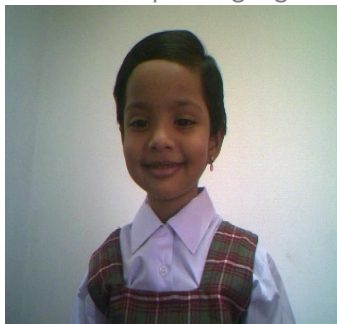# 2012

Gayoo Software

Author:
Raja S Periyasamy CEO

[GAYOO SOFTWARE'S FINANCIAL ACCOUNTING SOLUTION (FAS) 5.00 USER MANUAL]

This book is written mainly for users of gayoo software to understand the software solution fully with their self guidance at any time, so we used here the simple language of english.

A child can learn

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Gayoo software's financial accounting solution (fas) 5.00 user manual

English

This book is written mainly for users of gayoo software to understand the software solution fully with their self guidance at any time, so we used here the simple language of english.

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Gayoo Software FAS 5.00 User Manual

worldwide English version

Gayoo Software's Retail Management Solution Gayoo FAS 5_07 is the customized ERP for all kind of retail point of sale business including

- Hyper Market
- Super Market
- Department Stores
- Grocery Store
- Provisional Store
- Fruits & Vegetables Store
- Medical Shop
- Vehicle Spare Store
- Sweet & Bakery
- Restaurant
- Textile Shop

We here by explain step by step how to use software easily and correctly

1. How to Open the Software?

- Switch on the computer/laptop wait until your operating system Windows XP/Windows 7 fully loaded to the memory
- Take the mouse and click on the desktop or use keyboard [Windows Key]+D to focus directly to the Desktop
- There you will find the short cut of

software icon located in any location of the screen and mouse click or enter or mouse right

click
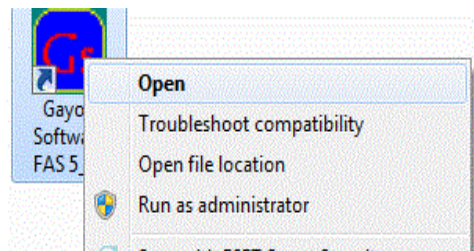
2.How to select data path ?

- After open the icon you will prompt for the data path selection
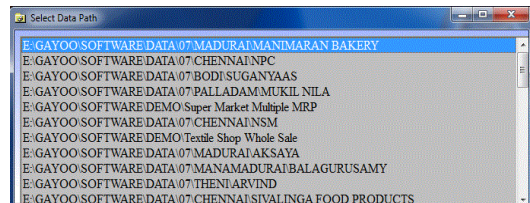
- Select the desire data path use Up/Down arrow keys and press <Enter> to go inside

3.How to login to the software?

- Once go inside the data path you will see the login screen as

- You have enter your UserID and Password given by your owner or

supervisor as looks like below

- In textbox opposite to label UserID type your <userid> and press <ENTER> to go next textbox
- In textbox opposite to label Password type your <Password> and press <ENTER> to go to Date Textbox
- In Date textbox check the date is correct format as DD-MM-YYYY and today then press <ENTER>
- Now you will focus on Language scroll bar you can select your desire human language default will be <English> and press <ENTER>
- Now you will focus on the [LOGIN] button, then click or press <ENTER> to go inside the software

4.How to Logout from the software?

Once you logged into the software and finish all the work and now want to exit from the software that we called as Logout from the software

- Go to top menu
- Select [EXIT] option from the top menu as below

- Press <Enter> or mouse <Click> and focus will come to the login screen as below

- Press <Enter> or mouse <Click> on [Logout] button to close the software successfully.

5.How to select company?

Once you login, you will see the classic interface of the Gayoo software in your favorite color as
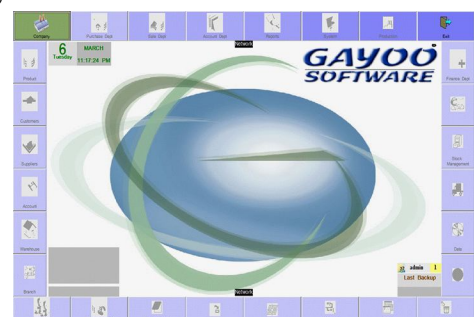
But the all option of disabled and company also not shown

- Press <ENTER> to go to the company

- Now your focus will be in [SELECT] so press <ENTER> or mouse <CLICK> to open Custom Help Company

- Then press <ENTER> or mouse <DOUBLE CLICK> to select the company

- Now you have successfully selected the company as you wish
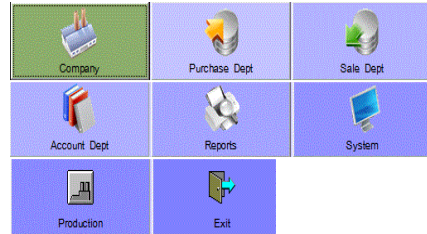
6.How to switch between menu(s)?

Gayoo software menu's quiet different from the menus you are known from other software, because, which designed for the user easy and remember are called

- Top Menu

- Left Menu

- Bottom Menu

- Right Menu

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Here, you have to use <ESCAPE> key to scroll between the menus use Up/Down arrow keys to navigate and press <ENTER> to forward and press <ESCAPE> to backward. Also you can use mouse to go to any option directly without keyboard.

7.How to use function keys?

Gayoo software will use frequently some function keys, which are more easy and quick access to the software

- <F1> for calculator
- <F2> for select Customer or Supplier
- <F3> for Cash Customer or Supplier
- <F4> for refresh the information you typed
- <F5> for open Account Department from Voucher

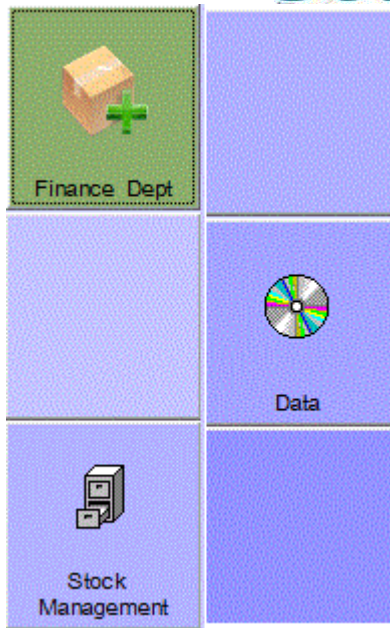- <F6> to know the Cost Price or Profit Information
- <F7> to how Stock From Multiple Location
- <F8> to auto load product selected using (+/-) from product enquiry
- <F9> to Accept the any Action
- <F10> to open form menu
- <F11> to auto load from one voucher to another

These are most frequently used, but in some places we uses the same key for other function that we will explain in that particular place or module

8.How to use Alternate Keys?

As like any software use will use alternate denoted underscore in command button as here the key <L> is Alternate key, you have to press <ALT>+L same time using two fingers to change the language easily wherever you are seeing the same you have do the same work to get the correct resut.
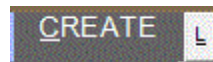
9.How to switch between two languages like English/Tamil?

Normally, the software will open in the user desired language in case the user would like view the information in the other language also he has to use <ALT>+L to switch between language from any screen of the software to change

back to previous language again use <ALT>+L

10. How to type in Tamil ?

We used Unicode font named Tscu_Paranar from E-Kalappai of Keyman software, which is user friendly, for switching between English and tamil you have to use <ALT>+3

For example for you will type ammaa in tamil امنماو will come automatically for detailed information you will ask for Gayoo Tamil keyboard layout.

11. How to create single product ?

- In [LEFT MENU] of gayoo software you find the [PRODUCT] or [PRODUCT MANAGEMENT]

icon

- Go there and press <ENTER> or use mouse [CLICK] to open then you will see the product menu as

- You have to choose [FINISHED PRODUCT] and press <ENTER> or [MOUSE CLICK] then you will see the [FINISHED PRODUCT] screen as below
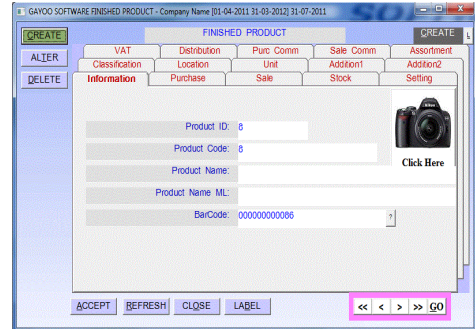
- Click [CREATE] button in the left side of form it will let you in the product creation process

The [Information] tab is the basic information will be needed for the product


-
- [ProductID] is the automated number, but [Product Code] is the user defined code, but by default the product id is put in the product code.
- Press <Enter> to goto [ProductName]

- [ProductName] you will enter the name of the product in English example: Turmeric Powder 100g and press <ENTER>

- [ProductNameMotherLanguage] it will automatically replaced by the product name in English here you have to type the product name in Mother Language [ML] for type in language keyboard use <F1>
- [BarCode] It is the automated id column of the software

BarCode: 000000000086

To print barcode, also you can scan/type company barcode on the product in any digit, suppose if you deleted the default barcode use <F1>

GAYOO SOFTWARE

Want to load default barcode ?

Yes   No
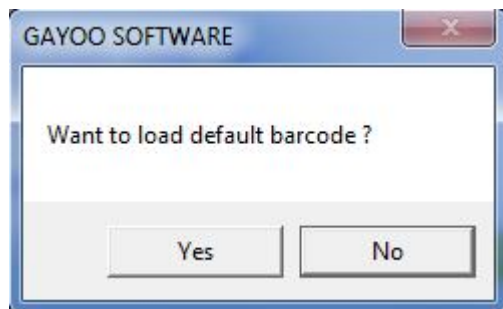
to load it again

Purchase

The [Purchase] tab is asking all detail related to to purchase

Purchase Price:	0
Purchase Price Current:	0
Purchase Price Average:	0
Purchase Price Maximum:	0

- **[PurchasePrice]** is the cost price of the goods excluding tax , purchase expenses, purchase commission
- **[PurchasePriceCurrent]** is the current cost price excluding tax, purchase expenses, purchase commission and will

automatically update from every purchase transaction
- **[PurchasePriceAverage]** is the value based average price and this also automatically updated from the after purchase voucher entry.
- **[PurchasePriceMaximum]** is purchase price control factor used to control the purchase price below the the price mentioned, if its zero the control is not work.

Sale

The [Sale] tab is to type all the sale price information

Sale Price:	0
Sale Price Whole Sale:	0

- **[SalePrice]** the most commonly used price is this only as a retail price
- **[SalePriceWholeSale]** the most commonly used whole sale price is this only as whole sale price and by default whole sale price is replaced by the retail price

Sale Price Average:	0
Sale Price Minimum:	0
Sale Price Maximum:	0

- **[SalePriceAverage]** is the automated price calculated from the Sale Voucher
- **[SalePriceMinimum]** is user cannot sale blow this price
- **[SalePriceMaximum]** is user cannot sale above the price mostly known as **MRP**

Sale Price Special 1 :
Sale Price Special 2 :
Sale Price Special 3 :
Price Special 4 :
Price Special 5 :

[SpecialPrice] is used to define more sale prices for selling the product so, the customers have to be classified into those price category

Stock

The [Sock] tab is to put stock level as we want

Minimum Stock:
Maximum Stock:
Reorder Level:
Deadstock Level:
Opening Stock:
Closing Stock:

- **[MinimumStock]** this is minimum level of stock we should keep in place to meet the sale, its having automatic calculation also to fix it
- **[MaximumStock]** User can also specify the maximum stock level to stop unwanted stock to be hold in place
- **[ReOrderLevel]** is the quantity to place purchase order to the supplier
- **[DeadStockLevel]** is the quantity to maintain the dead stock in place

- **[OpeningStock]** is the automated field sum of opening stock from the voucher entry on different date or frequest opening stock feeding
- **[ClosingStock]** is the automated field to hold the calculated closing stock

Setting

[Setting] tab is to set the desire setting

Status:	0-ENABLE
Calculate Stock Using:	1-PurchasePriceAverage
Is Purchase Price Maximum Found?:	0-ALLOW
Is Sale Price Minimum Found?:	0-ALLOW
Is Sale Negative Stock Found?:	0-ALLOW
Stock Calculation Method:	0-SetClosingStock

- **[Status]** use <SpaceBar> to select 0-Enable / 1-Disable, if the product is once disabled the product cannot be used in any voucher
- **[CalculateStockUsing]** use <SpaceBar> to select
  - **0-PurchasePrice**
  - **1-PurchasePriceAverage**
  - **2-PurchasePriceCurrent**
  - **3-BasicPrice**
  - **4-NettPrice**
- **[IsPurchasePriceMaximumFound]** When making purchase entry user try enter above **PurchasePrice Maximum** the setting can be as using <SpaceBar>
  - **0-ALLOW**
    - It allow user normally
  - **1-ALLOW WITH WARNING**
    - It ask user to want to allow this or not

- o **2-ALLOW NEVER**
  - It never allow user to go beyond this level
- **[IsSalePriceMinimumFound]** is setting is used to set what to do if sale price minimum found can be selected using <SpaceBar> as
  - o **0-ALLOW**
    - It allow user normally
  - o **1-ALLOW WITH WARNING**
    - It ask user to want to allow this or not
  - o **2-ALLOW NEVER**
    - It never allow user to go beyond this level
- **[IsSaleNegativeStockFound]** is negative stock found in sale voucher the user what to do can be selected using <SpaceBar> as
  - o **0-ALLOW**
    - It allow user normally
  - o **1-ALLOW WITH WARNING**
    - It ask user to want to allow this or not
  - o **2-ALLOW NEVER**
    - It never allow user to go beyond this level
- **[StockCalculationMethod]** We use several stock calculation method user can select this anyone of the suitable process to each and every product using <SpaceBar> as
  - o **0-SetClosingStock**
  - o **1-SetClosingStockTransfer Goods**
  - o **2-SetClosingStockExpiry Product**
  - o **3-SetClosingStockOnMRP**
  - o **4-SetClosingStockOn BatchNumber**
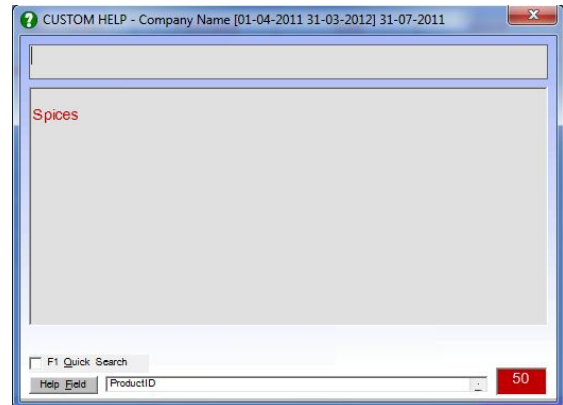 - o **5-SetClosingStockKIT**

- o **6-SetClosingStockMultiple ProductUnit**

Classification

[Classification] tab is used to define different grouping analysis for product as

Group:	
Sub Group:	
Section:	
Sub Section:	

- o **[Group]** this can be company / main / first category of product
- o **[SubGroup]** this can be brand / sub / second category of product
- o **[Section]** this can Content / third category of product
- o **[SubSection]** this can flavor / fourth category of product

User can use <SpaceBar> to call Custom Help to select previous information entered

CUSTOM HELP - Company Name [01-04-2011 31-03-2012] 31-07-2011

Spices

F1 Quick Search
Help Field   ProductID   50

in the field for saving time with typing it again and again.

Location

[Location] tab is used to type exact location of the product in the ware house / branch / shop

Building:	
Block:	
Row:	
Direction:	
Place:	

[Place] This field only can used to locate product simly as **A101**

Unit

The **[Unit]** tab is used to mention unit related information about the product

Product Unit: No

[ProductUnit] User can type select default unit using <SpaceBar> or existing unit by <Blank> and <Enter> or type the desire unit kgs / dozen / set etc.,

Product Per Unit:	1
Product Per Pack:	0
Product Per Bundle:	0

[ProductPerUnit] This field can be used by default how much the product contained will be entered here as 1, if [ProductSemiFinished] setting is enabled suppose the product is

Turmeric Powder 100g here we should enter 0.100

[ProductPerPack] This field is used to mention how much product per unit in a pack of product

[ProductPerBundle] This field is used to mention how much pack of product per unit contained in a bundle of product

Product Purchase Price Unit:	Unit
Product Sale Price Unit:	Unit

[ProductPurchasePriceUnit] This field can be used select default unit of measure during purchase voucher entry, use <Spacebar> to select Unit / Pack / Bundle

[ProductSalePriceUnit] This field can be used select default unit of measure during sale voucher entry, use <Spacebar> to select Unit / Pack / Bundle

Purchase (Price Or Percentage)		
Unit	Pack	Bundle
0	0	0

[Purchase (Price Or Percentage)] Different purchase price can be entered for unit / pack / bundle.

Sale (Price Or Percentage)		
Unit	Pack	Bundle
0	0	0

[Sale (Price Or Percentage)] Different sale price can be entered for unit / pack / bundle.

Addition1

[Addition1] tab is used to mention different kind of parameters can be entered by the users.

Modal:	
Design:	
Make:	
Speed:	
Capasity:	

[Special] this field is used to mention type of product as

Special: FP

- o FP – Finished Product
- o RM – Raw Material
- o SF – Semi Finished Product
- o PM-Packing Material

[Warranty] is the field is used mention warranty in days or expiry in days

Feature:

Warranty: 0

Later can used for warranty days calculation and expiry date calculation

Addition2

[Addition2] tab is having some important fields as below

Batch Number:

Expiry Date:

Match: No ?

KIT: No ?

Colour:

Size:

Product Picture:

VAT

[VAT] is Value Added Tax option to fix input , output tax and cst tax

Commodity Code: ?

Input Tax:

Output Tax:

CST Tax:

Distribution

[Distribution] This tab is used to mention some extra factor as

Basic Price:

Net Price:

[BasicPrice] is the purchase price excluding tax

[NettPrice] is the purchase price including tax can be used for exact profit calculation

Purchase Profit:

Sale Profit: 0

[PurchaseProfit] is the field to know how much profit from the purchase process.

[SaleProfit] is the field to know how much profit from the sale process.

Self Packing: Yes

[SelfPacking] is the field to mention this can be self packed by the company locally use <SpaceBar> Yes /No

Profit Per Product: 0

[ProfitPerProduct] is the field used to automate the Sale Price calculation in purchase voucher.

Sale Commission Percentage: 0

[SaleCommissionPercentage] is the field used to mention how much percentage will given to the sale person upon sale of this particular product.

Finally, you have to click <ACCEPT> or press <F9> to finish product creation.

12.How to alter single product?

- o Goto [Product] or [Product Management]
- o Goto [FinishedProduct]
- o Click [ALTER]

- o Then you will see the product enquiry

- o Select the desire product want to alter press <Enter> to go inside
- o Then make changes as you want
- o Click [ACCEPT] or press <F9> to make changes permanent.

13.How to delete single product?

- o Goto [Product] or [Product Management]
- o Goto [FinishedProduct]
- o Click [DELETE]

- o Then you will see the product enquiry

- o Select the desire product want to alter press <Enter> to go inside
- o Then make changes as you want
- o Click [ACCEPT] or press <F9> to delete the product permanently.

14.How to Create Multiple Product?

The multiple product creation is the fastest way to create more products immediately with desired columns without navigating all unwanted columns

Click [Product Multiple] to go inside this option
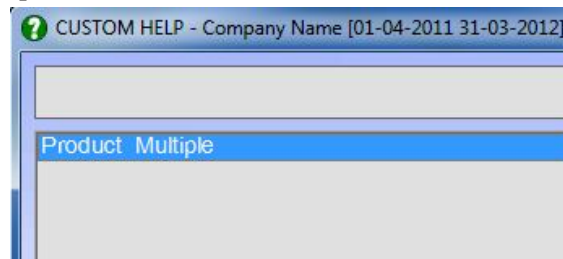
You will see the product multiple screen design and select and press <Enter>

Click [Create]

[ProductCode] this will come automatically from the MaximumProductID

[ProductName] you have to type the product name in English

ProductNameML	Barcode	Unit
New Product Mother Language	000000086	pce

[ProductNameML] type the product name in Mother Language

[Barcode] here automatic barcode will come here, if you want scan your desire branded or company barcode.

[ProductUnit] this is the field to mention unit as pce / set / dozen

MRP	BPrice	I/Tax	NtPrice
100	80	5	84.00

[SalePriceMaximum] this is field also known as MRP

[BasicPrice] is the field to type excluding tax purchase price if don't know the Basic Price If you type the Input Tax and Nett Price the Basic Price will calculated automatically.

[InputTax] is the field to enter the purchase tax percentage

[NettPrice] is the field to mention the purchase price including the tax.

PProfit	PPProd	SalePrice	SProfit
19.05	50	92	9.52

Like this way you create all the product one by one maximum 499 product you can create per voucher,

Finally, click [ACCEPT] or press <F9> to create the product multiple.

15. How to create a customer?

The customer is the person or company who buying products from us in the terms of cash or credit

- Goto Left Menu
- Find the icon named [Customer]

- Click this icon to invoke the [Customer] information

- Click [CREATE] for new customer it will focus on [UnderGroupAccountName]

- Press enter to show the [CustomHelpAccount] as below

- Now select the group account name Customer and press <Enter> to proceed to next

Under Group Account Name:	Customers
Under Group Account ID:	1113000000
Account ID:	1113000002
Account Code:	1113000002

- [AccountID] automatically created from the group account id + maximum account id
- [AccountCode] the accounted will be placed automatically in this field also user can enter the desire value on this field

Account Name:	
Account Name (Alias):	
Account Name ML:	
Account Name ML (Alias):	

[AccountName] is name of the customer in English with city name

[Account Name (Alias)] is alias name of the customer in english

[AccountNameML] is name of customer in Mother Language

[AccountNameMLAlias] is alias name of the customer in Mother Language

Address

This tab is used give full address details of the customer with landmark also

Street:	
Landmark:	
Area:	
City:	
Zip:	
State:	
Country:	

Contact

Contact Person:	
Office TelePhone:	
Residence TelePhone:	
Mobile:	
TeleFAX:	
EMail:	
Website:	

Marketing

[Marketing] tab is used to provide complete marketing information for this customer

Sales Zone:	
Sales Manager:	
Sales Officer:	
Sales Representative:	

This information can be used later for obtaining analysis report about sales, purchase, stock, customer & supplier closing balances etc.,

Opening

[Opening] tab is used to provide Closing Debit as Opening Debit and Closing Credit as Opening Credit

Opening Debit:	
Opening Credit:	

Setting 1

[Setting1] tab is used to provide many information as below

Credit Limit Days:	
Credit Limit Amount:	

[CreditLimitDays] This field is used to maintain the credit limit days from the invoice date for example if we put 15 days, the invoice date is 01-3-2000, the bill should be settled on or before 15-03-2000

[CreditLimitAmount] This field is used to maintain the maximum credit limit for each and every customer

One customer have both of the above two limits, which one validating first that will take to effect, the credit limit violation can be set as

Is Sale Exceeds Credit Limit?: 0-ALLOW

This setting will help us to set for each and every customer as

- 0-ALLOW
- 1-ALLOW WITH WARNING
- 2-ALLOW NEVER

Setting 2

[Setting 2] has some important information for the customers as below

Default Price: SalePrice

[DefaultPrice] Suppose, we classified the product prices for the customer based on grade the default price for each and every customer can be set using <SpaceBar> as below

- SalePrice
- SalePriceWholeSale
- SalePriceAverage
- SalePriceMinimum
- SalePriceMaximum
- SalePriceSpecial1
- SalePriceSpecial2
- SalePriceSpecial3
- SalePriceSpecial4
- SalePriceSpecial5
- PurchasePrice
- PurchasePriceCurrent
- PurchasePriceAverage

- PurchasePriceMaximum
- BasicPrice
- NettPrice

When we select the particular customer the default price will come in all related Sale Vouchers.

TIN Number:	
CST Number:	
DL Number:	

All license numbers will be entered for multiple reporting purposes.

[DefaultID] In sale voucher the customer may ask some fixed features for their accounting purpose that also can be easily updated and maintained using these default ids

3210000001
Default CreditID In Sale

3210000002
Default DebitID In Sale

3210000003
Default Delivery AccountID In Sale

16.How to create a supplier?

