

MyLPGBooks EBS Lite (Version 1.0)

User Manual

1.0 Introduction:

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1.2 Objective: MyLPGBooks is a stellar application defining Enterprise Business Solution (EBS) for LPG distributors to deliver “Business control with compliance”. MyLPGBooks EBS is an independently designed application that takes care of LPG distributorship Management with control and compliance. This is the first-ever software package that is designed as a “see-through” that endorses accessibility to track the LPG business daily operations comprehensively. Explored as an end-to-end enterprise solution, candidly this EBS manages accountability of all purchases, sales, costs, expenses, inventory, taxation, fleet, bank and Financial reports etc.

1.3 Need: After the advent of GST the need for an accounting software become inevitable to run LPG distributorship effectively and effortlessly. It is comprehensively designed to impose a strict control over LPG distribution business through our accounting and customer management.

1.4 Technology Platform: It's a web based application with comprehensive security arrangements. The Front end of the application is developed in Java with SQL/Oracle as backend.

2.0 Registration: The user needs to register before using the EBS either trial or paid versions.

Once he/she fills all the fields and submit the registration form. Then an activation mail has been sent to the registered e-Mail address. Then user should click on the activation link sent to the email then user is navigated to the login page, there user can login with his/her credentials.

2.1.1 Agency Code/ID: The user has to give distributorship code given by the OMCs, this number is unique to each distributorship hence made as the “Key field” for data stacking and data search.

2.1.2 Agency Name: The user has to give distributorship name as recorded with OMCs, this name shall be verification factor for Distributorship code to eliminate possible mistakes. Also this name shall be used as the entity name for all the transactional purposes in conjunction with GSTIN.

2.1.3 Dealer Mobile No: The user has to give the mobile number for communication, support and alerts to be sent.

2.1.4 e-Mail ID: The user must furnish working e-Mail ID correctly and should check for correctness before saving. A registration validation link will be sent to the furnished e-Mail ID to activate the registration. Without activation from the activation link user can't complete the registration process.

2.1.5 GSTIN: The user must furnish GSTIN correctly and should check for correctness before saving. This will be used in all outward supplies made by the distributor.

2.1.6 State/UT: The user must select his state of GSTIN registration correctly and should check for correctness before saving. This is will be used in GST invoices where state code is mandatory in all outward supplies made by the distributor.

2.1.7 Password: The user must use a strong password to protect his data from unauthorised user to crack and login. It is the responsibility of the user to have strong password for the data safety.

2.1.8 Firm Type: The user must select type as either "Proprietorship" or "Partnership" from the dropdown based on his/her business.

2.1.9 Captcha : User must enter the characters as shown in the text box provided.

2.2 Login: The user must enter his Agency ID/Distributor Code and Password to login to the Enterprise Bussiness Solutions Application. For the first time login, he/she will be asked for the inputs like opening balance for LOAD and SV/TV Account, Cash Balance, B2B invoice counter, B2C invoice conter where he/she can enter the series from where he/she wants to start the counter. Effective Date for which he/she want their data to be added from date or can enter the app usage date.

2.3 Forgot Password: In case the user forgets his password, the user can enter registered e-Mail ID and hit the reset password button to receive reset password link to registered e-Mail ID. Then on clicking the link it will navigate to the page which will ask for new password and confirm password. User can click on submit after entering the fields than he/she will be navigated to login page there user can login with his/her new password.

3.0 Home: In this Home page of our application, User can download UserManual, PrivacyPolicy, TermsOfServices which can be found under downloads. In ContactUs, you can find our Contact Details. In Support, if user encounters any problem then user can send their issue through Support. In ClientList, we can find all of our registered clients. Here user can check their CASH IN HAND, balance in LOAD ACCOUNT and SV/TV ACCOUNT, the total amount of money that has to be received in DEBITORS and that has to be paid in CREDITORS and the DAYEND date that has been submitted. Here we can also find NEWS trend for the next month and the STATUTORY items like liscences that are being expired, going to expire and which are going to expire on present date will be shown under alerts. We

can see these alerts only if we add those data in STATUTORY MASTER of MASTER DATA.

3.1 Profile Page: In this page user can view Agency information ,Contact Details and can also edit the profile details ,can change the password at any time. He/She can update pin and set new pin for credit limits and price master.

4.0 Master Data: This menu is the heart of the EBS where master data of all the verticals will be captured for transactions.

4.1.1 Statutory Master: At this menu the user can furnish all the renewable statutory licenses/agreements/certificates data for getting renewal alerts in the home page basis on the selected alert cycle.

4.1.2 Product Category Master: This is a predefined menu for understanding of the user about the categorisation of all the products prospectively a LPG Distributor is envisaged to handle. These are broadly categorised in to five categories Viz. 1.Commercial, 2.Domestic, 3.BLPG/ARB/NFR, 4.Services and 5.Others.

4.2 Product Master:

4.2.1 Equipment Master: The user should select the equipment (Type of Cylinders) to be handled at his distributorship. The selected equipment only will be available for purchase/sales etc. Units should be selected as each, GST to be selected as 5% for Domestic and 18% for Commercial, HSN code should be entered (As mentioned on the OMC's purchase invoice), Enter security deposit (As specified by the OMC), Opening stock of full and empty cylinders and Effective date as "Date from which this EBS is implemented". User can add rows though add button and save the record by clicking save button. If user exits the EBS or moves to another menu without saving the records added will be lost.

