Reference Guide Contents

1) ***COMPANY:***

After launching Nucleus **Company List** dialog will pop up. To create new company press button **Create New Company** to open **Create new company wizard**.
However **Company List** dialog can also be opened from menu: **Company > Open Company.**

The Company menu has following options:

a) *Open Company*: Allows you to open a created company and create a new company as well.

1. To open a company go to menu **Company > Open Company.**
2. Select a created company and click on **OK** button.
3. Enter the username and password in the **Login dialog**. Nucleus offers a comprehensive password based access control with default login credentials.
   Username: admin
   Password: admin
   However if username/password has been changed then that should be used for login.
4. Click on **OK** button.

- ***Create New Company:*** Provides basic information about the company whose books of accounts are to be maintained.

1. To open a company go to menu **Company > Open Company > Press button Create New Company.**
2. On **New Database Page** enter database name.
   a. **Database Name:** Used to create a folder in data folder. This folder will have all the data files.
3. Click on **Next >** button to create Company Details.
   a. **Name:** Enter the name of the company whose books are being created.
   b. **Print Name:** Print name of the company is created by default. However this can be changed.
   c. **Books From:** This is the date from which company maintains its books. Any entry before this date will not be allowed to be entered.
   d. **State:** Select the appropriate state from the predefined list.
   e. **Contact Person:** Enter name of the contact person.

f. **Address1 and Address2:** Enter Address of the company.
g. **City:** Enter the City Name.
h. **Pin Code:** Specify the PIN Code (Postal Index Number) of the specified address.
i. **Phone:** Enter the Phone Number.
j. **Mobile:** Enter the Mobile Number of the company.
k. **Fax:** Enter the Fax Number of the company.
l. **Email:** Enter valid Email address that will be used to email documents, reports and data from Nucleus.
m. **Web link:** Enter the web site address of the company.
n. **TIN:** Enter the TIN (Tax-Payer Identification Number) which is used to identify dealers registered under VAT.
o. **Central Sale Tax:** Enter the Central Sale Tax (CST) number.
p. **Service Tax:** Enter the Service Tax.
q. **PAN:** Enter valid PAN (Permanent Account Number).
r. **Description:** Enter any details or description related to the company.
s. **Licence No.:** Enter Licence No. If any.
t. **Licence Expiry Date:** Enter expiry date of the Licence. If you set this date Nucleus will give you a reminder to renew the licence. By default it will give you reminder one month before the date of expiry however you can change the date of reminder as per requirements.

4. Click on **Next >** button to set Tax Configuration.

a. Select the **number of copies** required while printing sale invoices.
b. Nucleus provides some default taxes for the Company. Either you can select required taxes from predefined list or create taxes later as well.
c. Check **surcharge on VAT @10%** if required. If any tax is created then 10% VAT will be charged on the taxes.

5. If the state selected is Punjab then click on **Next >** button to select a trade for your company otherwise press **Finish** button.

In the **Company List**, you will get the created company. To Open follow Open Company Steps.

b) *Edit Company:* Allows you to edit or modify Company Information.

c) *Exit*: To close Nucleus select Exit.

2) Master:

The Master menu has following options:

a) *Ledger:*

1. To open ledger view, go to menu **Master > Ledger.**

There are some **pre-defined ledgers** available with different Ledger Groups. Opening Balance, Opening Stock, Profit & Loss A/c ledgers are created under the Ledger Group Primary. You cannot delete or edit these ledgers.

2. To create new Ledger: Click on toolbar button **New.**

There are four tabs in the ledger dialog.

a) Info Tab: Info tab contains Ledger Details.

a. **Ledger Name:** Enter the Ledger Name. Nucleus does not allow the entry of duplicate names.

b. **Print Name:** Print name of the ledger is created by default. However this can be changed.

c. **Ledger Group:** Select the Ledger Group from the list of Ledger Groups under which the Ledger is to be created. Selected default Ledger Group is Sundry Debtors. However you can create new ledger group by using '**New'** button in dialog or using Ctrl + Space shortcut key.

d. **Opening Balance:** Enter the Opening Balance of the Ledger.

e. **Dr or Cr:** Specify whether the Opening Balance is Debit or Credit.

f. **Description:** Enter any details or description related to the ledger.

g. **Bank A/C No.:** Enter the Bank Account Number of the Ledger.

h. **Bank Name:** Enter the Bank Name of which account number is provided.

i. **Branch Name:** Enter the Branch Name of the bank.

j. **IFSC Code:** Enter the IFSC (Indian Financial System Code) of the bank.

k. **TIN:** Enter the TIN (Tax-Payer Identification Number) which is used to identify ledger registered under VAT.

l. **CST Number:** Enter the Central Sale Tax (CST) Number of the ledger.

m. **Service Tax Number:** Enter the Service Tax Number of the ledger.

n. **PAN Number:** Enter valid PAN (Permanent Account Number) of the ledger.

o. **Dr/Cr Limit (Days):** Enter the Dr/Cr Limit (Days).

p. **Profit Share:** Enter the profit share only applicable to ledger of capital account ledger group.
q. **Address:** Enter the Address of the Ledger.
r. **City:** Select the City of the ledger from the list.
s. **Mobile:** Enter the mobile number of the ledger.
t. **Alternate No. 1 and Alternate No. 2:** Enter the alternate phone numbers.
u. **Fax:** Enter the fax Number of the ledger.
v. **Email:** Enter valid Email address of the ledger that will be used to email documents, reports and data from Nucleus.
w. **Web link:** Enter the web site address of the ledger.
x. **D.O.B.:** Select the Date of Birth of the ledger.
y. **Anniversary:** Select date of an anniversary of the ledger.

b) Address Tab: It is used to maintain multiple addresses of a ledger.

a. Click on **New** button to create a new Ledger Address.
b. Click on **Edit** button to edit or modify selected Ledger Address.
c. Click on **Delete** button to delete selected Ledger Address.

c) Image Tab: There are three buttons in the image tab of ledger dialog.

a. **Browse:** Click on the Browse button to browse the image from any folder.
b. **Webcam:** To capture an image from webcam click on the webcam button.
c. **Remove:** To remove the image click on the Remove button.

Address and Image Tab will not show Ledgers of Cash-in-hand, Direct-Indirect Expenses and Income Ledger Groups.

d) Discount Tab:

a. **Item Group:** Select Item Group on which discount will be applicable.
b. **Discount (%):** Enter the value of discount (%).

Click on **Add** button. You cannot add duplicate discount of item group for same ledger.

NOTE: Discount is applicable for only ledger of Sundry Debtors and Sundry Creditors ledger Group.

d) Billing Group Tab:

To visible Billing Group Tab in ledger dialog, go to **Setup > Configuration > Tax Setting >** Click on check box **'Enable Custom Billing Group'.**

a. **Classification:** Select the billing classification from the list.
b. **Billing Group:** Check the check box of the billing group.

After adding details, click on **OK** or **Apply** button.

3. Click on toolbar button **Edit** to edit or modify selected ledger.

4. Click on the toolbar button **Delete** to delete selected ledger.

5. Click on the toolbar button **Print** to print the list of ledger details.
To see preview before printing go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**
You can email the ledger report and save as PDF and Excel.

b) Contact:

1. To open contact view, go to **Master > Contact.**
2. To create new Contact: Click on the toolbar button **New**.
There are two tabs in the contact dialog.
a) Info Tab: Info Tab contains contact details.
a. **Name:** Enter name of contact. Nucleus does not allow duplicate names.
b. **Contact Person:** Enter the name of the contact person.
c. **Address:** Enter the Address of the Contact.
d. **City:** Select the City.
e. **Mobile:** Enter the mobile number.
f. **Alternate No.1 and Alternate No.2:** Enter the Alternate Numbers.
g. **Fax:** Enter the Fax Number.
h. **Email id:** Enter valid Email address that will be used to Email documents, reports and data from Nucleus.
i. **Web Link:** Enter the web site address.
j. **D.O.B.:** Select the Date of Birth.
k. **Anniversary:** Select date of an anniversary.

l. **Bank A/C No.:** Enter the Bank Account Number.
m. **IFSC Code:** Enter the IFSC (Indian Financial System Code).
n. **Bank Name:** Enter the Bank Name.
o. **Branch Name:** Enter the Branch Name.
p. **Description:** Enter any details or description related to the contact.

This image file can be attached to a contact.

b) Address Tab: It is used to maintain Ledger or Contact Addresses.

a. Click on **New** button to create Ledger Address.
b. Click on **Edit** button to edit or modify selected Ledger Address.
c. Click on **Delete** button to delete selected Ledger Address.

After adding details, click on **OK or Apply** button.

3. Click on toolbar button **Edit** to edit or modify selected contact.

4. Click on toolbar button **Delete** to delete selected contact.

5. Click on toolbar button **Print** to print the list of contact details.

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**
You can email the contact report and save as PDF and Excel.

c) ***Item:***

1. To open item view, go to menu **Master > Item.**
2. To create new Item: Click on toolbar button **New**.

a. **Name:** Enter the name of an Item.
b. **Product Code:** Product Code of an item is created by default. However this can be changed.
c. **Unit:** Select a unit of the item either from predefined list. You can create a new unit by pressing New button.
d. **Manufacturer:** Select manufacturer of the item.
e. **Item Group:** Select an item group of the item.
f. **M.R.P:** Enter M.R.P. of the item.
g. **Selling Price:** Enter the selling price for the item.
h. **Opening Rate:** Enter the opening rate of the item.
i. **Opening Stock:** Opening Stock of the item available on the date of creation (if any).
j. **Minimum Stock:** Enter the minimum stock availability of the item.

k. **Maximum Stock:** Enter the maximum stock availability of the item.

l. **Shelf:** Enter the shelf number of the item.

To enable or disable shelf field in item, go to **Setup > Configuration > Inventory Setting >** Click on check box **'Enable Shelf Number'.**

m. **Stock Location:** Select a Stock Location where item's stock will be stored.

To enable or disable stock location field in item, go to **Setup > Configuration > Inventory Setting >** Click on check box **'Enable Stock Location'.**

n. **Tax Class:** Select a Tax Class.

o. **Sale Account:** Select the Sale Account Ledger.

p. **Purchase Account:** Select the Purchase Account Ledger.

q. **Attribute Group:** Select the attribute group.

r. **Trade:** Select the trade of item.

s. **Commodity:** Select the commodity related to trade.

To enable or disable trade and commodity field in item, go to **Setup > Configuration > Inventory Setting >** Click on check box **'Use Trade And Commodity In Item'.**

t. **Use Batch Number:** It is used to apply batch number to the item.

To enable or disable batch in item, go to **Setup > Configuration > Inventory Setting >** Click on check box **'Enable Item Batch'.**

u. **Description:** Enter any details or description related to the item.

After adding details, click on **OK** or **Apply** button.

3. Click on toolbar button **Edit** to edit or modify selected item.

4. Click on toolbar button **Delete** to delete selected item.

5. Click on toolbar button **Print** to print the list of item details.

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**
You can email the item report and save as PDF and Excel.

d) Service:

1. To open service view, go to menu **Master > Service.**

2. To create new Service: Click on toolbar button **New**.

a. **Name:** Enter name of a service. Nucleus does not allow duplicate names.

b. **Ledger:** Select the predefined Sale Account ledger or create new ledger using New button.

c. **Tax Class:** Select the tax class to add different taxes on service.

d. **Rate:** Enter the rate for the service.

e. **Description:** Enter any details or description related to the service.

After adding details, click on **OK** or **Apply** button.

3. Click on toolbar button **Edit** to edit or modify selected service.

4. Click on toolbar button **Delete** to delete selected service.

5. Click on toolbar button **Print** to print the list of service details.

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**

You can email the service report and save as PDF and Excel.

e) Ledger Group:

1. To open ledger group view, go to menu **Master > Ledger Group.** There are some **pre-defined ledger groups** available with their type. Nucleus does not allow editing and deleting predefined ledger groups.

2. To create new Ledger Group: Click on toolbar button **New.**

a. **Name:** Enter name of a ledger group. Nucleus does not allow the entry of duplicate names.

b. **Type:** Select the type from the predefined list.

c. **Include In Payable and Receivable:** It is used to show payable and receivable ledger groups in Outstanding report.

d. **Description:** Enter any details or description related to the ledger group.

After adding details, click on **OK or Apply** button.

3. Click on toolbar button **Edit** to edit or modify selected ledger group.

4. Click on toolbar button **Delete** to delete selected ledger group.

5. Click on toolbar button **Print** to print the list of ledger group details.

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**

You can email the ledger group report and save as PDF and Excel.

f) Item Group:

1. To open item group view, go to menu **Master > Item Group.** There is pre-defined **Default** item group available.

2. To create new Item Group: Click on toolbar button **New.**
   a. **Name:** Enter name of an item group. Nucleus does not allow duplicate names.
   b. **Description:** Enter any details or description related to the item group.

After adding details, click on **OK or Apply** button.

3. Click on toolbar button **Edit** to edit or modify selected item group.

4. Click on toolbar button **Delete** to delete selected item group.

5. Click on toolbar button **Print** to print the list of item group details.

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**

You can email the item group report and save as PDF and Excel.

g) Cheque Book:

1. To open cheque book view, go to menu **Master > Cheque Book.**
2. To create new Cheque Book: Click on toolbar button **New.**
   a. **Ledger:** Select the ledger from list. This field only shows the created ledgers whose ledger group is Bank Accounts, Bank OCC A/c and Bank OD A/c.
   b. **Cheque No. From:** Enter the Cheque No. of first check in the cheque book.
   c. **Cheque No. To:** Enter the Cheque No. of last cheque in the cheque book.
   d. **Cheque Print Setting:** Select cheque print setting. Default setting will be CST 2010. You can create new setting by using Ctrl + Space key.

After adding details, click on **OK or Apply** button.

- **Ledger combo:** Select the ledger to create edit/view or delete its cheque books details.

3. Click on toolbar button **Edit** to edit or modify selected cheque book. Nucleus does not allow changing the selection of ledger.

4. Click on toolbar button **Delete** to delete selected cheque book.

5. Click on toolbar button **Print** to print the list of cheque book details.

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.** You can email the cheque book report and save as PDF and Excel.

h) Cheque Print Setting:

1. To open the cheque print setting view, go to menu Master > Cheque Print Setting.
There is pre-defined **Cheque Print Setting 'CTS2010'** available with details.

2. To create new Cheque Print Setting: Click on toolbar button **New.**

a. **Name:** Enter name of cheque print setting. Nucleus does not allow duplicate names.

Table of cheque print setting contains the list of different settings with its predefined Top position, Left Position, Font Size.

b. **Use boxes in date:** Select check box to use boxes in date.

c. **Date box width (mm):** Enter width of box in mm unit.

d. **Signatory Text:** Enter the signatory text to show in cheque.

After adding details, click on **OK or Apply** button.

3. Click on toolbar button **Edit** to edit or modify selected cheque print setting. Nucleus does not allow modifying default cheque print setting measurements of **'CTS2010'**.

4. Click on toolbar button **Delete** to delete selected cheque print setting. Nucleus does not allow deleting default cheque print setting **'CTS2010'**.

i) Other Charges/Discount:

1. To open the Other Charges/Discount view, go to menu **Master > Other Charges/Discount.**
There is pre-defined **Cash Discount** available with different details.