The supplier is the person or company who selling products to us in the terms of cash or credit

- Goto Left Menu
- Find the icon named [Supplier]
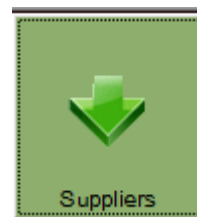
Suppliers

- Click this icon to invoke the [Supplier] information

- Click [CREATE] for new supplier it will focus on [UnderGroupAccountName]

- Press enter to show the [CustomHelpAccount] as below

- Now select the group account name Supplier and press <Enter> to proceed to next

- [AccountID] automatically created from the group account id + maximum account id
- [AccountCode] the accounted will be placed automatically in this field also user can enter the desire value on this field

[AccountName] is name of the supplier in English with city name
[Account Name (Alias)] is alias name of the supplier in english

[AccountNameML] is name of supplier in Mother Language
[AccountNameMLAlias] is alias name of the supplier in Mother Language

This tab is used give full address details of the supplier with landmark also

[**Marketing**] tab is used to provide complete marketing information for this Supplier

Sales Zone:	
Sales Manager:	
Sales Officer:	
Sales Representative:	

This information can be used later for obtaining analysis report about sales, purchase, stock, customer & supplier closing balances etc.,

Opening

[**Opening**] tab is used to provide Closing Debit as Opening Debit and Closing Credit as Opening Credit

Opening Debit:	
Opening Credit:	

Setting 1

[**Setting1**] tab is used to provide many information as below

Credit Limit Days:	
Credit Limit Amount:	

[**CreditLimitDays**] This field is used to maintain the credit limit days from the invoice date for example if we put 15 days, the invoice date is 01-3-2000, the bill should be settled on or before 15-03-2000

[**CreditLimitAmount**] This field is used to maintain the maximum credit limit for each and every supplier

One customer have both of the above two limits, which one validating first that will take to effect, the credit limit violation can be set as

Is Sale Exceeds Credit Limit?: 0-ALLOW

This setting will help us to set for each and every supplier as

- 0-ALLOW
- 1-ALLOW WITH WARNING
- 2-ALLOW NEVER

17. How to create a Account or Group Account?

The Group Account is the personal or nominal information of the company

- Goto Left Menu
- Find the icon named [Account]
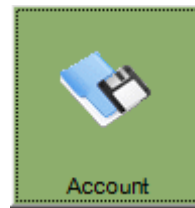
Account

- Click this icon to invoke the [Account] information

- Click [CREATE] for new group account it will focus on [UnderGroupAccountName]

Under Group Account Name:

- Press enter to show the [CustomHelpAccount] as below

[AccountName] is name of the Acount in English with city name

[Account Name (Alias)] is alias name of the group account or account in english

[AccountNameML] is name of group account or account in Mother Language

[AccountNameMLAlias] is alias name of the group account or account in Mother Language

Address

This tab is used give full address details of the group account or account with landmark also

Information

- Now select the group account name and press <Enter> to proceed to next

Now it ask Want to create Group Account ? if you pur [Yes] this leads us to create Group otherwise this leads to create Account

- [AccountID] automatically created from the group account id + maximum account id
- [AccountCode] the accounted will be placed automatically in this field also user can enter the desire value on this field

Contact

Marketing

[Marketing] tab is used to provide complete marketing information for this group account

or account

Sales Zone:	
Sales Manager:	
Sales Officer:	
Sales Representative:	

This information can be used later for obtaining analysis report about account closing balances etc.,

Opening

[Opening] tab is used to provide Closing Debit as Opening Debit and Closing Credit as Opening Credit

Opening Debit:	
Opening Credit:	

18. How to create a User ?

User creation is very simple and powerful option to control all user in a strict manner.

- Goto bottom menu

Branch 01-04-2011 31-03-2012
User Admin   Product Enquiry

- Select [User Admin] and press <Enter> or <MOUSECLICK> to open it

---

USER ADINISTRATION - Company Name [01-04-2011 31-03-2012]31-07-2011

ADMINISTRATION

SELECT

CREATE
ALTER
DELETE
RIGHTS

User Name:
User ID:
PassWord:
Re-Type:

ACCEPT   REFRESH   CLOSE   SAVE AS

Click [CREATE] to new user creation

User Name:
User ID:

Type your full name as [User Name] and short name as [User ID]

PassWord:
Re-Type:

Type your desire password in 10 digit and also retype the same in next textbox. And press <Enter>,

now you will see the user rights screen as below

<F1> is used to select

F1 Select/Deselect All Setting
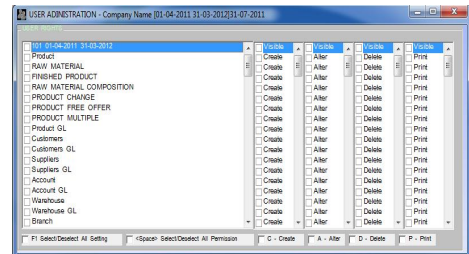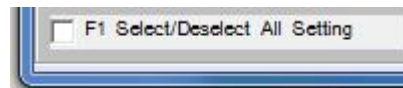
<SpaceBar> is used to select / deselect permission for one module

<Space> Select/Deselect All Permission
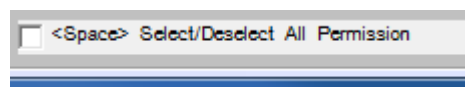
You can use more special key functionality to select or deselect rights for Create / Alter / Delete / Print
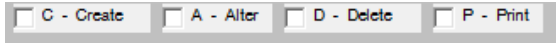
☐ C - Create   ☐ A - Alter   ☐ D - Delete   ☐ P - Print

<C> to select / deselect <Create> rights

<A> to select / deselect <Alter> rights

<D> to select / deselect <Delete> rights

<P> to select / deselect <Print> rights

Click [☐ A - Alter] to select all module <Alter> rights
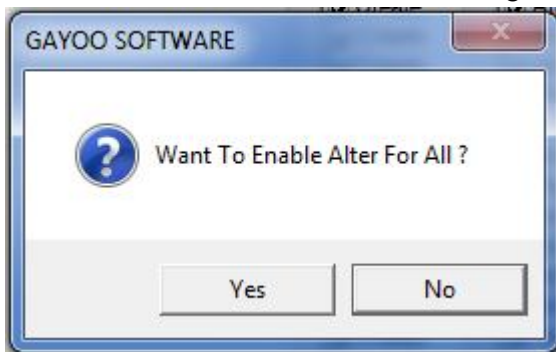
Click [☑ A - Alter] to deselect all module <Alter> rights
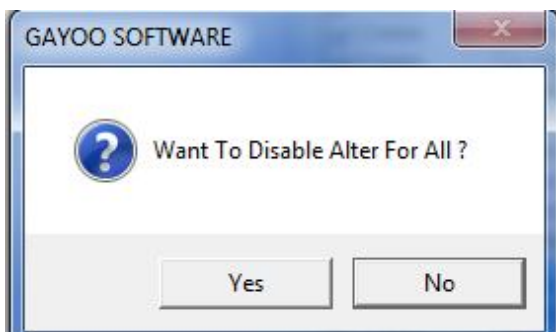
Click [☐ D - Delete] to select all module <Delete> rights
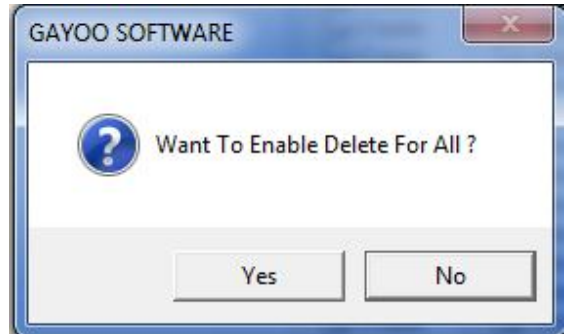
Click [☑ D - Delete] to deselect all module <Delete> rights
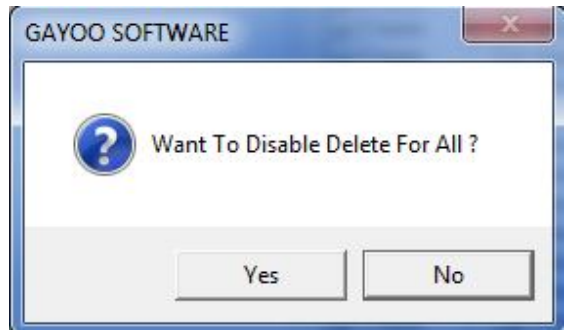
Now press <F1> to select all the rights in software as below
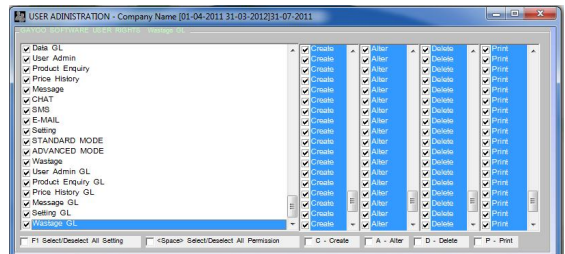
And press <Enter>
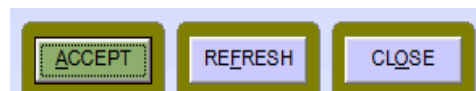
you will focus on the [ACCEPT] button, then press enter the user will created and prompted a success

message.
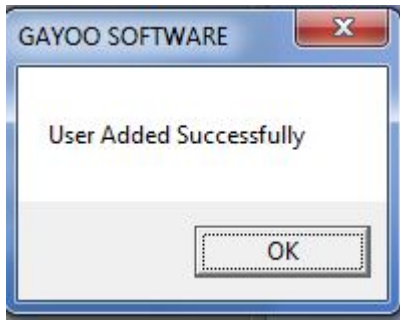
By this way you can create many number of user as you required.

19.How to use Product Enquiry ?

Gayoo software product enquiry is custom help customized enable you to design yourself, required fields, width, back color

- Goto bottom menu

- Click [Product Enquiry] to open it, now you will see the full view of enquiry

- Below will show close up screen shot of product enquiry

- You can search in any single column and multiple column
- There are more function key operations in this mode
- <F1> from the text boxes enable us to do

 start of field search and middle search as a multiple column

- <F2> from the text boxes

 to switch between English and Mother Language

- <F3> from the text boxes

 to filter if closing stock exist only or not.

- <F4> from the text boxes

 to select one supplier all the products which can be

useful for placing purchase order to the supplier.

- o Press <F4> key from any text boxes, you see a Custom Help Account for supplier as below

- o Select the desire supplier name and pres <Enter>
- o Now it ask us , Want to update from Supplier to Product from Purchase and PurchaseReturn
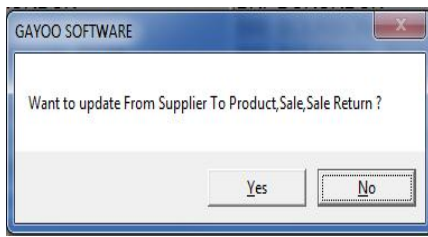
- o If you press <Yes > it take some to do process, <No> proceed with the existing information.
- o Then press <Enter> you will see only the product those supplied by a selected supplier as below

Another set of function keys which will used on the selected product in the list box control

<F1> EDIT is used to edit the information on the selected list box control as below

Now, we would like to change the Purchase Price,

goto there using Up/Down arrow and press <F1> to show the text box as below

and type the actual purchase price and press <Enter> to place it in the corresponding position as below

By this way you can change all information finally, click the [Update] button to save the changes in to the product or you want to cancel the operation click <Close>.

<F2> Supplier is used to see one supplier or all the supplier who supply this product in bill wise detailed information, now press <F2> after focus on desire product in list

box   control.

You will see the Custom Help Account as below with the list of supplier to select

if you want select any one supplier use Up/Down arrow to navigate and press <Enter> to show the Supplier Price History as below

	ID	Date	Quantity	Unit	Price	Supplier
PURC	59	09-06-2011	960	Pce	0.00	KRK EXPORTS
PURC	1	24-06-2011	10080	Pce	0.85	KRK EXPORTS
PURC	129	26-08-2011	5000	Pce	0.80	KRK EXPORTS
PURC	129	26-08-2011	7200	Kgs	0.80	KRK EXPORTS
PURC	193	21-10-2011	5000	Pce	0.80	KRK EXPORTS
PURC	250	13-12-2011	6240	Pce	0.79	KRK EXPORTS
TOTAL			34480			

now you will see only one supplier purchase history of one product

Suppose from the Custom Help Account instead of selecting any supplier if you press <Escape> you will see the Supplier Price History of the suppliers of this product as below

	ID	Date	Quantity	Unit	Price	Supplier
OSTK	75	07-12-2011	1800	Pce	0.90	Opening Stock
TOTAL			13400			
PURC	59	09-06-2011	960	Pce	0.00	KRK EXPORTS
PURC	1	24-06-2011	10080	Pce	0.85	KRK EXPORTS
PURC	129	26-08-2011	5000	Pce	0.80	KRK EXPORTS
PURC	129	26-08-2011	7200	Kgs	0.80	KRK EXPORTS
PURC	193	21-10-2011	5000	Pce	0.80	KRK EXPORTS
PURC	250	13-12-2011	6240	Pce	0.79	KRK EXPORTS
TOTAL			34480			

<F3> Customer `<F3> CUSTOMER` is used to see one customer or all the customer who bought this product in bill wise detailed information, now press <F3> after focus on desire product in list box control

You will see the Custom Help Account below with the list of customers to select

if you want select any one supplier use Up/Down arrow to navigate and press <Enter> to show the Customer Price History as below

	ID	Date	Quantity	Unit	Price	Customer
SALE	123	06-05-2011	3360	Pce	0.95	Haksaya Enterprise Sdn Bhd
SALE	1112	10-11-2011	2500	Pce	0.95	Haksaya Enterprise Sdn Bhd
TOTAL			5860			

now you will see only one customer sale history of one product

Suppose from the Custom Help Account instead of selecting any customer if you press <Escape> you will see the Customer Price History of the customers of this product as below

	ID	Date	Quantity	Unit	Price	Customer
SALE	129	15-11-2011	500	Pce	1.00	Kalaas Flour Mill
SALE	154	19-11-2011	500	Pce	0.90	SRI KORAKKAR AGRO PRODUCTS SDN BHD
SALE	206	30-11-2011	1000	Pce	1.00	Trichy Marketing Sdn Bhd [609942-D]
SALE	237	08-12-2011	500	Pce	0.90	SRI KORAKKAR AGRO PRODUCTS SDN BHD
SALE	249	09-12-2011	100	Pce	1.20	Jayasuriyah Trading [RA0001935-M]
SALE	253	10-12-2011	500	Pce	1.00	Veera Sukra Marketing Sdn Bhd
SALE	294	17-12-2011	100	Pce	1.50	MADURA [KL] RETAIL S/B
SALE	319	21-12-2011	480	Pce	0.95	SRI KORAKKAR AGRO PRODUCTS SDN BHD
TOTAL			40319			

<F4> Match `<F4> MATCH` is very useful facility, if suppose customer asking one product but the stock is not available for that at the same time we have another product with the similar use with same functionality we recommend that product to the customer as this will same like that one which you asked

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email: info@gayoosoftware.com
Mobile:+91 98429 83493

and try to convenience them easily, but if the sales man is new he does not which product is match with which once, in this situation our software is very use ful to identify easily those product

Suppose your customer asking for Chair you will search as below

r		c	
Spl	Group		ProductName
RM			Chair

But we don't have stock on that product, now press <F4> you will list of product matching with the similar product as below

ID	Code	BarCode	Spl	Group	
4	4	000000000048	RM		Chair

<F4> MATCH

SNo	Product Code	Product Name	Sale Price
1	8	Chair Small	0.00
2	9	Chair Big	0.00

<F5> Kit `<F5> KIT` is used to maintain stock calculation for group of product joined as one product called as Kit, now we would like to see what are the product contained in the kit as below

062	FP	Dinning Set
017	FP	Egg
079	FP	Grinder 2lit

Product Name	Quantity	Percent
Table	1	0.00
Chair	4	0.00

Here, the Dining Table is the kit contains 1 Table and 4 Chair

<F6> Price this is used to know all the prices of this product selected in the list box control

Dinning Set
Egg

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6
Dinning Set
Purchase Price: =0.00
Purchase Price Current: =0.00
Purchase Price Average: =0.00
Purchase Price Maximum: =0.00

Sale Price: =0.00
Sale Price Whole Sale: =0.00
Sale Price Average: =0.00
Sale Price Minimum: =0.00
Sale Price Maximum: =0.00

Sale Price Special 1 : =0.00
Sale Price Special 2 : =0.00
Sale Price Special 3 : =0.00
Sale Price Special 4 : =0.00
Sale Price Special 5 : =0.00

Sale Profit

Whole Sale Profit

OK

here, if you would like hide the purchase prices you can do it with help of the settings available for users/counters also

<F7> Stock `<F7> STOCK` is used to display stock available in different warehouse(s) or branches of the company, focus one desire product as blow

ProductName	Unit	Group	Stock	SSM HO	SSM BO1
Haj balli	Box	Local	346	318	28
Hero Apple	Box	Foreign			
Hunai Apple	Qս.ட உ	Foreign			
Jam	Bag	Local			
Jam Tray	ப.ண	Local			
Kesar box	Box	Local	323	323	
Kesar Tray	Tray	Local			

press <F7> to display stock as below

Account Name	Stock
SSM HO	318
SSM BO1	28
	346
	346

each and every location have how many stock with the total available also.

<F8> Reserved <F8> RESERVED is to display reserved product for how many customer and how much quantity

Group	ProductName
	Chair
	Chair Big
	Chair Small
	Dinning Set
	Egg
	Grinder 2lit

And press <F8> to show reserved product as below and also show the remain stock by subtracting reserved stock from the available stock

FP		Dinning Set			
FP		Egg			
FP					

Debit	Quantity	Price	UserID	Upto Days
	1	7500.00	admin	0

Total	1	Remain Stock	-1

<F9> Print <F9> PRINT is used to print product list with customized manner. Click <F9> you will receive message as below

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Want To Print?

Yes   No
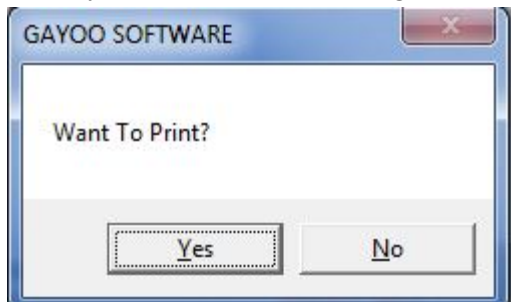
If you select <Yes> it will let you to the next message as below,

Select Column
☑ SalePrice
☑ MRP
☑ Stock
☑ Supplier
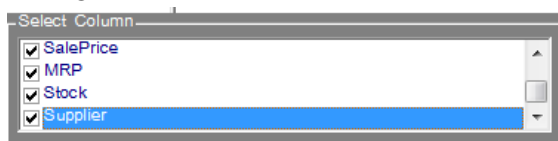
use Up/Down arrow to navigate and <SpaceBar> to select / deselect and then press

<Enter>

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Want To Print All?

Yes   No
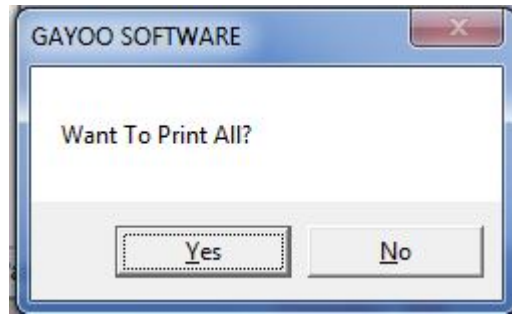
now it ask Want to print all? If you select <No> it will print only current page selected. If you select <Yes> it will ask message as below

Direction Of Printing

Enter Print 1-Portrait 2-Landscape ?

OK
CANCEL

1
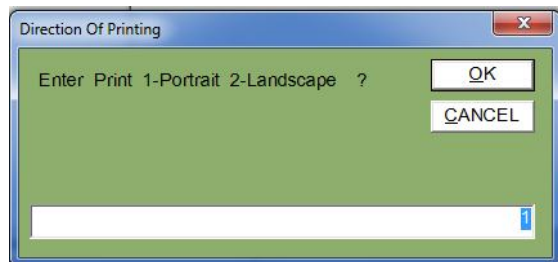
this used to select direction of printing 0-Portrait 1-Landscape, type your desire number to click <OK>

Print Column As Percentage

Enter Width Between 50-100 ?

OK
CANCEL

85
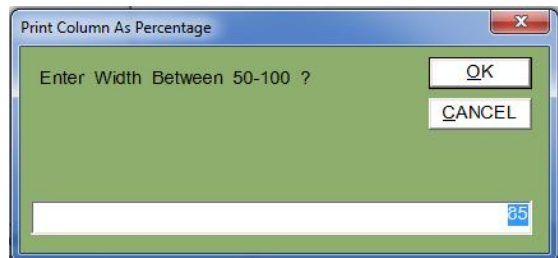
then it ask print column as percentage width between 50-100? The default will be 85 percentage, then click <OK>

Top Marin

Enter Top Marin?

OK
CANCEL

500
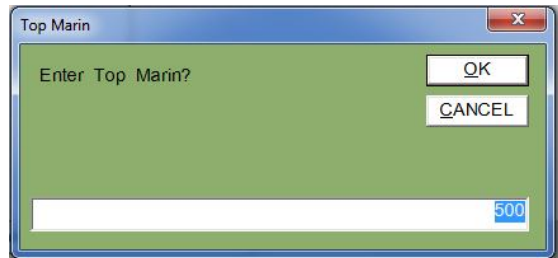
then it ask top margin for printing default will be 500 pixels, then click <OK>
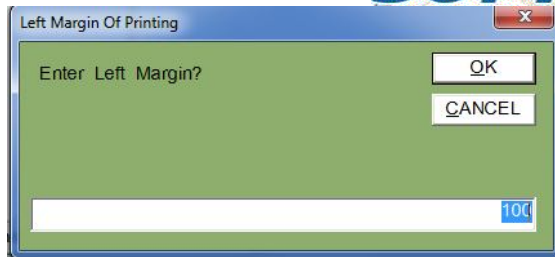
then it ask left margin for printing default is 100 pixels, then click <OK>
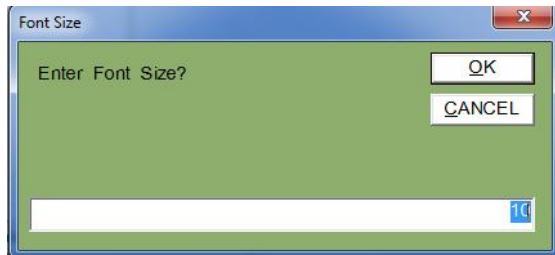
then it ask for font size default will be 10 size.
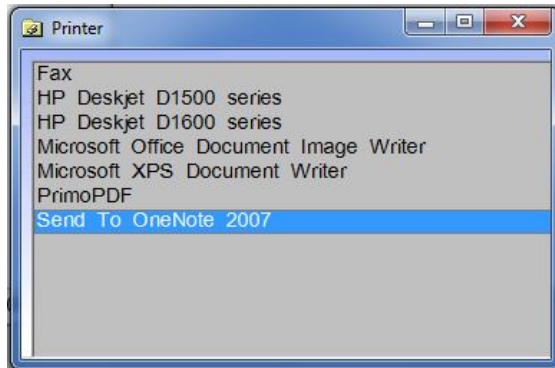
then it show the available printers for selection, you have to select the desire printer to print it.

20.How to change date in software?

The date is automatically changed, but in the multiuser environment the company decided to centralize the date that means not to allow each user to change themselves is called "Centralised Date Facility" we will explain how to change.

In the software login form you will see a date textbox as below

In the date textbox press <F2> key to open the small date change screen as below

then type your desire date in MM-DD-YYYY format and click <OK> and click <Logout> the software and open again and see the date has been changed successfully.

21.How to open calculator from the main menu ?

The calculator opening facility every where available in the software using <F1> and in some areas the <F1> was used for some other purposes also, that time it will ask Yes or No question if choose <No> calculator will open automatically.

22.How to use the calculator properly ?

Press <F1> from any of the screen to open calculator as shown below
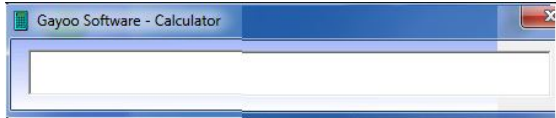
Here you can do any calculation

- + for addition
- - for substration
- / for division
- * for multiplication

Example: 25+15-5*10+20/1

After press <Enter> to display the value in the same text box. If you would like to transfer the result automatically to called textbox just press <SpaceBar> also, it will not store any value inside if you close the form the calculated date will be lost.

23.How to open Phone Book in the software ?

The phone book in the Gayoo software is very simple and useful, to open the phone book from main menu top, left , bottom, right you have to press <F2> key you see the form as below

Then click <Create> and press <Enter> to choose the phone book grouping and then fill all the desired information, after that any time you can view it via <Alter> button from the phone book entry.

24.How to create purchase entry?

In every business the purchase transaction is very important, to know the exact cost of the goods and to know the profit from the sold product the purchase transaction is needed.

