

TRUE ACCOUNT ERP OFFICIAL DOCUMENTATION

VERSION 01
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1. Master

The section 'Master' inside True Account ERP brings toolsets and options to define the master data required to run the company. This includes all the details about company assets like products, services, employees, ware houses, showrooms, and each equipment under the custody of the business.

1.1 New Product

This section allows to create product available in the business. There are two options to create a product. They are Create Product and Create Product Advanced. While Create Product Advanced allows to furnish every minute detail about the product, Create Products brings options to quickly create a product by entering only the common and necessary details.

1.1.1 Create Product

Using Create Product, a product can be quickly created by the following steps.

1. Open Create Product window from Master>New Product>Create Product
2. Specify product general details

3. Each product is to be provided under a group. The group can be selected from the drop-down list. In case group is not available, it can be created by pressing the + (Plus) button, or by going to Master>Other Masters>Product Group (Section)
 - a. The main window lists the available product groups. To create new product group, click new button at the bottom.
 - b. Specify product group name and description on the top section
 - c. Add picture if required.
 - d. Click Save. To add more group, click New. To exit the window, click Close.

4. Upload picture of the product if required.
5. Specify if the product is specific to any branch or branch group under Branch Group.

6. Under product detail section provide with appropriate details

Sales Rate As Included Tax
 Purchase Rate As Included Tax
 Use This Rate When Using Barcode

Units of Measure: [Dropdown] Factor: [Dropdown] Rate of Tax: 0 [Dropdown]

Alternate Unit: [Dropdown] = [Dropdown] Rate of Cess: [Dropdown] HSN Code: [Dropdown]

Purchase Rate: [Text] Company: [Dropdown]

MRP: [Text] Category: [Dropdown]

Retail Rate: [Text] Model: [Dropdown]

Special Rate: [Text] Brand: [Dropdown]

Wholesale Rate: [Text] Min Stock: [Text]

Branch Rate: [Text] Max Stock: [Text] Purchase Default Unit: [Dropdown]

Reorder Level: [Text] Sales Default Unit: [Dropdown]

Notes:

1. Columns under the title 'Factor' automatically displays the rates multiplying main measurement unit and quantity mentioned against secondary measurement unit.
2. Rate of Tax is to be selected from list. In case required rate is not available in list, it can be created by pressing plus button right to the field, entering tax percentage and pressing Save.
7. Click Save to create the product.
8. To add new product, Click New. Click Close once finished.

See Also:

1. The Products tab at the top right displays all the created products. To view, go to the section and press Find Now button. Double Clicking a product will display product details. To edit any details, press Edit.

Product Name	Product Code	Alternate Name	Barcode	Group	Active	Tax Rate	CGST	SGST	IGST	Cess
RGB Strip Light 3 Meter	STPRGBSM	RGB Cove Light 5...		Lights	<input checked="" type="checkbox"/>	0.000	0.000	0.000	0.000	0.000
Modern Ceiling Lamp...	MDCLGLED20...			Lights	<input checked="" type="checkbox"/>	0.000	0.000	0.000	0.000	0.000
PIR Sensor LED Panel...	PIRSENSLED3...			Lights	<input checked="" type="checkbox"/>	0.000	0.000	0.000	0.000	0.000
Modern Sconce Wall L...	MDWLELDLG...			Lights	<input checked="" type="checkbox"/>	0.000	0.000	0.000	0.000	0.000
SANDIY Wall Switch LL...	2GWL5WT3X3			Wall Switc...	<input checked="" type="checkbox"/>	0.000	0.000	0.000	0.000	0.000
Wall Socket Three-Hol...	WLSKT3X3BUC			Wall Switc...	<input checked="" type="checkbox"/>	0.000	0.000	0.000	0.000	0.000

1.1.2 Create Product Advanced

Create Product Advanced is used to create products providing more advanced details and product specifications.

1. Open Create Product window from Master>New Product>Create Product Advanced
2. The Picture of the product uploaded is displayed at the top left side of the side bar. Under the picture, provide bar code number if any.

