Welcome to

"Business Manager"

(Standard Edition)
Help Manual

Thank you for choosing **Business Manager** (Standard Edition) that will help you to manage accounting as well as book keeping records of your business.

You can obtain help at any time while you are working with **Business Manager** (Standard Edition).

Business Manager *Help Manual is divided into three major parts:*

1. Quick Start Guide

you will find the information about how to use the software for performing accounting task as well as how to manage financial transactions for evaluating business performance. Quick Start Guide is specially designed to get familiar with software functionality and provides useful knowledge to user.

1.1. User Interface Startup Window

After installation of the software, whenever you will run the application, the following user interface Startup Window will be appeared:

User Interface Startup Window

User Interface Startup Window includes the following options:

Create New Company-

Open an Existing Company

Delete Company

Backup

User Interface Startup Window consists the following buttons:

- **Help**

This is used to view software Help Manual.

- **Exit**

This is used to exit from the software.

1.2. Working with Software Modules

In this section, We will discuss various software modules as listed below:

1.2.1 Company

Managing a company is an important task while using financial accounting software. In this business accounting utility, *Company menu*, with various options, enables you to perform different functions on a company.

Click on *Company Menu*, the following screen will be displayed:

Company Menu has the following options:

1.2.1.1 New Company

To create a new company, click on *"New Company"* option of Company Menu.

- On clicking *"New Company"* option of Company Menu, an alert message will be displayed *"This action will close the Company that is now open. Do you want to continue?"*

- If you click on *"Yes"* button, Startup Window will be appeared. **More Info>>>**

1.2.1.2 Open Company

To open a company, click on *"Open Company"* option of Company Menu.

- On clicking "Open Company" option of Company Menu, an alert message will be displayed *"This action will close the Company that is now open. Do you want to close the Company?"*

- If you click on *"Yes"* button, Startup Window will be appeared.

1.2.1.3 Edit Company

To edit or modify existing Company record, click on **"Edit Company"** option of Company Menu.

1.2.1.4 Close Company

To close the Company in which you are login, click on **"Close Company"** option of Company Menu.

• On clicking *"Close Company"* option, Startup Window will be appeared.

1.2.1.5 Exit

To exit from the software, click on **"Exit"** option of Company Menu.

• On clicking "Exit" option, an alert message will be displayed **"Are you sure you want to exit?"**

• If you want to exit from the software, click on **"Yes"** button.

1.2.2 Masters

Masters play an important role for all the activities (like financial transactions) done by the Company. Masters are used in accounting system developmental models that displays communication and internal processing of the company. Masters can refer to an Account Master, Customer & Vendor Master, Item Master, Store Master and so on.

Click on Masters Menu, the following screen will be appeared:

Masters Menu contains the following options:

Account

Customer

Vendor

Item

Store

Unit Creation

Currency

Bill Sundry Creation

Tax Type

Sale Transfer Form

1.2.3 Voucher Entry

Voucher is a document that serves as an evidence of some expenditure. The term voucher is also a synonym for receipts often used as a proof of transactions. The entry is done in this evidence docu or receipt is called a Voucher Entry.

After creating Masters, the next step is used to maintain the Voucher Entries of the Company. In V Entry, you need to record all business transactions in Vouchers such as Sale/ Purchase Register, Sale/Purchase Return, Payment, Receipt, Journal and so on.

To record various transactions of the Company, click on **Voucher Entry Menu**, the following optio be displayed:

Voucher Entry Menu contains the following options:

Quotation

Sale

Purchase

Stock

Payment Voucher

Receipt Voucher

Journal Voucher

Debit Note

Credit Note

Production

1.2.4 Reports

Reports assist you to manage your business accounts and provide an overall picture of the financial health of your organization. An accounting report is the summarize key of financial data which helps you to review your Company finances.

For Example: *Pinnacle Hills and Northway, an Electronic Equipment Manufacturer Company, wants to evaluate net profit earned in first quarter. For this purpose, Company will view Profit and Loss Report to evaluate total profit earned in first quarter.*

After entering the transactions for Company, the next step is to view the report according to your requirements. Reports automatically calculate values which you have entered on the voucher entries.

