SelfAccounting

Software Manual

Our software helps to keep recording of Accounting and Inventory Records. Inventory Record Keeping includes following stuffs:

1.) Inventory Transactions
   a. Vendor Item Purchase
   b. Vendor Payment Record
   c. Customer Item Sales
   d. Customer Payment Record
   e. Other:
      i. Customer Item Sales Return
      ii. Vendor Item Purchase Return
2.) Accounting
   a. Misc Payment Records like: Rent Payment, Salary Payment, Utility Bill Payment
   b. Misc Bank Transaction Records: Cash Deposite, Cash Widthdraw, Payment Forward, Payment Deposite

Working Process in Detail

1.) Item Purchase:

When we order inventory items from vendors they deliver or ships items to our door step with purchase invoice. For working properly in our software we need to keep record of vendor for future reference. Also we need to maintain the item record so as we can make purchase and sales of the item regularly

Requirements:
a.) Vendor Registration
b.) Item Registration

a. Vendor Registration:
   i. Click on **Primary** menu
   ii. Click on **Supplier Update**
   iii. **Search** and find if it is already registered or not
   iv. If not Click on **Add** Button to open add vendor form
   v. In Add Vendor Form type the **vendor name and address details** and finally click on **save** button.

b.) Item Registration:
   i. Click on **Products** Icon on Main Tool Bar
   ii. In Item Management form first use search box to find if the item is registered previously or not.
   iii. If not Click on **Code Box** and Type and arbitrary or **article tag** no
   iv. Type **Item Name** and **description**, choose **category** [eg. Default] and **sub-category** [eg. default].
   v. Type the **Opening Qty value** [Stock in hand we do have while we start keeping record in software]
   vi. Type general **Cost Price** Value in **Cost Box**
   vii. Type General **Marked Price** Value in **Sales Box**
   viii. Click on **Save** button to save the Item Details

   For Item Purchase following Steps:
   Generally we do have following details in Purchase Invoice: [Vendor Name, Date, SN, Item, QTY, Rate, Amount, Total Amount, Discount, Tax, Net Amount]
   i. Click on Inventory
   j. Click on Item Purchase
   k. Choose vendor
   l. Type the Purchase Invoice Date in Date Box
   m. In Item Code Box type either item name or item code
   n. If more than one item is available for suggestion it will show a list box containing all items so that we can choose any one from them

o. Else we are entertained with item name and its general cost price.
p. After choosing the correct item name type qty in qty box
q. Adjust the rate if required
r. Use Tab button to navigate through controls and move from one box to another
s. Type the Discount amount if present
t. Check the VAT Box if tax is present
u. Choose Payment option "Cash" or "credit". If cash is paid instantly then use cash. If cheque is given use credit option and make journal or expenses via bank [Accounting Transaction]
v. Click on Save Button and Press Yes in confirmation box and note down the Invoice no if required.

2.) Same Goes for Sales but instead of Vendor we need to register Customer.

Accounting Transaction

We categorize accounting transactions in two formats only. Payment Received [Income] and payments given [Expense].

Payments Received [Income]:

It covers almost every cash incoming transactions like:

1. Cash Payments received from sales customers
2. Cash withdraw from bank.
3. Cash Payments deposited to bank by customers

Payments Given [Expenses]:

It almost covers every outgoing cash transactions like:

1. Cash Payments given from Item Vendor
2. Cash Deposit to bank.
3. Cash Payments deposited to bank by customers

For Income Transactions:

1. Click on **Income** Icon on Main Toolbar
2. Type the **party or vendor or customer** or any account head from which topic we are receiving payments
3. Type the **amount** and **narration** and click on **Add**
4. Repeat **step 2 and 3** for all the payments received
5. Type the date
6. Choose the Account where we are receiving cash. If we are receiving cash then choose cash account else choose respective bank account in which customer has made the deposite.
7. Click on **Post** Button

For Expense Transaction: Same as income.

For Creating Accounts:

1.) Click on Primary Menu
2.) Click on Manage Accounts
3.) Choose the appropriate Account Type
4.) Click on Add New
5.) Type the Account Name
6.) Click on Save