2. To create new Other Charges/Discount: Click on toolbar button **New.**

a. **Name:** Enter name of other charges/discount. Nucleus does not allow duplicate names.
b. **Type:** Select the type from defined types i.e. Fixed and Percent.
c. **Value:** Enter valid value of charge/discount.
d. **Ledger:** Select Ledger from list. This field only shows the ledgers whose ledger group type is income and expenses.
e. **Description:** Enter any details or description related to the other charges/discount.

After adding details, click on **OK or Apply** button.

3. Click on toolbar button **Edit** to edit or modify selected other charges/discount.

4. Click on toolbar button **Delete** to delete selected other charges/discount.

5. Click on toolbar button **Print** to print the list of **other charges/discounts.**

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.** You can email the other charges/discount report and/or save as PDF and Excel.

j) Item Scheme:

1. To open Item Scheme view, go to menu **Master > Item Scheme.**
2. To create new Item Scheme: Click on toolbar button **New.**
   a. **Item:** Select the item from list.
   b. **Scheme Type:** Select the scheme type from defined types i.e. Product and Discount.
   c. **Valid From:** Select date of item scheme starts from.
   d. **Valid To:** Select date of item scheme valid to.
   e. **Quantity:** Enter the quantity.
   f. **Free Item:** Select the free item which will be applicable only for Product scheme type. This field will be disabled for scheme type Discount.
   g. **Free Quantity:** Enter the free quantity of the free item for only scheme type Product. Label will show unit of selected item on selection of free item.
   h. **Value (%):** Enter the value (%) of the item for only scheme type Discount.

After adding details, click on **OK or Apply** button.

❖ **Item combo:** Select the item to create edit/view or delete its item scheme details.

3. Click on toolbar button **Edit** to edit or modify selected item scheme.

4. Click on toolbar button **Delete** to delete selected item scheme.

5. Click on toolbar button **Print** to print the list of item scheme details.

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**

You can email the item scheme report and save as PDF and Excel.

k) Item Batch:

1. To open item batch view, go to menu **Master > Item Batch.**
2. To create new Item Batch: Click on toolbar button **New.**
   a. **Item:** Select the item from the list. Item should allow using batch number.
   b. **Name:** Enter name of an item batch. Nucleus does not allow duplicate names.
   c. **Mfg. Date:** Select the manufacturing date of an item.
   d. **Expiry Date:** Select the expiry date of an item.

After adding details, click on **OK or Apply** button.

❖ **Item combo:** Select the item to create edit/view or delete its item batch details.

3. Click on toolbar button **Edit** to edit or modify selected item batch. You can't modify selection of an item.

4. Click on toolbar button **Delete** to delete selected item batch.

l) Unit:

1. To open unit view, go to menu **Master > Unit.**

There are some **pre-defined units** available i.e. Kg, Ltr, Mtr, Pc.

2. To create new Unit: Click on toolbar button **New.**
   a. **Name:** Enter name of a unit. Nucleus does not allow duplicate names.
   b. **Parent:** Select Parent unit of entered unit.
   E.g. Doz (Dozen) of 12 Pcs (Pc is parent unit).

c. **Factor:** Enter factor of the unit.
d. **Description:** Enter any details or description related to the unit.

After adding details, click on **OK or Apply** button.

3. Click on toolbar button **Edit** to edit or modify selected unit.

You can't edit or modify Parent unit for all selected unit and Factor for the predefined units.

4. Click on toolbar button **Delete** to delete selected unit.

5. Click on toolbar button **Print** to print the list of unit details.

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**

You can email the unit report and save as PDF and Excel.

m) Manufacturer:

1. To open manufacturer view, go to menu **Master > Manufacturer.**
2. To create new Manufacturer: Click on toolbar button **New.**
   a. **Name:** Enter name of a manufacturer. Nucleus does not allow duplicate names.
   b. **Description:** Enter any details or description related to the manufacturer.

After adding details, click on **OK or Apply** button.

3. Click on toolbar button **Edit** to edit or modify selected manufacturer.

4. Click on toolbar button **Delete** to delete selected manufacturer.

5. Click on toolbar button **Print** to print the list of manufacturer details.

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**

You can email the manufacturer report and save as PDF and Excel.

n) Tax:

1. To open tax view, go to menu **Master > Tax.**

There are some **pre-defined taxes** available i.e. CST 2% and Surcharge.

2. To create new Tax: Click on toolbar button **New.**

a. **Name:** Enter name of a tax. Nucleus does not allow duplicate names.
b. **Value (%):** Enter the value of tax.
c. **Ledger (Sale):** Select Ledger (Sale) from list. This field only shows the ledgers whose ledger group type is Duties and Taxes.
d. **Ledger (Purchase):** Select Ledger (Purchase) from list. This field only shows the ledgers whose ledger group type is Duties and Taxes.
e. **Description:** Enter any details or description related to the tax.
f. **Use this tax as "Tax on Tax":** Check this for taxes like Surcharge and Education Cess. You can't create corresponding tax class.
g. **Create corresponding tax class:** Check this to create new tax class corresponding to tax.
h. **Add tax on this:** shows taxes used as 'Tax on Tax'.

After adding details, click on **OK or Apply** button.

3. Click on toolbar button **Edit** to edit or modify selected tax.

4. Click on toolbar button **Delete** to delete selected tax.

5. Click on toolbar button **Print** to print the list of tax details.

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.** You can email the tax report and save as PDF and Excel.

o) Billing Group:

To enable custom billing group menu in master, go to **Setup > Configuration > Tax Setting >** Click on check box **'Enable Custom Billing Group'.**

1. To open billing group view, go to menu **Master > Billing Group.** There are some **pre-defined billing groups** available with details.

2. To create new Billing Group: Click on toolbar button **New.**
a. **Name:** Enter name of a billing group. Nucleus does not allow duplicate names.

b. **Description:** Enter any details or description related to the billing group.

c. **Maintain Separate Book:** It maintains the separate book with new voucher numbers for given billing group.

d. **Automatic Voucher Generation:** It generates automatic voucher.

e. **Allow Duplicate Voucher:** It allows generating duplicate voucher.

f. **Main Tab:**

1) Transaction Type: Select the transaction type of the billing group.

2) Billing Classification: Select the billing classification of the billing group.

3) Attribute Group: Select the attribute group.

g. **Print Configuration Tab:**

1) Title: Enter the name.

2) Subtitle: Enter the subtitle.

You can edit and delete print configuration.

After adding details, click on **OK or Apply** button.

3. Click on toolbar button **Edit** to edit or modify selected billing group.

4. Click on toolbar button **Delete** to delete selected billing group.

5. Click on toolbar button **Print** to print the list of billing group details.

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.** You can email the billing group report and save as PDF and Excel.

p) Tax Class:

1. To open tax class view, go to menu **Master > Tax Class.** There are some **pre-defined tax class** available with details.

2. To create new Tax Class: Click on toolbar button **New.**

a. **Name:** Enter name of a tax class. Nucleus does not allow duplicate names.

b. **Description:** Enter any details or description related to the tax class.

To add applicable taxes in tax class > Click on **Add** button.

c. **Classification:** Select Billing Classification from the list.

d. **Billing Group:** Select Billing Group from the list. This list will show according to selection of billing classification.

e. **Tax Group:** Select Tax Group from the list. This list will be shown according to selection of billing group.

After adding taxes in the tax list, click on **OK or Apply** buttons.

3. Click on toolbar button **Edit** to edit or modify selected tax class.

4. Click on toolbar button **Delete** to delete selected tax class.

5. Click on toolbar button **Print** to print the list of tax class details.

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**

You can email the tax class report and save as PDF and Excel.

q) Tax Group:

1. To open tax group view, go to menu **Master > Tax Group.**

There are some **pre-defined tax group** available with details i.e. CST 2% and tax free.

2. To create new Tax Group: Click on toolbar button **New.**

a. **Name:** Enter name of a tax group. Nucleus does not allow duplicate names.

b. **Description:** Enter any details or description related to the tax group.

c. **Taxes:** Select the taxes applicable on tax group.

After adding details, click on **OK or Apply** button.

3. Click on toolbar button **Edit** to edit or modify selected tax group.

4. Click on toolbar button **Delete** to delete selected tax group.

5. Click on toolbar button **Print** to print the list of tax group details.

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**

You can email the tax group report and save as PDF and Excel.

r) Area:

1) Country:

1. To open country view, go to menu **Master > Area > Country.**

There is **pre-defined country** available i.e. India.

2. To create new Country: Click on toolbar button **New.**
   a. **Name:** Enter name of a country. Nucleus does not allow duplicate names.
   b. **Description:** Enter any details or description related to the country.

After adding details, click on **OK or Apply** button.

3. Click on toolbar button **Edit** to edit or modify selected country.

4. Click on toolbar button **Delete** to delete selected country.

5. Click on toolbar button **Print** to print the list of country details.

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**

You can email the country report and save as PDF and Excel.

2) State:

1. To open state view, go to menu **Master > Area > State.**

There are **pre-defined list of states** available for country India.

2. To create new State: Click on toolbar button **New.**
   a. **Country:** Select the country name from the list.
   b. **Name:** Enter name of a state. Nucleus does not allow duplicate names.
   c. **Description:** Enter any details or description related to the state.

After adding details, click on **OK or Apply** button.

- **Country combo:** Select the country to see the list of states in that country.

3. Click on toolbar button **Edit** to edit or modify selected state. Country combo viewer will be disabled while editing selected state.

4. Click on toolbar button **Delete** to delete selected state.

5. Click on toolbar button **Print** to print the list of state details.
To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**
You can email the state report and save as PDF and Excel.

3) <u>District:</u>

1. To open district view, go to menu **Master > Area > District.**
There are **pre-defined list of districts** available for state Punjab.
2. To create new District: Click on toolbar button **New.**
   a. **Country:** Select the country name from the list.
   b. **State:** Select the state name from the list.
   c. **Name:** Enter name of a district. Nucleus does not allow duplicate names.
   d. **Description:** Enter any details or description related to the district.

After adding details, click on **OK or Apply** button.

- **Country Combo:** Select the country name to see the list of states in that country.

- **State Combo:** Select the state name to see the list of districts in that state.

3. Click on toolbar button **Edit** to edit or modify selected district. Country and State combo viewer will be disabled while editing selected district.

4. Click on toolbar button **Delete** to delete selected district.

5. Click on toolbar button **Print** to print the list of district details.
To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**

You can email the district report and save as PDF and Excel.

4) City:

1. To open city view, go to menu **Master > Area > City.**
There are **pre-defined list of cities** available for state Punjab.
2. To create new City: Click on toolbar button **New.**
   a. **Country:** Select the country name from the list.
   b. **State:** Select the state name from the list.
   c. **District:** Select the district name from the list.
   d. **Name:** Enter name of a city. Nucleus does not allow duplicate names.
   e. **Pin Code:** Enter the pin code.
   f. **Description:** Enter any details or description related to the city.

After adding details, click on **OK or Apply** button.

- **Country Combo:** Select the country name to see the list of states in that country.

- **State Combo:** Select the state name to see the list of districts in that state.

- **District Combo:** Select the district name to see the list of cities in that district.

3. Click on toolbar button **Edit** to edit or modify selected city. Country, State and District combo will be disabled while editing selected city.

4. Click on toolbar button **Delete** to delete selected city.

5. Click on toolbar button **Print** to print the list of city details.
To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**
You can email the city report and save as PDF and Excel.

5) Import Area from Excel:

1. To open Import Area from Excel Dialog: Go to **Master > Area > Import Area from Excel.**

2. To give File Path: Click on **Browse.**
3. Select the **File > Open.**
4. Click on **OK** button.
5. To see the imported area: Go to Master > Area > City.

s) More:

1) Attribute:

1. To open attribute view, go to menu **Master > More > Attribute.**
There are **pre-defined attributes** available i.e. Commodity, Trade and Form C.

2. To create new Attribute: Click on toolbar button **New.**
   a. **Name:** Enter name of an attribute. Nucleus does not allow duplicate names.
   b. **Type:** It shows that attribute of 'TEXT' type.
   c. **Mandatory:** It is used to select mandatory attributes while doing transactions.
   d. **Description:** Enter any details or description related to the attribute.

After adding details, click on **OK or Apply** button.

3. Click on toolbar button **Edit** to edit or modify selected attribute.

4. Click on toolbar button **Delete** to delete selected attribute.

5. Click on toolbar button **Print** to print the list of attribute details.
   To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**
You can email the attribute report and save as PDF and Excel.

2) Attribute Group:

1. To open attribute group view, go to menu **Master > More > Attribute Group.**
There is **predefined attribute group** available i.e. Ledger Attribute Group.

2. To create new Attribute: Click on toolbar button **New.**

a. **Name:** Enter name of an attribute group. Nucleus does not allow duplicate names.

b. **Attributes:** Check the check box of attributes.

To add new attributes > Click on **New** button.

To select all attributes > Click on **Select All** button.

To deselect all attributes > Click on **Deselect All** button.

c. **Description:** Enter any details or description related to the attribute group.

After adding details, click on **OK or Apply** button.

3. Click on toolbar button **Edit** to edit or modify selected attribute group.

4. Click on toolbar button **Delete** to delete selected attribute group.

5. Click on toolbar button **Print** to print the list of attribute group details.

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**

You can email the attribute group report and save as PDF and Excel.

3) Choice List:

1. To open choice list view, go to menu **Master > More > Choice List.**

Nucleus provides some **pre-defined choice list**.

2. To create new Choice List: Click on toolbar button **New.**

a. **Name:** Enter name of a choice list. Nucleus does not allow duplicate names.

b. **Description:** Enter any details or description related to the choice list.

To add choices for the choice list > Click on **Add** button.

c. **Value:** Enter a value.

d. **Ref Choice List:** Select the Reference choice list from pre-defined choice list.

To delete selected choices > Click on **Delete** button.

After adding choices, click on **OK or Apply** button.

3. Click on toolbar button **Edit** to edit or modify selected choice list.

4. Click on toolbar button **Delete** to delete selected choice list.

5. Click on toolbar button **Print** to print the list of choice list details.

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**

You can email the choice list report and save as PDF and Excel.

4) Address Type:

1. To open address type view, go to menu **Master > Address Type.**

There is **pre-defined address type** available i.e. Default.

2. To create new Address Type: Click on toolbar button **New.**

a. **Name:** Enter name of an address type. Nucleus does not allow duplicate names.

b. **Description:** Enter any details or description related to the address type.

After adding details, click on **OK or Apply** button.

3. Click on toolbar button **Edit** to edit or modify selected address type.

4. Click on toolbar button **Delete** to delete selected address type.

5. Click on toolbar button **Print** to print the list of address type details.

To see preview before printing, go to **Setup >** **Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**

You can email the address type report and save as PDF and Excel.

5) Stock Location Type:

To enable stock location type menu in master go to **Setup > Configuration > Inventory Setting >** Click on check box **'Enable Stock Location'.**

1. To open stock location type view, go to menu **Master > Stock Location Type.**

There are **pre-defined stock location type** available i.e. Store and Warehouse.

2. To create new stock location type: Click on toolbar button **New.**
   a. **Name:** Enter name of stock location type. Nucleus does not allow duplicate names.
   b. **Description:** Enter any details or description related to the stock location type.

After adding details, click on **OK or Apply** button.

