, Liability, P/L {Profit / Loss}) [Compulsory Field]**

You will just select the nature of your type by click on Assets, Liability or P/L. Accounts under Assets & Liability type will shows in Balance Sheet Profit / Loss type will shows in Net Profit & Loss Report.

#### **Serial # [Optional Field]**

In this field you will have to write serial # of your type for balance sheet sequence. You may also click on arrow key button for auto generating.

#### **Show in Receivable / Payable List (Check Box) [Optional Field]**

For showing all debtor and creditor list in receivable/payable list , you may check this.

#### **Minimize list in Balance Sheet (Check Box) [Optional Field]**

if you would your subsidiary account list will show minimize in balance sheet, you check this.

**Overview of Form**

Here you may create any type of account with necessary information actually this form will be used to create general ledger accounts. You have to fill all columns as per nature of account, some example accounts are listed below. You may also print out of your account list.

**Example**

Bank Accounts, Customers Accounts, Suppliers Accounts, Jobs account, Different type of clearing/forwarding charges & System Accounts (*Discussed later in this help*)

**Input Options**

**Type [Compulsory Field]**

At this point you will have to select the type as per you would create account, which is entered already in "Account Types Form" of being create account

**Account Code [Compulsory Field]**

This is the main field of this form. Here you will enter the code of your account. Account Code can be generated automatically for each new account, once you understand the logic of authentic coding. **Logic of Authentic Coding:** In this package software generate new account code automatically as per previous code in same type but never accept duplicate account code for any type. To keep your coding serial # systematic use numbers only in Account Code. You will have to define account code's starting serial # of type when you will create first account in any type. For example "100001" in account code field manually next time it will bring account code 100002 automatically. You may edit or delete your accounts after selection using F5 key.

**Description [Compulsory Field]**

This is attached with code column and here you will enter the name / title of account. For example Company name of Customer, Bank Account Title. ETC.

**Contact Person, Address, Telephone #, Mobile #, Fax #, Email [Optional Field]**

Here You may enter related information in that fields if you have. In case of unavailability, leave it blank.

**NTN, STR# [Optional Field]**

In this field you may enter customer' s national tax and sales tax number if you have. In case of unavailability, leave it blank.

**Opening Debit, Opening Credit [Optional Field]**

You will enter the opening balance of account here. If balance is positive then enter in "Opening Debit" field and if the balance is negative then enter in "Opening Credit" field. For example you are entering data in this software from "1st Jan 2012" then you will enter closing balance of "31st Dec 2011" , usually there columns are known your opening receivable & payable.

**Charges category [Optional Field]**

Here you may define category of your different clearing charges when you are creating clearing charges heads usually these type are using in Pakistan based clearing agency but you may create your own charges category from system utilities menu.

**Clearing/Supplementary (Check Box) [Optional Field]**

In this field you may select your clearing charges account nature, sometime some charges can be supplementary and you don't want to show in invoice, then you may use this.

**Party/ File# [Optional Field]**

In this field you may select your customer with file number when your are creating jobs accounts rather than it will not use.

**BANK RECEIPT VOUCHER**

Serial # **BR**  Date : **05/01/2012**

Cash / Bank :

Entry #   Income Tax Challan Received

Account Code :

Charges :

Narration : **CHQ# 12345, SLIP# 678910, KASB, RECIEVED FROM CUSTOMER-1, AS CLEARING CHARGES OF JOB# 101**

Chq/Cash Amount	I.Tax %	I.Tax Amt	Amt. Before Tax
<b>500,000.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>500,000.00</b>

SAVE REFRESH DELETE

Total : **500,000.00** **0.00** **500,000.00**

SAVE REFRESH DELETE EXIT PREVIOUS NEXT

### Overview of Receipt Vouchers Form:

Actually this is contain two type of voucher category one is bank receipt voucher and another is cash receipt voucher form the procedure of data feeding are same but for customer's convenience it has been distributed two forms, here we would like to teach you feeding in bank receipt voucher category step by step that whenever you have to record your receiving in check or cash form to your customers or any source but not from your worker, you will have to record transaction here. All the forms containing "Serial #" & "Entry #" fields will be used to enter multiple entries in single transaction. Here Transaction means Full Voucher and Entry means single item (entry) of Voucher. This option enables you to print receipt voucher when you received a payment in cash or check and there are many reports are generating by feeding this form. Usually default page setting is A4 size. You may also understand by screen shots.