4.2.2 BLPG/ARB /NFR Master: The user should add all BLPG/ARB/NFR products before purchase or sale. On ADD tab the user gets a new row to add Item to the inventory. The user should select the "**Product Category**" (From the list STOVES, SURAKSHA, LIGHTER, KITCHENWARE and OTHERS) under which the product falls. The selected Product category will be used for giving category wise reports. "**BRAND**" – User to enter the brand name for recognition of the product to be sold at distributorship. "**Product Name**" – The user should enter the product name which will only be made available while transacting the Product (Sales/Purchase etc). Hence the product name should be easily differentiated (Ex: B Fly-Stv-Acer 2B). Units should be selected as required from the dropdown Each/Set/Kgs etc, GST to be selected from the dropdown list of 0%, 5%, 12%, 18% and 28% as specified in Purchase invoice of the equipment, HSN code should be entered (As mentioned on the purchase invoice), Enter MRP (As specified by the OMC), Opening stock and Effective date as "Date from which this Price is effective". User can add rows though "add" button and save the record by clicking save button. If user exits the EBS or moves to another menu without saving the records added will be lost.

4.2.3 Service Master: The user should select the Services (Listed Services) to be rendered at his distributorship. The selected services only will be available for purchase/sales etc. On "Add" a fresh row emerges for data entry , Service name should be selected from dropdown list Units should be selected as each, GST to be selected as 18%, SAC code should be entered (As intimated by the OMC's), Charges to be entered as prescribed rates (As specified by the

OMC), and Effective date as “Date from which this rate effective”. User can add rows though add button to add services and save the record by clicking save button. If user exits the EBS or moves to another menu without saving the records added will be lost.

4.2.4 **Area Code Master:** The user should define the area codes of his operation at his distributorship to enable transportation charges while billing. On “Add” there will be new row emerges for data entry. “Area Code” should be defined short & carefully to as to easily recognisable and not to duplicate, this defined “Area Code” only will appear in the dropdown list of area code while transaction. “Area Name” to be entered full, “One-way distance” One-way distance from godown should be given in kilometres for ascertaining any transportation charges. “Transportation Charges” should be entered as approved by the OMCs, these charges will be added to cost of each refill when selected to deliver in the area code defined with charges and Effective date as “Date from which this rate is implemented”. User can add rows though add button and save the record by clicking save button. If user exits the EBS or moves to another menu without saving the records added will be lost.

4.2.5 **Bill of Material (New Connection Packaging):** At this menu the user can package the New connections which are being used frequently, helps saving in time and efforts.

- a. Name the BOM (Package Name) , Ex: Normal Domestic NC, BPL NC etc.
- b. Add the equipment from equipment dropdown list, click whether deposit is to be collected or not (No in case of BPL connection).
- c. Add regulator for domestic connection, click whether deposit is to be collected or not
- d. Add BLPG/ARB/NFR products from the dropdown list.
- e. Add services from the dropdown list like DGCC, NC Admin etc as per the OMC guidelines.

Verify the total price of the package and this can be used while issuing NC to customer wise or record the sale day wise.

4.3 **Price Master:** At this menu the selected products to be handled shall be available for setting price and updating the price as and when changes. This module can be accessed only by the authorized user who has set the pin in the profile. And the user can change the pin at any point of time by entering his/her old password and new password.

4.3.1 **Refill Price Master:** on “Add” a new row emerges for data entry. “Product” user must select product from the dropdown list, “RSP” enter the declared RSP for the product and hit “Calculate”, Basic Price, CGST, SGST/UTGST gets calculated, “Offer Price” define the discounted RSP if any (19Kg Refill – RSP 1150.00, Offer Price – 1100.00, though the discount column is available in the sales form this is put as threshold point for the accountant to allow discount) select the month and year for which the price is applicable.

4.3.2 **BLPG/ARB/NFR Price Master:** on “Add” a new row emerges for data entry. “Product” user must select product from the dropdown list, “RSP” enter the MRP for the product and hit “Calculate”, Basic Price, CGST, SGST/UTGST gets calculated, “Offer Price” define the discounted Price if any (BFly Stove 2B – MRP 1975.00, Offer Price – 1700.00, though the discount column is available in the sales form this is put as threshold point for the accountant to allow discount) select the month and year for which the price is applicable.

4.4 **Customer/Vendor Master:** At this menu, the user must create all his vendors and customers (Including OMC) where GST is to be received/passed. on “Add” a new row emerges for data entry. “Party Name” user has to enter party name which shall be available as dropdown list while transactions and this shall be printed on supply invoice, “Party type” select from drop down list (Vendors = From whom purchase of products/Services take place, Customers = For whom supply of goods/Services takes place, Others – Other than both), “Address” Enter full address which shall be printed on supply invoice, “Contact No” “e-Mail” to be entered and shall be printed as customer contact details in the supply invoice, “GSTIN” user should enter GSTIN of the customer/vendor mandatorily for passing GST. “PAN” enter the customer PAN is optional.

4.5 **Set Credit Limit:** In this menu user can set the credit limit and the period of time the credit amount to be paid within for the customer. If the customer exceeds credit limit and period then user can control the customer from further selection of customer in the app either by blocking or warning. And he/she can set the discount of products for a particular user and can edit at any point of time and control the discount on the product for the particular user. This module can be accessed only by the authorized user who has set the pin in the profile. And the user can change the pin at any point of time by entering his/her old password and new password.

