Khawaja Ammad ul Islam, Ahmad Awan, Ukasha Tahir

Semester Project | Fundamentals of accounting

User Manual

Accounts dev.

# INTRODUCTION

A person or a small company might need to take records of its daily going transactions everyday, keeping that in mind we have made this program and made it as user friendly as possible.

## Purpose and Scope

The purpose and scope of this program is that once the user will pass raw statements to the input, it will formulate and display the ledgers and trial balance followed by journals.

## Organization

This program is made as a part of our course “Fundamentals of Accounting”, for the semester project.

# SYSTEM CAPABILITIES

## Purpose

The purpose of this program is simply to provide small business some help in keeping records safe easily and efficiently.

## General Description.

The program is made using C++ which is a general purpose object oriented programming language. This program makes it easy for the users to keep pace with their daily dose of calculations and record keeping of their money. The program is an ordered keyword inline searcher, it will search for required keywords and perform actions depending on the command and if the criteria’s are met.

# DESCRIPTION OF SYSTEM FUNCTIONS

## Function X Title

This section provides the title of the specific system function.

## Detailed Description of Function

This section provides a description of each function. Include the following, as appropriate:

* Purpose and uses of the function
* Initialization of the function, if applicable
* Execution options associated with this function
* Description of function inputs
* Description of expected outputs and results
* Relationship to other functions
* Summary of function operation

## Preparation of Function Inputs

This section defines required inputs. These inputs should include the basic data required to operate the system. The definition of the inputs include the following:

* The name of the owner/business.
* Date, month and year for which the accounts are to be made.
* Date of the transaction.
* Action name being performed.
* Accounts coming into play.
* Discount received or allowed.
* Amount being paid or received (paid and received are actions)
* There should be always action and then the account name.
* Date, amount, discount should be in the same sequence as written.
* Anything written between “” is a name or comment (in certain cases), not a command.
* Commands written between “” will not be processed and may result in an error.

## Results

Our program is made to provide the following results after you have passed the entries:

* Journals
* Ledgers
* Trial Balance
* Save and Resume Work

# OPERATING INSTRUCTIONS

This section provides detailed, step-by-step system operating instructions.

## Initiate Operation

To initiate the operation:

* First you have to enter the name of the owner, who is running the business or the name of the business.
* Then you have to provide the date followed by month and year for which you want to tabulate the data.
* Now you can start with passing the entries starting with the date, month, year, amount(when required), account, action and discount(when required) in order.
* Somethings to keep in mind here are that the numerical values that are date, month, year, amount and discount, should be always in this order as written above.
* Secondly the action should be placed always before the account, which is being passed in the entry.
* All the accounts names (and certain descriptions) should be written within “”.

## Maintain Operation

The user just needs to keep passing the entries in the sequence described above to go on.

**Format**: DD MM YYYY ACCOUNT AMOUNT ACTION DISCOUNT(%)

## Terminate and Restart Operations

Once the general entries have been passed the user can simply type “exit“ and the program will terminate and if you want to display the tables, you can simply type “print” followed by the table name i.e. ledger, journal. All the data will be saved in the Owner’s folder.

# ERROR HANDLING

* Any numeric error codes associated with the error message
* A description of the meaning of the error message
* The errors will be removed as the user goes on to pass the right formatted statements.

# Action and Accounts

## Action

* Set: Used to set date and the owners date.
* Started: Used to start the business.
* Broughtin: Used for Additional Capital A/C.
* Gaveaway: Used to giveaway merchendise or cash to charity.
* Bought: Used to specify items or merchendise bought.
* Sold: Used to specify items or merchendise sold.
* Paid: Used when a payment has been made to a Client.
* Received: Used when a payment has been received from a Client.

## Account

* Business: Used when starting a new business.
* Land: Used when buying or bringing in from capital.
* Building: Used when buying or bringing in from capital.
* Furniture: Used when buying or bringing in from capital.
* Merchendise: Used when buying or selling.
* Rent: Used when paying dues.
* Bill: Used when paying dues.
* Transportation: Used when paying dues.
* Utilities: Used when paying dues.
* A/P: Used to specify the client type.
* A/R: Used to specify the client type.

# rules

* The owner/business name must be set to start any transactions.
* Dates olders than 1 January, 1900 will result in an error.
* Set date is used to change the transaction period.
* The starting date is set to 1 January, 1900.
* If you require to start a journal for a differnet time period, change the date using “set date DD-MM-YYYY”. All previous entries will be saved automatically and can be resumed by changing back to the time period by the same command.
* Entries can be removed using the keyword “remove”, rewrite the required entry with remove somewhere in the command.
* When date, month, year, amount, discount, action and account are included in inverted commas “”, the software will display an error since it will interpret that as either an account name or a comment.
* Since this is a ordered keyword inline search system, you can write anything will the command as long as the keyword critera and certain ordering requirements are met. Writing full english sentenes with the keywords will perform a succesful operation, no unwanted keyword is written.
* Putting a % sign right after the discount amount e.g. 5%, it will give a percentage of the entered amount.
* Printing the journal will not save the journal or generate the HTML file, you either have to change owner, type in “exit” or change the time period to another month/year. This is to ensure that a journal can be viewed and adjustments can be made before finalizing it.
* Printing the ledger will print the ledgers and trial balance from the available (not saved) journal and the output will be stored in a TXT file under the owner’s folder.
* DD MM YYYY AMOUNT DISCOUNT and ACTION ACCOUNT must remain in this order at all times.

# Commands

* SET OWNER “Name”
* SET DATE DD-MM-YY

**Note: All transactions after this require the full date**

* STARTED BUSINESS [Amount]
* BROUGHTIN [Account] [Amount]
* BOUGHT [Account] [Amount] [Client] [Discount]
* SOLD MERCHENDISE [Amount] [Client] [Discount]
* LOST [Account] “Description”
* PAID [A/P] [Client] [Amount] [Discount]
* PAID [Account] [Amount]
* RECEIVED A/R [Client] [Amount] [Discount]
* GAVEAWAY [Cash, Merchendise] [Amount]
* RETURN MERCHENDISE [Account] [Amount]
* REMOVE\*
* PRINT [Journal, Ledger]
* EXIT