### Accounting Effect

Debit "Amount" to "Cash / Bank"

Credit "Amount" to Selected "Account Code"

### Input Options

#### **Serial # [Compulsory Field]**

This is the main field of this form. This number will be created automatically as per last record. You may also say its reference number of voucher. The number will also used to delete or edit existing transactions. Please don't use this field to enter the number of your manual reference.

#### **Date [Compulsory Field]**

In this field you will enter the date of receiving. Basically it will show system generated date.

**Cash / Bank [Compulsory Field]**

Here you will describe your Cash or Bank Account in which you have deposited amount of receiving. For example if you receive a check of "500,000" from a customer then you have to select your bank account here "MCB Bank" with the help of F5 key or single clicking of searching mirror. And suppose your customer gives amount in cash so you will have to record this transaction in cash receipt voucher.

**Entry # [Compulsory Field]**

This is the sub main field of this form. This number will be created automatically as per last record in above Serial #. Series of Entry #will restart on each new Serial no. The number will also used to delete or edit existing entries. Press [F5] to view all transaction as following sheet related to above serial #.

**Income Tax Challan Received (Check Box) [Optional Field]**

If your customer deducts a tax on paying amount and you received a challan/deposited copy then check yes otherwise software will treat in pending challan list.

**Account Code [Compulsory Field]**

Here you will describe the account of customer etc. which from you have received the amount. To bring the List of existing accounts press [F5] or click on "Magnifier Button". All the accounts which are added through "Accounts Master File" will appear in the list. Navigate through arrow keys within the list or you can also press the first word of account title to make it selectable quickly. e.g. 'A'. You can also press as maximum as starting words depends on your typing speed to quickly setting focus the accounts e.g. 'Arif'. To select the account press Enter Key or Double Click on Account. When you will select account from list or enter the code of account, name / title will appear automatically as it is written in Accounts Master File.

**Charges [Unnecessary Field]****Narration [Optional Field]**

Here you can write your comments, remarks related with transaction which will help you to understand the transaction when you will check Account Ledger of Cash / Bank / Account.

**Amount/With Tax [Optional Field]**

In this column you have to enter received amount, you may also write tax %, if party deducted.

After all above information click on "Small Save Button" (Top) to save the entry (Not Transaction), after click that button software will generate next entry # and make all information below to the entry # blank so you can add another receiving. When you have entered all receiving under single S#, then click on "Big Save Button" (Bottom) to save Transaction. All button (Top) will be used for single entry and buttons (Bottom) will be used for transaction.

**Total Amount**

This column will be calculated automatically as per total of amount described in each receiving of above serial #. This column is unchangeable.

**BANK PAYMENT VOUCHER**

Serial # **BP 1** Date : **07/01/2012**

Cash / Bank : **103001** **MCB BANK A/C 101**

Entry # **1**  Income Tax Challan Given

Account Code : **100001** **JOB NO.101**

Charges : **999001** **CHARGES 1**

Narration : **MISC. DUTY PAID**

Chq/Cash Amount	I.Tax %	I.Tax Amt	Amt. Before Tax
15,000.00	0.00%	0.00	15,000.00

SAVE REFRESH DELETE

Total : **15,000.00** **0.00** **15,000.00**

SAVE REFRESH DELETE EXIT PREVIOUS NEXT

### Overview of Payment Vouchers Form

Basically in this form feeding procedure is opposite to receipt voucher it is also contain two type of voucher category one is cash payment voucher and another is bank payment voucher form the procedure of data feeding are same like receipt voucher but for customer's convenience it has been also distributed two forms, here we would like to teach you feeding in bank payment voucher category step by step that whenever you have to record your payments in check or cash form to your supplier, job towards, clearing charges or any source, you will have to record transaction here. All the forms containing "Serial #" & "Entry #" fields will be used to enter multiple entries in single transaction. Here Transaction means Full Voucher and Entry means single item (entry) of Voucher. This option enables you to print payment voucher when you received a payment in cash or check and there are many reports are generating by feeding this form. Usually default page setting is A4 size. You may also understand by screen shots.

### Accounting Effect

Credit "Amount" to "Cash / Bank"

Debit "Amount" to Selected "Account Code" e.g. Job 101, Supplier

### Input Options

#### **Serial # [Compulsory Field]**

This is the main field of this form. This number will be created automatically as per last record. You may also say its reference number of voucher. The number will also used to delete or edit existing transactions. Please don't use this field to enter the number of your manual reference.

#### **Date [Compulsory Field]**

In this field you will enter the date of receiving. Basically it will show system generated date.