To view Reports, click on **Report Menu**, the following options will be displayed:

Reports Menu contains the following options:

Final Report

Accounts Report

Stock Report

Sale Report

Purchase Report

Production Report

1.2.5 Settings

Settings play a significant role in DRPU Financial Accounting Software. By using Settings feature, you can run software as per your need. On clicking *"Settings"* menu, the following options will be displayed:

Settings Menu contains the following options:

User Settings

Change Password

Backup

1.2.6 Help

In this section, you will get help about the software.

To get help, click on **"Help"** menu, the following options will be displayed:

Help Menu contains the following options:

• **Shortcut Keys:** This is used to display shortcut keys of the software.

• **Content F1:** This is used to view software help manual.

• **Index:** This is used to view index of help manual.

• **Search:** This is used to search the data from help manual.

• **About:** This is used to provide the information about the software.

2 Glossary

This glossary defines the terms used in DRPU Financial Accounting Software, as well as some general accounting terms.

A

Account is the record of transaction in the form of credits, debits that have occurred and have an effect on an asset, liability or past, present or future revenue.

Accountancy is the measurement, statement or provision of assurance about financial information primarily used by managers or other decision makers to make sound economic decision for business management.

Accounting Equation is the foundation for the double-entry book-keeping system. Its simplest form is *Assets = Liabilities + Equity.*

Account Group determines which field you can configure on the master record.

Account Report is a document filled out by managers or other stock holders that details vital facts about a new client's financial circumstances and investment objectives.

Account Statement is a record of transaction and their effect on account balance.

Administrator who creates company and has all user rights and permission to access company records.

Assets are valuable resources owned by a business which are acquired at a measurable money cost.

B

Backup that contains copy of your Company's data.

Balance the difference between debit amount and credit amount on an account.

Balance Sheet Report a financial report that shows financial position of a business organization on a particular date. The balance sheet shows Company Assets, Liabilities and Owner's Equity at a specific point in time.

Bill Sundry is an entity that is used to record the extra income or expenses over and above the sales and purchase amount. These are used in billing and other documents in terms of taxes.

Billing Address is the address where you would like to have bill for a purchase.

Bank Account is a record for a type of financial relationship that a company or person has with a bank.

Bank Book records all the transaction through the bank.

Books Beginning Date is the date from which company starts to maintain its accounting records.

Business Transaction the occurrence of an economic event or a condition that must be recorded in accounting records.

C

Cash Book is a book in which transaction done through the cash is recorded.

Closing Balance is the remaining balance at the end of accounting period.

Compound Unit represents the relation between two single units.

Credit is amount remaining in person's account.

Creditor a person/business to whom money is owed.

Credit Note is issued by the business that allows a buyer to purchase goods or services from the business on a future date.

Credit Note Report displays all the transaction done by credit note.

Currency is a unit of exchange, facilitating to transfer of goods and services. It is a form of money.

Current Assets are those assets which are meant for sale or which the management would want to convert into cash within one year.

Current Date is used to specify the default date to create Voucher records.

Current Liabilities refers to those liabilities which are to be aid in near future.

Customer is a person who pays for goods or services.

D

Debit a book keeping entry that decreases the balance of a member's account.

Debit Note a note indicating an amount owed by a person or company.

Debit Note Report displays all the transactions done by debit note.

Debtors a person or firm to whom goods have been purchased.

Deposit is a sum of money given in advance of large amount being expected in the future.

Discount is a reduction in the selling price of products or services usually offered by the seller when the buyer agrees to meet specific conditions.

E

Entity is an economic unit that performs economic activities.

Expenses are the cost incurred in producing and selling the goods and services.

F

Financial Accounting is to record business transactions in a systematic manner.

Final Report is an organized summary of detailed information about financial position and performance of the business.

Financial Statement provides a complete summary of the account holder's financial transaction.

Financial Year is a span of time during which the financial activities of an organization are calculated.

Fixed Assets are those assets which are held for continued use in the business for the purpose of producing goods and services and are not meant for resale.

G

Gain is a profit or an increase in value of an investment.

General User is created by Administrator and Power User. This user can access only those rights and permissions which are assigned by Administrator and Power User.

Group is a set of records associated with each other for running reports. You can use the support tables to manage groups.

H

No Entries

I

Income is money earned through employment and investments.

Inventory is a record of the number and value of products purchased or produced for sale.