- Goto Purchase Department from the main menu
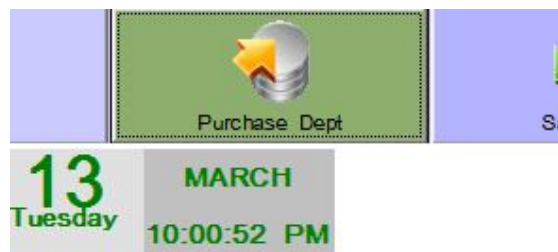
- Press <Enter> or mouse <Click> to open it, then you will see the purchase menu as below
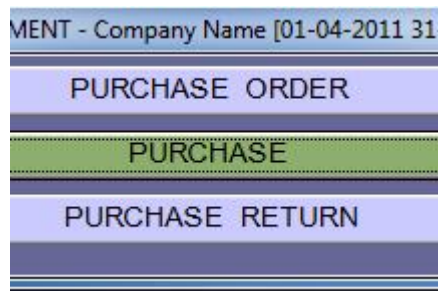
- Select <Purchase> and press <Enter> to Open Purchase entry screen as below
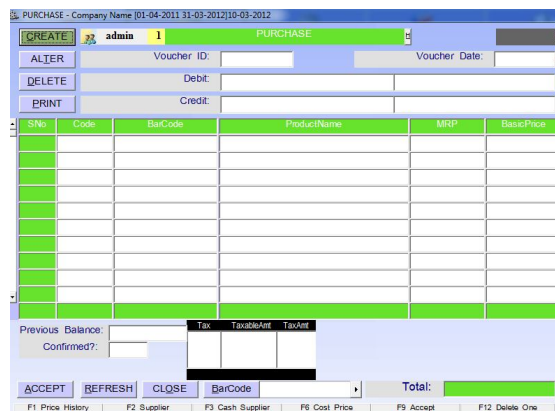
- To add a new purchase Click <Create> from the purchase screen
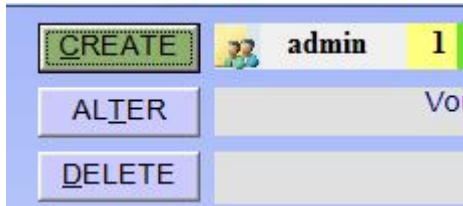
If you are creating a very first entry it ask you to give the starting voucher id as below
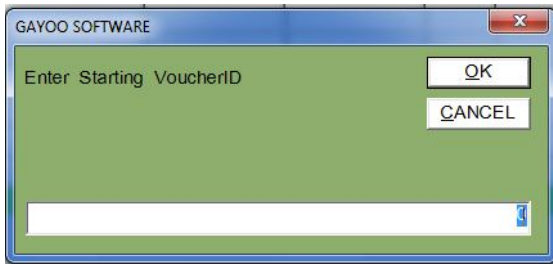
if you need to give any continuation of existing serial you can give here, otherwise just press <OK> to continue

now it ask you to give the voucher date or goods received date (some customers they use this as invoice date also) and press <Enter>
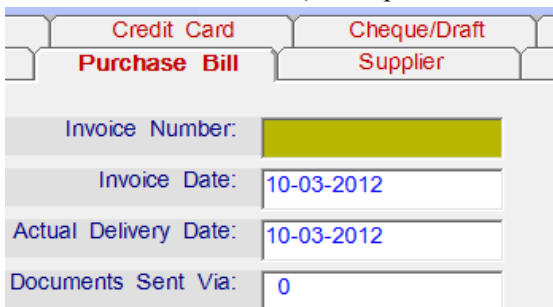
now it let you another screen <Purchase Bill> you should feed the Invoice Number and the Invoice Date and press <Enter>

after it focus on the [Credit] Cash in Hand (

the basic accounting rule for purchase transaction is [Debit] The Receiver and [Credit] the giver), to get help from account use   <SpaceBar>
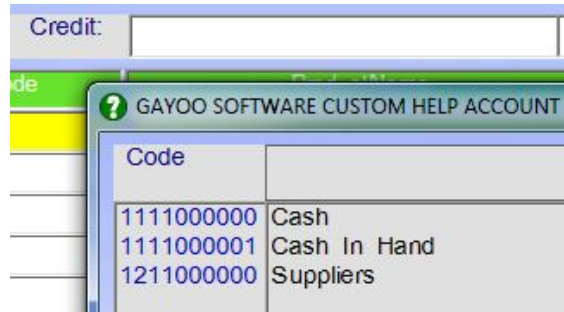
but, there you did not find your desire supplier name, because right now you are creating the account information one by one, so just press <Escape> to go back to the previous screen.
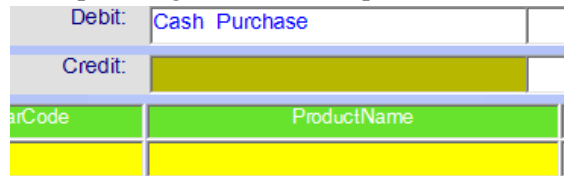
to create new supplier from the purchase screen itself, press * (asterisk) from the [Credit] textbox it let you to the Supplier Information as below

(to know more about this please read article 16.How to create a supplier?)

After supplier creation is over, user <SpaceBar> and select supplier name as below

now press <Enter> to select the supplier and go back to the purchase screen And press <Enter> to proceed to the product entry screen.

by default it focus on the [SerialNumber] shortly known as SNo press <Enter> to proceed to next column [ProductCode]

[ProductCode] is the most used column of the application in inventory mode, what are the work can be done here? Will explain one by one.

- You can type the code of product to get information of product directly
- You can scan barcode here to interpret the product code using barcode.

If you don't know the both above information, you have to press <Enter> (make sure the [ProductCode] is blank) then it will help you open the Product Enquiry or Product Enquiry Custom Help Customised as below

(to know more about this read article 19.How to use Product Enquiry ?)

from this select your desire product and press <Enter> to go back to purchase screen with selected product code as below

press <Etner> to get information about the product as below, by seeing the purchase bill you have feed the all the product one by one, if the product is newly come use * <asterisk> from the [ProductCode] to open Product Information (to know about this read article 11.How to create single product ?)

After feed any discount as below

Any amount to add or amount less use the following textbox

Check the tax information as shown in the tax break up screen as below

check the total purchase value is equal to total amount as shown below bigger
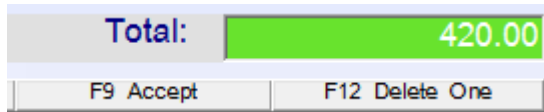
finally, press <F9> or <Accept> to save the purchase entry into the software.

Now it ask want to print the purchase bill as show below
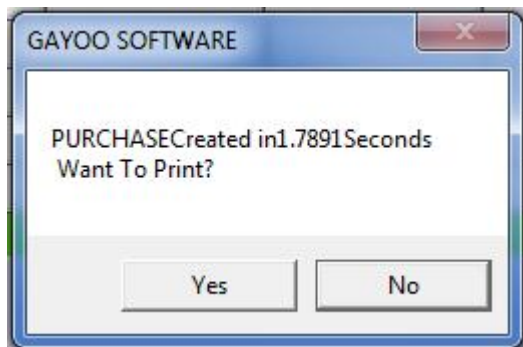
if you choose <Yes> it will print and create another purchase entry, click <No> to create another purchase entry without printing it.

25.How to alter purchase entry?

Alteration in any entry is mandatory, any well user can do any mistake some that time he has to made some alteration in the entry, here we will explain to do this?

- open purchase department from top menu

- open purchase from purchase department

- click <Alter> command button you will see the

Voucher ID Text box, as below
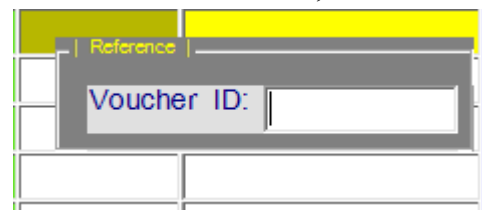
if you know the which voucher id type it there and press <Enter>
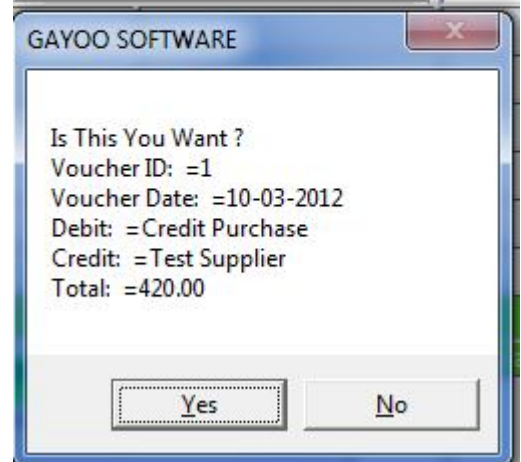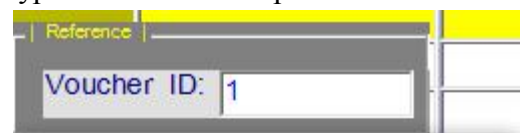
it ask is this voucher with its essential information, if you choose

<Yes> it will show all the information belong to that particular voucher id as below
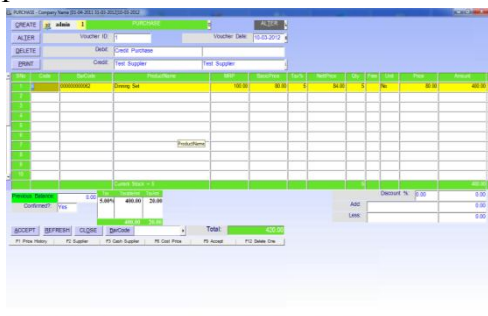
you can make alteration as you wish and press <F9> to Accept changes
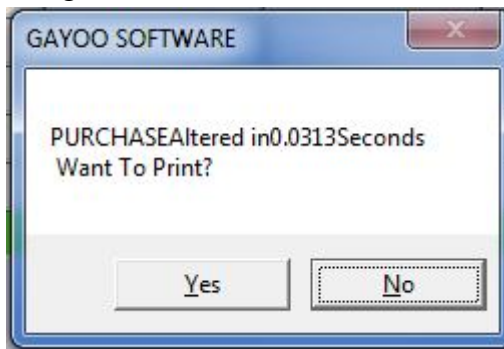
26.How to delete purchase entry?

This is very rarely used when some purchase entry has too many errors or no need, in this case we have to delete this purchase information permanently, once you commit the delete you cannot roll back it.

- open purchase department from top menu
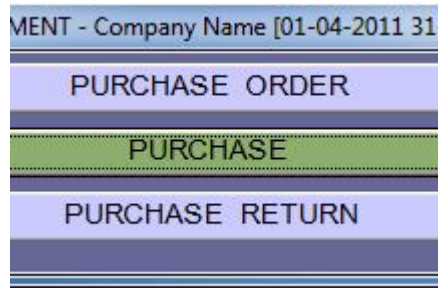
- open purchase from purchase department

click <Delete> command button you will

see the Voucher ID Text box, as below

if you know the which voucher id type it there and press <Enter>

it
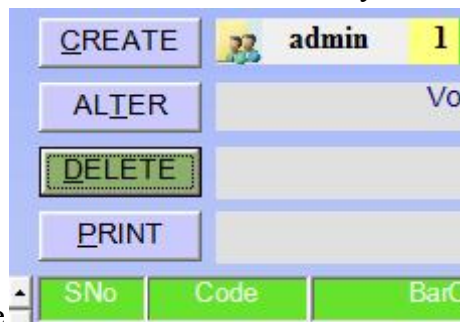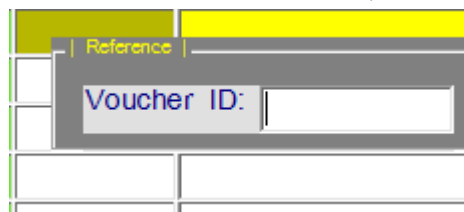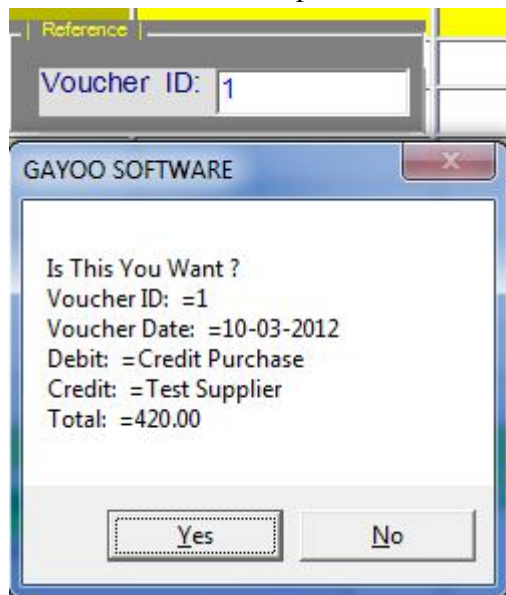
ask is this voucher with its essential information, if you choose <Yes> it will show all the information belong to that particular voucher id as below
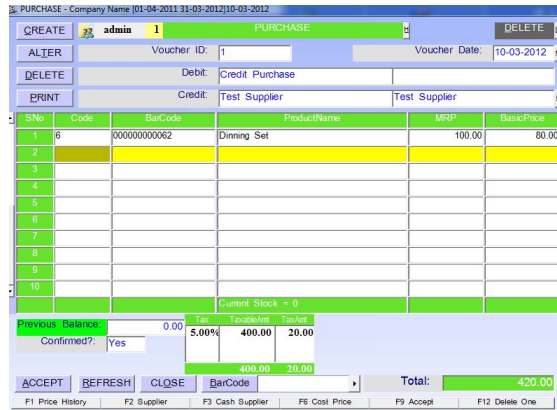
if you want to confirm the remove press <F9> to Delete
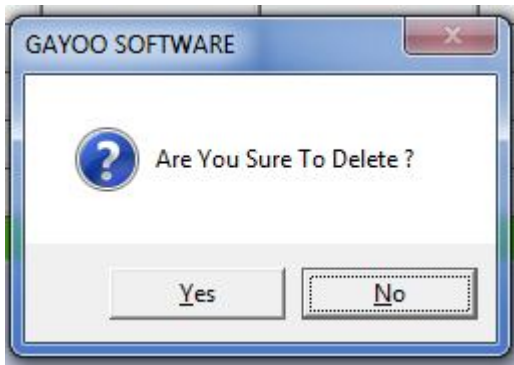
it ask are you sure to delete, if you press <Yes> it permanently delete purchase voucher entry <No> release voucher id from the delete mode.

27.How to print barcode label?

Nowadays, id automation is a very important one for handling more products in a retail shop for identity purpose, there are many ways to print barcode sticker.

Barcode sticker can be printed using special printer made up for printing barcode or using any inkjet or laser printer, but the special barcode printer is expensive and labels are also expensive, but using inkjet and laser printers are very cheapest solution to printing barcode label using our software in easy manner.

The barcode labels can be printed from many modules of the software are listed below

- Purchase
- Sale Return
- Opening Stock
- Production
- Production Semi Finished

Here, we explain you how to print barcode from purchase entry screen. First create the purchase bill as required and then go to alter as below

Click <Alter> to open the desire purchase voucher will ask you as below
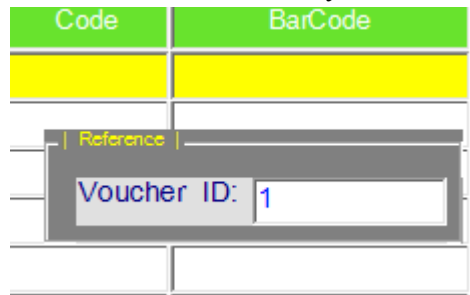
type your desire [voucher id] and press <Enter>

now it reconfirm the voucher information select <Yes> to display the information
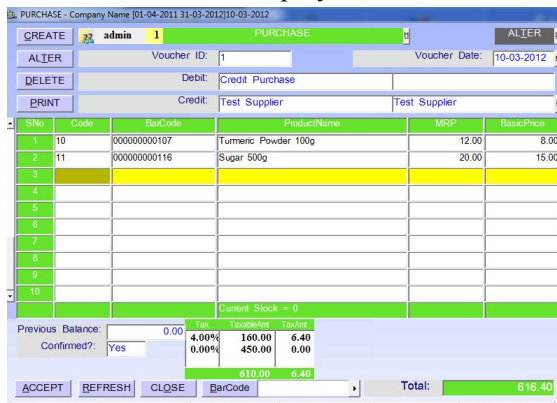
now you see at the bottom of the purchase screen you will find the command button <Barcode> as below
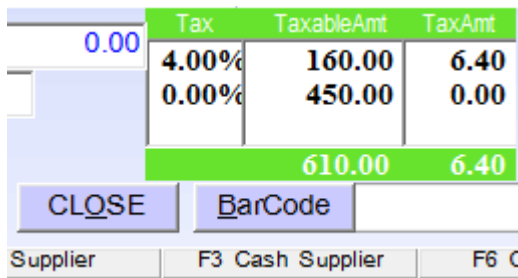
click <Barcode> to open the barcode printer screen, but before that it ask us to load the voucher to the barcode printer as below

if you want to add all the product in this

voucher to the barcode printing you have to select <Yes>, if you select <No> it will start with the barcode printer with the already selected information.
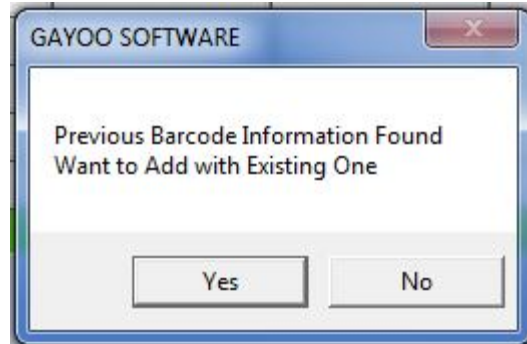
If previous barcode information found it ask us want to add with existing one, if you choose <Yes> it will add this bill with existing information already selected using the same option. If you choose <No> it will start with the existing information already selected

now it ask you select preloaded barcode design of different barcode labels, you have to select the desired design and press <Enter> it will

show the barcode printer screen as below
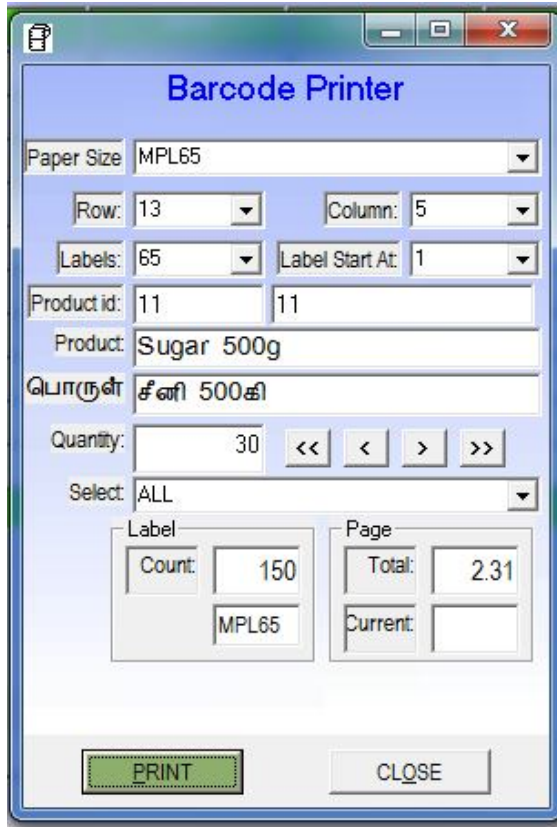
Here just we explain little about the field in the information in detail

- [Paper   Size]

  is the design name what we have selected from the barcode label design

- [Row] is to mention number of horizontal lines in the sheet in case of A4 / letter / 210x310 sizes

- [Column] is to mention number of vertical lines in the sheet in case of A4 / letter / 210x310 sizes.

- [Labels] this is calculated by Row x Column

- [Label   Start   At]

                                    this

option is used to save the label cost, example a sheet has 65 labels, if we printed 60 labels the remaining will be in the sheet. if you want print on the remaining 5 labels the label start at should be 61

- [Product   ID]

  id of the product and code of the product will be displayed here

- [Product   Name]

  the selected product name in English is shown here

- [Product   Name   ML]

  the selected product mother language name will be shown here

- [Quantity]
  the no of labels required for this product is entered here, you can change the desire quantity and press <Enter> to make changes as below

- [Navigation]
  this is used to scroll between the selected product
  - << is for move first
  - < for move previous
  - > for move next
  - >> for move last

- [Select] is used to select the group of barcode to printed
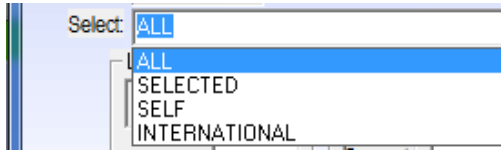
- ALL – print all products
- SELECTED – what you have see in the screen only that product is printed
- SELF – this option is to print only print the self packing products
- INTERNATIONAL – this option is only print the international barcode products.

- [Label] is the option for showing the total quantity of labels as below
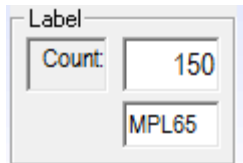
- [Page] is the option for showing total
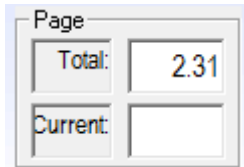
number of pages

Now click <Print> to start printing barcode label

now it shows you the printer selection dialog box as below
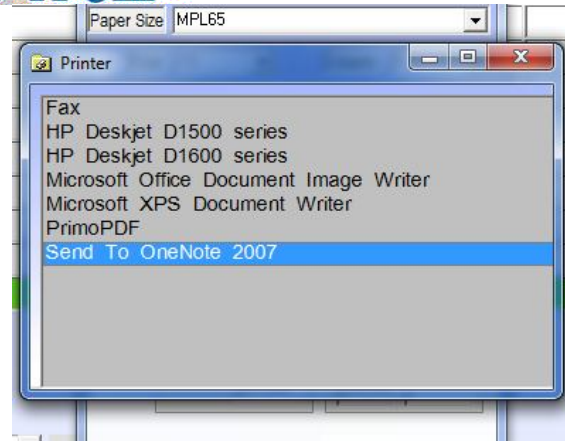
there you have to select the desire printer and press <Enter>
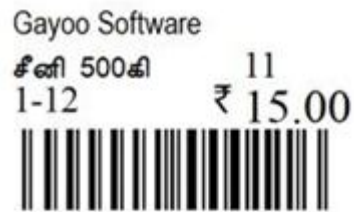
you can scan print and fix in the products and scan the barcode labels during sale process. By this way you can print barcode labels using any printer.

28.How to print barcode label for single product?

Many times we have printed all the labels of a purchase voucher but we have to make change only one product barcode label we would like take label for only one product instead of printing all the product labels, here we will explain how to achieve this easily,

- Go to [Purchase Department] in the top menu
- Open [Purchase] screen from the purchase department menu
- below

- Click <Alter> to open the desire purchase voucher will ask you as below

type your desire [voucher id] and press <Enter>

now it reconfirm the voucher information select <Yes> to display the information
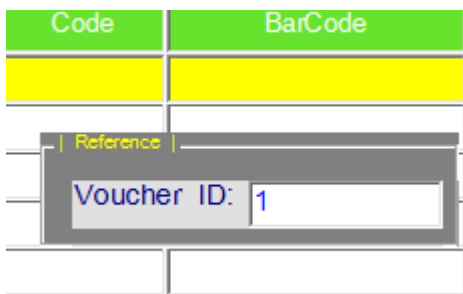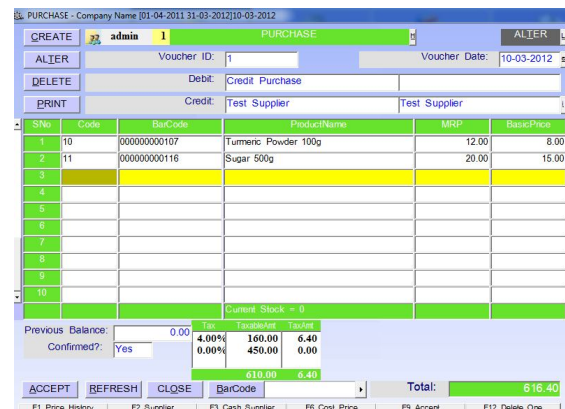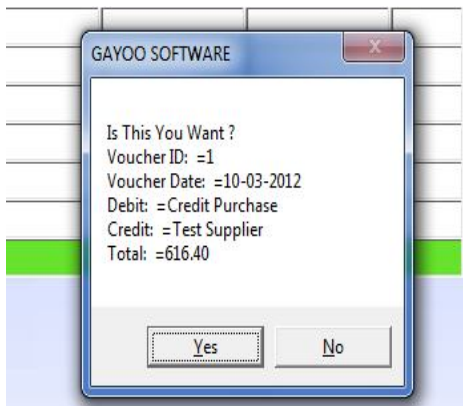
Now scroll to the desire product and press <F5> to selection process
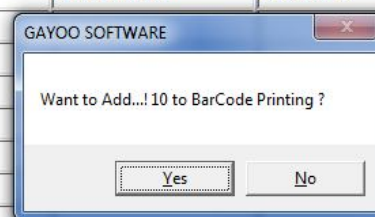
it ask "Want to Add <ProductCode> to Barcode Printing ?" if you press <Yes> it will ask next question as
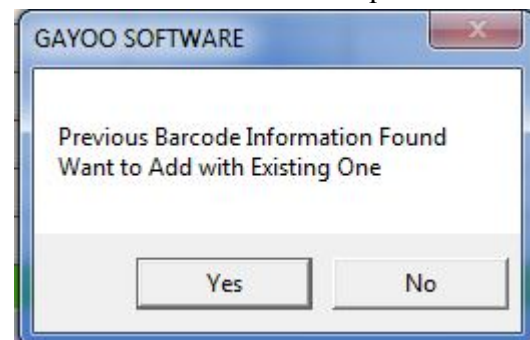
"Previous Barcode Information Found Want to Add with existing One?" if you choose <Yes> it add to the previous barcode information already selected or if choose <No> the previously selected barcode information will be deleted and

only this product is available for barcode printing and display the message below
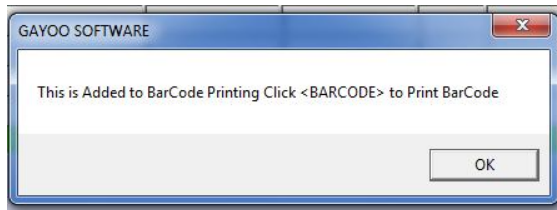
by this way you can add many products from the different voucher even purchase, opening stock, production semi finished or production.

Finally, click the <Barcode> button from the voucher screen
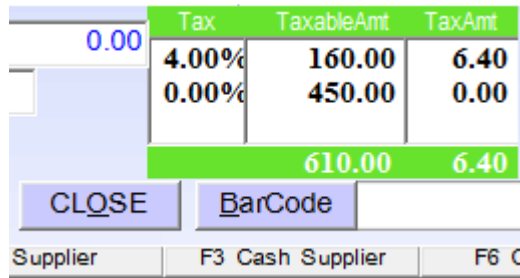
Then it ask you the following question

In this case, you have to click <No> to start with the barcode printing.

29.How to create sale entry?

For all the business in the world the sale is very important transaction of a business, because which leads cash come in to the company, so all the business owners would like to give more concentration to this process. So we start over here how to create sale step by step.