4.6 **Bank Master:** At this menu the user must add all his bank accounts used for business transactions. The OMC maintained accounts (TAR=Load account, STAR = SV/TV accounts default mapped, where in case both of IOCL/BPCL Load and SV/TV accounts are same then TAR account may only be used). On “ADD” a new data entry row emerges, “Bank Name” user can select the bank name from the list of banks, “Account Type” user should define account type (For Ex: Bank name SBI, Current account then SBI-CA can be chosen) where this will be available as dropdown list while transactions. “Account No” “Branch” “IFSC Code” user to enter account number correctly and this shall be printed on the invoice under the bank details of the supplier, “Address” is optional, “Opening balance” enter the opening balance as on the date of implementation of this EBS.

4.7 **Expenditure Master:** At this menu user can define all possible expenditure heads those not covered in the sub major/ major heads dropdown, every head created should be assigned with at least one sub major or major head for correct postings. “ITEM” enter the expenditure item and map it with one of the heads (Ex: “Toll tax” Toll tax paid for truck while picking up cylinders from plant to be mapped with “Inward freight”)

4.8 **Fleet/Vehicle Master:** At this menu user can add all his vehicles used for the business operations including conveyance to track expenditures, current assets, depreciation and renewal details. “Vehicle Number” “Vehicle make” to be entered by the user and “Vehicle type” can be selected from the drop down, “Vehicle usage” to be selected from dropdown. Other vehicle details can be captured from later versions in MyLPGBooks EBS Pro.

4.9 **Employee Master:** At this menu user must add all the employee’s details employed for the business including business owners for transaction assignment and payrolls. “Employee Code” user to define a short and unique code for each employee/business owner which shall be made available as dropdown list during transactions. “Employee Name” “Date of Birth” “Designation” Full name and date of birth and designation should be entered, “Role” should be selected from the dropdown list.

5.0 **Transactions:** Under this main menu all the transaction sub-menus are populated.

5.1 **Purchases:** At this menu all the purchases can be posted and sub categorised as Refill purchase and BLP/ARB/NFR purchases including others items for business operations.

5.1.1 **Refill Purchases:** At this menu all the refill purchases (Domestic and Commercial) must be entered for accurate Tax and inventory management. On “Add Cylinder Purchase” a new popup screen will emerge for data entry. “Inv No” user should enter purchase invoice number supplied by the OMC correctly (will get matched while filing GSTR-2). “Inv Date” enter invoice date as printed on the invoice, “Stock Receipt date” enter the date of stock received date which effects the inventory management, “Purchase type” select the purchase type as local where OMC supply is from within the state, or select “Inter-Sate supply” where OMCs supply from other than your GSTN registered state. After entry of the above data, user can add products purchased data , “Product” select the received product from the dropdown list, “EMR/Delivered Load” user to select whether the receipt is one way load or two way load , “Unit Price” enter the unit basic price (Each Cylinder basic price) before GST, “Quantity” enter the billed quantity, “Other Charges” enter the total invoiced amount mentioned either as SMS/Other charges, then hit the calculate button which completes the other fields calculations. User can add multiple rows equal to the number of products supplied in the mentioned invoice. **User must take note that each invoice must be entered separately and cross verify the invoice amount before saving the record.** If user exits the EBS or moves to another menu without saving the records added will be lost.

5.1.2 **BLPG/ARB/NFR Purchases:** At this menu all the BLPG/ARB/NFR purchases (Including purchases for business operations where GST Input Tax is claimable) must be entered for accurate Tax and inventory management. On “Add Purchase” a new popup screen will emerge for data entry. “Inv No” user should enter purchase invoice number supplied by the Vendor correctly (will get matched while filing GSTR-2). “Inv Date” enter invoice date as printed on the invoice, “Stock Receipt date” enter the date of stock received date which effects the inventory management, Select the Vendor from the dropdown list, “Purchase type” select the purchase type as local where Vendor is from within the state, or select “Inter-Sate supply” where Vendor is from other than your GSTN registered state. After entry of the above data, user can add products purchased data , “Product” select the received product from the dropdown list (If the product is not found in the dropdown list then create the product from BLPG/ARB/NFR Master), “Unit Price” enter the unit basic price (Each product basic price) before GST, “Quantity” enter the billed quantity, “Other Charges” enter the total invoiced amount mentioned either as transportation charges or delivery charges, then hit the calculate button which completes the other fields calculations. User can add multiple rows equal to the number of products supplied in the mentioned invoice. **User must take note that each invoice must be entered separately and cross verify the invoice amount before saving the record.** If user exits the EBS or moves to another menu without saving the records added will be lost.