**Cash / Bank [Compulsory Field]**

Here you will describe your Cash or Bank Account in which you have paid amount. For example if you paid a check of "15,000" to Job 101 regarding misc duty charges first you have to select your bank account here "MCB Bank" with the help of F5 key or single clicking of searching mirror. And suppose you are paying in cash so you will have to record this transaction in cash payment voucher.

**Entry # [Compulsory Field]**

This is the sub main field of this form. This number will be created automatically as per last record in above Serial #. Series of Entry #will restart on each new Serial no. The number will also used to delete or edit existing entries. Press [F5] to view all transaction as following sheet related to above serial #.

**Income Tax Challan Given (Check Box) [Optional Field]**

If you deduct a tax from your supplier on paying amount and give a challan/deposited copy then check yes otherwise software will treat in pending payable challan list.

**Account Code [Compulsory Field]**

Here you will describe the account of supplier or etc. which from you have received the amount. To bring the List of existing accounts press [F5] or click on "Magnifier Button". All the accounts which are added through "Accounts Master File" will appear in the list. Navigate through arrow keys within the list or you can also press the first word of account title to make it selectable quickly. To select the account press Enter Key or Double Click on Account. When you will select account from list or enter the code of account, name / title will appear automatically as it is written in Accounts Master File.

**Charges [Unnecessary Field]**

Here you may select the specific clearing/forwarding head which you are paid. e.g. LC Charges

**Narration [Optional Field]**

Here you can write your comments, remarks related with transaction which will help you to understand the transaction when you will check Account Ledger of Cash / Bank / Account.

**Amount/With Tax [Optional Field]**

In this column you have to enter paid amount, you may also write tax %, if you deducted tax.

After all above information click on "Small Save Button" (Top) to save the entry (Not Transaction), after click that button software will generate next entry # and make all information below to the entry # blank so you can add another receiving. When you have entered all receiving under single S#, then click on "Big Save Button" (Bottom) to save Transaction. All button (Top) will be used for single entry and buttons (Bottom) will be used for transaction.

**Total Amount**

This column will be calculated automatically as per total of amount described in each receiving of above serial #. This column is unchangeable.

**JOURNAL VOUCHER**

Serial #   Date :

Entry #

Account Code :

Charges :

Narration :

Debit Amount :  Credit :

Total Debit :  Credit :

### **Overview of Journal Vouchers Form**

Basically this form can be used for general journal entries in this form you may record many kind of entries like detail expense, payable bill, bad debt, depreciation, adjusting and provisions. A man who did intermediate or graduation in commerce can understand very easily. Once you understand the purpose of form. In simple way we can say that will be used to debit and credit some accounts. For further detail about purpose of this form, please check Sample Data of Software. Transaction will be never saved whenever Total Debit & Total Credit is not equal. All the forms containing "Serial #" & "Entry #" fields will be used to enter multiple entries in single transaction. Here Transaction means Full Voucher and Entry means single item (entry) of Voucher. This option enables you to print JV voucher when you post any entry and there are many reports are generating by feeding this form. The Procedure of feeding almost seem like above. You may also understand by screen shots.

### **Accounting Effect**

Credit "Debit Amount" to "Account Code"  
 Credit "Credit Amount" to "Account Code"

### **Input Options**

#### **Serial # [Compulsory Field]**

This is the main field of this form. This number will be created automatically as per last record. You may also say its reference number of voucher. The number will also used to delete or edit existing transactions. Please don't use this field to enter the number of your manual reference.

#### **Date [Compulsory Field]**

In this field you will enter the date of receiving. Basically it will show system generated date.

**Account Code [Compulsory Field]**

Here you will describe the account of supplier or etc. which from you have received the amount. To bring the List of existing accounts press [F5] or click on "Magnifier Button". All the accounts which are added through "Accounts Master File" will appear in the list. Navigate through arrow keys within the list or you can also press the first word of account title to make it selectable quickly. To select the account press Enter Key or Double Click on Account. When you will select account from list or enter the code of account, name / title will appear automatically as it is written in Accounts Master File.

**Narration [Optional Field]**

Here you can write your comments, remarks related with transaction which will help you to understand the transaction when you will check Account Ledger of Cash / Bank / Account.

