**Accounts**

**Masters:**

**Define Financial Year**

1. You have to select the date from which Accounts starts and date when the Accounts close from the calendar provided.   
   **Eg:** If starting date of Accounts is "Jan 01, 2010" and closing date is "Dec 31, 2010" you have to select *01.01.2010* in "From" and *31.01.2010* in "To”.
2. Once filled click on 'SAVE' button to save or 'CANCEL' to exit.

**Define Schedule**

1. To add a new Schedule you have to click "ADD" button.
2. Enter the values of "CODE" and "DESCRIPTION" in the appropriate boxes provided.   
   **Eg:**If Code of Schedule is "c1" and Description is "code1" you have to enter *c1* for "Code" and *code1* for "Description".
3. You can select the "TYPE" and "PARENT SCHEDULE" from the appropriate dropdowns provided.   
   **Eg:**If Type of Schedule is "Capital" and Parent Schedule is "Share Capital" you have to select *Capital* for "Type" and *Share Capital* for "Parent Schedule".
4. Once filled you have to click on 'SAVE' button to save the schedule or 'CANCEL' to exit.

**Chart of Accounts**

1. To add a new Chart of Accounts you have to click "ADD" button
2. Enter the "CODE" and "DESCRIPTION" in the appropriate boxes provided  
   **Eg:**If Code of Chart of Accounts is "coa1" and Description is "chart of accounts 1" you have to enter *coa1* for "Code" and *chart of accounts 1* for "Description".
3. You can select the "TYPE","CONTROLL TYPE" and "SCHEDULE" from the dropdown lists. (Note: You can add a new Schedule directly by clicking on the "+" symbol provided here)

**Eg:**If Type of Chart of Accounts is "Liability", CONTROLL TYPE is "Bank OD A/c" and Schedule is "Short Term Borrowings" you have to select *Liability* for "Type”, *Bank OD A/c* for "CONTROLL TYPE" and *Short Term Borrowings* for "Schedule".

1. Once filled click on 'SAVE' button to save the Chart of Accounts or 'CANCEL' to exit without saving.

**Bank/Cash Masters**

1. To add a new *Cash Masters* you have to select "Cash" by clicking the radio button provided

Enter the "CASH CODE" and "CASH BOOK NAME" in the appropriate boxes provided

**Eg:**Suppose if CASH CODE is "General", CASH BOOK NAME is "Sale Expenses" you have to enter *General* for "CASH CODE" and *Sale Expenses* for "CASH BOOK NAME".

Once filled click on 'SAVE' button to save or 'CANCEL' to exit without saving.

1. To add a new *Bank Masters* you have to select "Bank" by clicking the radio button provided

Enter the "BANKCODE", "BANK NAME", "MICR", "ADDRESS", "EMAIL", "PHONE", "FAX" and "CONTACT PERSON" in the appropriate boxes provided

**Eg:**Suppose if BANKCODE is "CAN-BNK", BANK NAME is "Canara Bank”, MICR# is "000000002" and ADDRESS is "Lagos" you have to enter *CAN-BNK* for "BANKCODE”, *Canara Bank* for "BANK NAME”, *000000002* for "MICR" and *Lagos* for "ADDRESS".

1. Once filled click on 'SAVE' button to save the Bank/Cash Master or 'CANCEL' to exit without saving the Bank/Cash Master.

**Bank/Cash to CoA Mapping**

1. To add a new Bank/Cash to CoA Mapping you have to click "ADD" button
2. To add a new *Cash code with CoA Mapping* you have to select "Cash" by clicking the radio button provided .Now you have to select the "CASH CODE" and "COA CODE" from the dropdowns provided

**Eg:**Suppose if CASH CODE is "General", COA CODE is "00104" you have to select *General* for "CASH CODE" and *00104* for "COA CODE".

Once filled click on 'SAVE' button to save or 'CANCEL' to exit without saving.

1. To add a new *Bank code with CoA Mapping* you have to select "BANK" by clicking the radio button provided.Now you have to select the "BANK CODE" and "COA CODE" from the dropdowns provided

Enter the "BANK A/C NUMBER" in the box provided

**Eg:**Suppose if BANK CODE is "ADH-OD", COA CODE is "00502" and BANK A/C NUMBER is "432765432102" you have to select *ADH-OD* for "BANK CODE”, *00502* for "COA CODE" and enter *432765432102* for "BANK A/C NUMBER".

Once filled click on 'SAVE' button to save or 'CANCEL' to exit without saving.

**Transactions:**

**Payment Voucher**

1. Enter the "PAYMENT VOUCHER DATE" from the box provided
2. To add a new *Cash Payment Voucher* you have to select "Cash" by clicking the radio button provided

You have to select "Cash Code" from dropdown provided.