5.1.3 **Other Purchases:** In this menu user can add all purchases other than refill and BLPG/ARB/NFR purchases. On clicking “Add Other Purchase” a new popup screen will emerge for data entry. “Inv Ref. No” user should enter purchase invoice number supplied by the Vendor correctly (will get matched while filing GSTR-2 if that product is taxable). “Inv Date” enter invoice date as printed on the invoice. Select the Vendor from the dropdown list, “Purchase type” select the purchase type as local when the Vendor is from within the state, or select “Inter-Sate Purchase” when the Vendor is from other than your GSTN registered state. “Reverse Charge” select whether reverse charge is

applicable or not(choose “YES” if Vendor is not GSTIN registered and does not pay tax for that Product otherwise choose ”NO”) . After entry of the above data,user can add products purchased data. “Product” enter the received product in the text field provided. “Taxable” select whether that product is taxable or not(If that Product is taxable then choose “YES” otherwise choose “NO”). “HSN/SAC CODE” enter HSN/SAC code of the product(if Product is taxable otherwise the value will be “NA”). “GST %” select the percentage of gst for that product if it is taxable. Select the “Minor Head” and “Accounting Head” in which the purchased product falls. “QTY” in this, enter the quantity of the product purchased. “UOM” select the units of measurement from the provided list. “Unit Rate” enter the unit basic price (Each product basic price) before GST. Then hit the calculate button which completes the other fields calculations. If “Taxable” value is selected as “NO” the values of IGST AMOUNT, CGST AMOUNT and SGST AMOUNT will be “0”. User can add multiple rows equal to the number of products supplied in the mentioned invoice. User must take note that each invoice must be entered separately and cross verify the invoice amount before saving the record. If user exits the EBS or moves to another menu without saving the records added will be lost.

5.2 Sales: At this menu all the sales can be transacted including issue of quotes, delivery challans, Purchase/Defective returns and Sales returns. Sales are further sub-categorised Domestic, Commercial and BLPG/ARB/NFR sales.

5.2.1 Quotation: At this menu user can issue quotes to the prospective customers/existing customers (Domestic and Commercial) for getting firm purchase orders. On “Add Quotation” a new popup screen will emerge for data entry. “Quote Date” user should enter date of issuance of quote, “Customer Name” Enter customer name in full, Select the staff name from the dropdown list who issued the quote. After entry of the above data, user can add products to be quoted data , “Product” select the product from the dropdown list and hit the “Fetch Price and GST”, “Unit Price” “GST” automatically retrieved, “Quantity” enter required quantity and any discount offered on unit rate, then hit the calculate button which completes the other fields calculations. User can add terms and conditions in the Foot notes window, which will be printed in the quotation. If user exits the EBS or moves to another menu without saving the records added will be lost.

5.2.2 Delivery Challan (DC): A Delivery Challan is created in situations where goods are being transported from one place to another which may or may not result in sales. Delivery Challans are sent along with the shipment of goods. It contains the details of items and quantity of goods being delivered. For adding Delivery Challan data click on “Add Delivery Challan”, a new popup screen will emerge for data entry. “Delivery Challan Date” enter the date of delivery challan and delivery challan number will be generated automatically. Select “Customer Name”, “Staff Name” and “Vehicle Number” from the dropdowns provided. “Invoice Number” enter invoice number of the sold product to which delivery challan is to be generated. Enter “Delivery Mode” and “Delivery Instructions” and then choose the “Sale Type”. Choose “Local Sale” when the Customer is from within the state, or select “Inter-Sate Sale” when the Customer is from other than your GSTN registered state.After entry of the above data, user can add products to be challan data. “Product” select the product from the dropdown list, then hit the “Fetch” button to fetch the unit price and GST %. “Quantity” enter the sale quantity. Then hit the “Calculate” button to calculate “Basic Price”, “IGST AMOUNT”, “CGST AMOUNT”, “SGST AMOUNT” and “Total Amount” which completes the row, user can add row to add more products. After all the rows are added hit the “Save” button to save the transaction. User can take a print of the invoice copy after saving the record.If user exits the EBS or moves to another menu without saving the records added will be lost.

5.2.3 Domestic Refill Sales: At this menu all the domestic refill sales must be transacted. On “Add Refill Sales” a new popup screen will emerge for data entry. “Inv Date” enter

transaction date as invoice date, “Customer Name” select the customer name from the dropdown (If the customer name does not exist in the dropdown then Add the customer from “Customer/Vendor Master”). After entry of the above data, user can add products sale data , “Product” select the product from the dropdown list, then hit the “Fetch” button to fetch the unit price and GST, “Discount” enter the if any discount on unit price (Cylinder basic price) before GST, “Quantity” enter the sale quantity, “Pre Paid Cylinders” enter the number of prepaid cylinders (Refill price already received from and not collected by delivery boy), “PSV Cylinders” enter number of NC/DBC/RC cylinders (Number of empties not received), “Payment Terms” select cash or credit, Select delivery boy from the list (If name not in the list Add from Employee/Staff Master, Select Area Code from the list, and hit the “Calculate” button to complete row, user can add row to add more products. After all the rows are added hit the “Save” button to save the transaction. User can take a print of the invoice copy after saving the record.If user exits the EBS or moves to another menu without saving the records added will be lost.

5.2.4 Commercial Refill Sales: At this menu all the Commercial refill sales must be transacted. On “Add Commercial Refill Sales” a new popup screen will emerge for data entry. “Inv Date” enter transaction date as invoice date, “Customer Name” select the customer name from the dropdown (If the customer name does not exist in the dropdown then Add the customer from “Customer/Vendor Master”). “Payment Terms” select payment terms from the dropdown. After entry of the above data, user can add products sale data , “Product” select the product from the dropdown list, then hit the “Fetch” button to fetch the unit price and GST, “Discount” enter the if any discount on unit price (Cylinder basic price) before GST, “Quantity” enter the sale quantity, “Pre Paid Cylinders” enter the number of prepaid cylinders (Refill price already received from and not collected by delivery boy), “PSV Cylinders” enter number of NC/Addl Cylinders (Number of empties not received), Select delivery boy from the list (If name not in the list Add from Employee/Staff Master, Select Area Code from the list, and hit the “Calculate” button to complete row, user can add row to add more products. After all the rows are added hit the “Save” button to save the transaction. User can take print after saving. If user exits the EBS or moves to another menu without saving the records added will be lost.