**Debit Amount [Optional Field]**

Enter Amount here if you want to debit above mentioned account

**Credit Amount [Optional Field]**

Enter Amount here if you want to credit above mentioned account

After all above information click on "Save Button" (Top) to save the entry (Not Transaction), after click that button software will generate next entry # and make all information below to the entry # blank so you can add another account for debit or credit. When you have entered all entries under single transaction then click on "Save Button" (Bottom) to save Transaction. All button (Top) will be used for single entry and buttons (Bottom) will be used for transaction.

**Total Debit**

This column will be calculated automatically as per debit amount described in each entry of above serial #. This column is unchangeable.

**Total Credit**

This column will be calculated automatically as per credit amount described in each entry of above serial #. This column is unchangeable.

### **Overview of IOU Payment Vouchers Form**

In this form you may record your payment which you pay lump sum amount regarding any job to your worker as petty cash, the feeding procedure is almost same as payment voucher but here you have to also mention the name of payment receiver, by this transaction you may keep record of your cash/bank, job history and together your worker statement. After all you will have to record of actual transaction by IOU Number wise. Here we also would like to describe you the procedure of feeding in this form; basically it is a single entry system. This option also enables you to print IOU payment voucher whenever you would, this form also generates many useful accounting reports. Usually default page setting is A4 size. You may also understand by screen shots.

### **Accounting Effect**

Credit "Amount" to "Cash / Bank"

Debit "Amount" to Selected "Job" and also effects on worker account

### **Input Options**

#### **Serial # [Compulsory Field]**

This number will be created automatically as per last record. You may also say its reference number of voucher. The number will also used to delete or edit existing transactions.

#### **Date [Compulsory Field]**

In this field you will enter the date which you paid your worker regarding job clearing charges . Basically it is also system generated.

#### **JOB [Compulsory Field]**

In this field you have to select specific job from job list by F5 key. E.g. JOB 12345

#### **Worker/Employee Name [Compulsory Field]**

In this field you will enter the name of receiver. Who will do work regarding above job e.g. Arif

#### **Party Name [Auto selected Field]**

When you will select the job party will be filled auto, actually it comes from account master file.

**Credit to [Compulsory Field]**

Here you will have to select the account which are credit by payment like cash/ bank.

**Narration [Optional Field]**

Here you can write your comments, remarks related with transaction which will help you to understand the transaction when you will check Account Ledger of Cash / Bank /Job Account.

**Amount**

In this column you have to enter the amount which you paid regarding any job. After all above information click on "Save Button".

The screenshot shows a software window titled "IOU Expenses / Receiving". The main heading is "IOU EXPENSES / RECEIVING". The form contains the following fields and values:

- Serial #: 1
- Date: 07/01/2012
- IOU No.: 1
- Job: 100001
- JOB NO.101
- Worker: JAMEEL
- File No.:
- Party: 130001
- CUSTOMER 1
- Entry #: 1
- Charges: 999002
- CHARGES 2
- Debit To: Dealers
- Narration: BOND PAPER
- Amount: 500.00
- Total: 600.00

Buttons at the bottom include: SAVE, REFRESH, DELETE, EXIT, PREVIOUS, and NEXT. A vertical "DETAIL" button is on the right side.

**Overview of IOU Expenses/Receiving Form:**

As per mentioned previously basically this form can be used for job’s expenses and petty cash account recording of worker In this form you may record different charges by job wise which paid by your worker, this is very important form before making the invoice, in this form you may also receive balance amount from your worker in case. The feeding procedure is almost same as other form. But here we would like to describe some points. In this form you will have to select first IOU No. software will be auto generated party name and other related information if you are recording expenses then select already made charges head by F5 key and if you are returning balance then you have to select cash/bank account from **debit to** field. It is also multiple entry system. You may also write some remarks in narration field. This option also enables you to print IOU Expense/Receiving voucher whenever you would, this form also generates many useful accounting reports.

**Clearing Bill**

Reference #  Bill #  Date :

Job :   File No.

Customer :

S.Tax Invoice #  Qty :  Weight :  Ltr

Description of Goods :

Vessel Name :  Index #

E.G.M. / I.G.M. DIR  Date :  GD No.  Date :

L/C #  L/C Date :

Arrived From :  Shipped To :

Marks & Nos.