- Go to [Sale Department] from the [Top Menu]

and press <Enter> to proceed next

- Now it will show [Sale Department Menu] as below
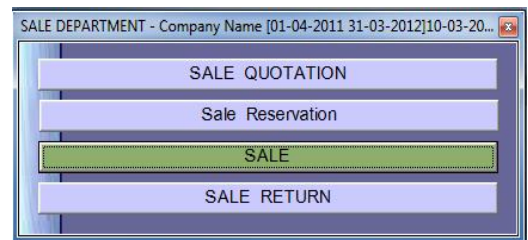
it

- Go to [Sale] and pess <Enter>
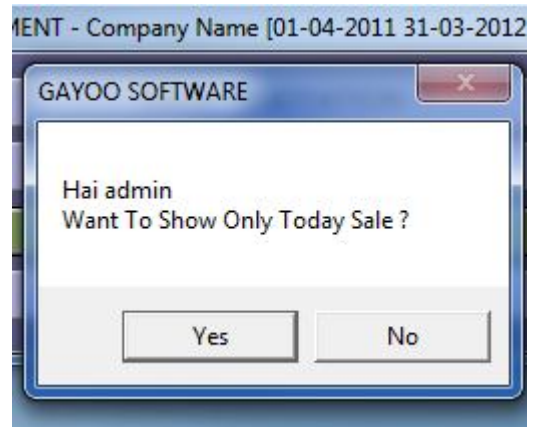
now it ask above question "Want to show only today sale ?" this question is only ask from the Counter 1 (SERVER) only, if the Sale Today Facility is enabled, otherwise it will not ask this question. If you want to see sale information of today you have to select <Yes> or else you want to see previous days except today you have to choose <No>.

- Then it will ask you another question below in case of electronic weighing

scale interface is enabled
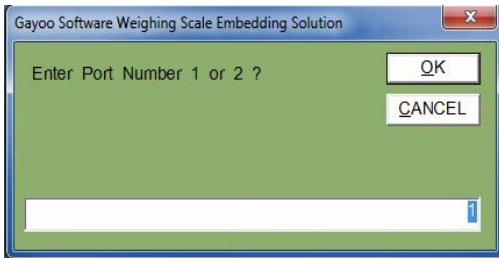
it ask for enter port number, is the numeric number between 1 to N of serial port (COM) of the computer to interface with the electronic scale through rs232 interface. The default port will be 1 press <Enter> to continue next screen.
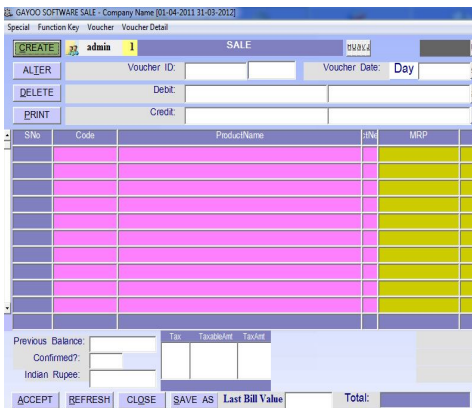
- Press <Enter> or click <Create> to start the sale creation process.
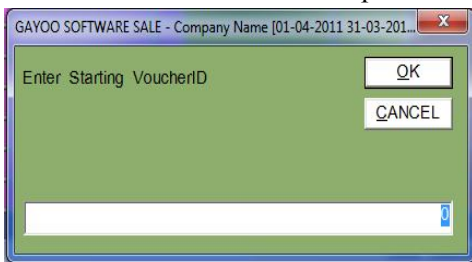
now it ask for starting voucher id of sale voucher, you can give the continues of existing voucher, otherwise click <Ok> or press <Enter> to continue to next

- Now it ask for "Enter starting invoice number?"
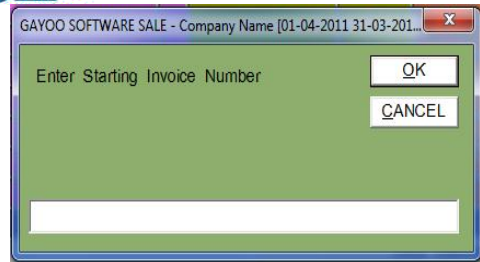
in case of the setting every day invoice number starting from 1 facility is enabled otherwise it will not ask you this question, just click <Ok> to continue to next screen

- Now it focus directly on the [Serial Number] column,

to go to next column just press <Enter>

- Now it focus on the [Product Code] column, if you know the code of the product, type the code and press <Enter> or if you have barcode scanner connected with the computer just scan the barcode to select the product code automatically, if you don't know the code just press <Enter> (the code column should be blank) to display the [Product Enquiry]

(To know more about the product enquiry just read 19.How to use Product Enquiry ?)

- Just select all product one by one enter the required [Quantity] in the specific

column of the sale screen, and now the sale screen will look like this

1	6	Dinning Set
2	1	Egg
3	7	Grinder 2lit
4	11	Sugar 500g
5	10	Turmeric Powder 100g

- After done all the entry just press <F9> accept the sale voucher and go to the printing process,

if the cash balance screen is enabled it ask for how much the cash the customer given as above, then it automatically calculate the balance amount you have given back to the customer and just press <Enter> to proceed next.

- Then it successfully saved the sale voucher and ask you to print this voucher or not as below

- If you really don't want to print his sale voucher choose <No>, otherwise click <Yes> to start print, if multiple print design for Sale Voucher facility is enabled the software will ask to select the print design for printing this voucher

- Now you have to select the desire print design and press <Enter>
- Then it ask for printer selection screen, because there are many printer devices are connected with the computer, the help will show like below

then you have select the desire printer and press <Enter> to start print immediately Or if you click close button of this window, it will cancel the printing and give us message as

then it focus on the [Serial Number] and voucher id will be incremented automatic to next available serial, by this way you can create easily and continuously

30.How to alter sale entry?

The alteration of the sale voucher is some time mandatory to some company because the owner often ask the user to change some information in the sale voucher frequently in this case you to use the way to solve this.

- Goto [Sale Department] from the top menu

- Click [Sale] from the sale department menu

- Click <Alter> to start the alteration process, if you have permission of the

<Alter> in [Sale] voucher it will work, otherwise it disable the command button immediately on click of the button.
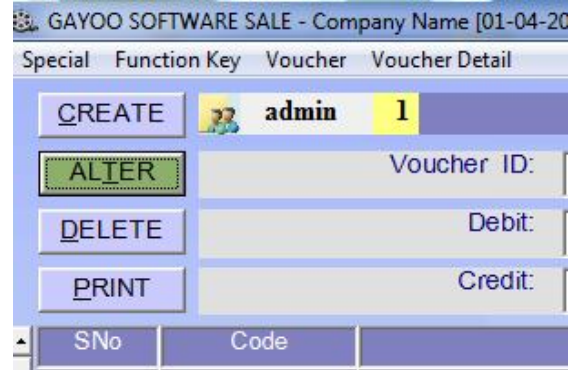
- Now it ask for enter voucher id as below
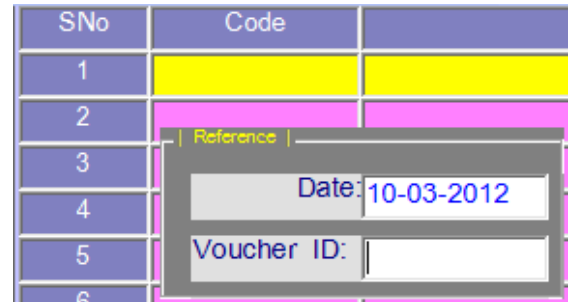
- If you know the voucher id of you want to alter is exist, you have to give it there and press <Enter>, if you don't know the voucher id just press

<Enter> the voucher id should blank to display the Show Help immediately

- Now it show month wise view of the sale voucher, you have to select the desire month and press <Enter> to see Show Help Date

- Select on the desire date and press to see the Show Help Voucher as below

- Now you can select the voucher from the help and press <Enter>, not it shows the sale voucher to be altered as below

and you can do any changes and finally press <F9> accept the all the transaction just now you altered.

31.How to delete sale entry?

This option is rarely used in sale voucher, some time you have to delete or remove the unwanted sale transaction and wrongly entered

- Open <Sale Department> from top menu

- Open <Sale> from

<Sale Department>
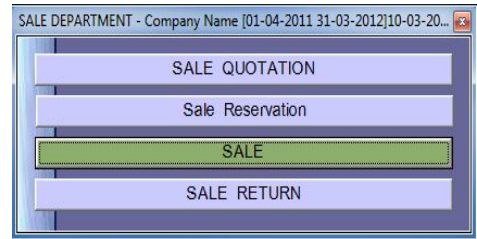
- Click <Delete> button to start the delete process,
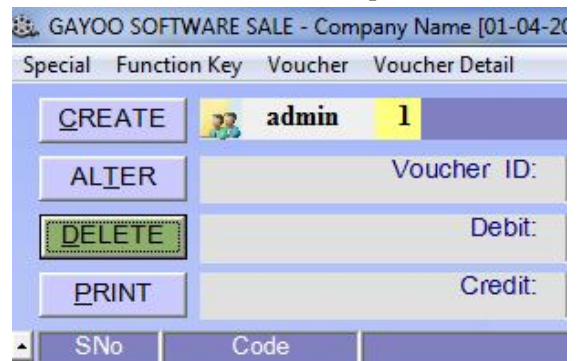
it ask the same question as enter voucherid,

- You have to select the unwanted sale voucher and press <F9> and it will ask as below
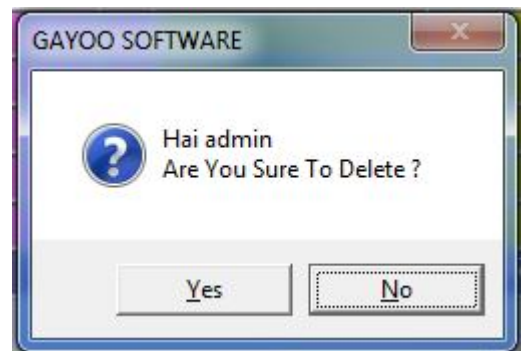
if you really don't want the voucher <Yes> to delete it otherwise click

<No> to terminate the delete process of this voucher.

32. How to print sale entry?

During the sale creation and alteration process you can print the voucher, in case that time you really don't want the print out later you need to print it again and again this will very useful

- Open <Sale Department> from top menu

- Open <Sale> from

   <Sale Department>
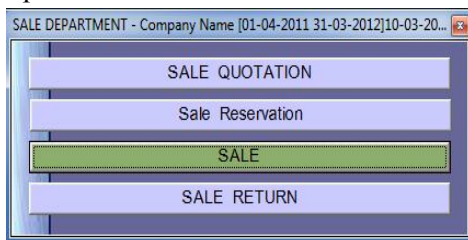
- Click <Print> button to start the print process,

it ask the same question as enter

voucherid,

You have to select the sale voucher and press <F9> and it will ask as below
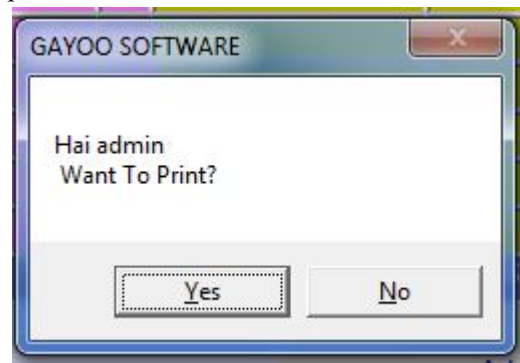
 click <Yes> print the voucher and press <No> cancel print operation try another.

33. How to do credit sale entry?

Normally by default the sale will be created in the cash sales, but the customer does not pay the money for this sale transaction it is called credit sale, here we see how to do the credit sale for a customer

- Open <Sale Department> from top menu
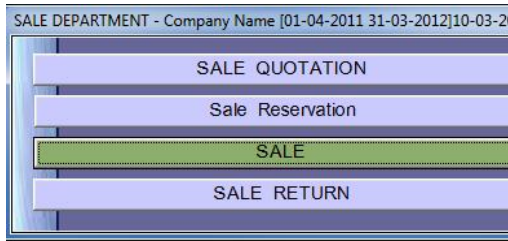
- Open <Sale> from

  <Sale Department>

- Click <Create> button from the sale screen and the focus will on [product code] now press <F2> the control will go to [Debit] column of the sale voucher as below

- Now press <Space Bar> on cash in hand to open the Custom Help Account to select customer list as below
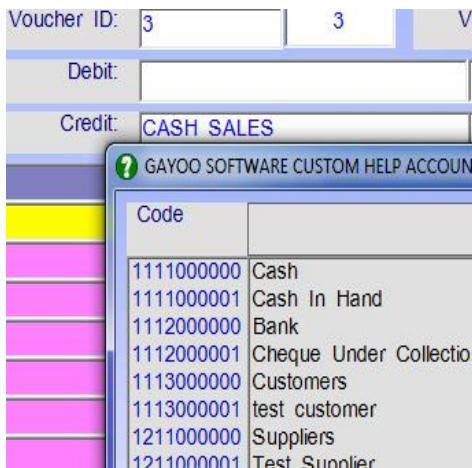
  select the desire customer to do credit sale and press <Enter>
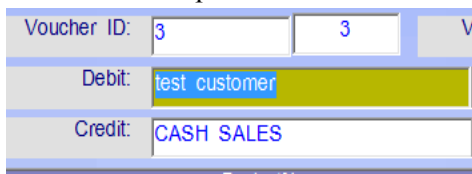
- But still it shows [Cash Sales] on the <Credit> side, if you press <Enter> the credit value automatically changed
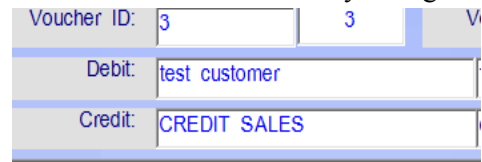
  to credit sales as looks like below

- Now add all the desire products and press <F9> to finish the credit sale successfully.

34. How to do cash sales with customer name ?

Many cash customers asked to print their names in the cash sale voucher, because they have to produce those voucher for accounting purpose and to prove this purchase is happed for so and so company, here we will see how to do this easily,

- Open <Sale Department> from top menu
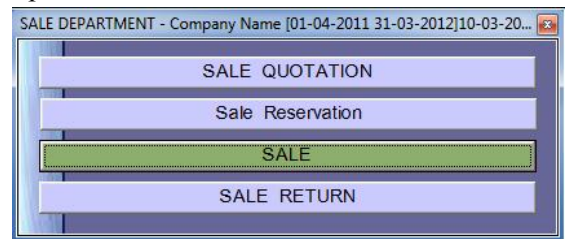
- Open <Sale> from

  <Sale Department>

Click <Create> button from the sale screen and the focus will on [product code] now press <F3> the control will go to the multiple tab

information screen as below and press <Enter>

the focus will be in [Account Name], if you want type new name that's not our existing customer do it here manually or if you want to do cash sales for your existing customer just press <Space Bar> and continuously press <Enter> to open Custom Help Account of customer as below

scroll down and select your desire customer

Now again press <F3> to close multiple tab information screen and back to sale voucher now you will the cash customer name will be displayed next to [Debit] Cash in Hand

Now as usual select the desire products and press <F9> for accept the sale voucher.

35.How to use Custom Help Account?

Custom help account is a useful help on account / customer / supplier wherever we need help on account name it will be available there.

- Press <F3> from the [Top Menu] or [Left Menu] or [Bottom Menu] or [Right Menu] it will open the Custom Help Account

- The Custom Help Account look like this

and it has many hidden features

- [Code / Account Name] in the text box

you can enter either account code or account name or account name mother language it will search and filter as we wish

- [Closing Debit] in this

list box only the debit balance of the account will be displayed in red color

- [Closing Credit] only credit balance

of the account will be displayed here in green color.

- [Credit Limit] in this list box
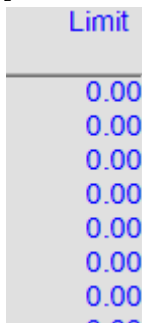
account name has credit / debit limitation which will be displayed in blue color.

- This will display the count of account and each page has 25 account name at one time and
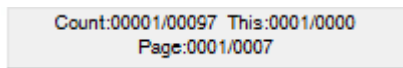
total how many pages and currently you are which page and which account serial everything you can monitor here.

- [F1 Quick Search] this facility is used to find the unknown account name, some time if we don't know the starting letter of a account name, we just click <F1> and enable Quick Search and try to find any middle name of account easily as below
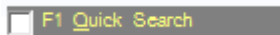
- [F2 Language] is the facility to switch between English and Mother Language. This can set using windows hot key settings
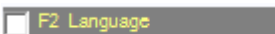
- [F3 Contact Information] this facility is used to
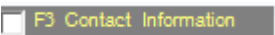
display the contact information typed in the account to the user as below
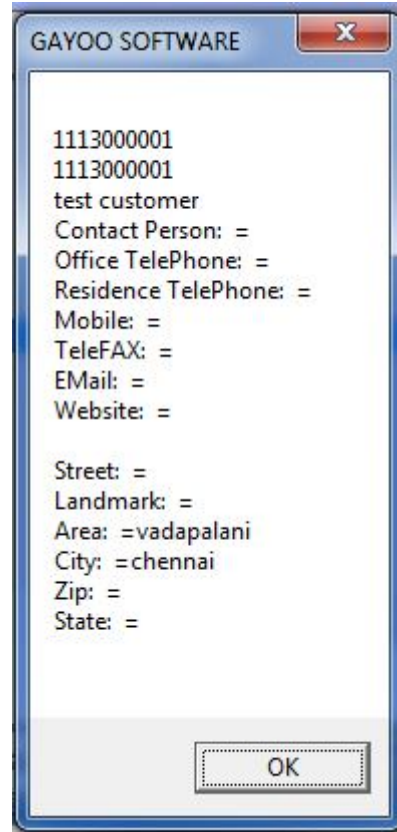
- [F4 Ledger Account] is short key for Ledger Account Summary in Reports, enable the user to easily access the ledger from here from the selected account name in the list box control
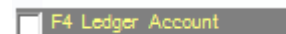
now press <F4> it will go inside the

Reports automatically as below
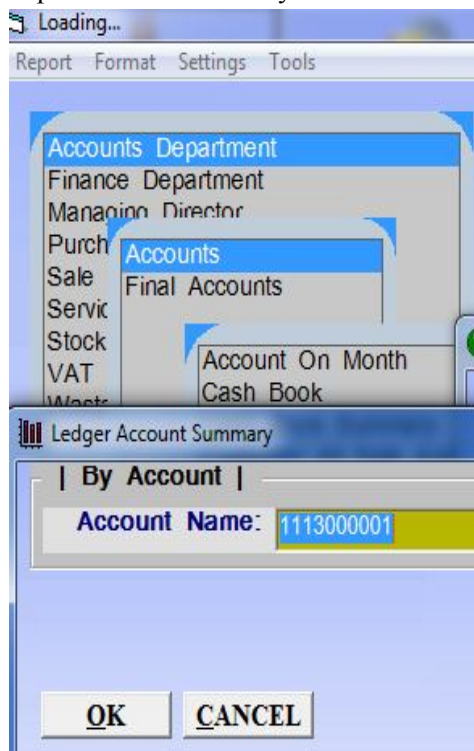
- [F5Order Name/Code] is the option to order of account name either code or name so user easily select which one they want

- [F6 Favorite] is facility to group certain account name as one group of information to monitor frequently otherwise we have to search each and every information separately which is time consuming, for example

now we want to group all the return account in one group as "Return" use quick search as below, then press <F6> on that account name as below
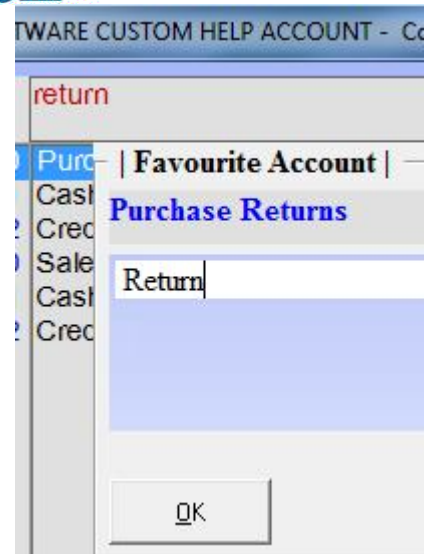
type desire name click <OK> or press <Enter> to accept, by this way do it for all return accounts, finally go to text box and press <F6> to show the available favorite account information as below
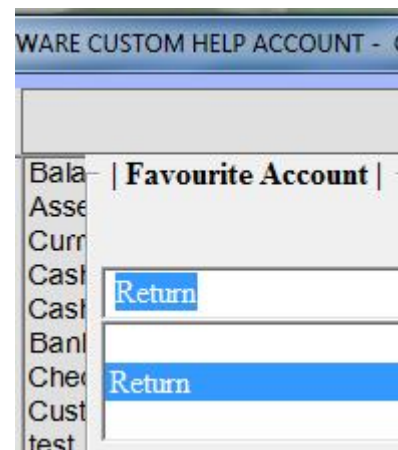
scroll down and select as you wish
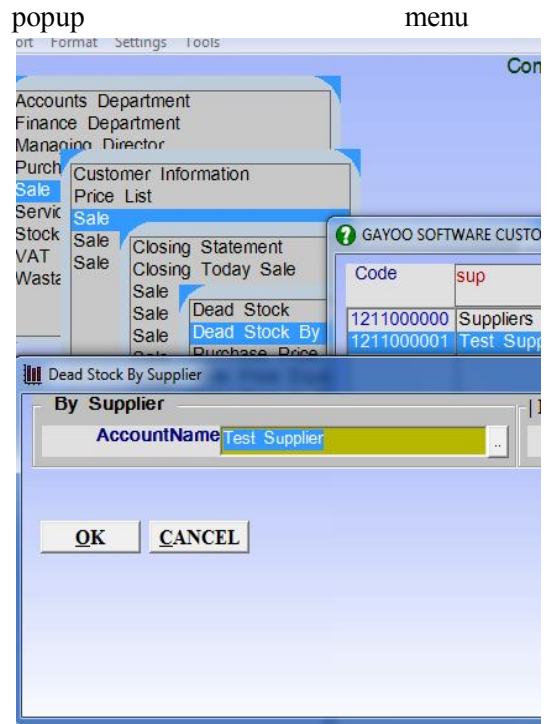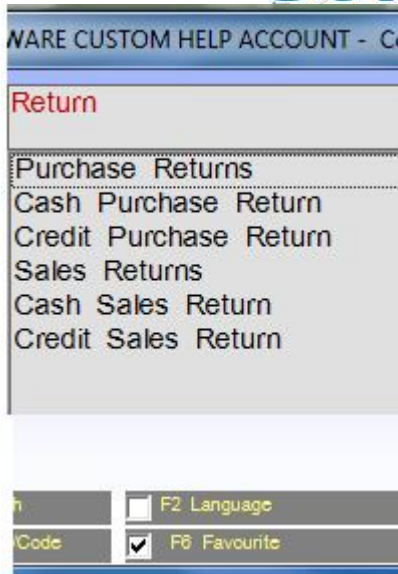
and press <Enter> to show only the favorite named "Return", by this way you can create many favorite but one account will be in one favorite only.

- [F7 Dead Stock] This facility especially used as shortcut for supplier dead stock report,
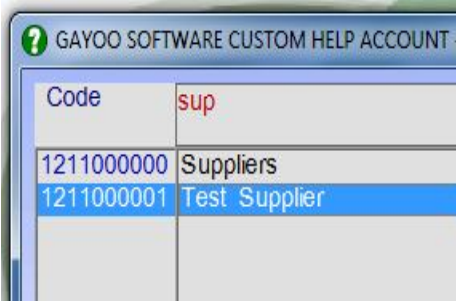
after selecting a supplier account name, just press <F7> to go to the reports of dead stock directly with accounted selected for the account name as below if you want to open it just press <Enter> or click <OK> to show the reports, if you don't want reports click <Cancel> and press <Eascape> to exit from the report

- [F8 Purchase Return] this option is used to display the return product to supplier will be displayed from the reports, just select any one supplier account as below
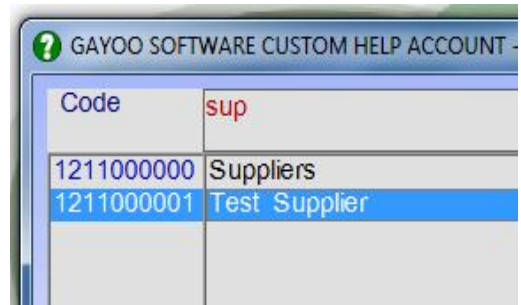
and click <F8> to display the reports

from here below
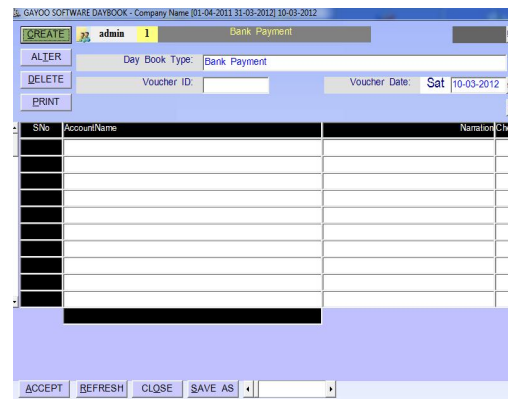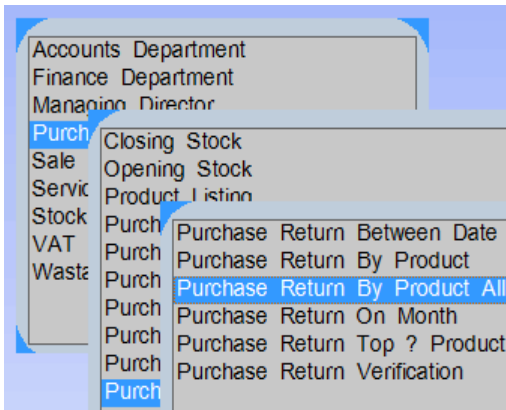
36.How to create Bank Payment?