5.2.5 BLPG/ARB/NFR Sales: At this menu all the BLPG/ARB/NFR and Other sales can be transacted and this menu does not need when items sold along with NC/DBC/RC packaging. On “Add” a new popup screen will emerge for data entry. “Inv Date” enter transaction date as invoice date, “Customer Name” select the customer name from the dropdown (If the customer name does not exist in the dropdown then Add the customer from “Customer/Vendor Master”). “Staff Name” select the person responsible for the sale, “Payment Terms” select payment terms from the dropdown. After entry of the above data, user can add products sale data , “Product” select the product from the dropdown list, then hit the “Fetch” button to fetch the unit price and GST, “Discount” enter the if any discount on unit price (basic price) before GST, “Quantity” enter the sale quantity, and hit the “Calculate” button to complete row, user can add row to add more products. After all the rows are added hit the “Save” button to save the transaction. User can take print after saving. If user exits the EBS or moves to another menu without saving the records added will be lost.

5.2.6 NC/DBC Sales: At this menu the user can enter the package of New connections which are added in “Bill of Material” module. Inorder to add this sale, user have to click on “Add NC/DBC” button after selecting the package, then a new popup screen will emerge for data entry. “Connection

Type” depending on the package selected, Connection Type is populated automatically. “Invoice Date” enter date of sale. Select “Staff Name” from the provided list and enter “Customer Number”. “No. Of Connections” enter the number of connections that are provided for the Customer. “Product” in this one all the products in the selected package will be shown. “Quantity” is displayed that is defined in the package for that product. Here this quantity is the resultant of the multiplication between No. Of Connections and quantity defined. Then click on “Fetch Deposits And Charges” to fetch “Unit Rate”, “GST %” and “Deposit”. “Discount On Unit Rate” enter the discount that user willing to provide for that particular product. Now click on “Calculate” inorder to calculate “Basic Price”, “CGST Amount”, “SGST Amount”, “Product Amount” and “Invoice Amount”(which is a total of all Products amount). Now enter “Cash Received” and “Amount Received Online”. The total of “Cash Received” and “Amount Received Online” must be equal to “Invoice Amount”. Then click on the “Save” button to save the transaction. If user exits the EBS or moves to another menu without saving the records added will be lost.

5.2.7 **RC/ITV** : At this menu the user can record the Reconnections/Inward TV issued to the customers to update the inventory and cash transaction. “Transaction Date: and “Customer No” should be entered. Product issued (Cylinders), qty issued, Security deposit collected, Number of regulators issued, Deposit collected to be entered by the user so that the transaction amount can be arrived by the auto calculation.

5.2.8 **TV/OTV/TTV**: At this menu the user can record the Termination Vouchers/Surrender/Safe custody received from the customers to update the inventory and cash paid transaction. “Transaction Date: and “Customer No” should be entered. Product received (Cylinders), qty received, Security deposit refunded, Number of regulators received, Deposit refunded to be entered by the user so that the transaction amount can be arrived by the auto calculation.

5.3 **RECEIPTS**: Cash, Cheque and Online receipts should be entered from this menu. In this menu, “Voucher Date” and “Amount”(received) should be entered. Under “Received from” select the customer name from the dropdown. Select the “Mode Of Receipt” as either cash or cheque or online Transfer. Enter “Instrument Details” that corresponds to “Mode Of Receipt”. Select the Bank Account in “Credited (Bank)”. These accounts has to be added in BANK MASTER of MASTER DATA before choosing that bank account here. Select the person who has collected the receipt in “Collected By”. These persons has to be added in STAFF MASTER of MASTER DATA before choosing that staff here. User can have a description about the receipt in “Narration”. After saving the record “Voucher No” for that receipt will be generated automatically.

5.4 **PAYMENTS**: Dealer payments in the form of cash or cheque or online transfer should be entered in this menu. “Voucher Date” and “Amount”(to be paid) should be entered. Under “Party Type” select the party as either vendor or customer or tax. Under “Party Name” he/she can enter party name according to the party type selected. On selection of Tax in Party Type user will have a drop down consisting of GST and Income Tax under Party Name. User will have their own GST Account in our app. Inorder to pay the GST(GSTR3 in GST Report) he/she should have sufficient amount in GST Account. In GST Account, amount can be added from this module by selecting Party Type as GST. Select the “Mode Of Payment” as either cash or cheque or online Transfer. Enter “Instrument Details” that corresponds to “Mode Of Payment”. Select the Bank Account in “Debited To Bank”. These accounts has to be added in BANK MASTER of MASTER DATA before choosing that bank account here. Select the person who has paid in “Paid By”. These persons has to be added in STAFF MASTER of MASTER DATA before choosing that staff here. User can have a description

about the payment in “Narration”. After saving the record “Voucher No” for that payment will be generated automatically. The user can also have the Cheque return option under “Mode Of Payment” for the customers in case of any issues/invalid with the cheque recieved in the receipts.