---

S.No. :  Charges :

Additional Detail :  Expenses :

Amount :  S.T. %  S.Tax Amt. :  Net Amount :

Finalized Job ? (No Further Bills will be accepted)

Clearing Charges :   
 Sales Tax :   
 Clearing Bill :   
 Supplementary Bill :   
 Grand Total :   
 Advance :

S.No.	Charges Type	Charges	Additional Detail	Amount	S.Tax %	S.Tax	Net Amt.
1	1. ENCLOSURE	CHARGES 1		15000.00	0.00	0.00	15000.00
2	1. ENCLOSURE	CHARGES 6		0.00	0.00	0.00	0.00
3	2. K. P. T. / Q.I.C.T.	CHARGES 2		0.00	0.00	0.00	0.00
4	2. K. P. T. / Q.I.C.T.	CHARGES 7		0.00	0.00	0.00	0.00
5	3. CARTAGE & FREIGHT	CHARGES 3		0.00	0.00	0.00	0.00
6	4. MISCELLANEOUS	CHARGES 4		0.00	0.00	0.00	0.00
7	5. OTHERS	CHARGES 5		0.00	0.00	0.00	0.00
8	6. SUPPLEMENTARY CHARG	SUPPLEMENTARY CHARGES		0.00	0.00	0.00	0.00

**Overview of Clearing/Forwarding Bill Form:**

This is last and final main feeding form of this software after all mentioned subjects at last you will have to record invoice for debit to party this is not complicated but you will have to care at the time of creating invoice in this form, Ref# is software generated, an another column for manual type of bill number, you just have to type date, then select Job No. by F5 key, after selection the job client name and paid charges list will auto appear on screen then you have to type item description with quantity or weight, then you may type some optional field as per your need like vessels name, GD No., LC No., EGM/IGM No. with date etc, you may edit charges amount for getting your profit by F5 selection key, this form is also contain multiple entries and here you have to also click first on small save button after all click on big save button here you may also check on finalized in case you don't have to more entries for above job, you may also write some remarks in additional detail field. This option also enables you to print Clearing/Forwarding/Sales Tax Invoice, whenever you would; this form also effect on many accounting reports.

**2<sup>nd</sup> Menu-Reports Overview:**

After the feeding in all forms software will be generated many kind of accounting reports. We think it does not need to describe about each report, a good accountant can be understand by himself but here some reports name are listed below you may take preview and printout from report menu by date and filter wise at the time of need.

- Accounts List
- Receipt Vouchers Report
- Payment Vouchers Report
- IOU Payment Report
- IOU Expenses / Receiving Report
- Journal Voucher Report
- Voucher Printout
- IOU Payment Voucher Printout
- IOU Expenses / Receipt Voucher Printout
- Journal Voucher Printout
- Vouchers Tally
- Clearing Bill Printout
- Supplementary Bill Printout
- Sales Tax Invoice
- Party wise Bills Summary
- Cash Book
- Accounts Ledger
- IOU Ledger
- Accounts Receivable / Payable
- IOU Summary
- Cash Flow
- Trial Balance (2 Column)
- Trial Balance (6 Column)
- Jobs Summary
- Profit & Loss
- Balance Sheet

**3<sup>rd</sup> Menu-System Utilities Menu:**

This is last menu of software and it's containing all following heading, it depends on software nature.

**System Setup**

The option gives to change Software Starting Password, Default Account & Types which used by the software internally. This may contain more important fields to give user ability to work in customization environment not fixing.

**Currency Setup**

This option allows to you enter name of currency (e.g. Dollar / Cent, Rupee / Paisa ETC.)

**Delete All Records**

Use of this process will delete all Data which is entered by you in software without any kind of backup file. Generally the option provided with password protection in registered version. Password provided by us to the authorized person only. This is very sensitive option so use it on your own risk.

**Rebuild Indexes**

If you are using Network Disabled Package then you don't have to click that option, it automatically proceed on starting software but you are using Network Disabled Package then you must click this option each week, it delete the temporary data which creates automatically by software for processing report and calculation. This option also increases speed and quality of software. Also click this option in case of appear index missing error.

**Data Backup**

This option used to make backup copy of all your entered data. Backup in Compressed File & Un-Compressed Files options available in our latest packages. You can make backup of your data to any media where you want.

**Data Restore**

This is password protected option. Password provided by us at the time of registration to the authorized person. This process will delete all current data without any kind of backup and restore data from said location (path asked at the time of restore) of user choice.

**Color Scheme Selection**

This option available in latest projects only. The option used to customize almost all the colors, used in software. To easily access the package and using happily as per user's mode and nature.

**Check for Missing Code in Chart of Account**

This software don't allow to delete any account whenever it contains balance excluding opening balance, so this utility will check for account codes which is used in Transaction and Deleted from Chart of Accounts

**Trial Balance Difference Check**

If you would find difference in trial balance, you can use this utility to find error of feeding.