The company is going to pay to expenses or supplier through cheque / demand draft / tele transfer / swift it's called bank payment, the short code of this is BPAY

Go to [Account Department] in the top menu
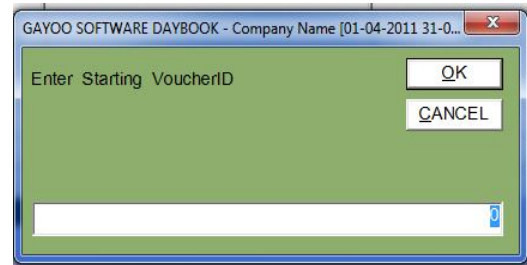

Now press <Enter> to open Account Department Menu as below

From this menu just select [Bank Payment] and press <Enter> to open it show the day book entry screen as

then click <Create> to start the payment process, it ask for starting voucher id in case of very first entry as below

click <OK> or press <Enter> to proceed next, now its focused in the <Serial Number> press <Enter> go to <Account Name> the default account name will displayed as below

If you want choose different account name just press <Del> or <Delete> key and press <Enter> to open the Custom Help Account to display only Bank Accounts as below

Select the desired account name and press <Enter> to go to next column

[Narration], here the string "Cheque No." automatically displayed on focus as below
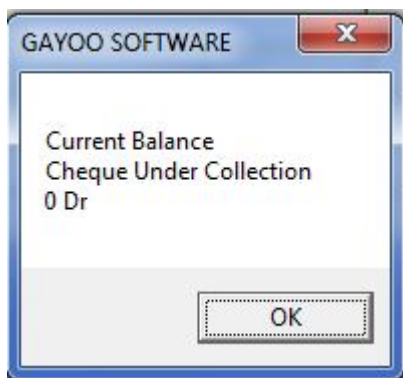

if you want insert any information related to this transaction as a narration and press <Enter> to focus on the [Cheque] column is used to type one the Cheque Number

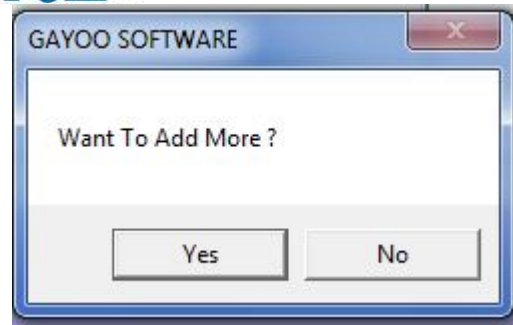| Cheque	Date
546584	01-01-2000

as well as [Cheque Date] on the date column and press <Enter>, now the control automatically go to the [Credit] column as accounting intelligence as below

Debit	Credit
	5000.00

you can feed the transaction amount on the credit side and press <Enter> and it shows the balance of selected account as below

as a message box you have click it or press <Enter> and it ask again as below

now press <Yes> or <Enter> go to the next line's [Serial Number] column press <Enter> to go to [Account Name] and press <Enter> to open the Custom Help Account as below

now, select the desired expense or supplier name and press <Enter>

AccountName
Cheque Under Collection
Test Supplier

if you press three <Enter> continuously then first line information automatically copied to the corresponding column of second line with out retype again as below

SNo	AccountName	Narration
1	Cheque Under Collection	Cheque No:ddd
2	Test Supplier	Cheque No:ddd
3		
4		

Cheque	Date	Debit	Credit
546584	01-01-2000		5000.00
546584	01-01-2000	5000	

by this way you create all bank payments easily, finally press <F9> or click Accept to finish the transaction
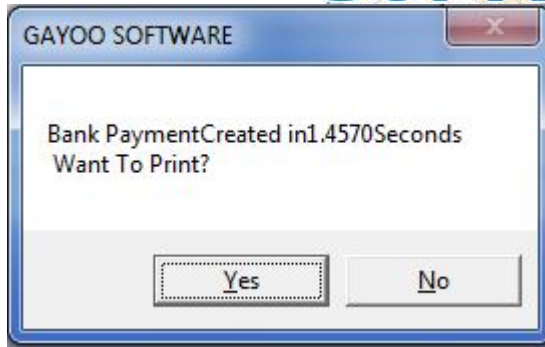
if you want print click <Yes> otherwise click <No> to proceed to next voucher.

This is the simple way to create bank payment voucher for expenses, supplier payment and other payments through banking.

37.How to create Bank Receipt?

The company is going to receive money from income or customer through cheque / demand draft / tele transfer / swift it's called bank receipt, the short code of this is BRCP
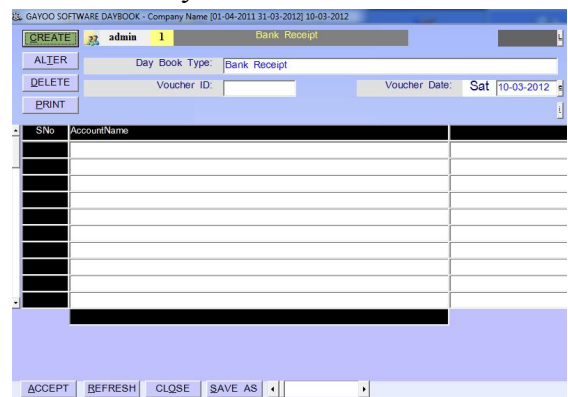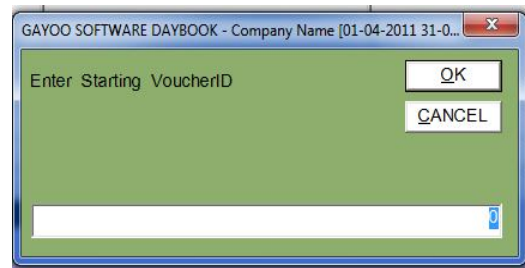
Go to [Account Department] in the top menu

Now press <Enter> to open Account Department Menu as below

From this menu just select [Bank Receipt] and press <Enter> to open it show the day book entry screen as below

then click <Create> to start the receipt process, it ask for starting voucher id in case of very first entry as below

click <OK> or press <Enter> to proceed next, now its focused in the <Serial Number> press <Enter> go to <Account Name> the default account name will displayed as below

If you want choose different account name just press <Del> or <Delete> key and press <Enter> to open the Custom Help Account to display only Bank Accounts as below

Select the desired account name and press <Enter> to go to next column [Narration], here the string "Cheque No." automatically displayed on focus as below

if you want insert any information related to this transaction as a narration and press <Enter> to focus on the [Cheque] column is used to type one the Cheque Number

as well as [Cheque Date] on the date column and press <Enter>, now the control automatically go to the [Debit] column as accounting intelligence as below

you can feed the transaction amount on the debit side and press <Enter> and it shows the balance of selected account as below

as a message box you have click it or press <Enter> and it ask again as below

now press <Yes> or <Enter> go to the next line's [Serial Number] column press <Enter> to go to [Account Name] and press <Enter> to open the Custom Help Account as below

now, select the desired income or customer name and press <Enter>

AccountName
Cheque Under Collection
test customer

if you press three <Enter> continuously then first line information automatically copied to the corresponding column of second line with out retype again as below

SNo	AccountName	Narration
1	Cheque Under Collection	Cheque No:23334
2	test customer	Cheque No:23334
3		

Cheque	Date	Debit	Credit
546584	01-01-2000		5000.00
546584	01-01-2000	5000	

by this way you create all bank receipt easily, finally press <F9> or click Accept to finish the transaction
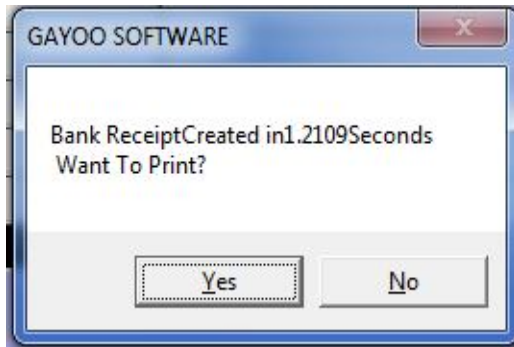
if you want print click <Yes> otherwise click <No> to proceed to next voucher.

This is the simple way to create bank receipt voucher for income, customer receipt and other receipt through banking.

38.How to create Cash Payment?

The company is going to pay to expenses or supplier through cash it's called cash payment, the short code of this is CPAY

Go to [Account Department] in the top menu

Now press <Enter> to open Account Department Menu as below

From this menu just select [Cash Payment] and press <Enter> to open it show the day book entry screen as below
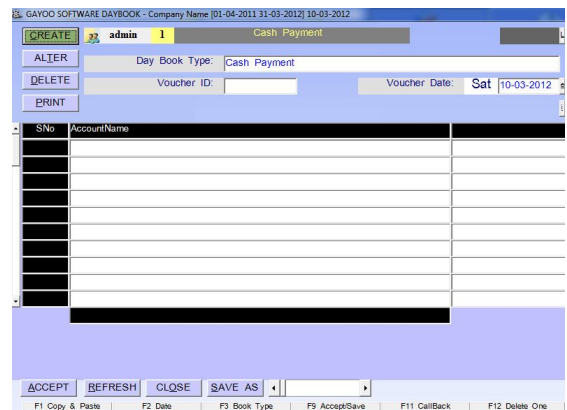
then click <Create> to start the payment process, it ask for starting voucher id in case of very first entry as below
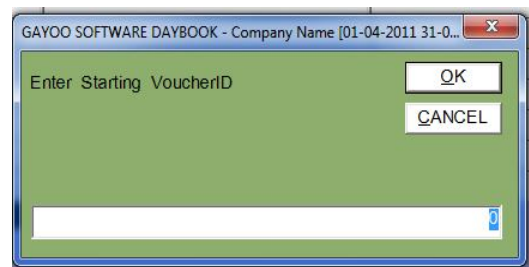
click <OK> or press <Enter> to proceed next, now its focused in the <Serial Number> press <Enter> go to <Account Name> the default account name will displayed as below

SNo	AccountName
1	Cheque Under Collection
2	
3	

If you want choose different account name just press <Del> or <Delete> key and press <Enter> to open the Custom Help Account to display only supplier and expenses accounts as below

AccountName

GAYOO SOFTWARE CUSTOM HELP ACCOUNT - Co

Code	
1112000000	Bank
1112000001	Cheque Under Collection
1211000000	Suppliers
1211000001	Test Supplier
3140000000	Purchase Expenses
4110000000	Administrative Expense

Select the desired account name and press <Enter> to go to next column [Narration], here the string "Payment No." automatically displayed on focus as below

Narration
Payment No

if you want insert any information related to this transaction as a narration and press <Enter> to focus on the [Invoice Number] column is used to type one the Invoice Number

Invoice	Date
12345	10-03-2012
12345	10-03-2012

as well as [Invoice Date] on the date column and press <Enter>, now the control automatically go to the [Debit] column as accounting intelligence as below

Debit	Credit
3500	

you can feed the transaction amount on the debit side and press <Enter> and it shows the balance of selected account

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Current Balance
Test Supplier
7883.6 Dr

OK

as below as a message box you have click it or press <Enter> and it ask again as below

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Want To Add More ?

Yes   No
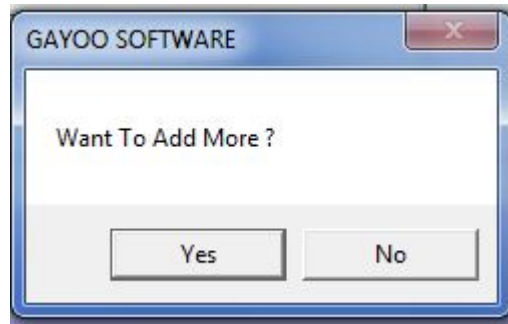
now press <Yes> or <Enter> go to the next line's [Serial Number] column press <Enter> to go to [Account Name] and press <Enter> to open the Custom Help Account as below
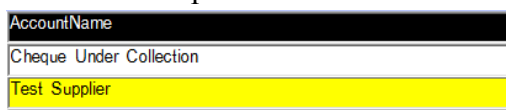
now, select the desired cash account and press <Enter>
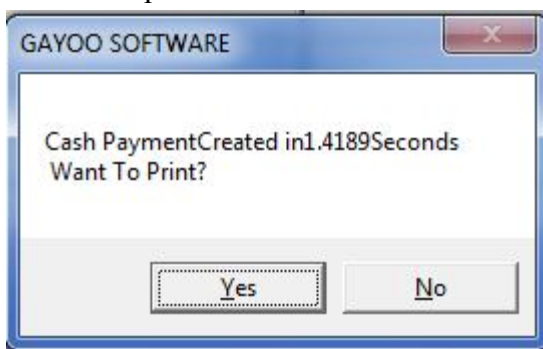

if you press three <Enter> continuously then first line information automatically copied to the corresponding column of second line with out retype again as below

by this way you create all bank payments easily, finally press <F9> or click Accept to finish the transaction

if you want print click <Yes> otherwise click <No> to proceed to next voucher.

This is the simple way to create cash payment voucher for expenses, supplier payment and other payments through cash.

39.How to create Cash Receipt?

The company is going to receive money from income or customer through cash it's called cash receipt, the short code of this is CRCP

Go to [Account Department] in the top menu

Now press <Enter> to open Account Department Menu as below

From this menu just select [Cash Receipt] and press <Enter> to open it show the day book entry screen as below
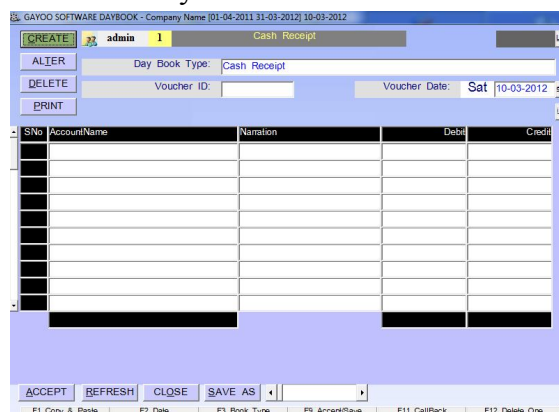
then click <Create> to start the receipt process, it ask for starting voucher id in

case of very first entry as below
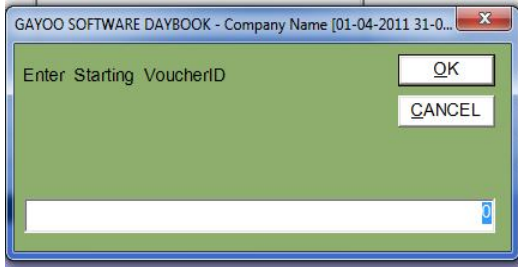
click <OK> or press <Enter> to proceed next, now its focused in the <Serial Number> press <Enter> go to <Account Name> the default account name will displayed blank as below

If you want choose different account name just press <Del> or <Delete> key and press <Enter> to open the Custom Help Account to display only Customer Accounts as below

Select the desired account name and press <Enter> to go to next column [Narration], here the string "Being cash received for Inv No: ." automatically displayed on focus as below

if you want insert any information related to this

transaction as a narration and press <Enter> to focus on the [Invoice] column is used to type one the Invoice Number

as well as [Invoice Date] on the date column and press <Enter>, now the control automatically go to the [Debit] column as accounting intelligence as below

you can feed the transaction amount on the debit side and press <Enter> and it shows the balance of selected account as below

as a message box you have click it or press <Enter> and it ask again as below

now press <Yes> or <Enter> go to the next line's [Serial Number] column press <Enter> to go to [Account Name] and press <Enter> to open the Custom Help

Account as below

now, select the desired cash account name and press <Enter>

if you press three <Enter> continuously then first line information automatically copied to the corresponding column of second line with out retype again as below

SNo	AccountName	Narration
1	test customer	Being cash received for Inv No:
2	Cash In Hand	Being cash received for Inv No:
3		

Invoice	Date	Debit	Credit
12345	10-03-2012		5000
12345	10-03-2012	5000	

by this way you create all bank receipt easily, finally press <F9> or click Accept to finish the transaction

if you want print click <Yes> otherwise click <No> to proceed to next voucher.

This is the simple way to create cash receipt voucher for income, customer receipt and other receipt through cash.

40. How to create credit note?

This is a kind of accounting note created for discount given to customers in multiple circumstances or unpaid credit from customers will be adjusted using the credit note.

So, now we will see how to do the credit note in a easy manner. Go to top menu and choose [Account Department]
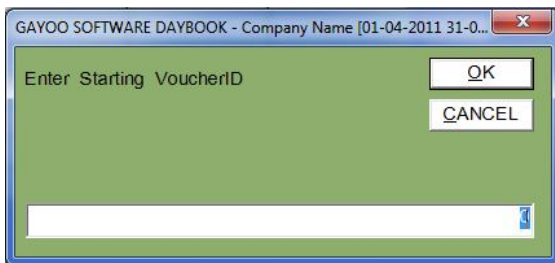

and press <Enter> to open it as below

and press <Enter> to open [Credit Note] as below

and click <Create> to start the credit note

process,

and it ask for starting voucher id you can give your desire starting number of press <Enter> to start with default starting and now it will focus on [Serial Number] column and press <Enter> to continue to [Account Name] column as below

press <Enter> to open Custom Help Account to as below

and select your desire account name, here we choose "Cash Discount Given" as below

and press <Enter> to go to [Narration] column here you can type your desire details belongs to the transaction as below

and press <Enter> to focus next column

Debit	Credit
500	

and type the amount in the [Debit] column and

press <Enter>
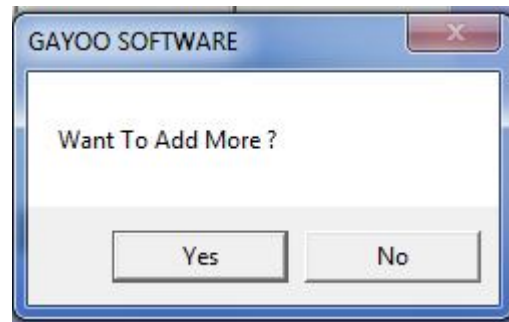
it will show the current balance as above and click <OK>

it ask for Want to Add More? It choose <Yes> to go to next line

and press <Enter> to open the Custom Help Account and choose the desire Customer

SNo	AccountName
1	Cash Discount Given
2	test customer
3	

and press <Enter> to focus on [Narration] column to the first line narration will automatically placed on the second line narration as below

Narration
for rate difference
for rate difference

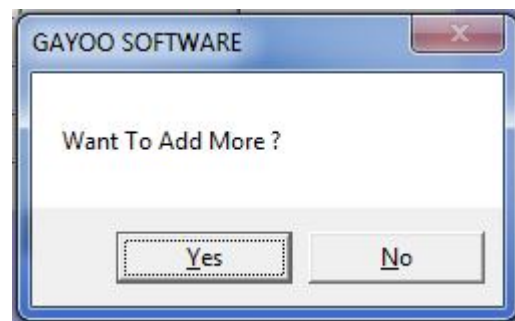and press <Enter> to go to [Credit] column the debit amount will placed automatically to credit column as below
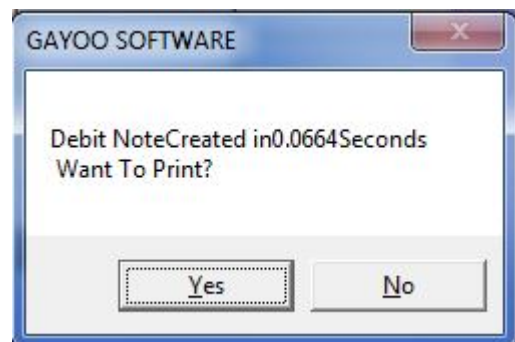
Debit	Credit
500	
	500

and press <Enter> it show you the closing balance for the current account name as
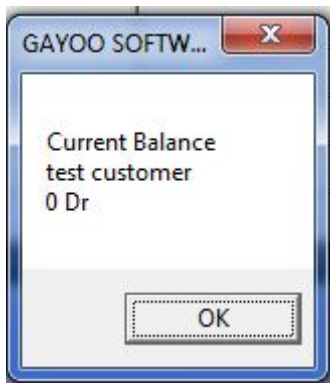
GAYOO SOFTW...

Current Balance
test customer
0 Dr

OK

below and press <Enter> it ask below

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Want To Add More ?

Yes   No

press <Enter> or <Yes> to go to next line

and press <F9> click <Accept> to save changes to credit note and it will show as below

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Credit NoteCreated in1.3789Seconds Want To Print?

Yes   No
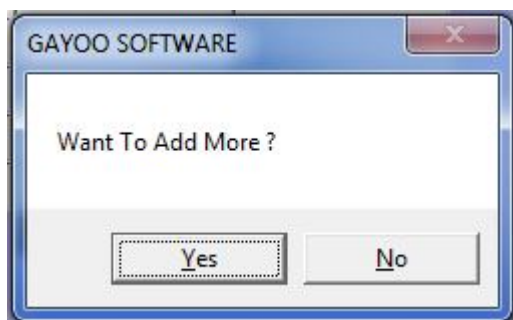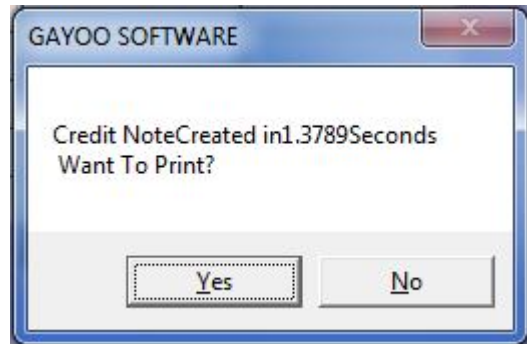
if you really want to print the credit note press <Yes> or click <No> to without printing, by this way can create all the credit notes one by one.

41.How to create debit note?

This is a kind of accounting note created for discount received from suppliers in multiple circumstances or unpaid debit to suppliers will be adjusted using the debit note.

So, now we will see how to do the debit note in a easy manner. Go to top menu and choose [Account Department]

Sale Dept   Account Dept   Reports
Network

and press <Enter> to open it as below

and press <Enter> to open [Debit Note] as below
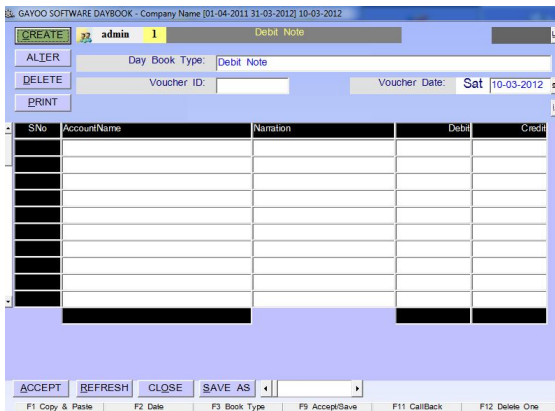
and click <Create> to start the debit note process,

and it ask for starting voucher id you can give your desire starting number of press <Enter> to start with default starting and now it will focus on [Serial Number] column and press <Enter> to continue to [Account Name] column as below

SNo	AccountName
1	
2	

press <Enter> to open Custom Help Account to as below

and select your desire account name, here we choose "Cash Discount Received" as below

SNo	AccountName
1	Cash Discount Received
2	
3	

and press <Enter> to go to [Narration] column here you can type your desire details belongs to the transaction as below

Narration
rate difference

and press <Enter> to focus next column

Debit	Credit
	750

and type the amount in the [Credit] column and press <Enter>

it will show the current balance as above and click <OK>

it ask for Want to Add More? It choose <Yes> to go to next line

and press <Enter> to open the Custom Help Account and choose the desire supplier

and press <Enter> to focus on [Narration] column to the first line narration will automatically placed on the second line narration as below

and press <Enter> to go to [Debit] column the credit amount will placed automatically to credit column as below

and

press <Enter> it show you the closing balance for the current account name as

below and press <Enter> it ask below

press <Enter> or <Yes> to go to next line and press <F9> click <Accept> to save changes to credit note and it will show as below

if you really want to print the debit note press <Yes> or click <No> to without printing, by this way can create all the debit notes one by one.

42. How to create journal?

The journal is a kind of accounting voucher, if the user would like to do all the transaction as their wish without any bounded rules the journal is right choice. Simply, except cash and bank transaction will be entered using journal voucher.