5.5 BANK TRANSACTIONS: Transactions done in Purchases, Purchase Returns, Receipts, Payments ,NC/DBC ,RC, TV will get populated under this menu.All Bank related Transaction can be added here. And user can also make Cash WithDrawls, Transfers , Cash Deposits. And if user wants to add any other Payments or Receipts, can be added here.”Trasnaction Date” ,”Transaction Amount” and “Transaction Charges” should be entered for that transaction.User should choose the “Bank Account” from where the transaction has to be done and should choose “Transaction Type” for that transaction like Payment, Receipt, Cash Deposit, Cash WithDrawl , Transfer from the dropdown .In case of Transfer in transaction Type, user should choose “To Bank Account” where the user is willing to transfer. Then select “Mode of Transaction” as either cash or cheque or online Transfer from the dropdown.Enter “Instrument Details” that corresponds to “Mode Of Transaction”.user can have description about the transaction in “Narration”.After saving the record “Transaction Number” for that Tansaction will be generated automatically.

5.6 PURCHASE RETURNS: In this menu user can add purchases that are returned to vendor due to some defects.“Purchase invoice” user should enter the invoice number that user got at the time of purchase. User should enter the “Invoice date”, Select ”Vendor” to whom the product is returned. Choose the “Purchase type” as “Local purchase”if it is purchased within the state or choose “Inter-state purchase” if it is purchased out of state. “Product” select the product from the dropdown list, then hit the “Fetch” button to fetch the GST, “Return Qty” enter the returned quantity,”Net Weight” Enter the current Weight of the cylinder (in case of regulators and ARB/BLPG products it can be “0”), “Unit Price” enter the unit price of the product(purchased price) and then hit the “Calculate” button to calculate “Taxable amount”, “IGST amount”, “CGST amount”, “SGST amount” ,”Amount” and “Total Amount”. ”vehicle no” enter the vehicle Number to complete row .”Narration” user can enter the description of the transaction done, user can add row to add more products of the same invoice. After all the rows are added hit the “Save” button to save the transaction.

5.7 SALES RETURNS:In this menu user can add sales that are returned by customer due to some defects.“Sales invoice” user should enter the invoice number that user got at the time of sale. User should enter the “Invoice date”, Select ”Customer” by whom the product is returned. Choose the “Sale type” as “Local Sale”if it is Sold within the state or choose “Inter-state Sale” if it is sold out of state. “Product” select the product from the dropdown list, then hit the “Fetch” button to fetch the GST, “Return Qty” enter the returned quantity,”Net Weight” Enter the current Weight of the cylinder (in case of regulators and ARB/BLPG products it can be “0”), “Unit Price” enter the unit price of the product(sold price) and then hit the “Calculate” button to calculate “Taxable amount”, “IGST amount”, “CGST amount”, “SGST amount” ,”Amount” and “Total Amount”. ”Narration” user can enter the description of the transaction done, user can add row to add more products of the same invoice. After all the rows are added hit the “Save” button to save the transaction.

5.8 CREDIT NOTE:In this menu user can enter the details of either issued or received credit note.”Credit Note Date” user can enter the credit note date.”Credit Note Type” user can select whether to issue /receive credit note.”Reference number” user can enter the reference Number (when user choose credit note type as receive credit note in that case reference

number is available in other case user can give it as NA)."Vendor/Customer Name" when user select credit note type as "receive credit note" then user can choose among vendors, if user select credit note type as "issue credit note" then user can choose among customers. Choose the "Local/Inter-State" as "local" or "Inter-State" based on place of supply. "Product Name" select the product from the dropdown list, Select GST% for the product chosen. Enter "Taxable amount" for that product and then hit the "Calculate" button to calculate "IGST amount", "CGST amount", "SGST amount" and "Total Amount". User can select "Credit/Debit To(Bank account)" bank account. "Reason" user can select the reason of credit note. Then hit the "Save" button to save the transaction.

5.9 DEBIT NOTE: In this menu user can enter the details of either issued or received debit note. "Debit Note Date" user can enter the debit note date. "Debit Note Type" user can select whether to issue /receive debit note. "Reference number" user can enter the reference Number (when user choose debit note type as receive debit note in that case reference number is available in other case user can give it as NA)."Vendor/Customer Name" when user select debit note type as "receive debit note" then user can choose among vendors, if user select debit note type as "issue debit note" then user can choose among customers. Choose the "Local/Inter-State" as "local" or "Inter-State" based on place of supply. "Product Name" select the product from the dropdown list, Select GST% for the product chosen. Enter "Taxable amount" for that product and then hit the "Calculate" button to calculate "IGST amount", "CGST amount", "SGST amount" and "Total Amount". User can select "Credit/Debit To(Bank account)" bank account. "Reason" user can select the reason of debit note. Then hit the "Save" button to save the transaction.

6.0 REPORTS:

6.1 PURCHASE REPORT: In this menu user can search for purchases that he/she purchased in the stipulated period of time. User can select the "From date" ,"To date". User can choose either "Product" or "vendor name" from the dropdown list and click on search. Then user can view information related to the purchases in that period of time according to search criteria like "Inv No" of the transaction. "INV Date" of the transaction. "product" which the user has searched for. "HSN Code" of the product chosen. "GST Rate" of the product. "Vendor" from whom the product is purchased. "Vendor GSTIN" of the vendor purchased. "Quantity" of the product. "Units" of the product. "Unit Price" of the product. "Taxable Value", "IGST Amount", "CGST Amount", "IGST Amount", "Other Charges", "Invoice Amount" of the product purchased.