3. Click on toolbar button **Edit** to edit or modify selected stock location type.

4. Click on toolbar button **Delete** to delete selected stock location type.

5. Click on toolbar button **Print** to print the list of stock location type details.

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**

You can email the stock location type report and save as PDF and Excel.

6) Stock Location:

To enable stock location menu in master go to **Setup > Configuration > Inventory Setting >** Click on check box **'Enable Stock Location'.**

1. To open stock location view, go to menu **Master > Stock Location.**
There is **pre-defined stock location** available i.e. Shop (Store) with Store stock location type.

2. To create new stock location: Click on toolbar button **New.**
   a. **Name:** Enter name of a stock location. Nucleus does not allow the entry of duplicate names.
   b. **Type:** Select stock location type from the list.
   c. **Description:** Enter any details or description related to the stock location.
   d. **Contact Person:** Enter the name of the contact person.
   e. **Address 1, Address 2 and Address 3:** Enter the address of the stock location.
   f. **City:** Select the City of the stock location from the list.
   g. **Pin Code:** Enter the Pin Code.
   h. **Phone:** Enter the phone number.
   i. **Fax:** Enter the fax number.
   j. **Mobile:** Enter the mobile number.
   k. **Email:** Enter valid Email address that will be used to Email documents, reports and data from Nucleus.

After adding details, click on **OK or Apply** button.

3. Click on toolbar button **Edit** to edit or modify selected stock location.

4. Click on toolbar button **Delete** to delete selected stock location.

5. Click on toolbar button **Print** to print the list of stock location details.

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**
You can email the stock location report and save as PDF and Excel.

7) Billing Classification:

To enable custom billing classification menu in master go to **Setup > Configuration > Tax Setting >** Click on check box **'Enable Custom Billing Group' >** Click on check box **'Enable Custom Billing Classification'.**

1. To open billing classification view, go to menu **Master > Billing Classification.**
There are **pre-defined billing classifications** available i.e. Import/Export (Out of Country), Interstate (Out of State), Intrastate (Within State).

2. To create new Billing Classification: Click on toolbar button **New.**

a. **Name:** Enter the name of a billing classification. Nucleus does not allow duplicate names.

b. **Description:** Enter any details or description related to the billing classification.

c. **Billing Group:** Check the check boxes of billing group.

After adding details, click on **OK or Apply** button.

3. Click on toolbar button **Edit** to edit or modify selected billing classification.

4. Click on toolbar button **Delete** to delete selected billing classification.

5. Click on toolbar button **Print** to print the list of billing classification details.

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**
You can email the billing classification report and save as PDF and Excel.

t) User Accounts:

1) Product Users:

1. To open product users view, go to menu **Master > Product Users.**

There is **pre-defined product user** available i.e. admin.

2. To create new Product Users: Click on toolbar button **New.**

a. **Username:** Enter Username of a product user. Nucleus does not allow duplicate names.

b. **First Name:** Enter first name of the product user.

c. **Middle Name:** Enter middle name of the product user.

d. **Last Name:** Enter last name of the product user.

e. **Password:** Enter a password which will be used while login.

f. **Confirm Password:** Enter the same password to confirm.

g. **User Group:** Select the user group from the list of the product user.

h. **Description:** Enter any details or description related to the product users.

i. **Address 1, Address 2 and Address 3:** Enter the address.

j. **Phone:** Enter the phone number.

k. **Fax:** Enter the fax number.

l. **Mobile:** Enter the mobile number.

m. **Email:** Enter valid Email address that will be used to email documents, reports and data from Nucleus.

n. **Enabled:** It is used to enable user to login by their credentials.

After adding details, click on **OK or Apply** button.

3. Click on toolbar button **Edit** to edit or modify selected product user.

Passwords fields will be shown in encrypted form.

4. Click on toolbar button **Delete** to delete selected product user.

5. Click on toolbar button **Print** to print the list of product users' details.

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**

You can email the product users report and save as PDF and Excel.

2) User Groups:

1. To open user groups view, go to menu **Master > User Groups.** There are **pre-defined user groups** available i.e. Administrators and Users.
2. To create new User Groups: Click on toolbar button **New.**
    a. **Name:** Enter name of a user groups. Nucleus does not allow the entry of duplicate names.
    b. **Description:** Enter any details or description related to the user groups.

After adding details, click on **OK or Apply** button.

3. Click on toolbar button **Edit** to edit or modify selected user group.

4. Click on toolbar button **Delete** to delete selected user group.

5. Click on toolbar button **Print** to print the list of user groups' details.

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**

You can email the user groups report and save as PDF and Excel.

3) Product User Privileges:

1. To open product user privileges view, go to menu **Master > User Accounts > Product User Privileges.**

2. Select the **product user** from the list.

Nucleus provides the list of all privileges to open views and create, edit, delete operations.

3. Select privilege from the list.

4. Click on check boxes to give privileges to selected product user.

Check boxes of privileges are defined to Open view, create new, Edit and Delete.

5. After selecting privileges options, click on **Apply** button to save the changes.

4) User Group Privileges:

1. To open user group privileges view, go to menu **Master > User Accounts > User Group Privileges.**

2. Select the **user group** from the list.
Nucleus provides the list of all privileges to open views and create, edit, delete operations.

3. Select privilege from the list.

4. Click on check boxes to give privileges to selected user group.
Check boxes of privileges are defined to Open view, create new, Edit and Delete.

5. After selecting privileges options, click on **Apply** button to save the changes.

3) Transaction:

The Transaction menu has following options:

a) *Payment:*

Payment Transaction is used to record all bank and cash payments.

1. To open a Payment Transaction Dialog: Go to menu **Transaction > Payment** or press shortcut key **F5.**
2. Add the detail fields.
   a. **Date:** Select date of payment transaction.
   b. **Voucher No.:** Enter voucher number.
   To visible voucher number field in transaction dialog, go to **Setup > Voucher Configuration >** Select PAYMENT name > Click on **Edit** button > Set Voucher Generation Type '**Manual'.**

   c. **To:** Select the Ledger. Balance will be shown to that particular ledger.
   d. **By:** Select the Ledger.
   e. **Amount:** Enter amount of payment.
   f. **Description:** Enter any details or description related to the payment transaction.

g. **Cheque Number:** Enter cheque number.
h. **Cheque Date:** Select the cheque date.

After adding details, click on **OK or Apply** button.

3. To see the transaction, go to menu **Reports > Day Book.**
You can also see the transaction in Ledger Book and Cash Book.

4. To Edit the transaction, go to menu **Reports > Day Book >** Select Payment transaction > Click on toolbar button **Edit.**

5. To Delete the transaction, go to menu **Reports > Day Book >** Select Payment transaction > Click on toolbar button **Delete.**

6. To Print the transaction, go to menu **Reports > Day Book >** Select Payment transaction > Click on toolbar button **Print.**

7. To get warning when the Cash or Bank Account ledger reaches a negative balance, go to menu **Setup > Configuration > Ledger Setting > Select any radio button**.

b) Receipt:

Any money received from debtors against sales Invoices or on Account and for all transactions is accounted or entered using Receipt Transaction.

1. To open a Receipt Transaction Dialog: Go to menu **Transaction > Receipt** or press shortcut key **F6.**
2. Add the detail fields.
   a. **Date:** Select date of receipt transaction.
   b. **Voucher No.:** Enter voucher number.
   To visible voucher number field in transaction dialog, go to **Setup > Voucher Configuration >** Select RECEIPT name > Click on **Edit** button > Set Voucher Generation Type '**Manual'.**

   c. **To:** Select the Ledger. Balance will be shown to that particular ledger.
   d. **By:** Select the Ledger.
   e. **Amount:** Enter amount of receipt.
   f. **Description:** Enter any details or description related to the receipt transaction.
   g. **Cheque Number:** Enter cheque number.
   h. **Cheque Date:** Select the cheque date.

After adding details, click on **OK or Apply** button.

To get warning when the Cash or Bank Account ledger reaches a negative balance, go to menu **Setup > Configuration > Ledger Setting > Select any radio button.**

c) Journal:

A journal is a formal record of financial transactions before their values are accounted for in the general ledger as debits and credits. For every debit journal entry recorded there must be an equivalent credit journal entry to maintain a balanced accounting equation.

1. To open a Journal Transaction Dialog: Go to menu **Transaction > Journal** or press shortcut key **F7.**
2. Add the detail fields.
   a. **Date:** Select the date of Journal Transaction.
   b. **Voucher No.:** Enter voucher number.
      To visible voucher number field in transaction dialog, go to **Setup > Voucher Configuration >** Select JOURNAL name > Click on **Edit** button > Set Voucher Generation Type '**Manual'.**

   c. **Ledger:** Select ledger from the list.
   d. **Description:** Enter any details or description related to the selected ledger.
   e. **Debit:** Enter debit value.
   f. **Credit:** Enter credit value.
      For one ledger, you can choose either debit value or credit value. Total of debit and credit value should be equal.
   g. **Cheque Number:** Enter cheque number.
   h. **Cheque Date:** Select cheque date.

Click on button **Update** to add Ledger with credit or debit value in the table.

3. Click on button **Edit** to edit or modify selected ledger in the journal.

4. Click on button **Delete** to delete selected ledger in the journal.
   After adding details, click on **OK or Apply** button.

d) Sale:

Sales Transaction is used to record the Sales transactions of the company.

1. To open a Sale Transaction Dialog: Go to menu **Transaction > Sale** or press shortcut key **F8.**

2. Add the detail fields.

a) Info Tab: Info tab contains Sale Details.

a. **Date:** Select date of sale transaction.

b. **Voucher No.:** Enter voucher number.

The Voucher number is automatically displayed. You can change this number if required. To visible voucher number field in transaction dialog, go to **Setup > Voucher Configuration >** Select SALE name > Click on **Edit** button > Set Voucher Generation Type '**Manual'.**

c. **Ledger:** Select the ledger from list. Use **Ctrl + Space** to create a new ledger.

d. **Name on Bill:** Name on Bill of the ledger is created by default. However this can be changed.

e. **Billing Classification:** Select the billing classification of the ledger.

f. **Billing Group:** Select the billing group of the ledger.

g. **Product Code:** Product Code of an item is created by default. However this can be changed.

h. **Item:** Select an item from the list. The current stock will be displayed automatically.

i. **Stock Location:** Select the stock location.

To enable stock location combo in sale dialog, go to **Setup > Configuration > Inventory Setting >** Click on check box **'Enable Stock Location'.**

j. **Batch:** Select the batch. It will be enabled if item is using Batch Number.

k. **Quantity:** Enter quantity for the item.

l. **Unit:** Unit of the item is selected by default.

m. **Rate:** Rate of the item is selected by default. However this can be changed.

n. **Discount (%):** Discount will come by the item scheme or ledger. Rate of item will change according to the discount.

o. **Net Rate:** Net Rate will be fixed rate of the item. You cannot change it.

p. **Amount (Exc Tax):** The amount will be calculated automatically if deduction of tax from amount is applicable.
Exc Tax: The tax used to convert the entered Sale amount into your set of book's functional currency.
q. **Tax:** Select applicable tax from the list. Surcharge will be added if 'Enable Surcharge @ 10% on VAT' is enabled.
r. **Tax Amount:** Tax Amount field shows calculated tax amount.
s. **Total Amount:** Total Amount shows amount including with the tax.
t. **Attribute Button:** Add attributes applicable for given item.
To add attributes > Click on Attributes Button > Click on Manual Button > Add values of Attributes > Click on OK button.
u. **Deduct Tax from Amount:** If deduct tax from amount is applicable, amount shows rate with deducted tax to all inclusive rates. If deduct tax from amount is not applicable, tax will be added to rate.
v. **Enable Round Off:** The net amount will be rounded off to the nearest currency value. If round off is not applicable, the decimal points will be taken into consideration and the amount will not be rounded off.
w. **Change Quantity with Amount:** Quantity will be calculated according to the amount.
x. **Print Sale Invoice in Sale Transaction:** Used to take print out of Sale Invoice in Sale Transaction.
y. **Show Print Preview:** shows print preview of Sale Invoice in Sale Transaction.

Click on button **Add Item** to add item details in the table.
To search item or ledger > Press **F3.**
To see the ledger details > Press **F10.**

b) Payment Details Tab:

a. **Net Amount**: Net Amount will be fixed rate of the item. You cannot change it.
b. **Payment by**: Select the ledger by payment will be done.
c. **Payment mode**: Select the mode of payment.
d. **Payment :: Amount**: Enter Amount have to pay.
e. **No. of credit days**: Enter number of credit days.

c) Billing Group Attributes Tab: shows applicable billing group attributes.

d) Attach Documents Tab: You can attach document of .pdf, .txt file and image of .png, .gif file with the transaction.

e) Notes Tab: Enter any details or description related to the transaction.

3. Click on button **Edit** to edit or modify selected item, other charges/discount or service in the sale.

4. Click on button **Delete** to delete selected item, other charges/discount or service in the sale.

5. Click on button **Add Charges/Discount** to add charges or discount which is applicable on item.

a. **Other Charges/Discount:** Select other charges/discount from the list. To create new other charges/discount, use shortcut key **Ctrl + space.**
b. **Amount for Charges/Discount:** It shows amount of charges/discount. Field is visible for only discount.
c. **Value (%):** It shows discounted value on item. This field is only applicable for discount.
d. **Amount:** Amount field shows charged/discounted amount on item.

6. Click on button **Add Service** to add service which is applicable on item.

a. **Service:** Select the service from the list. To create new service, use shortcut key **Ctrl + space.**
b. **Quantity:** Quantity is selected one by default.
c. **Rate (Inc Tax):** Rate of the service is selected by default. However this can be changed.
d. **Amount (Inc Tax):** Amount of the service is selected by default. However this can be changed.
e. **Deduct Tax from Amount:** If deduct tax from amount is applicable, amount shows rate with deducted tax to all inclusive rates. If deduct tax from amount is not applicable, tax will be added to rate.
f. **Tax:** It shows tax applicable on service.
g. **Tax Amount:** It shows tax amount applicable on service.
h. **Total Amount:** It shows total amount of service.

After adding details, click on **OK or Apply** button to add in the table.

e) Purchase:

Purchase Transaction is used to record the Purchase transactions of the company.

1. To open a Purchase Transaction Dialog: Go to menu **Transaction > Purchase** or press shortcut key **F9.**

2. Add the detail fields.

a) Info Tab: Info tab contains Purchase Details.

a. **Date:** Select date of purchase transaction.

b. **Voucher No.:** Enter voucher number. Voucher No. field is visible by default.

To invisible voucher number field in transaction dialog, go to **Setup > Voucher Configuration >** Select PURCHASE name > Click on **Edit** button > Set Voucher Generation Type **'Automatic'.**

c. **Billing Date:** Select billing date of purchase transaction.

d. **Ledger:** Select the ledger from list.

e. **Name on Bill:** Name on Bill of the ledger is created by default. However this can be changed.

f. **Billing Classification:** Select the billing classification of the ledger.

g. **Billing Group:** Select the billing group of the ledger.

h. **Product Code:** Product Code of an item is created by default. However this can be changed.

i. **Item:** Select an item from the list.

j. **Stock Location:** Select the stock location.

