On first run connect all the databases	
Enter login password	

Main Menu

Click on given buttons to select different options :

Chart of Accounts
To create / edit the chart of accounts of a company

Financial Year
To create a new financial year and to set the opening balances of different accounts
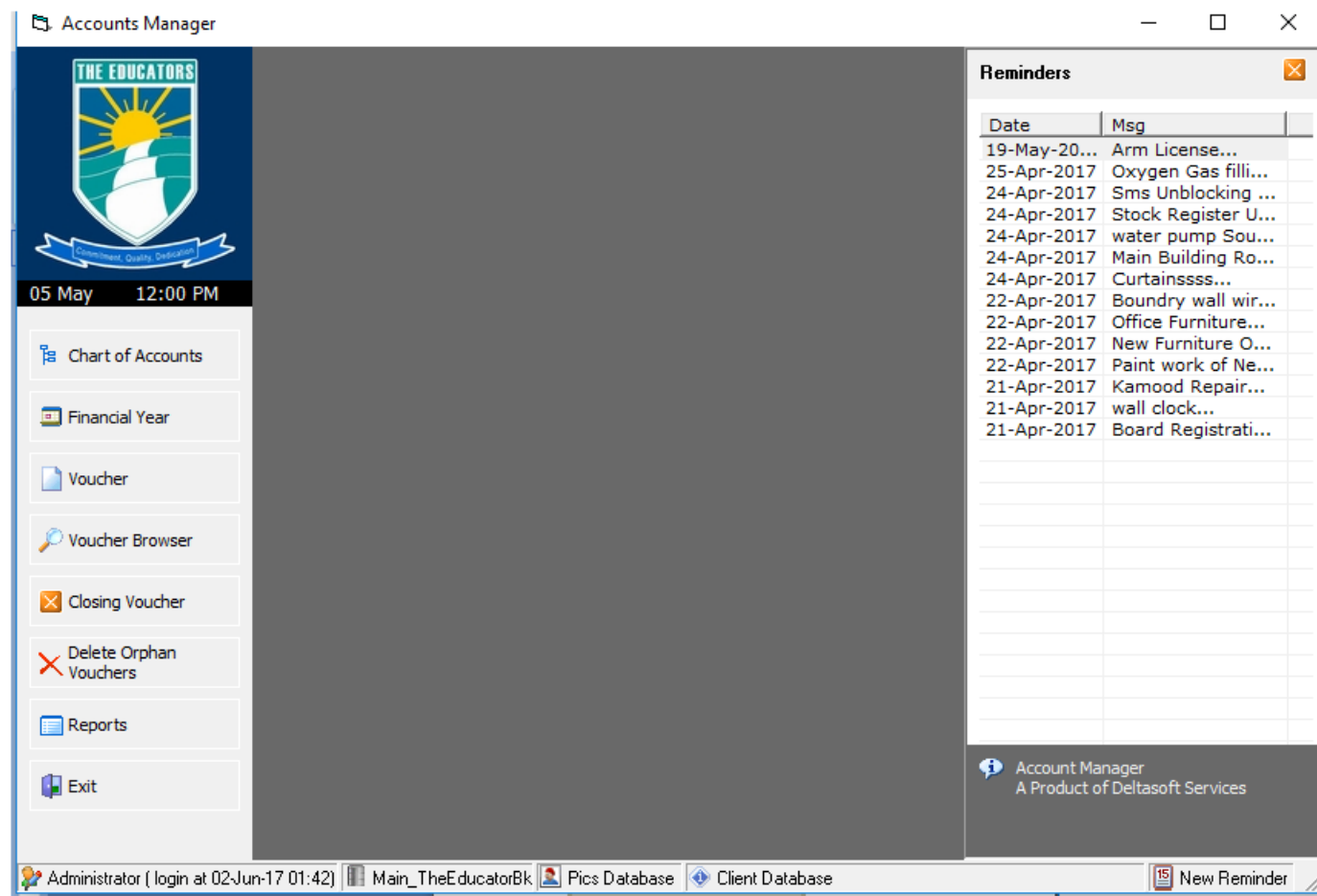
Voucher
To create new vouchers or edit existing vouchers