6.2 SALES REPORT: In this menu user can search for sales that he/she sold in the stipulated period of time. User can select the "From date" ,"To date". User have to choose "Product" and he/She can also choose "Delivered by" from the dropdown list and click on search. Then user can view information related to the sales in that period of time according to search criteria. In this user can choose either product or deliver by only. If user choose the product he/she can view "Inv No" of the sold product, "Invoice Date" of the transaction, "product" which the user has selected, "HSN Code" of the product, "GST Rate" of the product chosen. "Customer" to whom the user sold the product, "Customer GSTIN", "Quantity" sold, "Units" ,"Unit Price", "Discount on Unit Price" ,"Taxable Value", "IGST Amount", "CGST Amount", "SGST Amount", "Invoice Amount" for that product. "Delivered by/Staff Name" by which the product has been delivered.

If user select Delivered By along with dates then he/she can view “Inv No” ,”Invoice Date”,”product”,”HSN Code” ,”GST Rate” ,”Customer” ,”Customer GSTIN”,”Quantity” sold,” Units” ,”Unit Price”,”Discount on Unit Price” ,”Taxable Value”,”IGST Amount”,”CGST Amount”,”SGST Amount”,”Invoice Amount” .

6.3 NC / DBC / RC / TV REPORT: In this menu user can select “Fom date”, “To Date” .user can choose “Product” , “Connection Type” and click on search.user can search either for product ,or connection type, or both along with dates. If user search for product he/she can view data like “Transaction Date” of that product.”Connection type” ,”Product” which the user has been selected,”No.Of Connections” depending on the type (if RC,TV it will be one and for NC/DBC it depends on no.of connections given),No.Of Cylinders”,No.Of Regulators”,”Total Security Deposit”.

If user wants to search only giving Connection Type along with dates , then he/she can view data like “Transaction Date” of that product.”Connection type” ,”Product” ,”No.Of Connections” depending on the type (if RC,TV it will be one and for NC/DBC it depends on no.of connections given),No.Of Cylinders”,No.Of Regulators”,”Total Security Deposit”.

If user wants to search for both product, Connection Type along with dates , then he/she can view data like “Transaction Date” of that product.”Connection type” ,”Product” which the user has been selected,”No.Of Connections” depending on the type (if RC,TV it will be one and for NC/DBC it depends on no.of connections given),No.Of Cylinders”,No.Of Regulators”,”Total Security Deposit”.

6.4 STOCK REPORT: In this menu user can search for Available stock in the stipulated period of time.user can select the “From date” ,”To date”.user can choose “product” from the drop down list and click on search.Then user can view information related to the available stock like “Opening Stock” for the selected product.”Total Purchases”,”Total Purchase returns”,”Total sales return”,”Closing Stock”,”Closing Stock Empties”,”Total Stock” of the Product Selected” in that period of time according to search criteria.

6.5 GST REPORT: In this menu user can fetch and generate GSTR1,GSTR3.

In GSTR3 User have to select month and year from the drop down. At the start of the month he/she can enter the carry forwards of Creditors IGST,CGST,SGST and click on FETCHGSTR3 .Then user can view information regarding GSTR3 which includes all purchases and sales. User should click on SAVE GST AMOUNTS and then click on CALCULATE, then he/she can view the information regarding calculated data after adjustments between ITC and OTL. And user can also view the GST Amount to be paid under GST AMOUNT PAYABLES. Then user should click on SETOFF (note: SETOFF can be done only once per month before the GST Report is to be submitted).And then user should click on PAY OFF(note:PAYOFF can be done only once per month after clicking of SET OFF), by clicking on it the amount to be paid is deducted from the GST Account.

In GSTR1 User have to select month and year from the drop down .And user has to click on FETCHGSTR1 and then click on GENERATE GSTR1.All Sales comes under GSTR1

6.6 **LEDGER:** In this menu user can search for product ledger for the availability of stock under the particular transactions related to purchases,sales and party wise to know about the outstanding credit balance about the party with in the selected date range.when user search for product wise ledger he can view information like “Invoice date” of the transaction day,”Inv No” of the transaction, “Transaction type” of the product like purchase,sale,purchase return,sale return, “QTY” of the product purchased or sold,”party name” of the product sold or purchased,”Balance” related to the particular transaction.

when user search for party wise ledger for customer he can view information like “Invoice date” of the transaction day,”Inv No” of the transaction, “Transaction type” of the product like sale,sale return ,credit note, debit note,receipt, “Debit Amount” of the sale and debit note of the selected customer.”Credit Amount” of the sales return,credit note,receipt of the customer,”Closing Balance” of the transaction type.

when user search for party wise ledger for vendor he can view information like “Invoice date” of the transaction day,”Inv No” of the transaction, “Transaction type” of the product like purchase,purchase return ,credit note, debit note,payment, ”Debit Amount” of the purchase,debit note of the vendor,”credit Amount” of the purchase return, credit note,payment of the selected vendor.Closing Balance” of the transaction type.