To enable stock location combo in purchase dialog, go to **Setup > Configuration > Inventory Setting >** Click on check box **'Enable Stock Location'.**

k. **Quantity:** Enter quantity for the item.

l. **Unit:** Unit of the item is selected by default.

m. **Rate:** Rate of the item will be zero by default. However this can be changed.

n. **Discount (%):** Discount will come by the item scheme. Rate of item will change according to the discount.

o. **Net Rate:** Net Rate will be fixed rate of the item. You cannot change it.

p. **Amount (Exc Tax):** The amount will be calculated automatically if deduction of tax from amount is applicable.

Exc Tax: The tax used to convert the entered Purchase amount into your set of book's functional currency.

q. **Tax:** Select applicable tax from the list. Surcharge will be added if 'Enable Surcharge @ 10% on VAT' is enabled.

r. **Tax Amount:** Tax Amount field shows calculated tax amount.

s. **Total Amount:** Total Amount shows amount including with the tax.

t. **Attribute Button:** Add attributes applicable for given item.

To add attributes > Click on Attributes Button > Click on Manual Button > Add values of Attributes > Click on OK button.

u. **Deduct Tax from Amount:** If deduct tax from amount is applicable, amount shows rate with deducted tax to all inclusive rates. If deduct tax from amount is not applicable, tax will be added to rate.

v. **Enable Round Off:** The net amount will be rounded off to the nearest currency value. IF round off is not applicable, the decimal points will be taken into consideration and the amount will not be rounded off.

w. **Change Quantity with Amount:** Quantity will be calculated according to the amount.

Click on button **Add Item** to add item details in the table.

To search item or ledger > Press **F3.**

To see the ledger details > Press **F10.**

b) Payment Details Tab:

a. **Net Amount**: Net Amount will be fixed rate of the item. You cannot change it.

b. **Payment by**: Select the ledger by payment will be done.

c. **Payment mode**: Select the mode of payment.

d. **Payment :: Amount**: Enter Amount have to pay.

e. **No. of credit days**: Enter number of credit days.

c) Billing Group Attributes Tab: It shows applicable billing group attributes.

d) Attach Documents Tab: You can attach document of .pdf, .txt file and image of .png, .gif file with the transaction.

e) Notes Tab: Enter any details or description related to the transaction.

3. Click on button **Edit** to edit or modify selected item, other charges/discount or service in the sale.

4. Click on button **Delete** to delete selected item, other charges/discount or service in the sale.

5. Click on button **Add Charges/Discount** to add charges or discount which is applicable on item.

a. **Other Charges/Discount:** Select other charges/discount from the list. To create new other charges/discount, use shortcut key **Ctrl + space.**
b. **Amount for Charges/Discount:** It shows amount of charges/discount. Field is visible for only discount.
c. **Value (%):** It shows discounted value on item. This field is only applicable for discount.
d. **Amount:** Amount field shows charged/discounted amount on item.

6. Click on button **Add Service** to add service which is applicable on item.

a. **Service:** Select the service from the list. To create new service, use shortcut key **Ctrl + space.**
b. **Quantity:** Quantity is selected one by default.
c. **Rate:** Rate of the service is selected by default. However this can be changed.
d. **Amount:** Amount of the service is selected by default. However this can be changed.
e. **Deduct Tax from Amount:** If deduct tax from amount is applicable, amount shows rate with deducted tax to all inclusive rates. If deduct tax from amount is not applicable, tax will be added to rate.
f. **Tax:** It shows tax applicable on service.
g. **Tax Amount:** It shows tax amount applicable on service.
h. **Total Amount:** It shows total amount of service.

After adding details, click on **OK or Apply** button to add in the table.

f) Service:

Service Transaction is used to record the Service transactions of the company.

1. To open a Service Transaction Dialog: Go to menu **Transaction > Service.**

2. Add the detail fields.

a) Info Tab: Info tab contains Service Details.

a. **Date:** Select date of service transaction.

b. **Voucher No.:** Enter voucher number.

To visible voucher number field in transaction dialog, go to **Setup > Voucher Configuration >** Select SERVICE name > Click on **Edit** button > Set Voucher Generation Type '**Manual'.**

c. **Ledger:** Select the ledger from list.

d. **Name on Bill:** Name on Bill of the ledger is created by default. However this can be changed.

e. **Billing Classification:** Select the billing classification of the ledger.

f. **Billing Group:** Select the billing group of the ledger.

g. **Service:** Select service from the list.

h. **Quantity:** Enter quantity for the item.

i. **Rate:** Rate of the service is selected by default. However this can be changed.

j. **Amount (Exc Tax):** Amount of the service is selected by default according to quantity and rate. However this can be changed.

k. **Tax:** It shows tax applicable on service.

l. **Tax Amount:** Tax Amount field shows calculated tax amount.

m. **Total Amount:** Total Amount shows amount including with the tax.

n. **Deduct Tax from Amount:** If deduct tax from amount is applicable, amount shows rate with deducted tax to all inclusive rates. If deduct tax from amount is not applicable, tax will be added to rate.

o. **Print Service Invoice after Transaction:** Used to take print out of Service Invoice in Service Transaction.

p. **Show Print Preview:** shows print preview of Service Invoice in Service Transaction.

Click on button **Add** to add service details in the table.

To search service or ledger > Press F3.

To see the ledger details > Press F10.

3. Click on button **Edit** to edit or modify selected service.

4. Click on button **Delete** to delete selected service.

b) Notes Tab: Enter any details or description related to the transaction.
After adding details, click on **OK or Apply** button to add in the table.

g) Quotation:

1. To open a Quotation Transaction Dialog: Go to menu **Transaction > Quotation.**

2. Add the detail fields.

a) Info Tab: Info tab contains Quotation Transaction Details.

a. **Date:** Select the date of Quotation Transaction.

b. **Voucher No.:** Enter voucher number.

To visible voucher number field in transaction dialog, go to **Setup > Voucher Configuration >** Select QUOTATION name > Click on **Edit** button > Set Voucher Generation Type '**Manual'.**

c. **Status:** Select the status of the quotation.

d. **Contact:** Select contact from the list.

e. **Name on Bill:** Name on Bill of the contact is created by default. However this can be changed.

e. **Billing Classification:** Select the billing classification of the ledger.

f. **Billing Group:** Select the billing group of the ledger.

g. **Product Code:** Product Code of an item is created by default. However this can be changed.

h. **Item:** Select an item from the list. The current stock will be displayed automatically.

i. **Stock Location:** Select the stock location.

To enable stock location combo in quotation dialog, go to **Setup > Configuration > Inventory Setting >** Click on check box **'Enable Stock Location'.**

j. **Batch:** Select the batch. It will be enabled if item is using Batch Number.

k. **Quantity:** Enter quantity for the item.

l. **Unit:** Unit of the item is selected by default.

m. **Rate:** Rate of the item will be zero by default. However this can be changed.

n. **Discount (%):** Discount will come by the item scheme. Rate of item will change according to the discount.

o. **Net Rate:** Net Rate will be fixed rate of the item. You cannot change it.

p. **Amount (Exc Tax):** Amount of the service is selected by default according to quantity and rate.

q. **Tax:** Select applicable tax from the list. Surcharge will be added if 'Enable Surcharge @ 10% on VAT' is enabled.

r. **Tax Amount:** Tax Amount field shows calculated tax amount.

s. **Total Amount:** Total Amount shows amount including with the tax.

t. **Attribute Button:** Add attributes applicable for given item.

To add attributes > Click on Attributes Button > Click on Manual Button > Add values of Attributes > Click on OK button.

u. **Deduct Tax from Amount:** If deduct tax from amount is applicable, amount shows rate with deducted tax to all inclusive rates. If deduct tax from amount is not applicable, tax will be added to rate.

v. **Enable Round Off:** The net amount will be rounded off to the nearest currency value. IF round off is not applicable, the decimal points will be taken into consideration and the amount will not be rounded off.

w. **Change Quantity with Amount:** Quantity will be calculated according to the amount.

Click on button **Add Item** to add item details in the table.

To search item or ledger > Press **F3.**

To see the ledger details > Press **F10.**

b) Billing Group Attributes Tab: shows applicable billing group attributes.

c) Attach Documents Tab: You can attach document of .pdf, .txt file and image of .png, .gif file with the transaction.

d) Notes Tab: Enter any details or description related to the transaction.

3. Click on button **Edit** to edit or modify selected item, other charges/discount or service in the quotation.

4. Click on button **Delete** to delete selected item, other charges/discount or service in the quotation.

5. Click on button **Add Charges/Discount** to add charges or discount which is applicable on item.

a. **Other Charges/Discount:** Select other charges/discount from the list. To create new other charges/discount, use shortcut key **Ctrl + space.**
b. **Amount for Charges/Discount:** It shows amount of charges/discount. Field is visible for only discount.
c. **Value (%):** It shows discounted value on item. This field is only applicable for discount.
d. **Amount:** Amount field shows charged/discounted amount on item.

6. Click on button **Add Service** to add service which is applicable on item.

a. **Service:** Select the service from the list. To create new service, use shortcut key **Ctrl + space.**
b. **Quantity:** Quantity is selected one by default.
c. **Rate:** Rate of the service is selected by default. However this can be changed.
d. **Amount:** Amount of the service is selected by default. However this can be changed.
e. **Deduct Tax from Amount:** If deduct tax from amount is applicable, amount shows rate with deducted tax to all inclusive rates. If deduct tax from amount is not applicable, tax will be added to rate.
f. **Tax:** It shows tax applicable on service.
g. **Tax Amount:** Tax Amount field shows calculated tax amount.
h. **Total Amount:** Total Amount shows amount including with the tax.

After adding details, click on **OK or Apply** button to add in the table.

h) Cr Note:

1. To open a Cr Note Transaction Dialog: Go to menu **Transaction > Cr Note.**

2. Add the detail fields.

a. **Date:** Select the date of Cr Note Transaction.
b. **Voucher No.:** Enter voucher number.
To visible voucher number field in transaction dialog, go to **Setup > Voucher Configuration >** Select CR NOTE name > Click on **Edit** button > Set Voucher Generation Type '**Manual'.**
c. **Ledger:** Select ledger from the list.
d. **Description:** Enter any details or description related to the selected ledger.
e. **Debit:** Enter debit value.
f. **Credit:** Enter credit value.
For one ledger, you can choose either debit value or credit value. Total of debit and credit value should be equal.
g. **Cheque Number:** Enter cheque number.
h. **Cheque Date:** Select cheque date.

Click on button **Update** to add Ledger with credit or debit value in the table.

3. Click on button **Edit** to edit or modify selected ledger in the Cr Note.

4. Click on button **Delete** to delete selected ledger in the Cr Note.

After adding details, click on **OK or Apply** button.

i) Dr Note:

1. To open a Dr Note Transaction Dialog: Go to menu **Transaction > Dr Note.**

2. Add the detail fields.

a. **Date:** Select the date of Dr Note Transaction.
b. **Voucher No.:** Enter voucher number.
To visible voucher number field in transaction dialog, go to **Setup > Voucher Configuration >** Select DR NOTE name > Click on **Edit** button > Set Voucher Generation Type '**Manual'.**
c. **Ledger:** Select ledger from the list.
d. **Description:** Enter any details or description related to

the selected ledger.
e. **Debit:** Enter debit value.
f. **Credit:** Enter credit value.
For one ledger, you can choose either debit value or credit value. Total of debit and credit value should be equal.
g. **Cheque Number:** Enter cheque number.
h. **Cheque Date:** Select cheque date.

Click on button **Update** to add Ledger with credit or debit value in the table.

3. Click on button **Edit** to edit or modify selected ledger in the Dr Note.

4. Click on button **Delete** to delete selected ledger in the Dr Note.
After adding details, click on **OK or Apply** button.

j) Bulk Posting:

1. To open a Bulk Posting Transaction Dialog: Go to menu **Transaction > Bulk Posting.**
2. Add the detail fields.
a. **Date:** Select the date of Bulk Posting Transaction.
b. **Ledger Group:** Select the ledger group from the list.
c. **Transaction Type:** Select the transaction type to do bulk posting.
d. **Amount:** Enter the amount.
e. **Ledger:** Select the ledger from the list.
f. **Description:** Enter any details or description related to the transaction.
After adding details, click on **OK or Apply** button.

k) Production:

Production Transaction is used to record the production data.
1. To open a Production Transaction Dialog: Go to menu **Transaction > Production.**

2. Add the detail fields.
a. **Date:** Select the date of Production Transaction.
b. **Voucher No.:** Enter voucher number.

To visible voucher number field in transaction dialog, go to **Setup > Voucher Configuration >** Select PRODUCTION name > Click on **Edit** button > Set Voucher Generation Type '**Manual'.**

c. **Stock Location:** Select the stock location from the list of stock location.

d. **Item:** Select the name of the Item from the List of Items. The current stock will be displayed automatically.

e. **Quantity:** Enter the quantity of the items that is being produced.

f. **Unit:** Unit of the item is selected by default. However this can be changed.

g. **Description:** Enter any details or description related to the selected item.

h. **Rate:** Rate of the item will be zero by default. However this can be changed.

i. **Amount:** Amount shows total production amount for selected item.

Click on button **Add** to add production item in the table.

3. Click on button **Edit** to edit or modify selected item in the Production.

4. Click on button **Delete** to delete selected item in the Production.

After adding details, click on **OK or Apply** button.

l) Consumption:

Consumption Transaction is used to record the consumption data.

1. To open Consumption Transaction Dialog: Go to menu **Transaction > Consumption.**

2. Add the detail fields.

a. **Date:** Select the date of Consumption Transaction.

b. **Voucher No.:** Enter voucher number.

To visible voucher number field in transaction dialog, go to **Setup > Voucher Configuration >** Select CONSUMPTION name > Click on **Edit** button > Set Voucher Generation Type '**Manual'.**

c. **Stock Location:** Select the stock location from the list of stock location.

d. **Item:** Select the name of the Item from the List of Items. The current stock will be displayed automatically.

e. **Quantity:** Enter the quantity of the items that is being consumed.
f. **Unit:** Unit of the item is selected by default. However this can be changed.
g. **Description:** Enter any details or description related to the selected item.
h. **Rate:** Rate of the item consumption is selected by default. However this can be changed.
i. **Amount:** Amount shows total consumption amount for selected item.

Click on button **Add** to add consumption item in the table.

3. Click on button **Edit** to edit or modify selected item in the Consumption.

4. Click on button **Delete** to delete selected item in the Consumption.

After adding details, click on **OK or Apply** button.

m) Stock Transfer:

Stock Transfer Transaction is used to transfer stocks from one stock location to another. The transfer of stock is done using the Stock Transfer Voucher.

1. To open Stock Transfer Transaction Dialog: Go to menu **Transaction > Stock Transfer.**

2. Add the detail fields.

a. **Date:** Select the date of Stock Transfer Transaction.
b. **Voucher No.:** Enter voucher number.

To visible voucher number field in transaction dialog, go **Setup > Voucher Configuration >** Select STOCK TRANSFER name > Click on **Edit** button > Set Voucher Generation Type '**Manual'.**

c. **Stock Location From:** Select the stock location from the List of stock location, from which goods are getting transferred.
d. **Stock Location To:** Select the stock location from the List of stock location, to which goods are being transferred.
e. **Item:** Select the name of the Item which needs to be transferred. The current stock will be displayed automatically.
f. **Quantity:** Enter the quantity of the items that is getting transferred.

g. **Unit:** Unit of the item is selected by default. However this can be changed.
h. **Description:** Enter any details or description related to the selected item.
i. **Rate:** Rate of the item is selected by default. However this can be changed.
j. **Amount:** Amount shows total amount for selected item.