Voucher Browser
To search vouchers with different criteria

Reports
To view/print financial reports

Accounts Manager   — □ ✕

THE EDUCATORS

Commitment, Quality, Dedication

05 May   12:00 PM

- ⊟ Chart of Accounts
- ▤ Financial Year
- ▢ Voucher
- 🔍 Voucher Browser
- ✕ Closing Voucher
- ✕ Delete Orphan Vouchers
- ▤ Reports
- ▥ Exit

Reminders   ✕

Date	Msg
19-May-20...	Arm License...
25-Apr-2017	Oxygen Gas filli...
24-Apr-2017	Sms Unblocking ...
24-Apr-2017	Stock Register U...
24-Apr-2017	water pump Sou...
24-Apr-2017	Main Building Ro...
24-Apr-2017	Curtainssss...
22-Apr-2017	Boundry wall wir...
22-Apr-2017	Office Furniture...
22-Apr-2017	New Furniture O...
22-Apr-2017	Paint work of Ne...
21-Apr-2017	Kamood Repair...
21-Apr-2017	wall clock...
21-Apr-2017	Board Registrati...

ⓘ Account Manager
A Product of Deltasoft Services

Administrator (login at 02-Jun-17 01:42) | Main_TheEducatorBk | Pics Database | Client Database   15 New Reminder

Company Chart of Accounts

Each company has a set of many accounts to record its transactions which is called the Chart of Accounts of company. There are five types of accounts

CAPITAL	LIABILITIES	ASSETS	INCOME / REVENUE	EXPENSE
Investors / owners accounts. Such as : • Investment • Drawings Etc.	Payable Accounts Such as : • Loan from bank • Salaries of staff • Payable bills • Payable amount to suppliers Etc.	Fixed / Current Assets Such as : • Cash / Bank • Properties • Account Receivable	Earnings Accounts Such as : • Tuition Fee • Service Charges • Annual Charges Etc.	Expenditure Accounts Such as : • Utility Bills • Staff Salaries • Office Expenses • Depreciation Expenses Etc.

Account Tree	TREE STRUCTURE
Levels	Level-1 : Account Type
There are four levels of each account	Level-2 : .. Account Group
	Level-3 : …. Account Sub Group
	Level 4 : …… Account

EXAMPLE -1

ASSETS

Current Assets

Banks

Faysal Bank

EXAMPLE -2

REVENUE

Main Income

Student Fee

Tuition Fee

EXAMPLE -3

EXPENSES

Utility Bills

Phone / Mobile Bills

Land lines head office

Chart of Accounts

Each account head is the part of four levels tree. i.e.

1- Account Type
2- Account Group
3- Sub Group
4- Account Head

Each level has a code for each value

Such as Account types has 01,02,03,04 and 05 codes.

Steps for creation

1. Create account groups
2. Create sub-groups under each group.
3. Finally create accounts under each sub-group.

To Create a New Account Group

1. To create a Group (right click) on Groups List.
2. Select [New Account Group] from appeared popup menu
3. A form will be appeared.
4. Press [New] for new Group
5. Enter a Name
6. Select a Type
7. Confirm / enter a new Group Code
8. Enter Remarks if any
9. Press [Save]

To Edit an Account Group

1. (Double click) on target account group in the list. OR (right click) on target group and select [Edit Account Group].
2. Group Form will be appeared.
3. Made desired changes and press [Save]

To Delete an Account Group

1. (Right click) on target account group in the list.
2. Select [Remove Account Group]

To Create a New Account Sub-Group

1. To create a Sub-Group under a Group. (right click) on parent Account Group.
2. Select [New Sub Group] from appeared popup menu
3. A form will be appeared
4. Press [New] for new Sub-Group
5. Enter a Name
6. Select parent Account Group
7. Confirm / enter a new Sub-Group Code
8. Enter Remarks if any
9. Press [Save]