Investments use money in the hope of making more money.

Invoice/Register is a request for payment to a customer for products or services sold.

Item refers to a commodity or finished good sale or purchased for the business. Item can be a product or service that a company buys from the Vendor or sells to the Customer.

Item Group is a set of items associated with each other because they fit into some common group with respect to the business.

J

Journal is a book in which transactions are recorded first of all, as and when they take place.

K

No Entries

L

Ledger/Account Report is a record in which commercial account is recorded.

Liability are debts, they are amount owed to creditors.

Loan is the temporary provision of money.

Loss is the amount by which the cost of the business exceeds its revenue.

M

Money is an asset that is commonly accepted as means to purchase goods.

N

Narration is used to provide the information about the transaction.

Net Profit is the income of the company after the taxes deducted.

Opening Balance is the balance of the account at the start of an accounting period.

P

Payment Voucher is used to maintain the record of payment transaction for the payment made in either cash or cheque/DD by the organization to the vendors/customers.

Profit is money earned after expenses are subtracted from revenue.

Profit and Loss Report is the report of total profit and loss earned by the company.

Production is the manufacturing process of the items for sale.

Production Register is used to keeping the record of consumed raw materials and generated products while producing an item.

Production Report is used to display total generated items after production.

Purchase Report is used to display the record of all purchased items through Purchase register transaction.

Purchase is the acquisition of something for payment.

Purchase Order is a written authorization prepared by a buyer for a purchase of goods or services at a specified price.

Purchase Register is a legal document issued by the Company to Vendor for purchasing goods or services.

Purchase Return when purchased goods are returned to the suppliers.

Q

Quotation is a statement for sale and purchase order.

R

Receipt Voucher is used to maintain the receipt transactions for the money received either Cash/Cheque/DD from customers or vendor.

Record is a collection of data about a particular thing. A record is made up of fields.

Register is a list of transactions for an account.

Restore is the process to bringing data back into its original form by using the backup file.

Revenue is the income of a regular nature from any source.

S

Sale is the state of being purchasable.

Sale Order is a sales agreement between a company and a customer.

Sale Register is a legal document issued by the Company to customer for providing goods or services to customers after receiving the payment.

Sale Return is a legal document to enter the records of those sold goods which are returning back to the company by the customer.

Sale Report is used to display the record of all sold items through Sale Register transaction.

Sales Tax is a local or region tax on products or services, based on a percentage of the sales price.

Stock includes the value of those goods which are lying unsold at the end of accounting period.

Stock Order contains items that are stocked in the store warehouse.

Stock Report is used to display the status of items including price, quantity, store name, amount etc.

Store is the place where the items are kept.

T

Tax refers the money paid to the government for financing public expenses.

Trial Balance is the debit and credit worksheet in accounting showing the financial condition of business at the period stated.

U

Unit is a parameter to measure the items. A unit can be any division of quantity accepted as standard unit of measurement or exchange.

V

Vendor is the person who has legal permission to sell an item.

Voucher is any written document providing that money which has been paid or received.

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4 Software Requirements

Before running the software, you need to check following hardware and software configuration settings on your computer:

Supported Operating System

- Windows Vista
- Windows XP
- Windows Server
- Windows 2000
- Windows NT

Supported Hardware

• Processor
Pentium Class or Equivalent Processor

• Memory Space
RAM (256 MB Recommended)
30 MB Free Disk Space

Supported Environment
Java Runtime Environment (JRE)

5 How to Install/uninstall?

In this section, we will discuss the installation procedure of the software.

Before installing the software, *make sure* **Java Runtime Environment (JRE)** *must be installed on the computer.*

Installation Procedure

1. Double click on software setup wizard.

2. Setup wizard will automatically start and guide you through the installation process.

After completing the installation process, you can successfully run our easy to use and reliable financial accounting software.

If, in any case, software installation process is interrupted or incomplete, feel free to contact our support team.

Uninstallation Procedure

If you want to uninstall the software then go through the following steps:

1. Click on *"Control Panel"* and double-click on the *"Add or Remove Programs"* list.

2. Select the **Business Manager** (Standard Edition) and click on *"Change/Remove"* button.

3. Click *"Yes"* when the confirmation dialog box appears.

4. Follow on-screen instructions to complete the uninstallation procedure.