Click on button **Add** to add item in the table.

3. Click on button **Edit** to edit or modify selected item in the Stock Transfer.

4. Click on button **Delete** to delete selected item in the Stock Transfer.

After adding details, click on **OK or Apply** button.

n) Sale Return:

1. To open a Sale Return Transaction Dialog: Go to menu **Transaction > Sale Return**.

2. Add the detail fields.

a) Info Tab: Info tab contains Sale Details.

a. **Date:** Select date of sale return transaction.
b. **Voucher No.:** Enter voucher number. Voucher No. field is visible by default.

To visible voucher number field in transaction dialog, go to **Setup > Voucher Configuration >** Select SALE RETURN name > Click on **Edit** button > Set Voucher Generation Type **'Manual'.**

c. **Ledger:** Select the ledger from list.
d. **Name on Bill:** Name on Bill of the ledger is created by default. However this can be changed.
e. **Billing Classification:** Select the billing classification of the ledger.
f. **Billing Group:** Select the billing group of the ledger.
g. **Product Code:** Product Code of an item is created by default. However this can be changed.

h. **Item:** Select an item from the list. The current stock will be displayed automatically.
i. **Stock Location:** Select the stock location.

To enable stock location combo in sale return dialog, go to **Setup > Configuration > Inventory Setting >** Click on check box **'Enable Stock Location'.**
j. **Batch:** Select the batch. It will be enabled if item is using Batch Number.
k. **Quantity:** Enter quantity for the item.
l. **Unit:** Unit of the item is selected by default.
m. **Rate:** Rate of the item is selected by default. However this can be changed.
n. **Discount (%):** Discount will come by the item scheme or ledger. Rate of item will change according to the discount.
o. **Net Rate:** Net Rate will be fixed rate of the item. You cannot change it.
p. **Amount (Exc Tax):** The amount will be calculated automatically if deduction of tax from amount is applicable.
q. **Tax:** Select applicable tax from the list. Surcharge will be added if 'Enable Surcharge @ 10% on VAT' is enabled.
r. **Tax Amount:** Tax Amount field shows calculated tax amount.
s. **Total Amount:** Total Amount shows amount including with the tax.
t. **Attribute Button:** Add attributes applicable for given item.

To add attributes > Click on Attributes Button > Click on Manual Button > Add values of Attributes > Click on OK button.
u. **Deduct Tax from Amount:** If deduct tax from amount is applicable, amount shows rate with deducted tax to all inclusive rates. If deduct tax from amount is not applicable, tax will be added to rate.
v. **Enable Round Off:** The net amount will be rounded off to the nearest currency value. IF round off is not applicable, the decimal points will be taken into consideration and the amount will not be rounded off.

w. **Change Quantity with Amount:** Quantity will be calculated according to the amount.

Click on button **Add Item** to add item details in the table.

To search item or ledger > Press F3.

To see the ledger details > Press F10.

b) Payment Details Tab:

a. **Net Amount:** Net Amount will be fixed rate of the item. You cannot change it.

b. **Payment by:** Select the ledger by payment will be done.

c. **Payment mode:** Select the mode of payment.

d. **Payment :: Amount:** Enter Amount have to pay.

e. **No. of credit days:** Enter number of credit days.

c) Billing Group Attributes Tab: It shows applicable billing group attributes.

d) Attach Documents Tab: You can attach document of .pdf, .txt file and image of .png, .gif file with the transaction.

e) Notes Tab: Enter any details or description related to the transaction.

3. Click on button **Edit** to edit or modify selected item, other charges/discount or service in the sale return.

4. Click on button **Delete** to delete selected item, other charges/discount or service in the sale return.

5. Click on button **Add Charges/Discount** to add charges or discount which is applicable on item.

a. **Other Charges/Discount:** Select other charges/discount from the list. To create new other charges/discount, use shortcut key **Ctrl + space.**

b. **Amount for Charges/Discount:** It shows amount of charges/discount. Field is visible for only discount.

c. **Value (%):** It shows discounted value on item. This field is only applicable for discount.

d. **Amount:** Amount field shows charged/discounted amount on item.

6. Click on button **Add Service** to add service which is applicable on item.

a. **Service:** Select the service from the list. To create new service, use shortcut key **Ctrl + space.**
b. **Quantity:** Quantity is selected one by default.
c. **Rate:** Rate of the service is selected by default. However this can be changed.
d. **Amount:** Amount of the service is selected by default. However this can be changed.
e. **Deduct Tax from Amount:** If deduct tax from amount is applicable, amount shows rate with deducted tax to all inclusive rates. If deduct tax from amount is not applicable, tax will be added to rate.
f. **Tax:** It shows tax applicable on service.
g. **Tax Amount:** It shows tax amount applicable on service.
h. **Total Amount:** It shows total amount of service.

After adding details, click on **OK or Apply** button to add in the table.

o) Purchase Return:

1. To open a Purchase Return Transaction Dialog: Go to menu **Transaction > Purchase Return.**

2. Add the detail fields.

a) Info Tab: Info tab contains Sale Details.

a. **Date:** Select date of purchase return transaction.

b. **Voucher No.:** Enter voucher number. Voucher No. field is visible by default.

To invisible voucher number field in transaction dialog, go to **Setup > Voucher Configuration >** Select PURCHASE RETURN name > Click on **Edit** button > Set Voucher Generation Type **'Manual'.**

c. **Ledger:** Select the ledger from list.

d. **Name on Bill:** Name on Bill of the ledger is created by default. However this can be changed.

e. **Billing Classification:** Select the billing classification of the ledger.

f. **Billing Group:** Select the billing group of the ledger.
g. **Product Code:** Product Code of an item is created by default. However this can be changed.
h. **Item:** Select an item from the list. The current stock will be displayed automatically.
i. **Stock Location:** Select the stock location.

To enable stock location combo in purchase return dialog, go to **Setup > Configuration > Inventory Setting >** Click on check box **'Enable Stock Location'.**
j. **Batch:** Select the batch. It will be enabled if item is using Batch Number.
k. **Quantity:** Enter quantity for the item.
l. **Unit:** Unit of the item is selected by default.
m. **Rate:** Rate of the item is selected by default. However this can be changed.
n. **Discount (%):** Discount will come by the item scheme or ledger. Rate of item will change according to the discount.
o. **Net Rate:** Net Rate will be fixed rate of the item. You cannot change it.
p. **Amount (Exc Tax):** The amount will be calculated automatically if deduction of tax from amount is applicable.
q. **Tax:** Select applicable tax from the list. Surcharge will be added if 'Enable Surcharge @ 10% on VAT' is enabled.
r. **Tax Amount:** Tax Amount field shows calculated tax amount.
s. **Total Amount:** Total Amount shows amount including with the tax.
t. **Attribute Button:** Add attributes applicable for given item.

To add attributes > Click on Attributes Button > Click on Manual Button > Add values of Attributes > Click on OK button.
u. **Deduct Tax from Amount:** If deduct tax from amount is applicable, amount shows rate with deducted tax to all inclusive rates. If deduct tax from amount is not applicable, tax will be added to rate.

v. **Enable Round Off:** The net amount will be rounded off to the nearest currency value. IF round off is not applicable, the decimal points will be taken into consideration and the amount will not be rounded off.

w. **Change Quantity with Amount:** Quantity will be calculated according to the amount.

Click on button **Add Item** to add item details in the table.

To search item or ledger > Press F3.

To see the ledger details > Press F10.

b) Payment Details Tab:

a. **Net Amount:** Net Amount will be fixed rate of the item. You cannot change it.

b. **Payment by:** Select the ledger by payment will be done.

c. **Payment mode:** Select the mode of payment.

d. **Payment:: Amount:** Enter Amount have to pay.

e. **No. of credit days:** Enter number of credit days.

c) Billing Group Attributes Tab: It shows applicable billing group attributes.

d) Attach Documents Tab: You can attach document of .pdf, .txt file and image of .png, .gif file with the transaction.

e) Notes Tab: Enter any details or description related to the transaction.

3. Click on button **Edit** to edit or modify selected item, other charges/discount or service in the purchase return.

4. Click on button **Delete** to delete selected item, other charges/discount or service in the purchase return.

5. Click on button **Add Charges/Discount** to add charges or discount which is applicable on item.

a. **Other Charges/Discount:** Select other charges/discount from the list. To create new other charges/discount, use shortcut key **Ctrl + space.**

b. **Amount for Charges/Discount:** It shows amount of charges/discount. Field is visible for only discount.
c. **Value (%):** It shows discounted value on item. This field is only applicable for discount.
d. **Amount:** Amount field shows charged/discounted amount on item.

6. Click on button **Add Service** to add service which is applicable on item.

a. **Service:** Select the service from the list. To create new service, use shortcut key **Ctrl + space.**
b. **Quantity:** Quantity is selected one by default.
c. **Rate:** Rate of the service is selected by default. However this can be changed.
d. **Amount:** Amount of the service is selected by default. However this can be changed.
e. **Deduct Tax from Amount:** If deduct tax from amount is applicable, amount shows rate with deducted tax to all inclusive rates. If deduct tax from amount is not applicable, tax will be added to rate.
f. **Tax:** It shows tax applicable on service.
g. **Tax Amount:** It shows tax amount applicable on service.
h. **Total Amount:** It shows total amount of service.

After adding details, click on **OK or Apply** button to add in the table.

p) Stock Shortage:

1. To open Stock Shortage Transaction Dialog: Go to menu **Transaction > Stock Shortage.**
2. Add the detail fields.

a. **Date:** Select the date of Stock Shortage Transaction.
b. **Voucher No.:** Enter voucher number.

To visible voucher number field in transaction dialog, go to **Setup > Voucher Configuration >** Select STOCK SHORTAGE name > Click on **Edit** button > Set Voucher Generation Type '**Manual'.**

c. **Stock Location:** Select the stock location from the list of stock location.
d. **Item:** Select the name of the Item from the List of Items.
The current stock will be displayed automatically.
e. **Quantity:** Enter the quantity of the items.

f. **Unit:** Unit of the item is selected by default. However this can be changed.

g. **Description:** Enter any details or description related to the selected item.

h. **Rate:** Rate of the item is selected by default. However this can be changed.

i. **Amount:** Amount shows total amount for selected item.

Click on button **Add** to add item in the table.

3. Click on button **Edit** to edit or modify selected item in the stock shortage.

4. Click on button **Delete** to delete selected item in the stock shortage.

After adding details, click on **OK or Apply** button.

q) Stock Surplus:

1. To open a Stock Surplus Transaction Dialog: Go to menu **Transaction > Stock Surplus.**
2. Add the detail fields.

a. **Date:** Select the date of Stock Surplus Transaction.

b. **Voucher No.:** Enter voucher number.

To visible voucher number field in transaction dialog, go to **Setup > Voucher Configuration >** Select STOCK SURPLUS name > Click on **Edit** button > Set Voucher Generation Type '**Manual'.**

c. **Stock Location:** Select the stock location from the list of stock location.

d. **Item:** Select the name of the Item from the List of Items. The current stock will be displayed automatically.

e. **Quantity:** Enter the quantity of the items.

f. **Unit:** Unit of the item is selected by default. However this can be changed.

g. **Description:** Enter any details or description related to the selected item.

h. **Rate:** Rate of the item will be zero by default. However this can be changed.

i. **Amount:** Amount shows total amount for selected item.

Click on button **Add** to add item in the table.

3. Click on button **Edit** to edit or modify selected item in the Stock Surplus.

4. Click on button **Delete** to delete selected item in the Stock Surplus.

After adding details, click on **OK or Apply** button.

3) Reports:

The Reports menu has following options:

1) *Ledger Book:*

Ledger Book report is used to show all debit and credit transactions and account balances. The list of transactions for the current month is displayed.

1. To view the Ledger Book Report: Go to **Reports > Ledger Book** or press shortcut key **Ctrl + L.**

1. Ledger: Select the ledger.
2. Date From: Enter the start date for the period that you want to report for.
3. Date To: Enter the end date for the period that you want a report for.

You can also change the setting for Ledger reports by using Button Setting or go to Setup > Configuration > Ledger Book Setting.

2. To edit the transaction: Select the transaction > Click on button **Edit.**

3. To delete the transaction: Select the transaction > Click on button **Delete.**

4. To print the list of transactions: Click on button **Print.**

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.** You can email the item report and save as PDF and Excel.

5. To Print Voucher: Select the transaction > Click on button **Print Voucher.**

6. **Show Shelf Location:** It shows report for shelf location of items.

2) Day Book:

A day book is a descriptive record of all day-to-day financial transactions.

1. To view the Day Book Report: Go to **Reports > Day Book** or press shortcut key **Ctrl + D.**

1. Date From: Enter the start date for the period that you want to report for.
2. Date To: Enter the end date for the period that you want a report for.

You can also change the setting for day book reports by using Button Setting or go to Setup > Configuration > Day Book Setting.

2. To edit the transaction: Select the transaction > Click on button **Edit.**

3. To delete the transaction: Select the transaction > Click on button **Delete.**

4. To print the list of transactions: Click on button **Print.**

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.** You can email the item report and save as PDF and Excel.

5. To Print Voucher: Select the transaction > Click on button **Print Voucher.**

6. **Show Shelf Location:** It shows report for shelf location of items.

3) Cash In Hand:

Cash In Hand report shows amount in the form of cash. Cash in Hand report shows report according to opening balance, closing balance, debit- credit amount and net balance according to debit-credit balance for specific Period.

1. To view the Cash In Hand: Go to **Reports** > **Cash In Hand**.

1. Date From: Enter the start date for the period that you want to report for.
2. Date To: Enter the end date for the period that you want a report for.

2. To print the list of transactions: Click on button **Print.**

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**

You can email the item report and save as PDF and Excel.

4) Cash Book:

A cash book is a special transaction book which is used to record all cash receipts and cash payments.

1. To view the Cash book Report: Go to **Reports > Cash Book.**

1. Date From: Enter the start date for the period that you want to report for.

2. Date To: Enter the end date for the period that you want a report for.

2. To edit the transaction: Select the transaction > Click on button **Edit.**

3. To delete the transaction: Select the transaction > Click on button **Delete.**

4. To print the list of transactions: Click on button **Print.**

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**

You can email the item report and save as PDF and Excel.

5. To Print Voucher: Select the transaction > Click on button **Print Voucher.**

6. **Show Shelf Location:** It shows report for shelf location of items.

5) Trial Balance:

A Trial Balance is a summary of all ledger balances to check whether the figures are correct and balanced.

1. To view the Trial Balance Report: Go to **Reports > Trial Balance** or press shortcut key **Ctrl + T.**

1. Date: Enter the date.

2. Ledger Group: Select the ledger group from the List of Ledger Group.

3. City: Select the city from the list.

4. Advance Button: Button contains advance fields.
5. Min. and Max. Debit: Enter minimum and maximum debit value.
6. Min. and Max. Credit: Enter minimum and maximum credit value.
7. Show Nil Account: It shows nil account balance.
8. Show opening Trial Balance: It shows opening trial balance.

+ and – is used to expand or reduce all levels in detailed format.

2. To print the list of transactions: Click on button **Print.**

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**

You can email the item report and save as PDF and Excel.

6) Stock Reports:

1. Stock Summary:

A Stock Summary is a report of the stock-in-hand on a particular date. Stock Summary provides information on item groups and shows the item, quantity details, rate and amount of the stock items.