Here, we see how to create journal voucher, go to [Top Menu] and select [Account Department] as below
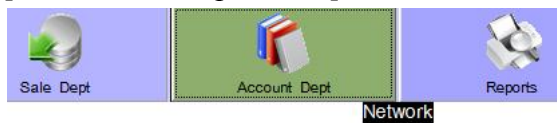
and press <Enter> to open [Account Department] menu as below

and choose [Journal] and press <Enter> to open journal voucher as below to start the process
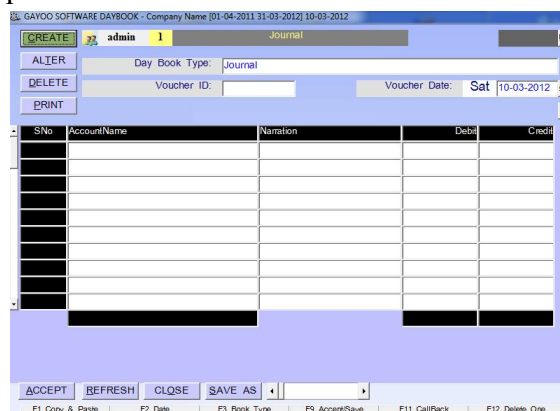
and click <Create> to start it will ask you enter starting voucher id in case you are doing very first journal voucher the inputbox will look like this
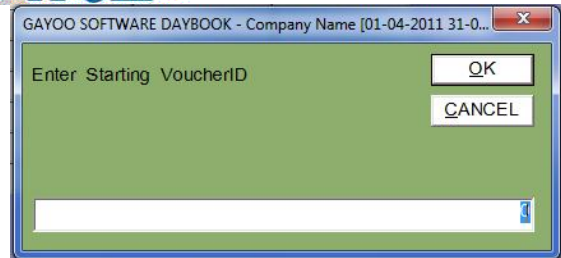
here, type your desire starting voucher id or click <OK> to conitnue with the default serial and press <Enter> to focus in the [Serail Number] and press <Enter> to focus on [Account Name] and press <Enter> to open Custom Help Account as below

choose your desire account name and press <Enter> select it to transaction. As below

and press <Enter> and focus to the [Narration] column as below
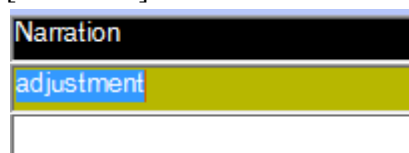
and press <Enter> and you have to choose [Debit] or [Credit] column and type your desire amount in correct column as below

Debit	Credit
1000	

and press <Enter> to ask below

shows the current balance of the current account name selected, click <OK> or press <Enter>
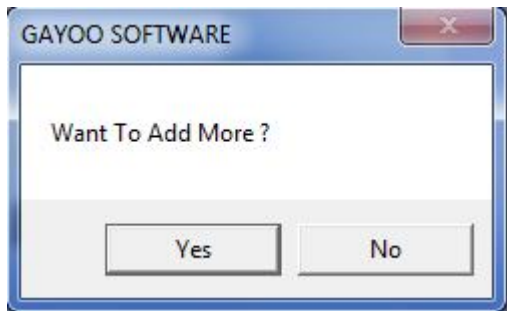
now press <Enter> or click <Yes> to proceed with the next [Serial Number] as below

SNo	AccountName
1	Cash Discount Given
2	
3	

and press <Enter> to go to [Account Name] serial number 2 and press <Enter> to open Custom Help Account as below, from the help select your desire account name by typing the account name in the textbox shown below, it filtered the desire account name

SNo	AccountName
1	Cash Discount Given
2	
3	
4	
5	
6	
7	

GAYOO SOFTWARE CUSTOM HELP ACCOUNT

Code	cash d
4110000001	Cash Discount Given
4210000001	Cash Discount Received

press <Enter> to select the name as below

SNo	AccountName
1	Cash Discount Given
2	Cash Discount Received
3	

and press <Enter> the control will go to [Narration] column, the previous line narration value automatically pasted here without retyping it again as below

AccountName	Narration
Cash Discount Given	adjustment
Cash Discount Received	adjustment

and press <Enter> to go to next column and choose your desire [Debit] or [Credit] column here we choose credit column as

Debit	Credit
1000	
	1000

below and the amount will automatically pasted from the previous line without retyping it again and press <Enter>

and it shows the current balance of the selected account name and press <Enter>
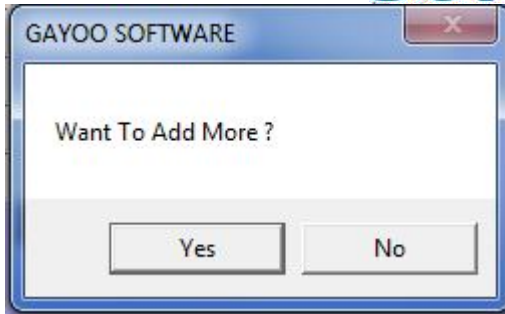
it ask Want to Add Mote? Click <Yes> or press <Enter> it focus on next line of [Serial Number] column

SNo	AccountName
1	Cash Discount Given
2	Cash Discount Received
3	

now press <F9> or click <Accept> to save the transaction and the message will display as below
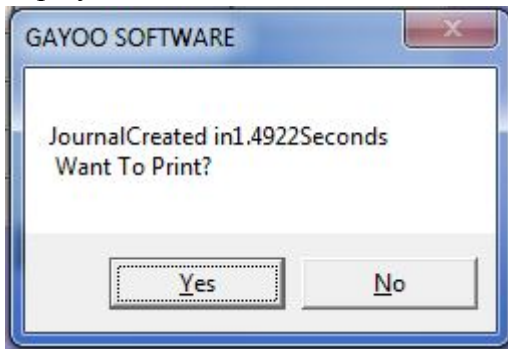
if you want to save the transaction press <Yes> or click <No> to without printing.
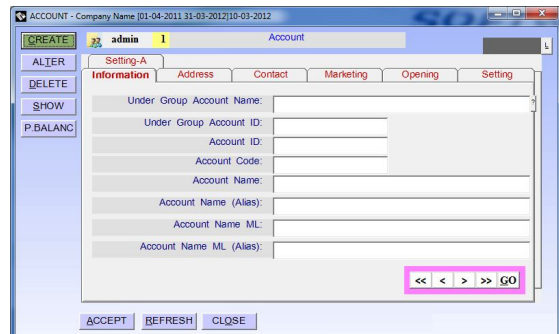
43. How to feed opening balance for single account?

If the business is already running we suddenly implementing the software application we have many closing balances some are in debit or credit depend the nature of account, so we will see here how to feed opening balance as below go to [Left Menu] and select [Account]
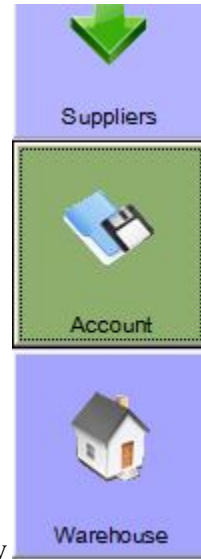
information as below and press <Enter> to open it as below

and click <Alter> from the command button it will open the Custom Help Account as below
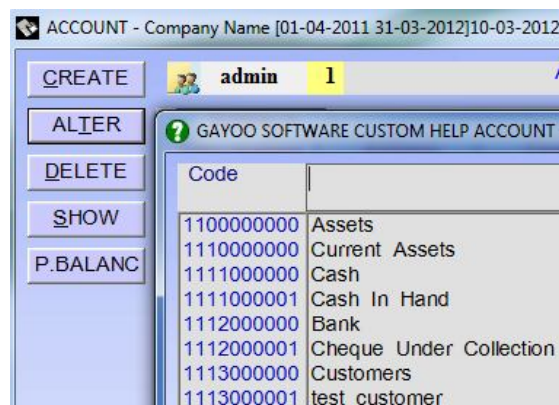
and type your desire name as below and press <Enter> to select it to a alteration mode
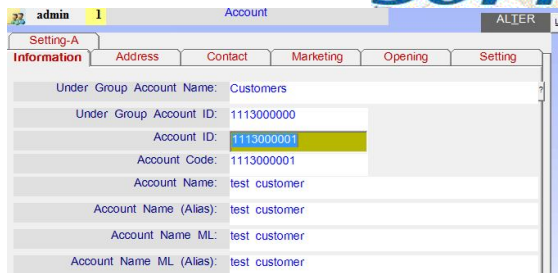
and click on [Opening] tab button to show as below

you can feed the it in [Debit] or [Credit] column, if you lost your focus from the any amount typed column either [Debit] or [Credit] it will be locked automatically its called safety lock, if you want open the safety lock you have press <F1> from the particular column it will show message as below

now, click <OK> or press <Enter> to change the value again.

After finish everything, you have to press <F9> or click <Accept> to save changes, by this way one by one you have to feed the opening balance.

44. How to feed opening balance for multiple account?

Suppose, we are going to start software from the middle of business (not new business) we have transaction closing balances for all the accounts, we have to feed the closing debit of last balance to opening debit and closing credit of last balance to opening credit

Here, we will show how to do this as below, go to [Left Menu] and select [Account] Information

 and click to open the account information as below
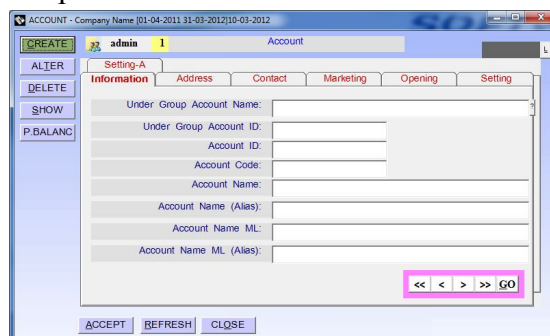
there you will find a command button [Opening Balance] next to [Show] button

click [Opening Balance] button to open the screen as below
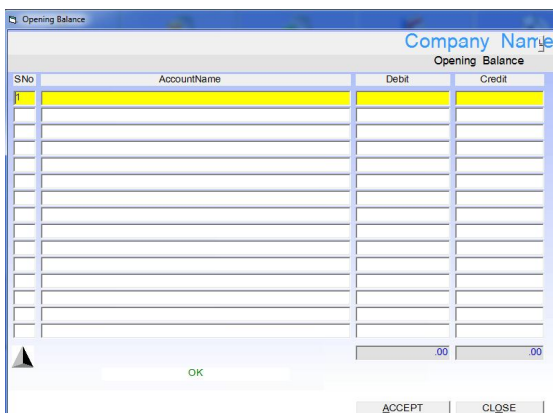
press <Enter> to focus on [Account Name] and press <Enter> to open Custom Help Account and search your desire name as below
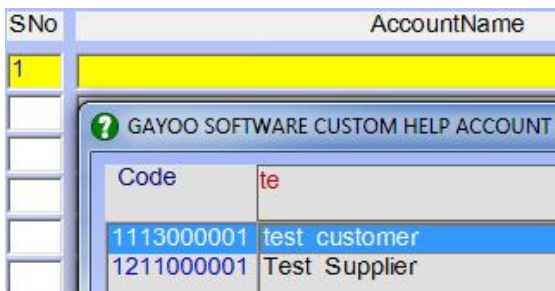
and click <Enter> to select as below
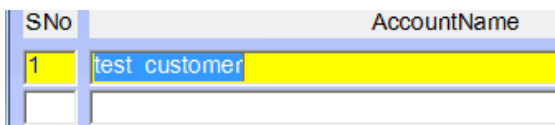
and if the closing balance is debit put it in debit column

and press <Enter> up to it focus on [Account Name] of next line, as below

and press <Enter> to open Custom Help Account again as below

and press <Enter> to select account name below

and press <Enter> to go to [Debit] or [Credit] and closing balance is credit put it in the credit column as below

and the total of debit and credit column will be show as below

to navigate between up/down account names use <Up> Arrow and <Down> Arrow. Finally, click <Accept> button if

you want to save all the changes you made, otherwise click <Close> button to exit without saving the changes.

45. How to feed opening stock for product?

In every business, if we start the software in the middle, there will a initial stock in hand, this will be feed in the [Opening Stock] as described below.

Here, the product will be classified as

- Raw Material
- Semi Finished
- Finished Product

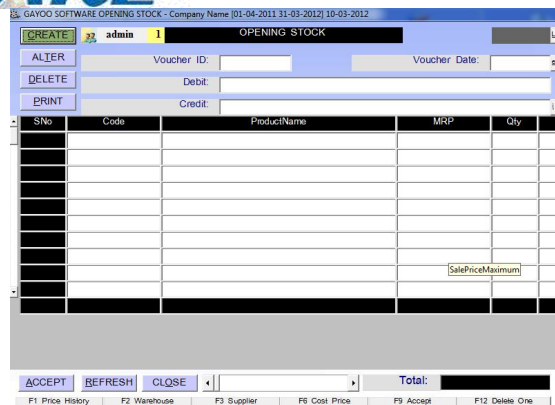All the product have to be feed in [Opening Stock] in same way.

Go to [Right Menu] and select [Stock Management]
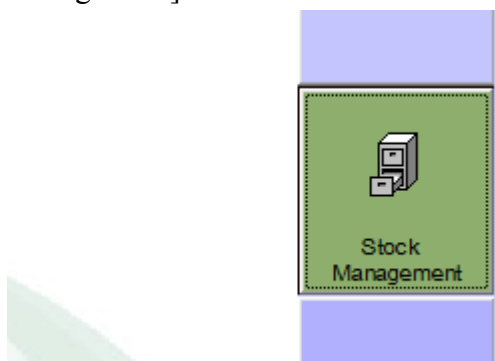
and press <Enter> to open it as below

and select [Opening Stock] and press <Enter> to open the opening stock screen as below

the default column will be available there is

- SNo (Serial Number)
- Product Name
- MRP (Sale Price Maximum)
- Qty (Quantity)
- Price
- Amount
- Sale Price
- Nett Price

We have feed the desired information one by one as below,

In the left top position <Create> button will be there, select it, and press <Enter> or mouse <Click> to start it
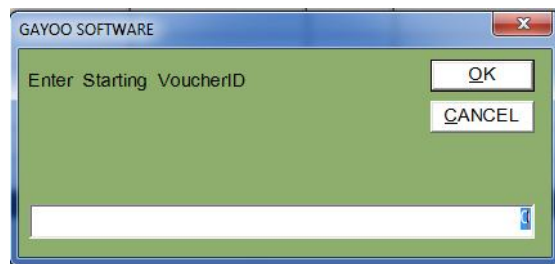
for very first voucher as usual it ask for starting voucher id, and press <Enter> it will focus on the Voucher Date

you have to feed all the opening stock in same

date, if you feed it in the next date, if you previously created any opening stock for same product in the previous it will be omitted and the next date opening stock will taken as a new opening stock for this product, for example

If you feed as below

- Voucher Date :
  - o 01-01-2000
- Product Name :
  - o Turmeric Powder 100g
- Quantity
  - o 1500 Pce

The current opening stock is 1500 Nos.

Suppose, after 5 days if you find there is a quantity counting mistake in the stock taken that day, the actual quantity is 1750 Pce that is 250 more, so, what you have to do now

- **Method-1** Create new voucher for the same product on the same date i.e.
  - o Voucher Date
    - ▪ 01-01-2000
  - o Product Name
    - ▪ Turmeric Powder 100g
  - o Quantity
    - ▪ 250 Pce
- **Method-2** Create new voucher for the same product on the current date i.e.
  - o Voucher Date
    - ▪ 05-01-2000
  - o Product Name
    - ▪ Turmeric Powder 100g

- o Quantity
  - ▪ 1750 Pce

Now, the current stock will 1750 in any method you use it will correct.

From [Voucher Date] press <Enter> to go to [Debit] text box as below

the default will be "Branch 1", press <Enter> it ask as below "Want To Auto Load Opening Stock?" the default answer is <No>
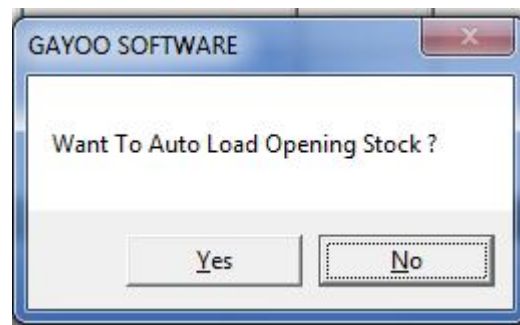
press <Enter> it will focus to <Credit> column as below

and press <Enter> to go to product details <Serial Number> column as below,

press <Enter> to focus on <Product Code> column if you know the code of the product name type it, otherwise press <Enter> to open the Product Enquiry as below

ID	Code	ProductName	NettPrice	SalePrice
4	4	Chair	0.00	0.00
9	9	Chair Big	0.00	0.00
8	8	Chair Small	0.00	0.00
6	6	Dinning Set	84.00	84.00
1	1	Egg	2.50	2.75
7	7	Grinder 2lit	0.00	1750.00
11	11	Sugar 500g	15.00	16.00
5	5	Table	0.00	0.00
3	3	test product	420.00	475.00
2	2	test product	420.00	475.00
10	10	Turmeric Powder 100g	8.32	10.00

from this, select your desire product and press <Enter> the product code will be placed automatically as below,

PRINT		Credit:
SNo	**Code**	
1	10	

and press <Enter> to show the product name, MRP, Purchase Price, Sale Price, Nett Price details as below,

SNo	Code	ProductName	MRP	Qty
1	10	Turmeric Powder 100g	12	1
2				
3				
4				
5				

and type the desire quantity as below

MRP	Qty	Price
12	1750	8

and press <Enter> continuously up to next line,

SNo	Code	ProductName
1	10	Turmeric Powder 100g
2	6	Dinning Set
3		
4		
5		

and try to feed next product maximum 499 products you can create for a voucher.

Finally, press <F9> or click <Accept> to save changes and display the message below, suppose you have made any changes in main product information like [Sale Price], [Nett Price], you have choose <Yes> for this question, then only the newly changed information will be updated in the product information, if you choose <No> the product information will be remain unchanged, you have to change

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Want To Update This Changes In Product ?

Yes   No
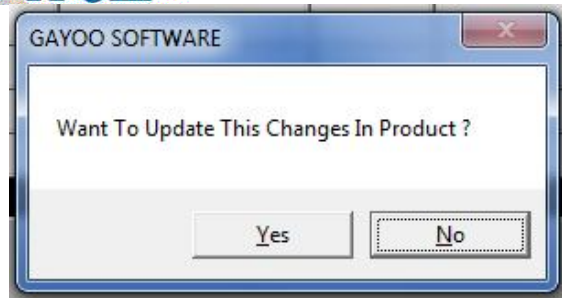
it manually later on, but the default will answer will be <No>, select your option and press <Enter>

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OPENING STOCKCreated in192.0352Seconds

OK
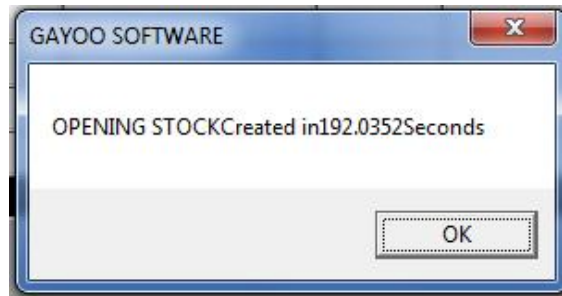
now the above message says your entry was saved successfully in this duration.

By this way, you have to create all the opening stock product one by one.

46.How to create, alter, delete multiple barcode for one product?

This facility is used to create more than one barcode identity for a product, which is used for many products which are classified by flavors which leads us to stop create same product name for one product, which saves time and increase the speed.
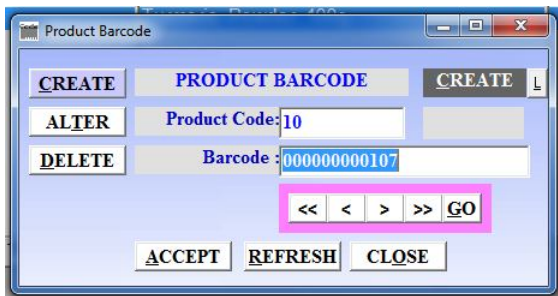
To activate this facility, you should ask our support engineer to activate the setting id 241 Enable Multiple Barcode Facility For One Product ? to Yes. Let us see how is this working as below, go to <Bottom Menu>
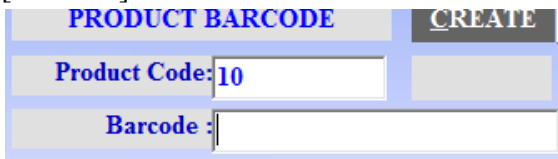
and open <Product Enquiry> by pressing <Enter> or mouse <Click> as below

now select on the desire product and press asteric (*) to open the product multple barcode screen as below

if you want create a new barcode just click <Create> button, it will focus on the [Barcode] textbox as below

now type the barcode manually or just scan the barcode using barcode scanner as below

and click <Accept> to save changes.

If you want alter a existing barcode just click <Alter>

and press <Move First> button from the navigation control, now it shows the existing product barcode as below,

use <Move Next> navigation control to move to the next barcode, you want scan correct barcode, once do it and click <Accept> to made alteration successfully.

If you want to remote and multiple barcode information, just click <Delete> from screen and use navigation to search the unwanted product and click Accept to remote the barcode permanently.
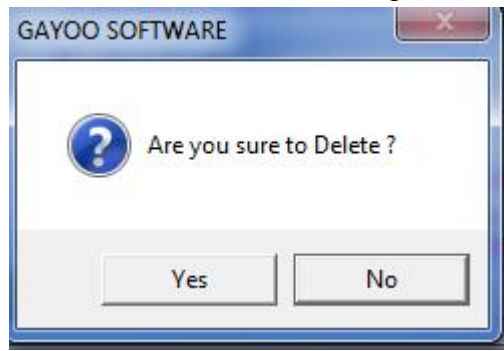
it ask this question when you try to remove, if you press <Yes>, the transaction will be deleted permanently

and it shows the message box, by this way we have create, alter and delete it.

47. How to create bill to bill settlement receipt (cash or bank)?

This facility is used to create Cash Receipt (CRCP) or Bank Receipt (BRCP) in bill to bill settlement method and also the receipt detail will automatically available in the Ledger Account Summary of the customers.

What are the key benefits of using this method are as below

- Pending bills will know separately as report
- Cheque or cash details of settled bill as report
- Return bills will know separately as report
- Date wise collection reports

Here we see how to do this easily as below

Go to [Right Menu] and select [Finance Department] as below

and you will see the [Finance Department Menu] as below
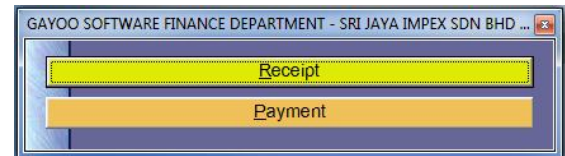
now, choose [Receipt] from the menu and press <Enter> or mouse click to open it and display the receipt screen as below
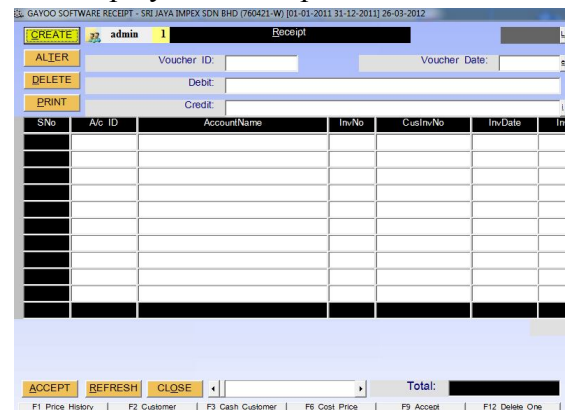
now click [Create] to start the receipt creation process as below
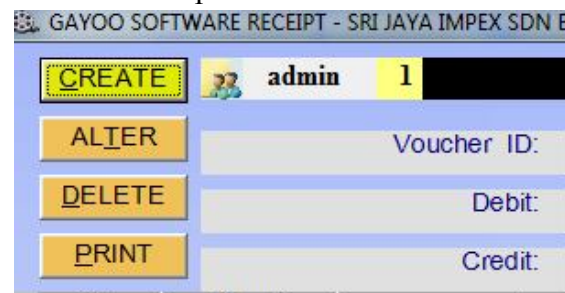
it show you a Text Box and asking [Voucher ID] of sale invoice already created for the customer who is going to pay the money now as below

just type [Voucher ID] as below and press <Enter>

then it shows the customer details automatically as below

and the invoice details automatically retrieved as below

and it automatically focus in the [Invoice number] and press <Enter>, if the bill is already settled it will display the as below
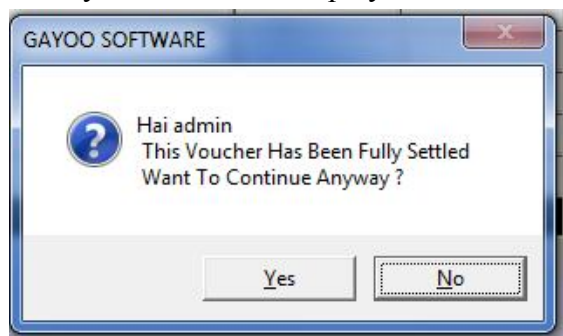
if you want to continue anyway click <Yes> otherwise click <No> it will focus again in the [Invoice Number] give another invoice number to display the

information. Here we discuss little bit about the columns,

- [Serial Number] is the sequence number for how many invoices will be created
- [Account ID] is the sale credit account id used in the application press <Enter> to display the Custom Help Account of sale
- [Account Name] is the sale credit account name retrieved using the account id
- [Invoice Number] type invoice number manually or press [Enter] to display the Custom Help Voucher as below

it display the information

Amount	Settled	Pending
1430.00	0.00	1430.00
4256.00	0.00	4256.00
12541.00	0.00	12541.00

Total 238208.96

Cheque No: AFFIN292912 Date: 05-08-201

ID: 50296 Date: 05-07-2011

- o [Year] is the current year of selection
- o [Debit] is to display the credit sale account name
- o [Select] is to select the collection status as
  - Pending All Vouchers
  - Settled Vouchers
  - All Voucher
- o Use +/- to display the Next/Previous year information in single key press
- [Customer Invoice Number] is the invoice number of customer even entered in the day book also
- [Invoice Date] is the invoice date entered in the day book also
- [Invoice Amount] is the actual invoice amount
- [Invoice Return Amount] is the invoice return amount against the invoice number
- [Settled Amount] is the already settled sum of amount
- [Amount] is the receipt amount collected from the customer

- [Remarks] is the additional information column for the corresponding invoice number
- [Bank Account ID] in case of customer paying through the cheque you must select the bank account id
- [Bank Account Name] is the account name retrieved using bank account id
- [Cheque Number] is the column for cheque number received from the customer
- [Cheque Date] is the column for cheque date received from the customer
- [Cheque Date Received Status] is the column to display the sum of cheque amount received on that date

Instead of typing [Voucher ID] if you press blank <Enter>

it focus on the [Voucher Date] type your desire date and press <Enter> to focus on [Debit] as below

is this Cash Receipt just leave the default account name Cash In Hand as it is and just press <Enter> otherwise use <Space Bar> to select another cash account or bank account name using Custom Help Account as below
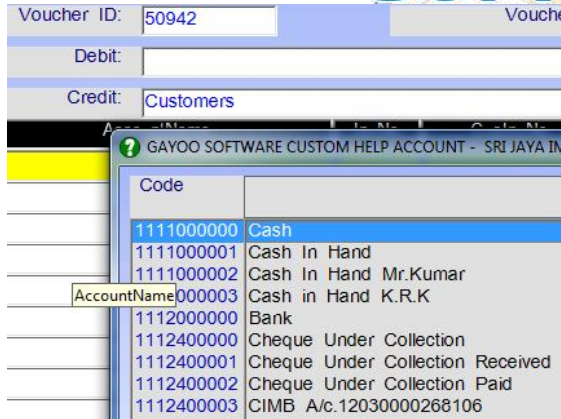
select your desire account name and press <Enter> to focus on the Credit column, here also use <Space Bar> to select desire customer account name as below
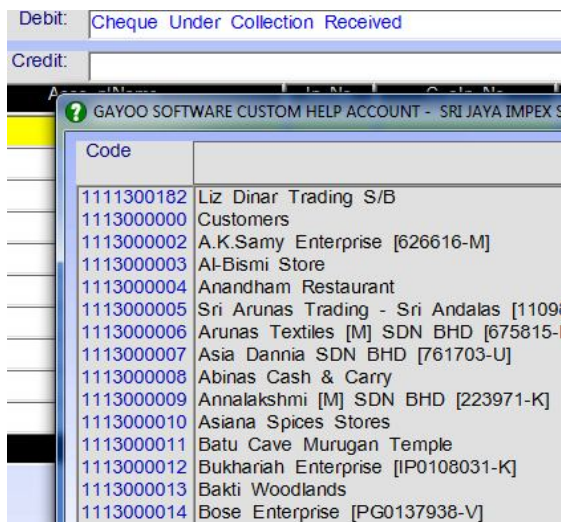
select the correct customer and press <Enter> to proceed to next it will focus on the <Serial Number> and press <Enter> then it go to the <Account ID> the default credit sale account id 3210000002 will be displayed automatically as below

and press <Enter> to select retrieve the credit sale account name as below

then you can type or select [Invoice Number] as said above and add more invoices one by one and finally you will get the total cheque value.

