

## Miracle Operational Training

### Installing

- There Are Total 3 Types of Miracle Accounting Software We Can Purchase.
  1. Billing
  2. Standard
  3. Add-on copy
- During Installing Software, we have to Choose Which Copy To install.
- Mostly is Standard Copies are Used.

### Creating New Company

- After Installing We have To Create a new Company Profile.
- A Company Profile contains All types of Accounts, Reports and Entries, which belong to One Company Profile.
- We can create up to 9999 Company Profile in One Miracle Copy.
- Create Company Using Add -> Fill Details of All Sections -> Finish
- Then Select Created Company.

### Miracle Desktop Interface

- In Top Section, We Find All Helpful Sections like Account, Transaction, GST, Reports, Utility and Setup.
- We have also the option to open the virtual keyboard in the top-right section.
- We can check the current Company Profile and current financial year in the Top Right section.
- In middle, we have all our shortcuts.
- And in the bottom section, we have an option for changing the colour, theme and font size of Our software.
- We have an option for an open calculator in the bottom left section.

## Master Menu

- Master Menu Contain all options for Creating New Accounts and Products.

### Account

- For Creating Account Go to:
- Master -> Account -> Add -> Fill Details -> Ok
- There are many types of accounts we can create.
- Like,
  - Cash Account
  - Cash Ledger
  - Bank Account
  - Expense Account
  - Duties & Taxes Account
  - Income Account
  - Investment Account
  - Loan Account
  - Purchase Account
  - Sales Account
  - And many more.
- Every Account Have Different effect on Other Section like some may affect on a Balance sheet, Profit & loss, Trading section.
- After Creating Account, we can also Edit, Delete, Print, Filter and change the format of the Account Later.

### Products

- Adding Product
- Master -> Product -> Add -> Fill necessary details like (Name, GST Commodity, Purchase Rate, Sale Rate, Quantity and Amount)-> OK.
- We can Add, Edit, Delete, Rate, Print, Filter and Order Product Later.

## Change Year

- It is used for Changing the Current Financial Year Profile.
- Miracle Will Automatically filter All accounts, Entries, Product Details and Reports based on Selected Year.

## Change Company

- We can also Change the current Company Profile in This section.

## Transaction Menu

- This Menu is used for All types of Transaction Cash Entry, Bank Entry, Product and Sale Entry and money more.

## Cash/Bank Entry

- We can perform Bank Payment, Bank Receipt, Cash Payment and Cash Receipt in this section.
- Each Entry will affect on Report Section.

## Quick Entry

- We can fill the Entry of Journal and Cash/Bank Entry more Quickly in this section.

## Purchase Entry

- There is two way we can add a product. Either by using Cash or Debit.
- We can create an Invoice, Return and Create an Entry of Cheque payment of purchased product using this section.

## Sale Entry

- Same as Purchase entry we can sell the product either in Cash or Debit from the account.
- We can generate Invoices for our sales and that will directly affect our Account Ledger.

## GST Menu

### GST Master

- We can add or remove All GST Slab and Commodity in this section

### GST Return

- It will generate GSTR 3B, GSTR 1, GSTR 1 HSN Summary, GSTR 2, GSTR 2 HSN Summary and GSTR 9 based on all our transactions.

## Report Menu

- This menu generates all types of reports based on our transactions.

### Account Book

- It contains an Account Ledger.
- We can Find the Opening Balance, Past Credit and Debit and Closing Balance for All stored accounts of our Company in the Account Ledger.
- We can Add, Edit, Delete, Print and change the format of Account Ledger.

### Outstanding

- In this Section, we can measure how many amounts of money are pending to pay and how many amounts are pending to receive from other accounts.

## Balance Sheet

- This is a very useful section where we can find Profit and loss Statements of our account.

## Analysis report

- It will generate Analysis reports based on Daily status, performance, Sales/Purchase entries and Party Account.

## Stock report

- Stock Report Is Helpful to determine Opening quantities and Closing quantities of products in all accounts.

## Utility Menu

- In this Section, we can Back-up our Company or year data.
- We can Backup Data into Internal Folder, Specified Folder, Email or Google Drive also.
- We can add a new Year and Update the Balance of the Financial Year in this section.

## Setup Menu

- It is Helpful to modify our software based on the requirement.
- There is a lot of option available to modify in our software.
- We can set up Company, Voucher, Voucher number, Sales, Purchase, Credit Note, Debit Note and Software in This Section.
- We can also Change the Voucher format in this section.