1. To view the Stock Summary Report: Go to **Reports > Stock Reports > Stock Summary.**

1. Item Group: Select item group from the list of item group.
2. Date: Select the date.
3. Location: Select the location of items.
4. Item with zero stock: It shows item with zero stock.
5. Opening Stock: It shows rate and amount according to opening stock of an item.
6. Closing Stock: It shows rate and amount according to closing stock of an item.

Report can be filtered as quantity greater than and quantity less than.

2. To print the list of transactions: Click on button **Print.**

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**

You can email the item report and save as PDF and Excel.

2. Item Register:

Item Register provides information on item and shows the ledger, transaction type, quantity in, out and net quantity, amount of the stock items for selected location.

1. To view the Item Register Report: Go to **Reports > Stock Reports > Item Register.**

1. Item: Select item from the list.
2. Date From: Enter the start date for the period that you want to report for.
3. Date To: Enter the end date for the period that you want a report for.
4. Location: Select the location of items.

2. To edit the transaction: Select the transaction > Click on button **Edit.**

3. To delete the transaction: Select the transaction > Click on button **Delete.**

4. To print the list of transactions: Click on button **Print.**
To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**
You can email the item report and save as PDF and Excel.

5. To Print Voucher: Select the transaction > Click on button **Print Voucher.**

6. **Show Shelf Location:** It shows report for shelf location of items.

3. Item Transaction Register:

Item Transaction Register provides information on item's transaction and shows the ledger, transaction type, quantity and amount of the item as per selected location and type.

1. To view the Item Transaction Register Report: Go to **Reports > Stock Reports > Item Transaction Register.**

1. Item: Select item from the list.
2. Date From: Enter the start date for the period that you want to report for.
3. Date To: Enter the end date for the period that you want a report for.
4. Location: Select the location of items.
5. Type: Select the transaction type.

2. To edit the transaction: Select the transaction > Click on button **Edit.**

3. To delete the transaction: Select the transaction > Click on button **Delete.**

4. To print the list of transactions: Click on button **Print.**
To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**
You can email the item report and save as PDF and Excel.

5. To Print Voucher: Select the transaction > Click on button **Print Voucher.**

6. **Show Shelf Location:** It shows report for shelf location of items.

4. Expiring Items

Expiring Items provides report of items expired and shows batch, Mfg. Date, Exp. Date and stock.

1. To view the Expiring Items Report: Go to **Reports > Stock Reports > Expiring Items.**

1. Date: Enter the date of expiry or a period from the date of manufacturing.

2. To print the list of transactions: Click on button **Print.**
To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**

You can email the item report and save as PDF and Excel.

5. Item Attribute Search

Item Attribute Search shows transactions in which given attribute value is used.

1. To view the Item Attribute Search Report: Go to **Reports > Stock Reports > Item Attribute Search.**

    1. Date From: Enter the start date for the period that you want to report for.
    2. Date To: Enter the end date for the period that you want a report for.
    3. Item: Select the item from the list.
    4. Item Attribute Value: Enter item attribute value/name which have to search.

2. To print the list of transactions: Click on button **Print.**
    To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**

You can email the item report and save as PDF and Excel.

6. Under Stock Report

Under Stock report is used to show items are getting under stocked.

1. To view the Under Stock Report: Go to **Reports > Stock Reports > Under Stock Report.**

    1. As on: Enter as on date.

2. To print the list of transactions: Click on button **Print.**
    To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**

You can email the item report and save as PDF and Excel.

7. Overstock Report

Overstock report is used to show items are getting over stocked.

1. To view the Overstock Report: Go to **Reports > Stock Reports > Overstock Report.**

1. As on: Enter as on date.

2. To print the list of transactions: Click on button **Print.**
To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**
You can email the item report and save as PDF and Excel.

7) Transaction Register:

1. Payment Register

Payment register report displays all the Payment Transactions that has been generated.

1. To view the Payment Register: Go to **Reports > Transaction Register > Payment Register**.

1. Date From: Enter the start date for the period that you want to report for.
2. Date To: Enter the end date for the period that you want a report for.

2. To edit the transaction: Select the transaction > Click on button **Edit.**

3. To delete the transaction: Select the transaction > Click on button **Delete.**

4. To print the list of transactions: Click on button **Print.**
To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**
You can email the item report and save as PDF and Excel.

5. To Print Voucher: Select the transaction > Click on button **Print Voucher.**

2. Receipt Register

Receipt register displays all the Receipt Transaction that has been generated.

1. To view the Receipt Register: Go to **Reports** > **Transaction Register** > **Receipt Register**.

1. Date From: Enter the start date for the period that you want to report for.
2. Date To: Enter the end date for the period that you want a report for.

2. To edit the transaction: Select the transaction > Click on button **Edit.**

3. To delete the transaction: Select the transaction > Click on button **Delete.**

4. To print the list of transactions: Click on button **Print.**
To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**
You can email the item report and save as PDF and Excel.

5. To Print Voucher: Select the transaction > Click on button **Print Voucher.**

3. Dr Note Register

Dr Note Register displays all the Dr Note Transaction that has been generated.

1. To view the Dr Note Register: Go to **Reports** > **Transaction Register** > **Dr Note Register**.

1. Date From: Enter the start date for the period that you want to report for.
2. Date To: Enter the end date for the period that you want a report for.

2. To edit the transaction: Select the transaction > Click on button **Edit.**

3. To delete the transaction: Select the transaction > Click on button **Delete.**

4. To print the list of transactions: Click on button **Print.**
To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**

You can email the item report and save as PDF and Excel.

5. To Print Voucher: Select the transaction > Click on button **Print Voucher.**

4. Cr Note Register

Cr Note Register displays all the Cr Note Transaction that has been generated.

To view the Cr Note Register: Go to **Reports > Transaction Register > Cr Note Register**.

1. Date From: Enter the start date for the period that you want to report for.
2. Date To: Enter the end date for the period that you want a report for.

2. To edit the transaction: Select the transaction > Click on button **Edit.**

3. To delete the transaction: Select the transaction > Click on button **Delete.**

4. To print the list of transactions: Click on button **Print.**

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**
You can email the item report and save as PDF and Excel.

5. To Print Voucher: Select the transaction > Click on button **Print Voucher.**

5. Journal Register

Journal register displays the entire journal Transaction that has been generated.

To view the Journal Register: Go to **Reports > Transaction Register > Journal Register.**

1. Date From: Enter the start date for the period that you want to report for.
2. Date To: Enter the end date for the period that you want a report for.

2. To edit the transaction: Select the transaction > Click on button **Edit.**

3. To delete the transaction: Select the transaction > Click on button **Delete.**

4. To print the list of transactions: Click on button **Print.**
To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**
You can email the item report and save as PDF and Excel.

5. To Print Voucher: Select the transaction > Click on button **Print Voucher.**

6. Quotation Register

Quotation Register displays all the Quotation Transaction that has been generated.

To view the Quotation Register: Go to **Reports** > **Transaction Register** > **Quotation Register.**

1. Date From: Enter the start date for the period that you want to report for.
2. Date To: Enter the end date for the period that you want a report for.
3. Status: Select the status of the transaction.
4. Convert to Sale: It is used to convert quotation to sale.

2. To edit the transaction: Select the transaction > Click on button **Edit.**

3. To delete the transaction: Select the transaction > Click on button **Delete.**

4. To print the list of transactions: Click on button **Print.**
To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**
You can email the item report and save as PDF and Excel.

5. To Print Voucher: Select the transaction > Click on button **Print Voucher.**

7. Sale Register

A Sale Register displays the information on the periodic sales of a business concern. Sale register helps in analyzing the details of transaction of soled goods to various locations.

To view the Sale Register: Go to **Reports** > **Transaction Register** > **Sale Register.**

1. Date From: Enter the start date for the period that you want to report for.
2. Date To: Enter the end date for the period that you want a report for.
3. Billing Classification: Select the billing classification.
4. Billing Group: Select the billing group.

2. To edit the transaction: Select the transaction > Click on button **Edit.**

3. To delete the transaction: Select the transaction > Click on button **Delete.**

4. To print the list of transactions: Click on button **Print.**
To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.** You can email the item report and save as PDF and Excel.

5. To Print Voucher: Select the transaction > Click on button **Print Voucher.**

8. Purchase Register

A Purchase Register displays the information on the periodic purchases of a business concern. Purchase register helps in analyzing the details of transactions of purchased goods to various locations.

To view the Purchase Register: Go to **Reports > Transaction Register > Purchase Register.**

1. Date From: Enter the start date for the period that you want to report for.
2. Date To: Enter the end date for the period that you want a report for.
3. Billing Classification: Select the billing classification.
4. Billing Group: Select the billing group.

2. To edit the transaction: Select the transaction > Click on button **Edit.**

3. To delete the transaction: Select the transaction > Click on button **Delete.**

4. To print the list of transactions: Click on button **Print.**

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.** You can email the item report and save as PDF and Excel.

5. To Print Voucher: Select the transaction > Click on button **Print Voucher.**

9. Sale Return Register

A Sale Return Register displays the information on the periodic Sales Return of a business concern. Sale Return register helps in analyzing the details of transaction of soled return goods to various locations.

To view the Sale Return Register: Go to **Reports** > **Transaction Register** > **Sale Return Register**.

1. Date From: Enter the start date for the period that you want to report for.
2. Date To: Enter the end date for the period that you want a report for.
3. Billing Classification: Select the billing classification.
4. Billing Group: Select the billing group.

2. To edit the transaction: Select the transaction > Click on button **Edit.**

3. To delete the transaction: Select the transaction > Click on button **Delete.**

4. To print the list of transactions: Click on button **Print.**

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.** You can email the item report and save as PDF and Excel.

5. To Print Voucher: Select the transaction > Click on button **Print Voucher.**

10. Purchase Return Register

A Purchase Return Register displays the information on the periodic purchases Return of a business concern. Purchase Return register helps in analyzing the details of transaction of purchased return goods to various locations.

To view the Purchase Return Register: Go to **Reports** > **Transaction Register** > **Purchase Return Register.**

1. Date From: Enter the start date for the period that you want to report for.
2. Date To: Enter the end date for the period that you want a report for.
3. Billing Classification: Select the billing classification.
4. Billing Group: Select the billing group.

2. To edit the transaction: Select the transaction > Click on button **Edit.**

3. To delete the transaction: Select the transaction > Click on button **Delete.**

4. To print the list of transactions: Click on button **Print.**

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.** You can email the item report and save as PDF and Excel.

5. To Print Voucher: Select the transaction > Click on button **Print Voucher.**

11. Production Detail

Production Detail contains all the Production Transaction that has been generated on Production Item Details, Production Item Summary.

a) Item Detail

Production Item Details provides the information on item and shows location, quantity, rate, amount as per item.

1. To view the Production Item Details: Go to **Reports > Transaction Register > Production Detail > Item Detail.**

1. Item: Select item from the list.
2. Date From: Enter the start date for the period that you want to report for.
3. Date To: Enter the end date for the period that you want a report for.
4. Location: Select the location.

2. To edit the transaction: Select the transaction > Click on button **Edit.**

3. To delete the transaction: Select the transaction > Click on button **Delete.**

4. To print the list of transactions: Click on button **Print.**

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**

You can email the item report and save as PDF and Excel.

5. To Print Voucher: Select the transaction > Click on button **Print Voucher.**

b) Item Summary

Production Item Summary provides the information on item and shows items, quantity, rate, amount as per item group.

1. To view the Production Item Summary: Go to **Reports > Transaction Register > Production Detail > Item Summary.**

1. Item Group: Select item group from the list.

2. Date From: Enter the start date for the period that you want to report for.
3. Date To: Enter the end date for the period that you want a report for.
4. Location: Select the location.

2. To edit the transaction: Select the transaction > Click on button **Edit.**

3. To delete the transaction: Select the transaction > Click on button **Delete.**

4. To print the list of transactions: Click on button **Print.**
To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**
You can email the item report and save as PDF and Excel.

5. To Print Voucher: Select the transaction > Click on button **Print Voucher.**

12. Consumption Detail

Consumption Item Details provides the information on item and shows location, quantity, rate, amount as per item.

a) Item Detail

Consumption Item Details provides the information on item and shows location, quantity, rate, amount as per item.

1. To view the Consumption Item Details: Go to **Reports > Transaction Register > Consumption Detail > Item Detail.**

1. Item: Select item from the list.
2. Date From: Enter the start date for the period that you want to report for.
3. Date To: Enter the end date for the period that you want a report for.
4. Location: Select the location.

2. To edit the transaction: Select the transaction > Click on button **Edit.**

3. To delete the transaction: Select the transaction > Click on button **Delete.**

4. To print the list of transactions: Click on button **Print.**
To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**
You can email the item report and save as PDF and Excel.

5. To Print Voucher: Select the transaction > Click on button **Print Voucher.**

b) Item Summary

Consumption Item Summary provides the information on item and shows items, quantity, rate, amount as per item group.

1. To view the Consumption Item Summary: Go to **Reports > Transaction Register > Consumption Detail > Item Summary.**

1. Item Group: Select item group from the list.
2. Date From: Enter the start date for the period that you want to report for.
3. Date To: Enter the end date for the period that you want a report for.
4. Location: Select the location.

2. To edit the transaction: Select the transaction > Click on button **Edit.**

3. To delete the transaction: Select the transaction > Click on button **Delete.**

4. To print the list of transactions: Click on button **Print.**
To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**
You can email the item report and save as PDF and Excel.

5. To Print Voucher: Select the transaction > Click on button **Print Voucher.**

8) VAT 15:

1. To view the VAT 15: Go to **Reports > VAT 15.**
    1. Financial Year: Select the financial year.
    2. Quarter: Select the quarter between financial year.
    3. Path: Browse the target location of VAT 15 excel.

9) VAT 16:

1. To view the VAT 16: Go to **Reports > VAT 16.**
    1. Financial Year: Select the financial year.
    2. Quarter: Select the quarter between financial year.
    3. Path: Browse the target location of VAT 16 excel.

10) Trading Account:

The trading account shows the result of buying and selling of goods. It is used to ascertain the net profit or net loss at the end of each year.

1. To view the Trading Account: Go to **Reports > Trading Account.**

    1. Date From: Enter the start date for the period that you want to report for.
    2. Date To: Enter the end date for the period that you want a report for.

2. To print the list of transactions: Click on button **Print.**

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**
You can email the item report and save as PDF and Excel.

11) Trading Item Report:

Trading Item Report provides information on item and shows profit, opening-closing quantity and value, Sale-purchase quantity and value.

1. To view the Trading Item Report: Go to **Reports > Trading Item Report.**
    1. Date From: Enter the start date for the period that you want to report for.
    2. Date To: Enter the end date for the period that you want a report for.

3. Finalize Closing Rates: It is used to finalize closing rates.

2. To print the list of transactions: Click on button **Print.**

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.** You can email the item report and save as PDF and Excel.

12) Tax Wise Stock Evaluation Summary:

Tax Wise Stock Evaluation Summary provides information on tax class and shows opening and closing value for given time period.

1. To view the Tax Wise Stock Evaluation Summary: Go to **Reports > Tax Wise Stock Evaluation Summary.**

1. Date From: Enter the start date for the period that you want to report for.

2. Date To: Enter the end date for the period that you want a report for.

2. To print the list of transactions: Click on button **Print.**

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.** You can email the item report and save as PDF and Excel.