You have to select the "Code" from the dropdown provided

You have to enter Cr or Dr based on the select value of "Dr/Cr”, "Payees' Name", "Payment Mode" and "Narration"

Repeat the above 2 steps if you want

**Eg:**Suppose if CASH CODE No. "General" is selected; CODE "00104", DESCRIPTION "Head Office Cash" and Cr/Dr "Cr" values are automatically displayed. You can select the date of the payment such as *03.01.2011*   
now you have to enter Cr value suppose as *1000*.You can repeat this process until all the payments are filled.  
Enter the PAYEE NAME and NARRATION of the payment.

Once filled click on 'SAVE' button to save and 'CANCEL' to exit.

1. To add a new *Bank Payment Voucher* you have to select "Bank" by clicking the radio button provided

You have to select the "Bank A/C No" from the dropdown provided

You have to select the "CODE" from the dropdown provided

You have to enter Cr or Dr based on the select value of "Dr/Cr”, "Payees' Name", "Payment Mode" and "Narration"

Repeat the above 2 steps if you want

**Eg:**Suppose if BANK CODE "432765432102" is selected, CODE "00501", DESCRIPTION "ADH" and Cr/Dr "Cr" values are automatically displayed. You can select the date of the payment such as *03.01.2011*   
now you have to enter Cr value suppose as *1000*.You can repeat this process until all the payments are filled.  
Select PAYMENT MODE such as *Cheque* or *others* should be selected.  
(Note: if Payment Mode *Cheque* is selected CHEQUE NO. Should be entered suppose as *053456*.  
Enter the PAYEE NAME and NARRATION of the payment.

Once filled click on 'SAVE' button to save and 'CANCEL' to exit.

**Receipt Voucher**

1. Enter the "RECEIPT VOUCHER DATE" from the box provided
2. To add a new *Cash Receipt Voucher* you have to select "Cash" by clicking the radio button provided

You have to select the "Cash Code" from the dropdown provided.

You have to select the "CODE" from the dropdown provided

You have to enter Cr or Dr based on the select value of "Dr/Cr”, "Payers' Name", "Payment Mode" and "Narration"

Repeat the above 2 steps if you want

**Eg:**Suppose if CASH CODE No. "General" is selected; CODE "00104", DESCRIPTION "Head Office Cash" and Cr/Dr "Cr" values are automatically displayed. You can select the date of the Receipt such as *03.01.2011*   
now you have to enter Cr value suppose as *1000*.You can repeat this process until all the receipts are filled.  
Enter the PAYERS' NAME and NARRATION of the payment.

Once filled click on 'SAVE' button to save and 'CANCEL' to exit.

1. To add a new *Bank Receipt Voucher* you have to select "Bank" by clicking the radio button provided

You have to select the "BANK A/C No" from the dropdown provided

You have to select the "CODE" from the dropdown provided

You have to enter Cr or Dr based on the select value of "Dr/Cr”, "Payers' Name", "Payment Mode" and "Narration"

Repeat the above 2 steps if you want

**Eg:**Suppose if BANK A/C No "432765432102" is selected, CODE "00501", DESCRIPTION "ADH" and Cr/Dr "Cr" values are automatically displayed. You can select the date of the Receipt such as *03.01.2011*   
now you have to enter Cr value suppose as *1000*.You can repeat this process until all the receipts are filled.  
Select PAYMENT MODE such as *Cheque* or *others* should be selected.  
(Note: if Payment Mode *Cheque* is selected CHEQUE NO. should be entered suppose as *053456*.  
Enter the PAYERS' NAME and NARRATION of the payment.

Once filled click on 'SAVE' button to save and 'CANCEL' to exit.

**Journal (Regular) Voucher**

1. Enter the "JOURNAL(REGULAR) VOUCHER DATE" from the box provided
2. You have to select the "CODE" and "CR/DR" from the dropdowns provided
3. You have to enter Cr or Dr based on the select value of "Dr/Cr" and "Narration"
4. Repeat the above 2 steps if you want

**Eg:**Suppose if CODE "00104" is selected DESCRIPTION "Head Office Cash" will be displayed automatically .You can Select the date of the payment such as*03.01.2011*   
Now you have to select Cr/Dr value. If selected Cr/Dr value is *Cr* and its value is "2000" then enter *2000* for Cr.  
You can repeat this process until all the payments are filled.  
Enter the NARRATION of the payment.

1. Once filled click on 'SAVE' button to save and 'CANCEL' to exit.

**Processing:**

**Bank Reconciliation**

1. Select the values for "Bank" and "Date (reconciliation date)" from the select boxes provided.   
   **Eg:**Suppose if the Bank Name is "SBI" and Reconciliation Date is "15th June, 2011" “then  
   you have to select *SBI* for "Bank" and *15.06.2011* for "Date".
2. Once filled click on 'SAVE' button to save the Bank Reconciliation Details or 'CANCEL' to exit without saving the Bank Reconciliation Details.