By this way you can create bill to bill cash receipt or bank receipt the corresponding ledger account will be auto loaded instantly without fail.

48. How to create bill to bill settlement payment (cash or bank)?

This facility is used to create Cash Payment (CPAY) or Bank Payment (BPAY) in bill to bill settlement method and also the payment detail will automatically available in the Ledger Account Summary of the suppliers.

What are the key benefits of using this method are as below

- Pending bills will know separately as report
- Cheque or cash details of settled bill as report
- Return bills will know separately as report
- Date wise payment reports

Here we see how to do this easily as below

Go to [Right Menu] and select [Finance Department] as below

and you will see the [Finance Department Menu] as below
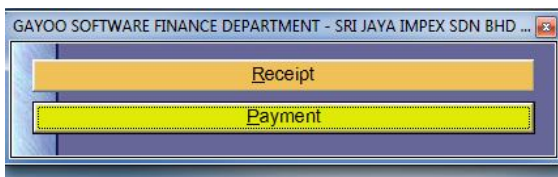
now, choose [Payment] from the menu and press <Enter> or mouse click to open it and display the payment screen as below
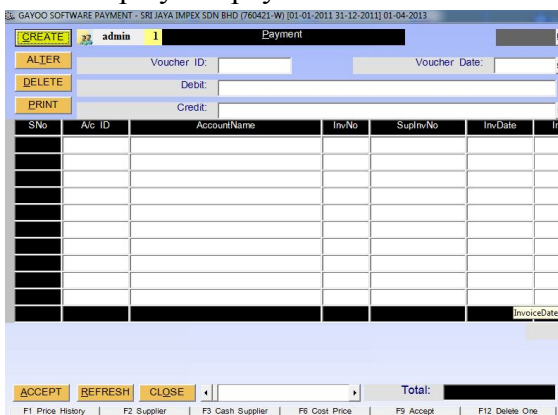
now click [Create] to start the payment creation process as below

Here we discuss little bit about the columns,

- [Serial Number] is the sequence number for how many invoices will be created
- [Account ID] is the sale credit account id used in the application press <Enter> to display the Custom Help Account of sale
- [Account Name] is the sale credit account name retrieved using the account id
- [Supplier Invoice Number] type invoice number manually or press [Enter] to display the Custom Help Voucher as below

it display the information

Invoice Date	Amount	Settled	Pending
29-03-11	1890.00		
21-03-11	1778.00		
22-03-11	1101.50		
25-03-11	1025.40		
15-08-11	559.20		

ID: 50002   Date: 15-04-2

Total   9474.50

Cheque No: 242717   Date: 25-05-201

- o [Year] is the current year of selection
- o [Debit] is to display the credit sale account name
- o [Select] is to select the collection status as
  - ▪ Pending All Vouchers
  - ▪ Settled Vouchers
  - ▪ All Voucher
- o Use +/- to display the Next/Previous year information in single key press
- [Supplier Invoice Number] is the invoice number of supplier even entered in the day book also
- [Invoice Date] is the invoice date entered in the day book also
- [Invoice Amount] is the actual invoice amount
- [Invoice Return Amount] is the invoice return amount against the invoice number
- [Settled Amount] is the already settled sum of amount
- [Amount] is the payment amount paid to supplier

- [Remarks] is the additional information column for the corresponding invoice number
- [Bank Account ID] in case of supplier payment through the cheque you must select the bank account id
- [Bank Account Name] is the account name retrieved using bank account id
- [Cheque Number] is the column for cheque number paid to the supplier
- [Cheque Date] is the column for cheque date paid to the supplier
- [Cheque Date Paid Status] is the column to display the sum of cheque amount paid on that date

If you click <Create> it will focus on the [Voucher   Date]

it focus on the [Voucher Date] type your desire date and press <Enter> to focus on [Debit] as   below

is this Cash Payment use <Space Bar> to select supplier account name using Custom Help   Account   as   below
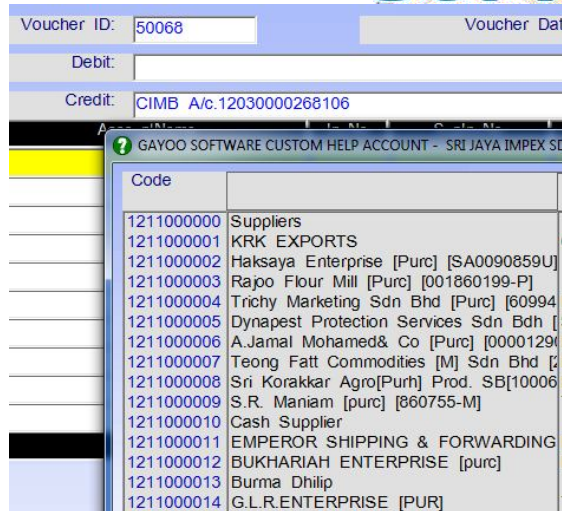
select your desire account name and press <Enter> to focus on the Credit column, here also use <Space Bar> to select desire cash account name or bank account name as below
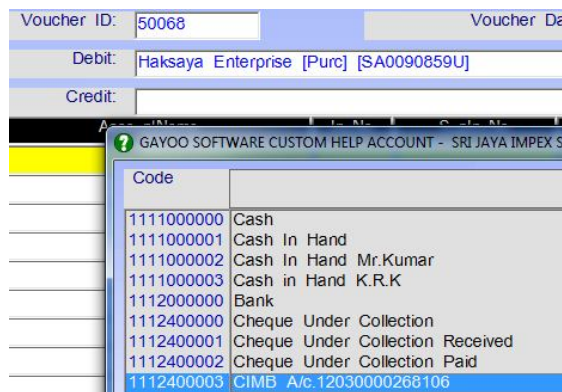
press <Enter> to proceed to next it will focus on the <Serial Number> and press <Enter> then it go to the <Account ID> the default credit purchase account id 3120000002 will be displayed automatically as below

and press <Enter> to select retrieve the credit sale account name as below

then you can type or select [Invoice Number] as said above and add more invoices one by one and finally you will get the total cheque value.

By this way you can create bill to bill cash payment or bank payment the corresponding ledger account will be auto loaded instantly without fail.

49. How to do simple year creation process?

The year creation is the process at the end of financial year of each company essential information will be placed in a new file and the closing balances of stock and debit / credit balances of ledger accounts transferred and the remaining all the transactions will be initiated to zero, what is the real advantages of year creation

- Size of the data files will be reduced
- Speed of the application will be increased
- Each year financial statements will be taken easily

The financial period of the company will be vary from country to country, normally the financial period of india is 1st April 2000 to 31st March 2001 and the financial year of Malaysia is 1st January 2000 to 31st December 2000, during the selection of company and the particular period the voucher date should be between these dates specified as financial period

For example, here we see the current financial year is 01-04-2011 to 31-03-2012

but now the date is 01-04-2012 so it will not allow you go inside.

just open the software and type the starting date of current financial year as below

and press <Enter> up to [Company] in the [Top Menu]

press <Enter> to focus on the [Select] option as below

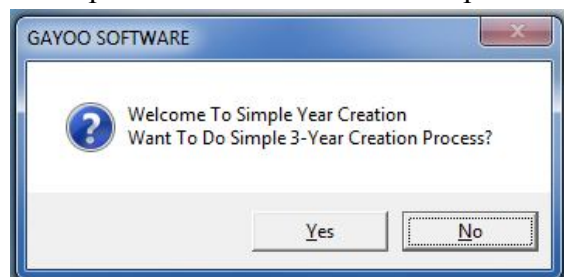then it shows the company name and financial year as below

and press <Enter> it shows a message box

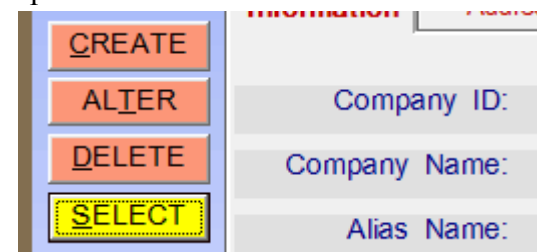saying that the date should be between the financial year and press <Enter> or mouse <Click> it ask you as Want to do year creation process?


then press <Yes> to start the process

it ask want to do simple year creation process if you press <Yes> it automatically increase 365 to the [To] date of current company year and display a message below

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Now,Press <Enter> or Click <OK> The Application Will Close Automatically

OK
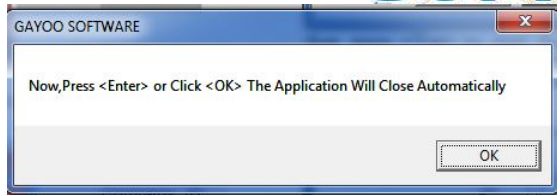
that saying the application will close automatically and the simple year creation process is over.

Then try to open the software and start working the application will work correctly.

50. How to do detailed year creation process?

The year creation is the process at the end of financial year of each company essential information will be placed in a new file and the closing balances of stock and debit / credit balances of ledger accounts transferred and the remaining all the transactions will be initiated to zero, what is the real advantages of year creation

- Size of the data files will be reduced
- Speed of the application will be increased
- Each year financial statements will be taken easily

The financial period of the company will be vary from country to country, normally the financial period of india is 1st April 2000 to 31st March 2001 and the financial year of Malaysia is 1st January 2000 to 31st December 2000, during the selection of company and the particular period the voucher date should be between these dates specified as financial period

For example, here we see the current financial year is 01-04-2011 to 31-03-2012 but now the date is 01-04-2012 so it will not allow you go inside.

just open the software and type the starting date of current financial year as below

and press <Enter> up to [Company] in the [Top   Menu]

press <Enter> to focus on the [Select] option   as   below

then it shows the company name and financial   year   as   below

101	U.S. FRUITS		01-04-2009 31-03-2012

and press <Enter> it shows a message box

saying that the date should be between the financial year and press <Enter> or mouse <Click> it ask you as Want to do year creation process?
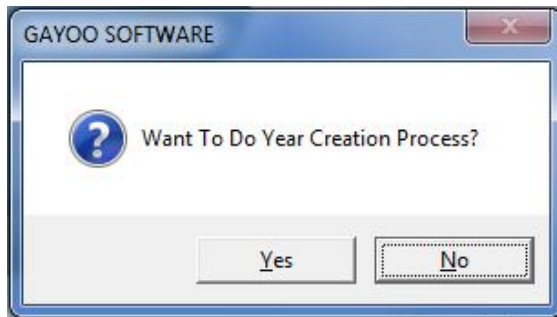
then press <Yes> to start the process

it ask you for the simple year creation process you have to choose <No> then it ask you as below
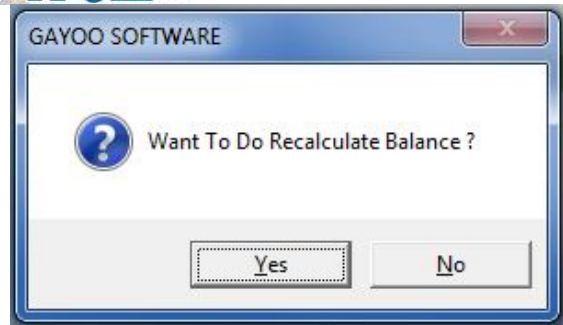
this will recalculate all the account balance once again in case it has any error or missing entry will be replaced automatically. After finish stock calculation it ask the next question as below
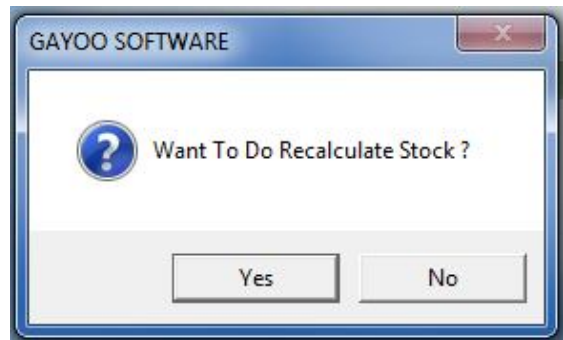
now it ask you to recalculate closing stock for all products which take some more time according to the product you have, please be patient until it finishes all the recalculation work
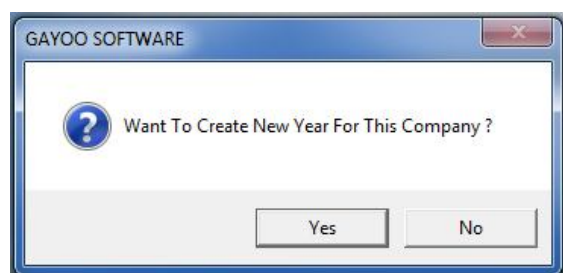
now it ask you want to create new year for this company, you have to choose <Yes>
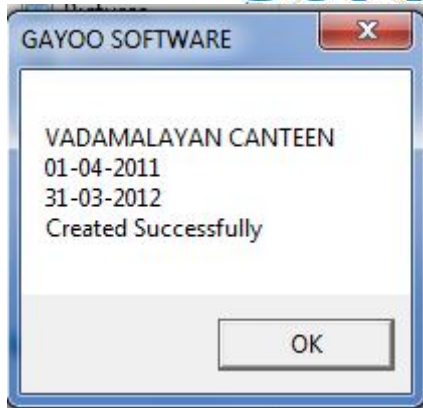
to do it then it says the company creation is successful
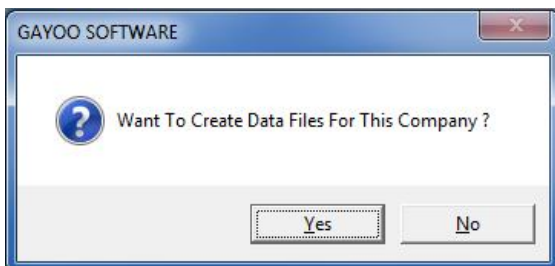
now it ask you, "Want To Create Data Files For This Company ?" you have to choose <Yes> to create new data files,
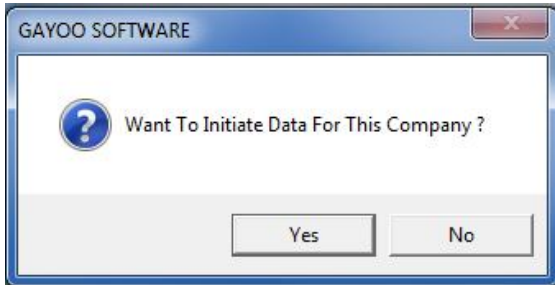
now it ask you "Want To Initiate Date For This Company? You have to press <Yes> to do initiation except Product, Customer, Supplier and General Account Heads
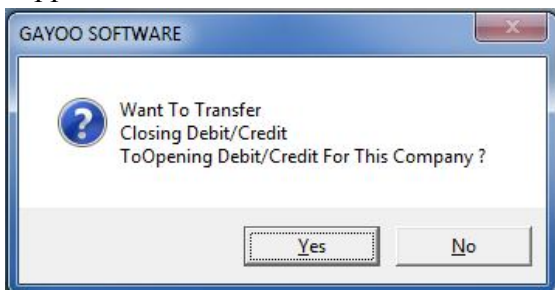
then it ask as "Want to Transfer Closing Debit/Credit to Opening Debit/Credit For

This Company?" you have to choose <Yes> otherwise choose <No>.
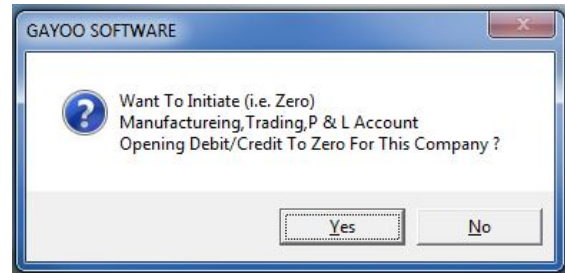
now it ask you as "Want To Initiate (i.e.zero) Manufacturing, Trading, P & L Account Opening Debit/Credit to Zero for this company?" choose <Yes> to do this.

Finally, it says the year creation process over, just close application and open it again as below
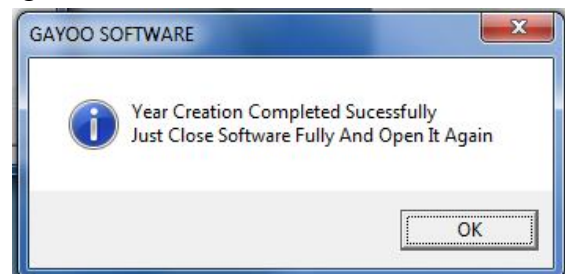
51. How to do year end closing stock process?

In all around the world, the closing stock check process is same, but duration of stocking is depends the nature of the company, some companies are doing yearly or half yearly or quarter yearly or monthly

Here, we see how to do yearly closing stocking procedure,

Open last year company

| 101 | MANIMARAN BAKERY | 01-04-2012 31-03-2013 |
| 101 | MANIMARAN BAKERY | 01-04-2011 31-03-2012 |

and go to [Right Menu] as below

and choose [Stock Management] as above and press <Enter>
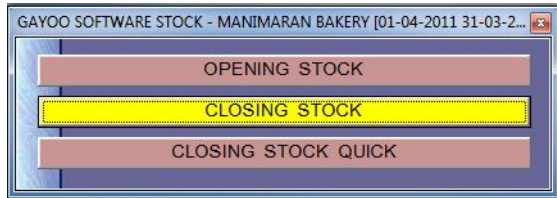
and choose [Closing Stock] from the menu and press <Enter> to show the [Closing Stock] screen as below
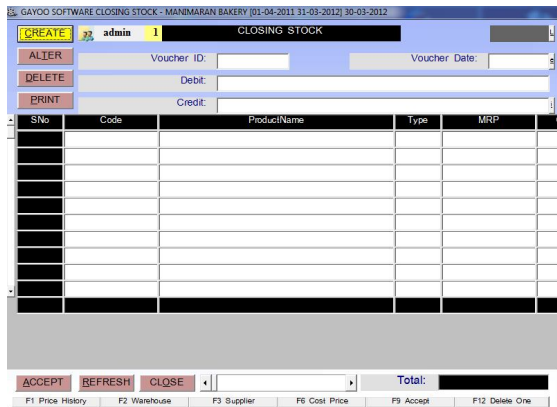
it has several column in the product details let us see what are they,

- [Serial Number] is the sequence number generated for counting
- [Product Code] is code of each product

- [Product Name] is the name of the product
- [Type] is the type of product athat is
  - o RM – Raw Mateiral
  - o FP-Finished Product
  - o PM-Packing Matrial
  - o SF-Semi Finished Product
- [MRP] is Sale Price Maximum also known as Maximum Retail Price of the product
- [Closing Stock] is the current stock in software application
- [Quantity] is the physical stock to be entered manually by the user
- [Closing Stock Difference] is the difference between the [Closing Stock] and the [Quantity]
- [Price] is the cost price of the product
- [Amount] the physical [Quantity] multiplied by the [Price]
- [Sale Price] is the selling price of the product
- [Nett Price] is the sum of basic price + tax

Click <Create> the as usual it displays the starting voucher id screen as below
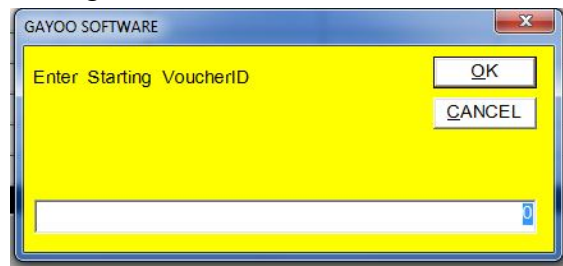
just press <Enter> then it focus on the [Voucher Date] as below
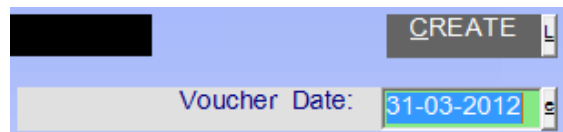
and press <Enter> to go to [Debit] column as below


just press it ask you question as below
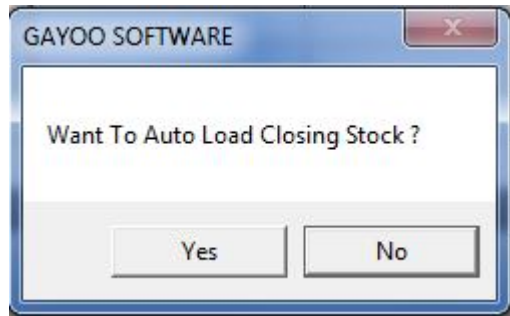
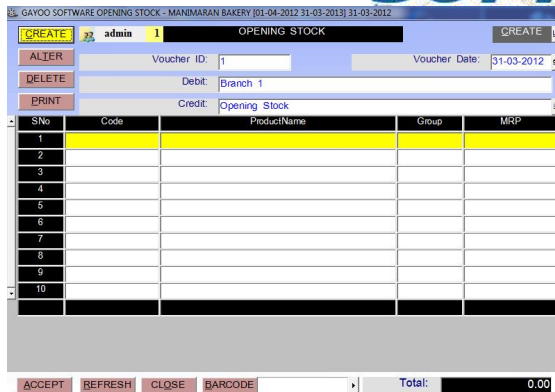"Want To Auto Load Closing Stock?" choose <Yes> to auto load
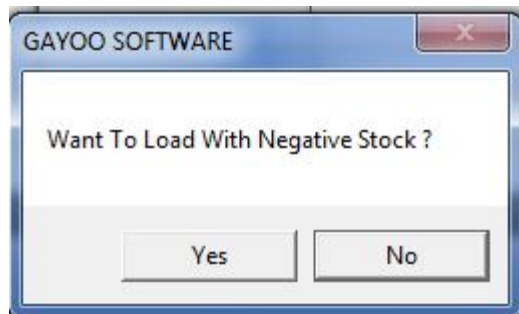
then it ask you "Want To Load With Negative Stock?" for this you have to choose <Yes> then only you will see what will be the problem

now it loads 100 products per voucher in product name alphabetic order with all the information filled, now you to type the actual physical quantity one by one and press <F9> to accept the changes then it display message as below
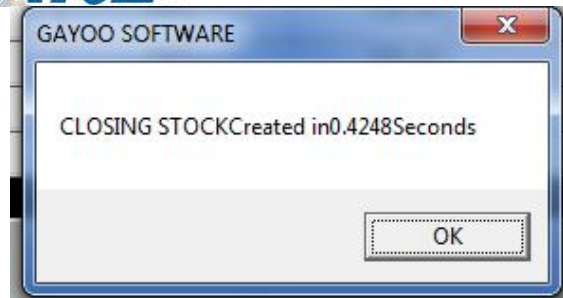
repeat this process for all the products auto load correctly, finally, it display a message as below
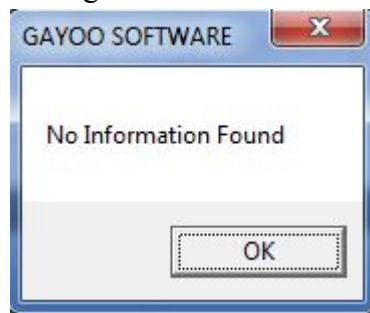
now, all the closing stock will be created successfully.

