1. Create new Directory
   Maintain → Add → Save → Enter

2. Company Profile & Accounting Year
   System → General Setup → Company

3. A/C No. Default Input Format
   System → General Setup → Options

4. General Ledger Account
   General → GL Accounts → Add

5. Debtors Accounts
   Debtors → Debtor Maintenance → Add

6. Creditors Accounts
   Creditors → Creditor Maintenance → Add

7. Opening Balance
   General → A/C Opening Balance

8. Maintain B/F Unpaid Bill
   Debtor → B/F Transaction → Add
   Creditor → B/F Transaction → Add

9. Batch
   General → Batch → Add →Sample → Choose month → Generate

10. Maintain Stock Value
    General → Maintain Stock Value → Add →Enter Closing Stock

11. General Expenses and Received
    General →Cash Book → Receipt
    General →Cash Book → Payment

12. Stock Maintenance
    Stock →Product → Add

13. Opening Stock
    Stock →Opening Stock → Edit

14. Document Number
    System → Administrative Tools → Document No

15. Sales Quotation
    Sales → Quotation → Add

16. Sales Order
    Sales → Sales Order → Add

17. Delivery Order
    Sales → Delivery Order → Add

18. Sales Invoice
    Sales → Invoice → Add

19. Cash Sales
    Sales → Cash Sales → Add

20. Credit Note
    Sales → Credit Note → Add
    Debtors → Knock Off Bills → Edit

21. Debit Note
    Sales → Debit Note → Add

22. Purchases Invoice
    Creditors → Purchase Invoice → Add

23. Receive Payment from Customer/ Debtor
    Debtor → Receive Payment → Add

24. Pay Payment to Supplier / Creditor
    Creditor → Pay Bills → Add

25. Knock off Bill
    Debtor → Knock off Bill →Edit
    Creditor → Knock off Bill → Edit

26. Reverse Bill
    Debtor → Knock off Bill →Edit → Reverse
    Creditor → Knock off Bill → Edit → Reverse

27. Print Ledger
    General → Print Ledgers → Print → Preview

28. Trial Balance
    General → Trial Balance → Print → Preview

29. Profit & Loss Account
    General → Profit & Loss Account → Print → Preview

30. Balance Sheet
    General → Balance Sheet → Print → Preview

31. Payment Voucher / Official Receipt
    General → More Reports → Print Payment Voucher / Print Receipt

32. Print Batch of Transaction
    General → More Reports → Print Batch Of Transaction

33. Debtor Statement / Debtor Aging
    Debtors → Debtor Reports → About Debtors

34. Creditor Remittance Advice / Creditors Aging
    Creditors → Creditor Reports → About Creditors

35. Sales Report
    Sales → Sales Report → About Sales

36. Backup
    System → Backup Database

37. Restore
    System → Restore Database

38. Year End Processing
    System → Administrative Tools → Year End Closing

39. Change Account No.
    System → Administrative Tools → Change Data