

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. Document Number
System → Administrative Tools → Document No
13. Stock Maintenance
Stock → Product → Add
14. Opening Stock
Stock → Opening Stock → Edit
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. Purchase Order
Purchase → Purchase Order → Add
23. Goods Received Note
Purchase → Goods Received Note → Add
24. Purchases Invoice
Purchase → Purchase Invoice → Add
25. Cash Purchase
Purchase → Cash Purchase → Add
26. Purchase Return
Purchase → Purchase Return → Add
Creditors → Knock Off Bill → Edit
27. Receive Payment from Customer/ Debtor
Debtor → Receive Payment → Add
28. Pay Payment to Supplier / Creditor
Creditor → Pay Bills → Add
29. Knock off Bill
Debtor → Knock off Bill → Edit
Creditor → Knock off Bill → Edit
30. Reverse Bill
Debtor → Knock off Bill → Edit → Reverse
Creditor → Knock off Bill → Edit → Reverse

31. Print Ledger
General → Print Ledgers → Print → Preview
32. Trial Balance
General → Trial Balance → Print → Preview
33. Profit & Loss Account
General → Profit & Loss Account → Print → Preview
34. Balance Sheet
General → Balance Sheet → Print → Preview
35. Payment Voucher / Official Receipt
General → More Reports → Print Payment Voucher / Print Receipt
36. Print Batch of Transaction
General → More Reports → Print Batch Of Transaction
37. Debtor Statement / Debtor Aging
Debtors → Debtor Reports → About Debtors
38. Creditor Remittance Advice / Creditors Aging
Creditors → Creditor Reports → About Creditors
39. Stock Report
Stock → Stock Report → About Stock
40. Sales Report
Sales → Sales Report → About Sales
41. Purchase Report
Purchase → Purchase Report → About Purchase
42. Backup
System → Backup Database
43. Restore
System → Restore Database
44. Year End Processing
System → Administrative Tools → Year End Closing
45. Change Account No.
System → Administrative Tools → Change Data