Now, open the new company year as below

and go to [Right Menu] as below and select [Opening Stock]
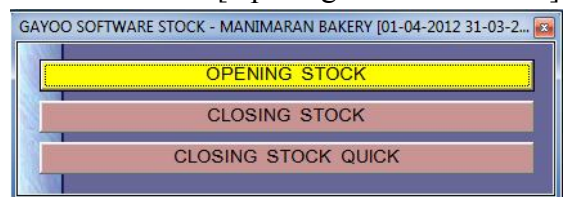
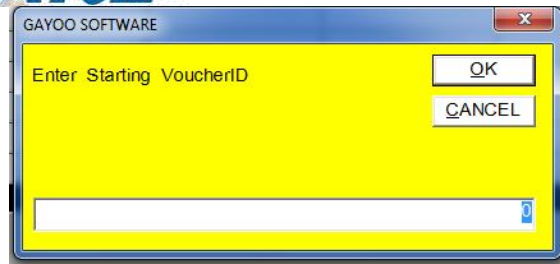and press <Enter> to open it as below

it has several column in the product details let us see what are they,

- [Serial Number] is the sequence number generated for counting
- [Product Code] is code of each product
- [Product Name] is the name of the product
- [Type] is the type of product athat is
  - o RM – Raw Mateiral
  - o FP-Finished Product
  - o PM-Packing Matrial
  - o SF-Semi Finished Product
- [MRP] is Sale Price Maximum also known as Maximum Retail Price of the product
- [Quantity] is the physical stock to be entered manually by the user
- [Price] is the cost price of the product
- [Amount] the physical [Quantity] multiplied by the [Price]
- [Sale Price] is the selling price of the product
- [Nett Price] is the sum of basic price + tax

Click <Create> the as usual it displays the starting voucher id screen as below
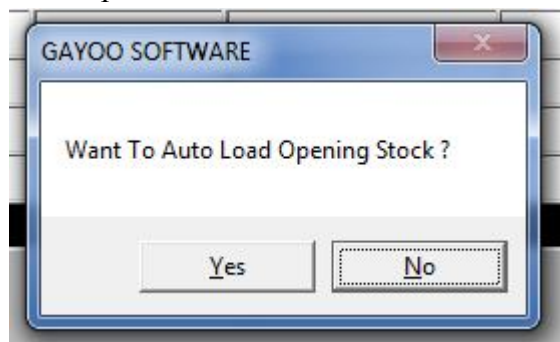

just press <Enter> then it focus on the [Voucher Date] as below
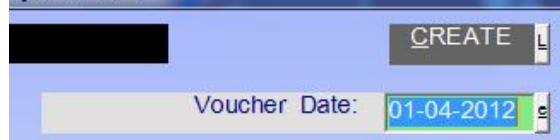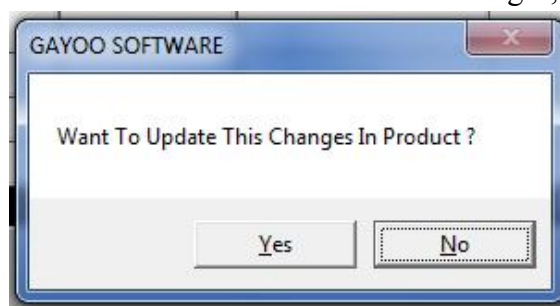

press <Enter> then it go to [Debit] column as below
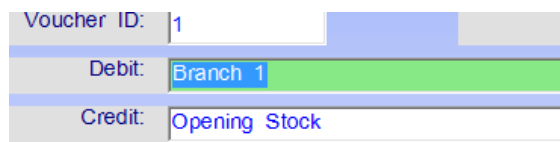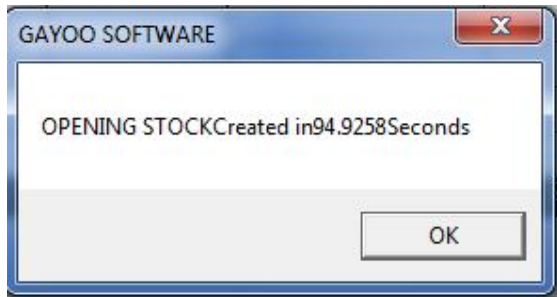

and press <Enter> then it ask

"Want to auto load opening stock ?" you have to select <Yes> to auto load opening stock from last year closing stock entry as opening stock and click <F9> or <Accept> to save changes,

now it ask as "Want to update this changes in product?" if you have made any changes

in Sale Price or product click <Yes> otherwise click <No> then it show as below

repeat this process until all the products finished successfully and you will get the information as below

now, you can check the closing stock of all the product it will be correctly loaded from the previous years closing.

This is easy way stocking all the products in a company to know the actual closing stock value.

52. How to recalculate balance for account?

The recalculate balance is facility to calculate missing sale or purchase / receipt / payment during auto load process or during power failure, for best performance result or accuracy, you must run this end of every day without fail,

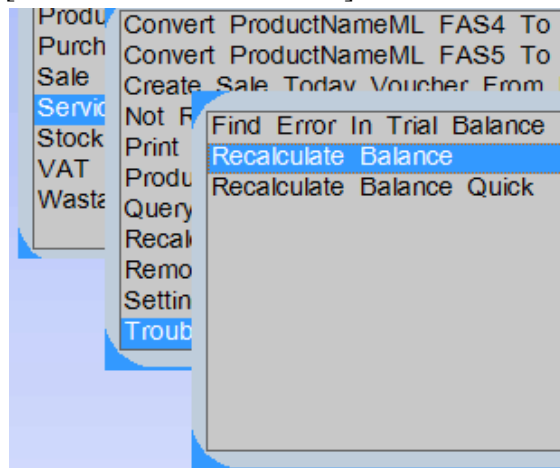here we will explain how to do this, go to [Reports] in the [Top Menu]
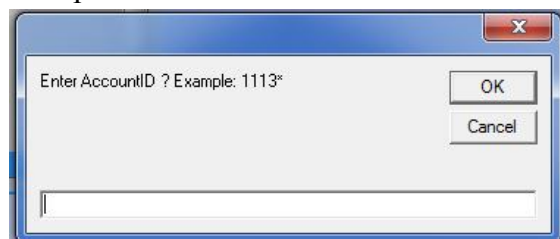

and press <Enter> to open it and go to [Service And Maintenance] as below
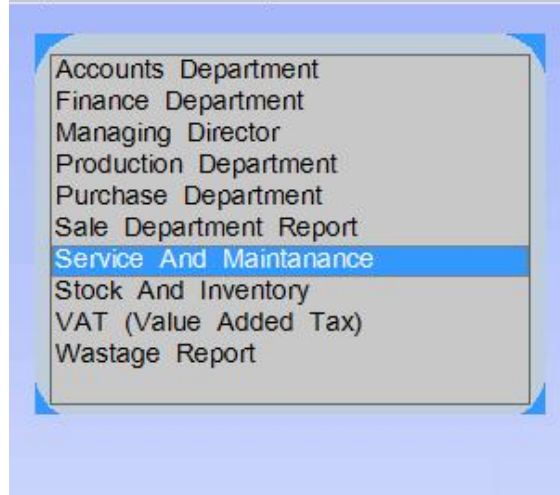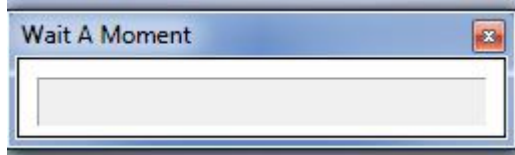

and press <Enter> and choose [Trouble In Balance] and press <Enter> and choose [Trouble In Balance] as below
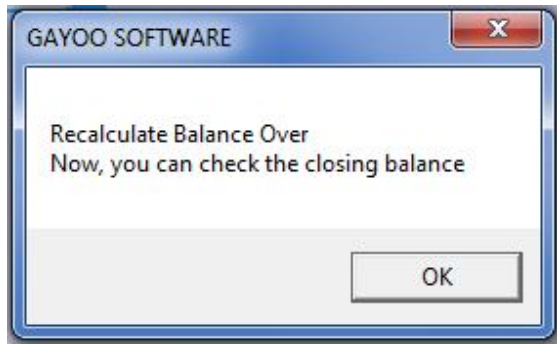

and press <Enter> and ask as below

here you type any starting of account id for Customers example type as 1113 then it calculate only for customers or click <OK> to calculate for all the account then it starts calculating and show the progress bar as below

please wait while until it finish all the account one by one and display the message below

and you can check the balance everything will come correct.

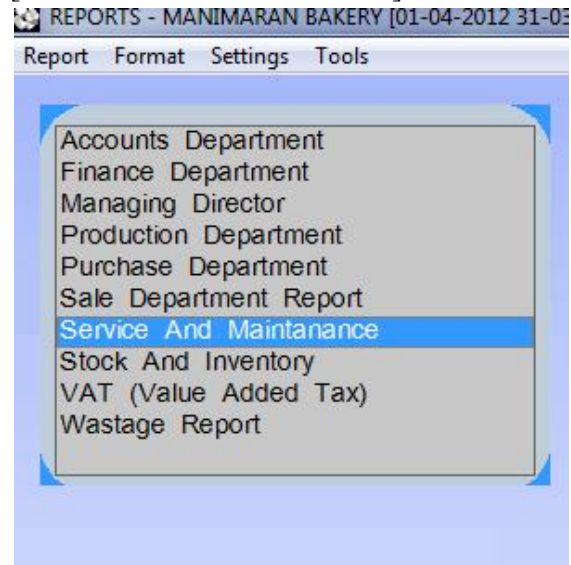# 53. How to recalculate stock for product?

The recalculate stock facility is used to calculate the stock correctly in case of any abnormal termination of application or power failure or system crash, the calculation process will not finish properly

Here, we see how to do this easily step by step. Go to [Top Menu] and select [Reports] as below
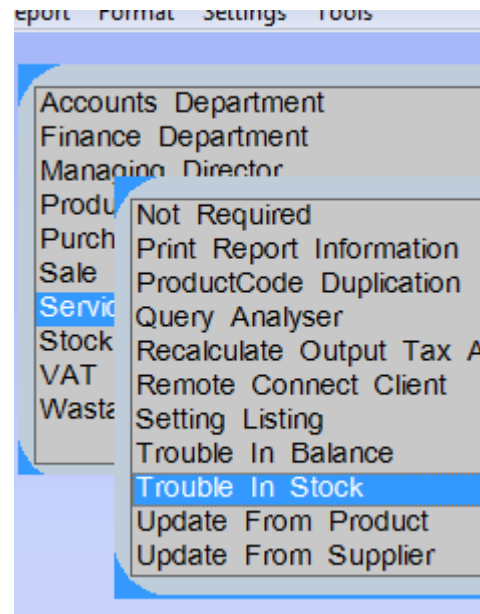

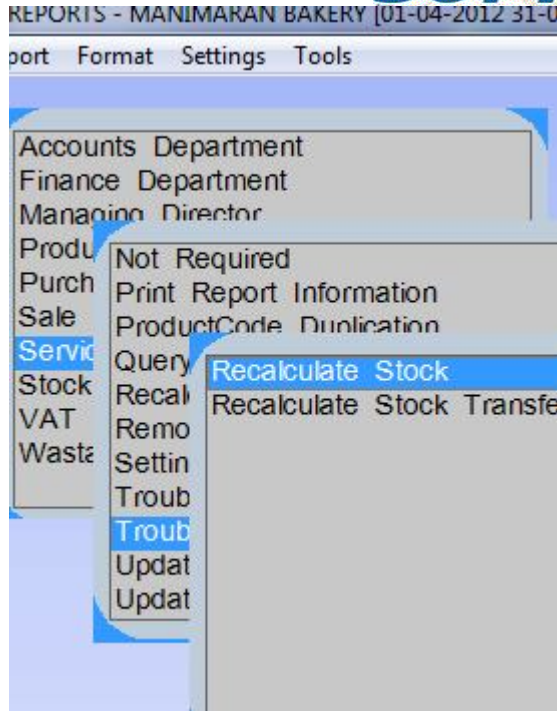and press <Enter> to open it and go to [Service And Maintenance] as below

and press <Enter> and choose <Trouble In Stock> as below

and press <Enter> to select

[Recalculate   Stock]

and it ask as "Want to recalculate for complete product?" choose <Yes> to start calculation process, for every 500 products it will as below

this will protect the application from not responding   error(s).

after finish all the product it will display the above message. Now you can check all the product closing stock will come correct.

54. How to use product match?

This is the option used to arrange similar product as a matching product. For example, our customer asking product a right now there is no stock and we can press a key and tell the customer there is some other product matching the same product; we can recommend the other products quickly
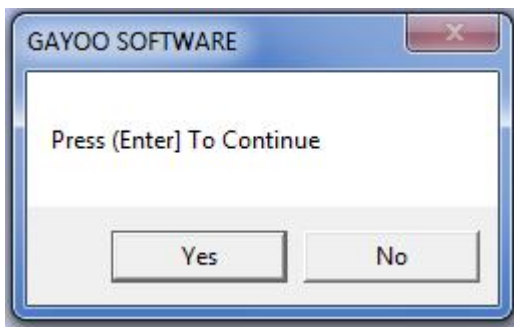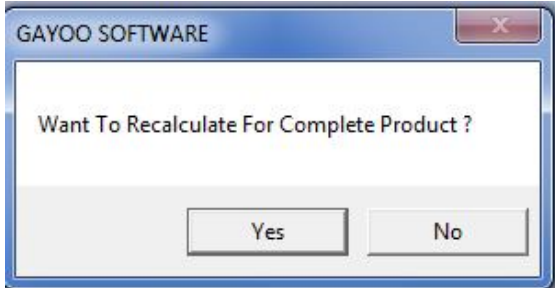
Go   to   bottom   menu   as   below

click <Product Match> it will open the product   match   option   as   below

Here, we explain step by step how to create product match, click <Create> to start the process

this will open the Custom Help Customized alias Product Enquiry as below

first select the raw material Sugar and press <Enter>

and it automatically focus on the [SeialNumber] and press [Enter] to focus on [ProductCode]

and press [Enter] to open [Product Enquiry] as below

select desire finished product and press [Enter] and show below the product information

Code	ID	ProductName
14	14	Sugar 1kg

by this add all the product one by one as below

ProductName	Unit
Sugar 1kg	Pkt
Sugar 250g	Pkt
Sugar 500g	Pkt

and finally press <F9> or click <Accept> to save to changes.
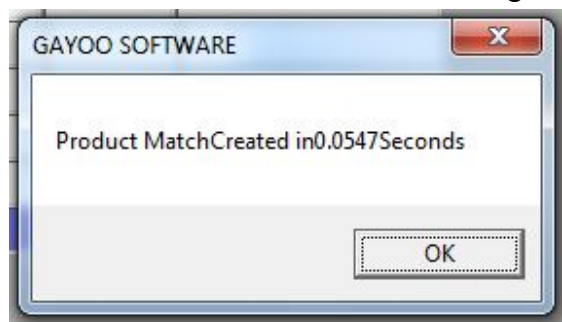
Now, we see how to check the product match, goto <Product Enquiry> from the bottom menu as below

click to open it as below

now click <F4> to open product match as

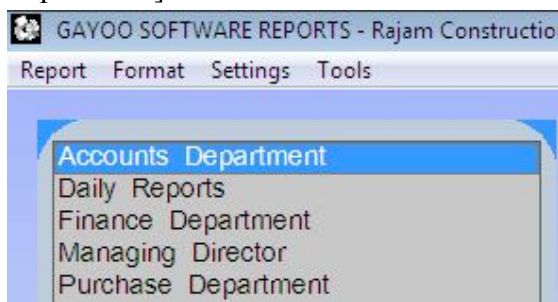we can recommend the desire product to customer with all information as showed.

56.How to See Ledger Account Summary for Account Name ?

The ledger account summary is also known as statement of accounts, to see the report you have to follow the steps one by one as below
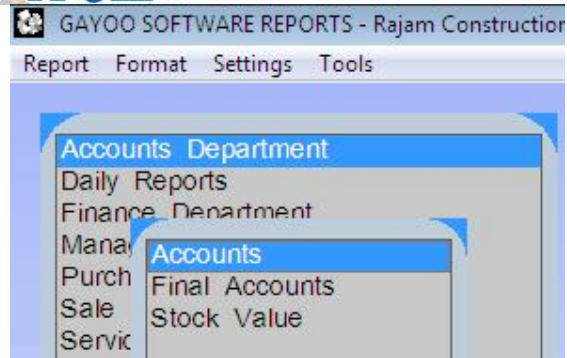
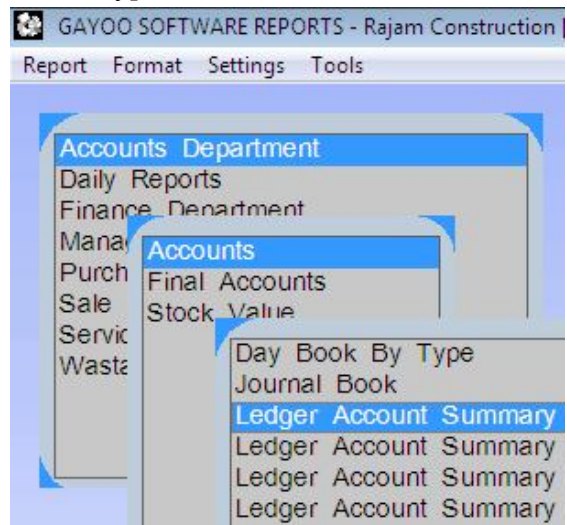Goto [Reports] from the top menu as below

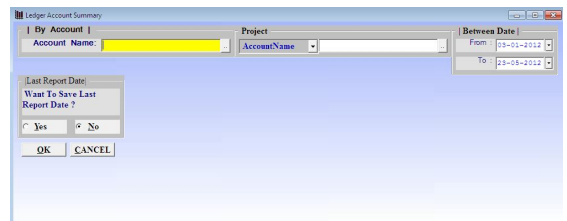From the [Reports] select [Account Department]

and then select [Account]

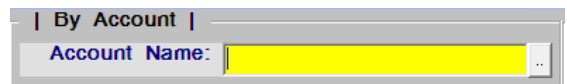and then select [Ledger Account Summary]

and it will show the filter screen as below

and here will explain the selection tags one by one

By Account is the column to select desire account name customer/supplier/expense or any account using <Space Bar>

As below

select your desire account name and press <Enter> then the account code will be automatically placed in the textbox corresponding to account name as below

press <Enter> continuously until it reaches the From/To Date textbox as below and press <Enter> to focus on <OK> button

then you will see the report result as below

It has five columns as below

Date is the exact date of the transaction executed

Type is the nature of transaction as code

- BPAY is Bank PAYment
- BRCP is Bank ReCeiPt
- CPAY is Cash PAYment
- CRCP is Cash ReCeiPt
- PURC is PURChase
- PRTN is Purchase ReTurN
- SALE is SALE
- SRTN is Sale ReTurN
- JRNL is JouRNaL
- DNTE Debit NoTE
- CNTE Credit NoTE

Account Name is consist of account name followed by Project Name in case you have selected project in the daybook transaction.

Debit is the value entered in the debit column

Credit is the value entered in the credit column

The very first line of the report will show automatically the opening debit/credit balance available in the account according to the date selected by you.
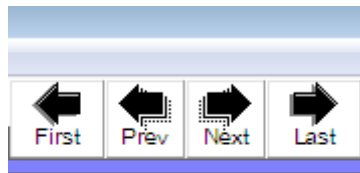
you must watch the right top of the screen to know how many pages are generated

the number before slash (/) is current page number and
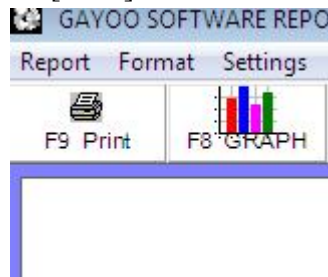
number after slash (/) is total page numbers.

Use <First> <Previous> <Next><Last> button to navigate between report pages as

shown below
press <F9> or Click [Print] button to hard

copy printing
repeat the same process to get ledger account summary for all the account heads created by you.

57.How to use Product KIT ?

The KIT is combination of more than one finished product (FP) or raw material (RM) or semi finished product (SF) is used to perform certain application is called KIT. The KIT used in many industries and will be listed as below

- Furniture Industry
- Spare Parts
- Industrial Equipment
- Medical Laboratory
- Food Industry

- Chemical Laboratory

Here, we will see the best example from the furniture industry,

Example: Dining Table Set

Normally, the dining table set consists of

- Dining Table – 1 no
- Dining Chairs – 4 no's

Here, the dining table and chairs are finished products, this can be sold separately. But the dining table set is logical product physically the product does exist.

For example if we have 10 no's of dining table set in hand, that means 10 no's dining table and 40 no's of dining chairs.

Here, we will see how to achieve this in one by one.

Step-1

Go to Product / Product Management from

the left menu and press Enter or mouse Click to open it as below

select <Finished Product> and press Enter or Mouse Click to open it as below you will see the finished product screen below

Create the following product one by one with your required details

1. Dining Table Set
2. Dining Table
3. Dining Chair

For further details please refer chapter **11**
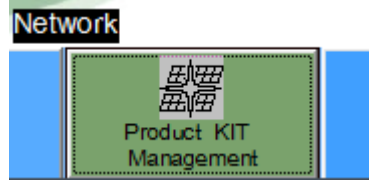
How to create single product?

Step 2

After creating all the products go to the product enquiry type Dining in the product name column you will find the product listed as below
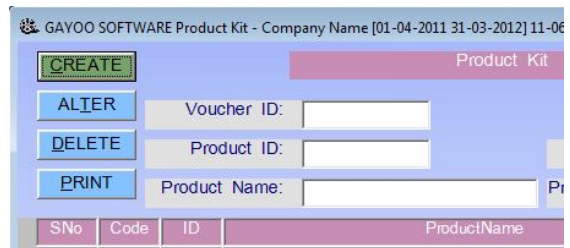

Step 3

Go to bottom menu and select Product KIT or Product KIT Management as below

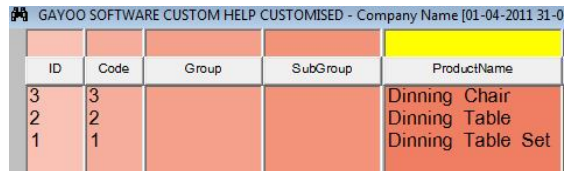press Enter or mouse click to open the Product KIT Management Menu as below
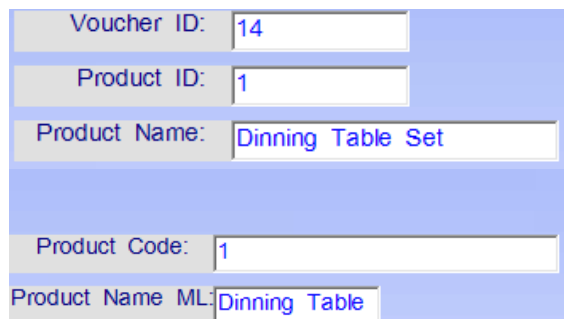

select Product Kit from the menu and press Enter or mouse click to open it as below

now, click [Create] it will shows the Product Enquiry screen as below

Scroll down the cursor and select Dining Table Set and press Enter to get product details as below

and the control will automatically focus on the [Serial Number] text box

SNo	Code	ID	
1			
2			
3			

now press Enter to focus to the Code and type the product code or blank enter to open the Product Enquiry Screen as below

CUSTOMISED - Company Name [01-04-2011 31-0:

SubGroup	ProductName
	Dinning Chair
	Dinning Table
	Dinning Table Set

and select product name Dining Table from the list and press <Enter> to get it to the entry screen and again press <Enter> to retrieve the full information of the product as below

SNo	Code	ID	
1	2	2	Dinning Table
2			

type 1 in the quantity column as below for the Dining Table and press <Enter>

ProductName	Qty	Unit
	1	pce

now press <Enter> continuously until it reaches next line as below

SNo	Code	ID	
1	2	2	Dinning Table
2			
3			

by this way add Dining Chair and put quantity as 4 and press <Enter> continuously until it reaches next line as below

SNo	Code	ID	
1	2	2	Dinning Table
2	3	3	Dinning Chair
3			

ProductName	Qty	Unit
	1	pce
	4	pce

then press <F9> or click <Accept> to save changes and repeat the same process for all the product KIT one by one.

58.How to use Product to KIT ?

This option is used to convert the group of product in to one single product as kit, after that the stock of the product will be decreased according to the quantity in product kit and quantity in product to kit also the product kit quantity will be increased

In this case, if the Dining Table set is ready for 10 no's you have to do the Product to Kit transaction entry for 10 no's then the stock of Dining Table Set will be increased by 10 and the stock of the Dining Table and Dining Chair will be decreased each 10 automatically, if the product kit was not done for Dining Table Set it will not happen.

Let us explain step by step procedure how to do this simply,

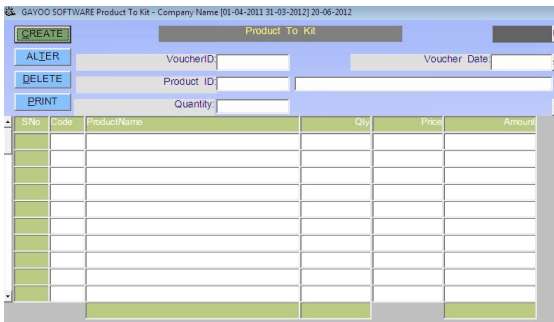Go to Bottom Menu and select Product KIT Management as below
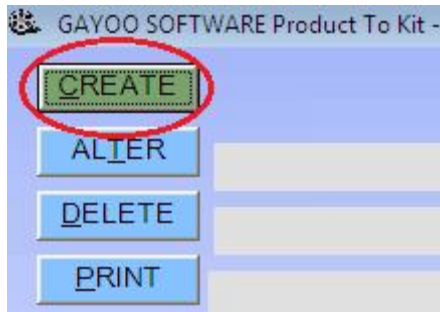
then it will show the Product Kit as below

now click on <Product To Kit> and press <Enter> to open it show the screen as below

now click <Create> to start the creation as

below

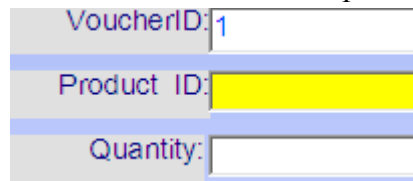now it ask for new voucher id as below

if you have no any previous serial of

information just press <Enter> to proceed

to next.

Then you have to type the correct date in voucher date and press <Enter>

you have to select the name of product kit as below