To Edit an Account Sub-Group

1. (Double click) on target Account Sub-Group in the list. OR (right click) on target Sub-Group and select [Edit Sub Group].
2. Sub-Group Form will be appeared.
3. Made desired changes and press [Save]

To Delete an Account Sub-Group

1. (Right click) on target Sub-Group in the list.
2. Select [Remove Sub Group]

To Create a New Account

1. To create a Account under a Sub-Group. (right click) on parent Account Sub-Group.
2. Select [New Account] from appeared popup menu
3. A form will be appeared
4. Press [New] for new Account
5. Enter a Name
6. Select parent Account Sub-Group
7. Confirm / enter a new Account Code
8. Enter Remarks if any
9. Press [Save]

To Edit an Account

1. (Double click) on target Account in the list. OR (right click) on target Account and select [Edit Account].
2. Account Form will be appeared.
3. Made desired changes and press [Save]

To Delete an Account

1. (Right click) on target Account in the list.
2. Select [Remove Account]

Edit Sub Group
Delete SubGroup

New Account

Edit Account
Delete Account

.: Account

New Account

Enter new data and press save.

Account ID	77 Find
Account Name	Bank Al-falah 1234-1
Acc. Sub Group	Bank Accounts
Account Code	01-001 00001
Remarks (If any)	Account for Fee

New   Save   Back

Financial Year

To create a new Financial Year press [..] button beside Financial Year Selection Combo

A new form will be appeared

Enter Title, From Date and To Date and press [Save]

Press [Close]

Import Accounts

On top bar press [import Accounts]

All account will be appeared in the list.

To change the opening balance on an account click on it.

Its data will be appeared in top Details

Change them and press [Update]

Finaly press [Save Changes]

Account Opening Balances on Start of Year

Financial Year

ID	Title
6	2016-2017

From	To
01- Jul -2016	30- Jun -2017

[New]   [Save]   [Delete]

Name	From_Date	To_Date
2017-2018	01-Jul-2017	30-Jun-2018
2016-2017	01-Jul-2016	30-Jun-2017
2015-2016	01-Jul-2015	30-Jun-2016
2014-2015	01-Jul-2014	30-Jun-2015
2013-2014	01-Jul-2013	30-Jun-2014

Fix Duplicate

Import Accounts

Close

Type	Code	Name
Assets	10-01-001-00001	Jhola Spot
Assets	10-01-001-00002	Celing Fans
Assets	10-01-001-00003	Neon Sign Board
Assets	10-01-001-00004	Computer
Assets	10-01-001-00005	Music Equipment
Assets	10-01-001-00006	Band Equipment
Assets	10-01-001-00007	Water Cooler/water Tank
Assets	10-01-001-00008	Generator
Assets	10-01-001-00009	Furniture & Fixture
Assets	10-01-001-00010	Construction
Assets	10-01-001-00011	Library Books
Assets	10-01-001-00012	Gardening Machine

1220 accounts found

Vouchers

Vouchers are the document on which daily transactions are stored. There are four types of vouchers

1. Journal Voucher (JV)
2. Bank Receiving Voucher (BRV)
3. Cash Receiving Voucher (CRV)
4. Bank Payment Voucher (BPV)
5. Cash Payment Voucher (CPV)

If any bank document is involved in the transaction then store its details with the voucer.

Double Entry System

In double entry account system one transactions will effect at least two accounts. The total of credit amount and total of debit amount must be equal.

Debit / Credit Rule

Accounts Type	Increase	Decrease
Capital Accounts	**Credit**	**Debit**
Liabilities Accounts	**Credit**	**Debit**
Income Accounts	**Credit**	**Debit**
Assets Accounts	**Debit**	**Credit**
Expenses Accounts	**Debit**	**Credit**

Some Examples

The software is designed according to the rules of standard accounting so an accountant can use it just like he creates vouchers in his daily routine. He don't need to learn how transactions are entered but some examples are mentioned here.