13) Profit & Loss Account:

Profit and Loss Account shows the net result of business operations for a specified period. All the expenses incurred and incomes earned during the reporting period are recorded in the Profit and Loss account. The profit and loss account displays the information based on the default primary groups. It is updated with every transaction that is entered and saved.

1. To view the Profit & Loss Account: Go to **Reports > Profit & Loss Account.**

1. Date From: Enter the start date for the period that you want to report for.

2. Date To: Enter the end date for the period that you want a report for.

3. Profit Transfer: Profit will transfer to the capital account.

2. To print the list of transactions: Click on button **Print.**

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**

You can email the item report and save as PDF and Excel.

14) Balance Sheet:

Balance Sheet is a statement showing the financial position of a business. The term balance sheet implies that a report shows the balance between two figures. It shows a balance between the assets and liabilities of a firm and the owner's funds.

1. To view the Balance Sheet: Go to **Reports > Balance Sheet.**

1. Date From: Enter the start date for the period that you want to report for.

2. Date To: Enter the end date for the period that you want a report for.

3. Account with zero balance: shows account with zero balance.

2. To print the list of transactions: Click on button **Print.**

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**

You can email the item report and save as PDF and Excel.

15) Capital Account:

Capital Account provides the information about the ledger with capital account, Opening Balance, Additions, Withdrawal and Closing Balance.

1. To view the Capital Account: Go to **Reports > Capital Account.**

1. Date From: Enter the start date for the period that you want to report for.

2. Date To: Enter the end date for the period that you want a report for.

2. To print the list of transactions: Click on button **Print.**

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**

You can email the item report and save as PDF and Excel.

16) TDS Interest:

TDS (Tax deducted at source) Interest report shows actual interest, TDS rate and amount after applying TDS on interest using minimum TDS amount and TDS rate. TDS Interest is calculated on Ledger.

1. To view the TDS Interest: Go to **Reports > TDS Interest.**

1. **Ledger:** Select ledger to find transactions.
2. **Date From:** Enter the start date for the period that you want to report for.
3. **Date To:** Enter the end date for the period that you want a report for.
4. **Minimum TDS Amount:** Enter the amount on which TDS rate has to find.
5. **TDS Rate:** Enter the rate for calculating interest on minimum TDS amount.

2. To print the list of transactions: Click on button **Print.**

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**

You can email the item report and save as PDF and Excel.

17) TDS Group Interest:

TDS (Tax deducted at source) Interest report shows actual interest, TDS rate and amount after applying TDS on interest using minimum TDS amount and TDS rate.TDS Group Interest is calculated on Ledger Group.

1. To view the TDS Group Interest: Go to **Reports > TDS Group Interest.**

1. **Ledger Group:** Select ledger to find transactions.
2. **Date From:** Enter the start date for the period that you want to report for.
3. **Date To:** Enter the end date for the period that you want a report for.
4. **Minimum TDS Amount:** Enter the amount on which tds rate has to find.
5. **TDS Rate:** Enter the rate for calculating interest on minimum tds amount.

2. To print the list of transactions: Click on button **Print.**

To see preview before printing, go to **Setup >**
Configuration > General Setting > Click on check box **'Show Preview Before Print'.**
You can email the item report and save as PDF and Excel.

18) Pending C Form List:

This report shows the list of pending C Form transactions.

1. To view the Pending C Form List: Go to **Reports > Pending C Form List.**

1. Ledger: Select the ledger from the list.
2. Voucher Type: Select voucher type as Sale or Purchase.
3. Date From: Enter the start date for the period that you want to report for.
4. Date To: Enter the end date for the period that you want a report for.

2. To print pending C Form List: Click on button **Print.**
To see preview before printing, go to **Setup >**
Configuration > General Setting > Click on check box **'Show Preview Before Print'.**
You can email the item report and save as PDF and Excel.

19) Tax Wise Sale/Purchase Summary:

Tax Wise Sale/Purchase Summary report shows details for taxes used in Sales and Purchase Transactions which contains sale-purchase amount, tax amount and surcharge amount.

1. To view the Tax Wise Sale/Purchase Summary: Go to **Reports** > **Tax Wise Sale/Purchase Summary**.

1. Date From: Enter the start date for the period that you want to report for.
2. Date To: Enter the end date for the period that you want a report for.

2. To print Tax Wise Sale/Purchase Summary: Click on button **Print.**
To see preview before printing, go to **Setup >**
Configuration > General Setting > Click on check box **'Show Preview Before Print'.**

You can email the item report and save as PDF and Excel.

20) Outstandings:

Outstanding report displays the outstanding receivables or payables during a specified period for an entire group.

1. To view the Outstandings: Go to **Reports > Outstandings.**

1. Type: Select the option payable or receivable.

2. Ledger Group: Select the ledger group from the list.

3. As On: Enter the date that you want to report for.

4. Amount Min and Max: Enter the minimum and maximum amount.

2. To print outstanding list: Click on button **Print.**

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**

You can email the item report and save as PDF and Excel.

21) Bank Reconciliation:

The Bank Reconciliation report shows company's actual bank balance and the balance of the bank account.

1. To view the Bank Reconciliation: Go to **Reports > Bank Reconciliation.**

1. **Bank:** Select bank to find transactions.
2. **Date From:** Enter the start date for the period that you want to report for.
3. **Date To:** Enter the end date for the period that you want a report for.

22) Cheque Book Detail:

Cheque Book Detail helps users to manage their cheque books for various banks, give information about Cheques which do not belong to any cheque range available and also the status of all the cheques. This report gives the values of the total number of cheques for each bank (Cheque Book wise), that are Available, Issued.

1. To view the Cheque Book Detail: Go to **Reports > Cheque Book Detail.**

1. Ledger: Select the ledger from the list.

2. Cheque Book: Select cheque book.

2. To print cheque book detail list: Click on button **Print.**

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**

You can email the item report and save as PDF and Excel.

23) Cheques Received Due for Deposit:

Cheques Received Due For Deposit report shows received cheques according to their due date.

1. To view the Cheques Received Due for Deposit: Go to **Reports > Cheques Received Due for Deposit.**

1. **Due Date:** Enter the date to display Cheques.

2. To print cheque received due for deposit list: Click on button **Print.**

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**

You can email the item report and save as PDF and Excel.

24) Search:

Search finds the transactions and details related to transactions as per user's need. User can search specific information by selecting voucher type, ledger, by entering description, amount and selecting particular period.

1. To view the Search Report: Go to **Reports > Search.**

1. **Voucher Type:** Select Voucher Type to find transaction information according to voucher type.

Selecting All Voucher gives information related to all transactions.

Voucher type is related to Accounting, Inventory and Payroll. These types are used for recording various transactions as per user need.

2. **Ledger:** Select ledger to find transactions according to selected ledger.
3. **Description:** Enter description to search transactions according to matching keyword in description.
4. **Date (All):** Select type all to display all transactions details for all date.

Selecting type Range user can search transactions according to Date From and Date To.

5. **Date From:** Enter the start date for the period that you want to report for.
6. **Date To:** Enter the end date for the period that you want a report for.
7. **Amount (Range):** Select range to display all transaction details for all amounts.
8. **From:** Enter the minimum range for amount that you want to report for.
9. **To:** Enter the maximum range for amount that you want to report for.

2. To edit the transaction: Select the transaction > Click on button **Edit.**

3. To delete the transaction: Select the transaction > Click on button **Delete.**

4. To print the list of transactions: Click on button **Print.**

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.** You can email the item report and save as PDF and Excel.

5. To Print Voucher: Select the transaction > Click on button **Print Voucher.**

6. **Show Shelf Location:** It shows report for shelf location of items. Shelf Location Report will generate only for Sale, Purchase, Sale Return, and Purchase Return.

25) Interest:

Interest Report shows calculated interest on amount according to user's requirement:-

Interest report shows information for ledger for specific date interval according to simple interest, compound interest, cross interest, rate on credit amount and rate on debit amount, grace days, grace on credit, debit and both amount.

1. To view the Interest Report: Go to **Reports > Interest.**

1. **Ledger:** Select ledger to find transactions.
2. **Rate (Dr):** Enter rate for debit amount that you want to report for.
3. **Rate (Cr):** Enter rate for credit amount that you want to report for.
4. **Type:** (**Normal**) report shows amount according to interest calculated as per simple interest or compound interest.
5. **Type:** (**cross**) report shows amount according to interest calculated as per cross interest.
6. **Include Opening Balance:** Includes opening balance for ledger.
7. **Date From:** Enter the start date for the period that you want to report for.
8. **Date To:** Enter the end date for the period that you want a report for.
9. **Grace Days:** Enter the number of grace days that you want a report for.
10. **Grace On:** Select debit, credit or both that you want a report for.

2. To print the list of transactions: Click on button **Print.**

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.** You can email the item report and save as PDF and Excel.

26) Current Balance:

Current Balance shows balances of those ledgers which have cash in hand, bank accounts, bank OCC A/c, bank O/D A/c ledger group.

1. To view the Current Balance: Go to **Reports** > **Current Balance**.

You can see the current balance according to system date or working date.

2. To print the list of transactions: Click on button **Print.**

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**

You can email the item report and save as PDF and Excel.

27) Cancelled Transaction:

Cancelled Transactions Report shows all transactions that has been cancelled but not deleted.

1. To view the Cancelled Transactions: Go to **Reports** > **Cancelled Transactions**.

1. Date From: Enter the start date for the period that you want to report for.
2. Date To: Enter the end date for the period that you want a report for.

2. To print the list of transactions: Click on button **Print.**
To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**
You can email the item report and save as PDF and Excel.

28) Inactive Ledgers:

Inactive Ledgers Report shows following things:
No activity for an open period.
No account history accounts.

1. To view the Inactive Ledgers: Go to **Reports > Inactive Ledgers.**

1. **Since Date:** Enter the date for the period that you want a report for
2. **Ledger Group:** Select particular ledger group for which you want to see Inactive Ledgers.

2. To print the list of transactions: Click on button **Print.**
To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**
You can email the item report and save as PDF and Excel.

29) Repair/Replacement Reports

Repair/Replacement Reports shows item information on Customer's request. This report shows items and contacts information on Shopkeeper's request.

1. ***Repair Request Report:***

Repair Request Report shows Current place of item and item details.

1. To view the Repair Request Report: Go to **Reports > Repair/Replacement Reports > Repair Request Report.**

1. Date From: Enter the start date for the period that you want to report for.
2. Date To: Enter the end date for the period that you want a report for.
3. Contact: Select Contact from list.
4. Item: Select an Item from list.
5. Status: Select status from list.
6. Due Date: Enter the due date for the period that you want a report for.

2. To edit the transaction: Select the transaction > Click on button **Edit.**

3. To delete the transaction: Select the transaction > Click on button **Delete.**

4. To print the list of transactions: Click on button **Print.**

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.** You can email the item report and save as PDF and Excel.

5. To Print Voucher: Select the transaction > Click on button **Print Voucher.**

2. ***Service Center Request Report:***

Service Center Request Report shows whether the item is with service centre or received from service centre.

1. To view the Service Center Request Report: Go to **Reports > Repair/Replacement Reports > Service Center Request Report.**

1. Date From: Enter the start date for the period that you want to report for.
2. Date To: Enter the end date for the period that you want a report for.
3. Contact: Select Contact from list.

4. Item: Select an Item from list.
5. Status: Select status from list.
6. Due Date: Enter the due date for the period that you want a report for.

2. To edit the transaction: Select the transaction > Click on button **Edit.**

3. To delete the transaction: Select the transaction > Click on button **Delete.**

4. To print the list of transactions: Click on button **Print.**
To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**
You can email the item report and save as PDF and Excel.

5. To Print Voucher: Select the transaction > Click on button **Print Voucher.**

3. Item History Report:

Item History Report provides the information on contact and item which shows all transaction details with date, voucher no, due date, status and service center.

1. To view the Item History Report: Go to **Reports > Repair/Replacement Reports > Item History Report.**

1. Contact: Select Contact from list.
2. Item: Select an Item from list.

2. To edit the transaction: Select the transaction > Click on button **Edit.**

3. To delete the transaction: Select the transaction > Click on button **Delete.**

4. To print the list of transactions: Click on button **Print.**
To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**
You can email the item report and save as PDF and Excel.

5. To Print Voucher: Select the transaction > Click on button **Print Voucher.**

30) Analysis Reports

Analysis Reports shows an item's actual sales and actual purchases for a specified period.

1. Weekly Item Sale Analysis:

Weekly Item Sale Analysis Report shows "per item's" actual sales with total amount for a week in given period.

1. To view the Weekly Item Sale Analysis: Go to **Reports > Analysis Reports > Weekly Item Sale Analysis.**

1. Item: Select an Item from list.
2. Date From: Enter the start date for the period that you want to report for.
3. Date To: Enter the end date for the period that you want a report for.
4. Include Tax: It shows report including tax on respective item, only if tax is included on sale transaction.

2. To print the weekly item sale analysis report: Click on button **Print.**
To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**
You can email the item report and save as PDF and Excel.

3. To see the graph: Click on button **Show Graph.**

2. Weekly Item Group Sale Analysis:

Weekly Item Group Sale Analysis Report shows "per item group's" actual sales with total amount for a week in given period.

1. To view the Weekly Item Group Sale Analysis: Go to **Reports > Analysis Reports > Weekly Item Group Sale Analysis.**

1. Item: Select an Item Group from list.
2. Date From: Enter the start date for the period that you want to report for.
3. Date To: Enter the end date for the period that you want a report for.
4. Include Tax: It shows report including tax on respective item group, only if tax is included on sale transaction.

2. To print the weekly item group sale analysis report: Click on button **Print.**

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.** You can email the item report and save as PDF and Excel.

3. To see the graph: Click on button **Show Graph.**

3. ***Monthly Item Sale Analysis:***

Monthly Item Sale Analysis Report shows "per item's" actual sales with total amount for a month in given period.

1. To view the Monthly Item Sale Analysis: Go to **Reports > Analysis Reports > Monthly Item Sale Analysis.**

1. Item: Select an Item from list.
2. Date From: Enter the start date for the period that you want to report for.
3. Date To: Enter the end date for the period that you want a report for.
4. Include Tax: It shows report including tax on respective item, only if tax is included on sale transaction.

2. To print the monthly item sale analysis report: Click on button **Print.**

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.** You can email the item report and save as PDF and Excel.

3. To see the graph: Click on button **Show Graph.**

4. ***Monthly Item Group Sale Analysis:***

Monthly Item Group Sale Analysis Report shows "per item group's" actual sales with total amount for a month in given period.

1. To view the Monthly Item Group Sale Analysis: Go to **Reports > Analysis Reports > Monthly Item Group Sale Analysis.**

1. Item: Select an Item group from list.
2. Date From: Enter the start date for the period that you want to report for.
3. Date To: Enter the end date for the period that you want a report for.

4. Include Tax: It shows report including tax on respective item, only if tax is included on sale transaction.

2. To print the monthly item group sale analysis report: Click on button **Print.**

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.** You can email the item report and save as PDF and Excel.

3. To see the graph: Click on button **Show Graph.**

5. Item Purchase Rate Variation Analysis:

Item Purchase Rate Variation Analysis report shows variation (%). Variation (%) is calculated by items' minimum and maximum purchase amount for dates in a given period.