6.7 **BANK BOOK:**In this menu user can search for all bank related transactions.In this user can choose the bank account from the “Bank” drop down.user can select “From date”, “To date” and click on search. Then user can view information related to bank data like “Date” of Transaction,”Bank Details” of the selected bank,”Transaction Details” of the transaction done for the selected bank,”Debit” debit amount for payment done,”Credit” credit amount for transactions done under credit note for purchase return.”Balance” for

6.8 **RECEIVABLES:** In this menu user can search for customer outstanding credit balance till date. User can view information like “Customer Name” of the selected customer. The amount that has to be received will fall under the category (<30 Days, 30-60 Days,>60 Days) based on the sold/receipt date and the searched date(As on Date).

6.9 **PAYABLES:**In this menu user can search for vendor outstanding debit balance till date. User can view information like “Vendor Name” of the selected vendor. The amount that has to be received will fall under the category (<30 Days, 30-60 Days,>60 Days) based on the other purchases/payments date and the searched date(As on Date).

7.0 **FINANCIAL REPORTS:**

7.1 **CAPITAL ACCOUNT :**

7.1.1 PARTNERS DATA: At this menu, the user must create all his partners .on “Add” a new row emerges for data entry. “Name” user has to enter partner name which shall be available as drop down list while transactions, “PAN” enter pan number of the partner, .”% of Share” Enter partners % of share.“Opening Balance” Enter the opening balance of the partner.

7.1.2 PARTNER TRANSACTION : At this menu all the partners transactions must be transacted. On “Add” row emerges for the data entry. “Transaction Date” enter transaction date of the partner.”Partner Name” is a drop down from partners data user can select the

partner.”Transaction Type” user can select the type of transaction done from the drop down consisting of INFUSION,WITHDRAWL,WRITE-OFF as values.”Transaction Amount” enter the amount to be transacted. “Bank” select the bank for which the transacted amount has been added.”Narration” Enter the description of the transaction done.

7.1.3 CAPITAL ACCOUNT SEARCH : In this menu user can search for a particular partner by selecting the financial year and the partner from the drop down. And can view the information like particulars(opening balance,infusion,with drawl,write off) amount debt or credit and the balance of the partner selected.

7.1.4 CAPITAL ACCOUNT REPORT : In this menu user can have the capital report for the financial year. User can view the information like “Financial year”,”Created on”,”Last updated on”,”Opening balance”,”Net infusion”,”Net with drawl/write-off”,”Closing balance”.

At first status will be in new state. After adding the data in partners data or partners transaction user should click on “process” in capital account report. When user adds any more data in partners data or partner transactions then user should click on “re-process” in the capital account report and can view the details. After clicking on reprocess or process it will be under-process until the user fetches data again. Once user is done with all the transactions for that financial year, he/she can submit the capital account report for the corresponding year. Once the report is submitted,then he/she cannot process the report for that financial year.

7.2 DEPRECIATION ACCOUNT:

7.2.1 ASSET MANAGEMENT: In this menu user can add Assets by clicking on Add button.”Transaction Date” enter transaction date of the transaction done.”Transaction Type” select transaction type as Sale or Transfer.”Item Description” Enter the description about the Item sold or Transferred .”Account Head” select the account head in which the asset falls under.”Value” enter the value of the Item sold or transferred.”Mode Of Payment”select the payment mode from the drop down with values Cash, Cheque, Online Transfer.”Bank” select the bank from the drop down as of banks added in bank master or select cash if mode of payment is cash.”Staff” select the staff in drop down which comes from staff master.

7.2.2 DEPRECIATION REPORT:In this menu user view the Depreciation of the Asset Sold in Asset Management. User can view the information like “Financial Year” which the user has selected.”Created On”,”Last Updated on”,”Opening balance” of the Asset,”Net asset value”,”Depreciation Amount”.”Closing Balance”,”Status”.At first status is in new state. After adding the assets in asset management user should click on “process” in depreciation report. If user wants to add any more purchases in Expenditure/Other purchases and sold assets in asset management then user should click on “re-process” .When user adds entries in Expenditure/other purchases or Asset management,user has to reprocess in depreciation report. After clicking on reprocess or process it will be under-process until the user fetches data again Once user is done with all the transactions for that financial year,he/she can submit the depreciation report for the corresponding year. Once the report is submitted,then he/she cannot process the report for that financial year. While processing user can view the data like “Date” ,”Item”,”Dr” debit amount for that asset.”Cr” credit amount for that asset,”balance” of the asset

7.2.3 PROFIT AND LOSS ACCOUNT : In this menu user should enter opening stock value,closing stock value, total purchases value,total sales value,other income and can view gross profit,direct expenses,indirect expenses,Depreciation value and net profit. At first status is in new state. Initially it is in process state .After processing user has to enter opening stock value,closing stock value, total purchases value,total sales value,other income user should click on “re-process”.After re-process user can view the gross profit. If user has done any transaction regarding purchases,sales, etc..user should click on “re-process”. If the user gets profit then net profit will be displayed with a positive value and if Loss net profit will be displayed with a negative value ..After clicking on reprocess or process it will be under-process until the user fetches data again.once user is done with all the transactions for that financial year,he/she can submit the profit and loss account report for the corresponding year. Once the report is submitted,then he/she cannot process the report for that financial year.

7.2.4 BALANCE SHEET : on submitting of capital account report and profit and loss account report then user can view the balance sheet.

8.0 DAYEND REPORT: In this menu user can see their reports and cross verify the reports for that day and can submit day end report. In order