INVESTMENT

Mr. Ali invested 50,000/- Cash in the Business (JV)

Accounts	Debit	Credit
(Assets) Cash	50,000/-	
(Capital) Mr. Ali		50,000/-
	50,000/-	**50,000/-**

DRAWING

Mr. Ali drew 10,000/- from the Business for personal use (JV)

Accounts	Debit	Credit
(Capital) Mr. Ali	10,000/-	
(Assets) Cash		10,000/-
	10,000/-	**10,000/-**

CASH DEPOSIT TO BANK

Deposit 60,000/- into Bank Account (JV)

Accounts	Debit	Credit
(Assets) ABC Bank	60,000/-	
(Assets) Cash		60,000/-
	60,000/-	**60,000/-**

CHEQUES WIDRAW FROM BANK

Two cheques (35,000/- and 12,000/-) Cashed from Bank (JV)

Accounts	Debit	Credit
(Assets) Cash	47,000/-	
(Assets) ABC Bank		47,000/-
	47,000/-	**47,000/-**

SERVICE CHARGES COLLECTED AS CASH (CASH INCOME)

Student Fee is Collected (3000 Admission Fee, 1500 Tuition Fee)

Accounts	Debit	Credit
(Assets) Cash	4,500/-	
(Income) Admission Fee		3,000/-
(Income) Tuition Fee		1,500/-
	45,000/-	**45,000/-**

STUDENT FEE IS CHARGED IN START OF MONTH (CREDIT INCOME)

Students are cahrged as fee of month of june (JV)

Accounts	Debit	Credit
(Assets) Account Recievable	12,000/-	
(Income) Tuition Fee		12,000/-
	12,000/-	**12,000/-**

STUDENT PAID FEE IN BANK

Students paid fee of month (BRV)

Accounts	Debit	Credit
(Assets) ABC Bank	12,000/-	
(Assets) Account Recievable		12,000/-
	12,000/-	**12,000/-**

PURCHASE OF PROPERTY

Purchased Office Furniture (Cost 33,000/-) by Cheque (BPV)

Accounts	Debit	Credit
(Assets) Furniture	33,000/-	
(Assets) ABC Bank		33,000/-
	33,000/-	**33,000/-**

PROPERTY DEPRICIATED

Office Furniture is depriciated 10% (Cost 3,300/-) (JV)

Accounts	Debit	Credit
(Expenses) Depriciation Expense	3,300/-	
(Assets) Furniture		3,300/-
	3,300/-	**3,300/-**

ISSUED THREE CHEQUES FOR UTILITY BILL EXPENSES

Issued 12,000/- cheque for phone bill expenses, 3,000/- cheque for Gas Bill and 4,300/- for electricity expenses (BPV)

Accounts	Debit	Credit
(Expense) Phone Bill Expenses	12,000/-	
(Expense) Gas Bill Expenses	3,000/-	
(Expense) Electricity Bill Expenses	4,300/-	
(Assets) ABC Bank		19,300/-
	19,300/-	**19,300/-**

Note

For more transaction please consult an accountant or contact us.

Vouchers

1. Press Voucher on main menu

2. Press New to create a new voucher.

3. Select Financial Year and Voucher Type

4. Enter Voucher Number, Date , Narration and Bank Document Details if any.

5. Enter Accounts, Amounts and Debit/Credit.

6. Press [Update]

7. Finally press [Save]

8. By default vouchers status is un posted. But once a voucher is posted it is locked.

9. Print

Voucher Browser

1. Enter a criteria :
    - Dates
    - Status
    - Voucher type
    - Amount range
    - Narration words
    - Cheque Number
    - Cheque Date
2. to search selective vouchers press [Find Matched Recs]

3. To view a voucher double click on the row.

4. To print selective vouchers right click on the list to display the selection menu.

5. The press [Print Checked]

Reports

To View Financial Reports
Select Criteria
- Financial year
- Date period
- Posted / UnPosted

Press [Target Report]

To View a Ledger
- Enter the initials of an Account Code or Account Code.
- Select the target account form appeared list.
- Press [Account Ledger]

PREVIEW OF SOME REPORTS