

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
System → Administrative Tools → GL Accounts → Add
5. Debtors Accounts
Debtors → Debtor Maintenance → Add
6. Creditors Accounts
Creditors → Creditor Maintenance → Add
7. Batch
System → Administrative Tools → Batch → Add → Sample → Choose month → Generate
8. Document Number
System → Administrative Tools → Document No
9. Stock Maintenance
Stock → Product → Add
10. Opening Stock
Stock → Opening Stock → Edit
11. Sales Quotation
Sales → Quotation → Add
12. Sales Order
Sales → Sales Order → Add
13. Delivery Order
Sales → Delivery Order → Add
14. Sales Invoice
Sales → Invoice → Add
15. Cash Sales
Sales → Cash Sales → Add
16. Credit Note
Sales → Credit Note → Add

17. Debit Note
Sales → Debit Note → Add
18. Purchase Order
Purchase → Purchase Order → Add
19. Goods Received Note
Purchase → Goods Received Note → Add
20. Purchases Invoice
Purchase → Purchase Invoice → Add
21. Cash Purchase
Purchase → Cash Purchase → Add
22. Purchase Return
Purchase → Purchase Return → Add
23. Stock Report
Stock → Stock Report → About Stock
24. Sales Report
Sales → Sales Report → About Sales
25. Purchase Report
Purchase → Purchase Report → About Purchase
26. Backup
System → Backup Database
27. Restore
System → Restore Database
28. Year End Processing
System → Administrative Tools → Year End Closing
29. Change Product No.
System → Administrative Tools → Change Data