1. To view the Item Purchase Rate Variation Analysis: Go to **Reports > Analysis Reports > Item Purchase Rate Variation Analysis.**

1. **Item:** Select an Item Group from list.
2. **Purchase Price Varied By**: Enter the purchase price value. Purchase Price Varied By kept zero, report will show all items with variation (%), Purchase Price Varied By kept maximum value of variation (%). It will show those items that have maximum value of variation.
3. **Date From:** Enter the start date for the period that you want to report for.
4. **Date To:** Enter the end date for the period that you want a report for.

2. To print the item purchase rate variation analysis report: Click on button **Print.**

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**
You can email the item report and save as PDF and Excel.

6. Item Purchase Rate Analysis:

Item Purchase Rate Analysis report shows item purchase amount variation in items' for dates in a given period.

1. To view the Item Purchase Rate Analysis: Go to **Reports > Analysis Reports > Item Purchase Rate Analysis.**

1. Item: Select an Item.
2. Date From: Enter the start date for the period that you want to report for.
3. Date To: Enter the end date for the period that you want a report for.

2. To print the item purchase rate analysis report: Click on button **Print.**

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**
You can email the item report and save as PDF and Excel.

3. To see the graph: Click on button **Show Graph.**

7. Stock Level Analysis:

Stock level analysis report shows current stock for an item on the basis of sale and purchase transactions for all dates in a given period.

1. To view the Stock Level Analysis: Go to **Reports > Analysis Reports > Stock Level Analysis.**

1. Date From: Enter the start date for the period that you want to report for.
2. Date To: Enter the end date for the period that you want a report for.

2. To print the stock level analysis report: Click on button **Print.**
To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**
You can email the item report and save as PDF and Excel.

3. To see the graph: Click on button **Show Graph.**

8. Weekly Total Sale Analysis:

Weekly Total Sale Analysis Report shows all items actual sales with total amount for a week in given period.

1. To view the Weekly Total Sale Analysis: Go to **Reports > Analysis Reports > Weekly Total Sale Analysis.**

1. Date From: Enter the start date for the period that you want to report for.
2. Date To: Enter the end date for the period that you want a report for.
3. Include Tax: It shows report including tax on respective item, only if tax is included on sale transaction.

2. To print the weekly total sale analysis report: Click on button **Print.**
To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**
You can email the item report and save as PDF and Excel.

3. To see the graph: Click on button **Show Graph.**

9. Monthly Total Sale Analysis:

Monthly Total Sale Analysis Report shows all items actual sales with total amount for a month in given period.

1. To view the Monthly Total Sale Analysis: Go to **Reports > Analysis Reports > Monthly Total Sale Analysis.**

1. Date From: Enter the start date for the period that you want to report for.
2. Date To: Enter the end date for the period that you want a report for.
3. Include Tax: If this box is checked, report will generate including tax on all items, only if tax is included at the time of sale transaction.

2. To print the monthly total sale analysis report: Click on button **Print.**
To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**
You can email the item report and save as PDF and Excel.

3. To see the graph: Click on button **Show Graph.**

4) Setup:

Setup is the arrangement and assembly of the tools required for the working functionality of the software in the way user wants. Setup enables/disables extra functionality provided by the software.

The Setup menu has following options:

1) *Voucher Configuration:*

Voucher configuration will help user for speedy transactions. Voucher numbering set to automatic, additional fields get enable to add advanced configuration for the voucher. If voucher configuration is manual then user can add, edit or delete voucher numbering as he wants. If vouchers are created by user it can be displayed in report with their details.

1. To open Voucher Configuration view: Go to **Setup > Voucher Configuration** or press shortcut key **F2.**

Add Button:

1. Date From: Enter the starting date that user wants to generate voucher number from.
2. Date to: Enter the end date that user wants to generate voucher number to.
3. Number Start From: Enter the starting number for the voucher.
4. Prefix: User can enter prefix for the entered voucher number.

5. Suffix: User can enter suffix for the entered voucher number.
6. Minimum width of voucher number: User decides how long voucher number he wants, It can be specified in digit.

Edit Button: User can edit created voucher number.

Delete Button: User can remove created voucher number.

2. To edit the voucher configuration: Select the configuration > Click on button **Edit.**

2) Working Date:

User can change configuration for working date to save time. If some days entries are missing for transactions user can change working date to complete them. By default working date configuration is current date.

To open Working Date view: Go to **Setup > Working Date.**

1. **Working Date:** Enter the date.
2. **Auto Increment date:** When working date set as per users need, this enables user to continue next date for the working date.
   For this user has to disable system date first.
3. **System Date:** By default working date configuration is set to current date.

3) Working Period:

User can change configuration for working period to save time. Using this by default all reports Date From and Date To will change and reports will be displayed as per this date.

To open Working Period view: Go to **Setup > Working Period.**

1. Working Period From: Enter the start date for the period that you want to report for.
2. Working Period To: Enter the end date for the period that you want a report for.

4) User Profile:

To open User Profile view: Go to **Setup > User Profile.**

1. User can edit first name, middle name, last name, password, description, address1, address2, address3, phone, fax, mobile, and email**.**
2. If user changes password, this password should be used for open company onwards.
3. At the end enabled option comes which is disabled by default. This can be use to enable or disable users profile temporary. Admin can enable/disable other users profile, to do setting for this go to **Master>User Accounts > Product Users > new.**

5) Configuration:

Configuration contains different settings (privileges) allows to use or not as per user need.

To open Configuration: Go to **Setup > Configuration**.

1. Day Book Setting
2. Ledger Setting
3. Ledger Book Setting
4. General Setting
5. Email Setting
6. Backup Setting
7. Inventory Setting
8. Sale Bill Print Setting
9. Repair Setting
10. Tax Setting

6) Change Master Password:

User can give password to application for giving security. User has to login application using this password till that user is not able to see list of companies.

To open Change Master Password: Go to **Setup > Change Master Password**.

7) Closing Rate:

Closing rate shows the values for items after doing last transactions.

1. To open Closing Rate go to **Setup > Closing Rate**.
2. To edit the item: Select an item > Click on button **Edit.**
3. To delete the item: Select an item > Click on button **Delete.**

5) Tools:

The Tools menu has following options:

1) ***Ledger Book Printing:***

Ledger Book Printing enables the printing of the primary Books of Accounts, like the Cash and Bank Accounts, Sundry Debtor, Sundry Creditor, Sales and Purchase Accounts etc., without having to select the accounts one at a time and printing them.

To open a Ledger Book Printing Dialog: Go to menu **Tools > Ledger Book Printing.**

1. Date From: Enter the start date for the period that you want to report for.
2. Date To: Enter the end date for the period that you want a report for.
3. Use new page for each ledger: It shows the report entries on separate page according to ledger.
4. Show Ledgers with no data: It shows all ledgers with transaction entries as well as no data.

You can change the ledger book setting using **Settings Button.**

2) Customer Connect:

a. Birthday and Anniversaries:

This provides the information about birthdays and anniversaries. It shows birthdays and anniversaries within two weeks by default.

1. To open a Birthday and Anniversaries view: Go to **Tools > Customer Connect > Birthday and Anniversaries.**

1. Date From: Enter the start date for the period that you want to report for.
2. Date To: Enter the end date for the period that you want a report for.
3. Print Labels: It shows labels of contacts which come under selected ledger group.

2. To print the list of birthday and anniversaries: Click on button **Print.**
To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.**

You can email the birthday and anniversaries report and save as PDF and Excel.

b. Print Ledger Labels:

Print Ledger Labels is used to print ledger labels within selected ledger Group.

To open a Print Ledger Label Dialog: Go to menu **Tools > Customer Connect > Print Ledger Labels.**

1. Ledger Group: Select the ledger group from the list.

3) Email:

1. To configure Email Server: Go to **Setup > Configure > Email Setting.**

2. To open an Email Dialog: Go to menu **Tools > Email.**
   1. To: Enter the email id of customer or press **F3** to select contact.
   2. Subject: Enter the subject of email.
   3. Message: Enter the message.
   4. Attachment: Attach the document or file.

4) Backup:

Data on the computer is vulnerable to different types of threats and any data lost cannot be recovered. Hence, there is a need to store data at a different location by taking a backup.

To take backup: Go to **Tools > Backup.**

6) Internet:

a. Favourite URL:

1. To open Favourite URL view, go to menu **Tools > Internet > Favourite URL.** There are **pre-defined list of URL** available.
2. To create new Favourite URL: Click on toolbar button **New.**
   a. **Name:** Enter the name.
   b. **URL:** Enter the URL. Nucleus does not allow duplicate names.
   c. **Description:** Enter any details or description related to the favourite URL.

After adding details, click on **OK or Apply** button.

3. Click on toolbar button **Edit** to edit or modify selected URL.

4. Click on toolbar button **Delete** to delete selected URL.

7) Calculator:

Nucleus provides the calculator for various calculations.

8) Import/Export:

a. Import Ledger Groups From Excel:

To open Ledger Groups from Excel Dialog: Go to **Tools > Import/Export > Import Ledger Groups from Excel.**

1. File Path: Browse the file path.
Note: The excel should be have 5 columns of '.xlsc' format. If file is not in this format then data will not be imported.

b. Import Data:

To import data: Go to **Tools > Import/Export > Import Ledger Groups from Excel.**

1. Path: Enter the required path and filename in the import file name field.
2. What to import: Select what to import.
3. Filter: Select the filter as per required.
4. Date From: Select the start date.
5. Date To: Select the end date.
6. Import Data after last import:

c. Import Data From NucleusVB:

1. To import data from NucleusVB: Go to **Tools > Import/Export > Import Data from NucleusVB.**
2. Select the file name of NucleusVB.

d. Import Billing Group From Excel:

To open Billing Group from Excel Dialog: Go to **Tools > Import/Export > Import Billing Group from Excel.**

1. File Path: Browse the file path.
Note: The excel should be have 6 columns of '.xlsc' format. If file is not in this format then data will not be imported.

e. Export Item To Excel:

To open Export Item to Excel Dialog: Go to **Tools > Import/Export > Export Item to Excel.**

1. Path: Browse the path of excel file where you want to export item.

f. Import Item From Excel:

To open Import Item to Excel Dialog: Go to **Tools > Import/Export > Import Item from Excel.**

1. **File Path:** Browse the path of excel file where you want to import item.

Note:

- Basically the user should follow the following steps.
    1. Export Item to Excel.
    2. Do the changes in same excel sheet.
    3. Use same excel file for Import Item from Excel.
- It will accept only '.xlsx' format file only.
  And the data should be present at first sheet (Sheet0) only.
- New/Edit:
  In excel if ID column has some value then the item with that id will consider for edit item case.
  If ID column is empty then the item with that id will consider for new item case.

g. Export Ledger To Excel:

To open Export Item to Excel Dialog: Go to **Tools > Import/Export > Export Ledger to Excel.**

1. Path: Browse the path of excel file where you want to export item.

h. Import Ledger From Excel:

To open Import Item to Excel Dialog: Go to **Tools > Import/Export > Import Ledger from Excel.**

1. **File Path:** Browse the path of excel file where you want to import item.

Note:

- Basically the user should follow the following steps.

1. Export Ledger to Excel.
2. Do the changes in same excel sheet.
3. Use same excel file for Import Ledger from Excel.

- It will accept only '.xlsx' format file only.
  And the data should be present at first sheet (Sheet0) only.
- New/Edit:
  In excel if ID column has some value then the ledger with that id will consider for edit ledger case.
  If ID column is empty then the ledger with that id will consider for new ledger case.
- Opening Balance Column:
  If you enter -ve value in opening balance column then it will considered as Credit value.
  If you enter +ve value in opening balance column then it will considered as Debit value.
- Ledger with Primary Ledger group will not consider for Import.
- Billing Group and Billing Classification for new ledger
  Billing group and Billing classifications for ledger are created automatically according to its Ledger Group and City. (If ID column is blank (new ledger case))
- If contact with same name as ledgers is already there in Company. Then that ledger will automatically get connected existing contact

i. Import Trade List (Auto Update):

To import trade list: Go to **Tools > Import/Export > Import Trade List.**

List of Trade and Commodity will be updated automatically

9) Notes:

1. To open notes view: Go to menu **Tools > Notes.**
2. To create new Note: Click on toolbar button **New.**
   a. **Title:** Enter the title of note.
   b. **Notes:** Enter the note.
   After adding details, click on **OK or Apply** button.

3. Click on toolbar button **Edit** to edit or modify selected note.

4. Click on toolbar button **Delete** to delete selected note.

5. Click on toolbar button **Print** to print note details.

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.** You can email the notes and save as PDF and Excel.

10) Tentative Purchase Order:

Tentative Purchase Order report shows item details that is item, quantity, rate and description.

1. To open tentative purchase order view: Go to menu **Tools > Tentative Purchase Order.**
2. To create new Tentative Purchase Order: Click on toolbar button **New.**
   a. **Item:** Select the item from the list.
   b. **Quantity:** Enter the quantity of item.
   c. **Rate:** Enter the rate of item.
   d. **Description:** Enter any details or description related to the attribute.

   After adding details, click on **OK or Apply** button.

3. Click on toolbar button **Edit** to edit or modify selected tentative purchase order.

4. Click on toolbar button **Delete** to delete selected tentative purchase order. You can delete all tentative purchase order at a time using 'Delete All' button.

5. Click on toolbar button **Print** to print tentative purchase order details.

To see preview before printing, go to **Setup > Configuration > General Setting >** Click on check box **'Show Preview Before Print'.** You can email the tentative purchase order and save as PDF and Excel.

11) Delete Data and Convert Balance to Opening:

It deletes all transactions data and set balance to opening.

To open Delete Data and Convert Balance to Opening: Go to menu **Tools > Delete Data and Convert Balance to Opening.**

12) Print Financial Reports:

Financial Reports prints formal records of financial activities of a company.

These report shows:

1. Financial position that is assets, liabilities and equity.
2. Income and Expenses.
3. Cash flow statements
4. Changes in equity that is earnings.

To open Financial Reports: Go to menu **Tools > Print Financial Reports**.

1. **For Working Period From:** Enter the starting date to print financial report from.
2. **For Working Period To:** Enter the end date to print financial report to.

13) Task List:

Task List shows number of tasks that might require completing by user or admin. This view shows overdue tasks, today's task and this week's tasks, completed tasks with due date, title and notes.

If tasks are assigned to admin itself then task list will be displayed in my task view. If tasks are assigned to user then task list will be displayed in Task Assignee View. User can set alarms to tasks; he can edit existing tasks, delete existing tasks, and mark as completed task.

To open Task List view: Go to menu **Tools > Task List.**

To see task list for specific period in my task view and task assignee view:

1. **View:** Select view type to display tasks.
   In default view task list displays all overdue, today's and week's tasks.
   In date interval view task list will be displayed for specified period.
2. **Date From:** Enter the date to see tasks from that date.
3. **Date To:** Enter the date to see tasks till that date.
4. **Show Completed:** Displays completed tasks list.

6) Help:

The Help menu has following options:

1) Contact Solpro Technologies:

You can contact Solpro Technologies by sending mail.

To open Contact Solpro Technologies: Go to menu **Help > Contact Solpro Technologies.**

1. **Subject:** Enter the subject.
2. **Message:** Enter the message.
3. **Attachment:** Attach the document or file.
4. **Attach Database:** It is used to attach database with file.