Barcode: [Text]

3. In the main section, specify product general details

Product Name: [Text] Select Branch Group: All Branch [Dropdown]

Product Code: [Text]

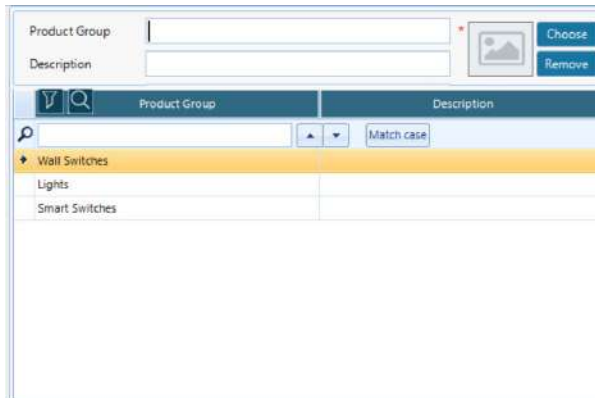
Alternate Name: [Text]

Additional Description: [Text]

Bar Code: [Text]

Group: [Dropdown]

4. Each product is to be provided under a group. The group can be selected from the drop-down list. In case group is not available, it can be created by pressing the + (Plus) button, or by going to Master>Other Masters>Product Group (Section)
 - a. The main window lists the available product groups. To create new product group, click new button at the bottom.
 - b. Specify product group name and description on the top section
 - c. Add picture if required.
 - d. Click Save. To add more group, click New. To exit the window, click Close.



5. Specify if the product is specific to any branch or branch group under Branch Group.
6. Under product detail section provide with appropriate details as tabs mentioned

Unit and Rate

1. Measure Unit section provides main measurement unit and their prices.

2. In the Alternate Unit section, provide up to 5 secondary units and their proportion against the main unit. If the secondary unit prices differ, it can be specified at respective fields.

	Unit No	Factor	Unit No	Purchase Rate	Disc%	MRP	Disc%	Retail	Disc%	Special Rate	Disc%	Wholesale	Disc%	Branch Rate	Disc%
Unit 1	=														
Unit 2	=														
Unit 3	=														
Unit 4	=														
Unit 5	=														

3. Offer section is used to furnish details about price offers and validity for more quantity purchases if applicable.

Unit	Qty	Free Qty	Unit (Free)	Rate Type	Rate	From	To
	=						

Tax Details

1. Provide tax details for sales and purchase specifically, and other duty details.

2. Tax Schedule details are used to mention tax amount, tax account for trades either local or interstate.

Schedule [Edit Schedule](#)

Rate of Tax(Sale)

Rate of Tax(Purchase)

Rate of Cess

Excise Duty

Commodity Code

HSN Code

Attributes

Provide details about the brand, and company the product is manufactured.

1. Name of company detail fields can be changed by pressing Edit Attribute Names.

[Edit Attribute Names](#)

Company

Category

Model

Brand

Additional

This section helps to provide details regarding additional costs for product rather than the purchase cost.

1. Name of Additional detail fields can be changed by pressing Edit Additional.

[Edit Additional](#)

	%	Unit	Amount
Add 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Add 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Add 3	<input type="text"/>	<input type="text"/>	<input type="text"/>
Add 4	<input type="text"/>	<input type="text"/>	<input type="text"/>
Purchase Discount	<input type="text"/>		%
Sales Discount	<input type="text"/>		%
Special Discount	<input type="text"/>		%
Agent Commission	<input type="text"/>		%

Stock Details

Provide stock details of the product like maximum stock, minimum stock and reorder level.

Stock Type

Min Stock

Max Stock

Reorder Level

Dimension

Provide different dimensions of the product like weight, volume, etc.

Dimension

Volume

Weight

Unit

Photo

To add photo for the product, use this section and browse for photos.

7. Click Save to create the product.

- To add new product, Click New. Click Close once finished.

See Also:

- The left side panel displays all the created products. Double Clicking a product will display product details. To edit any details, press Edit.

1.2 Opening Balance

Opening balance option helps a business, especially running business moving to True Account ERP, to set opening balance in each account. This will help to operate a business in True Account ERP seamlessly. Opening Balance can be set up as follows;

- Open Opening Balance by going Master>Opening Balance
- Opening balance window will appear as seen below;

Date	Account Name	Account Code	Debit	Credit
1	Other Incomes	Freight Charge (Sales)	0.00	0.00
2	Tax Returns	VAT Return Account	0.00	0.00
3	Sales A/c	Sales Account	0.00	0.00
4	Sales Return A/c	Sales Return Account	0.00	0.00
5	Stock Outwards A/c	Stock Outwards Account	0.00	0.00
6	Service A/c	Service Account	0.00	0.00
7	Service A/c	Service Account	0.00	0.00
8	Direct Expenses	Freight Charge	0.00	0.00
9	Direct Expenses	ADVERTISE	0.00	0.00
10	Direct Expenses	ADVERTISE	0.00	0.00
11	Indirect Expenses	Exchange Gain & Loss	0.00	0.00
12	Indirect Expenses	SHR BALANCE	0.00	0.00
13	Indirect Expenses	Gain Dividend	0.00	0.00
14	Indirect Expenses	Electricity Charges	0.00	0.00
15	Indirect Expenses	Rental Expenses	0.00	0.00
16	Indirect Expenses	Rental Exp	0.00	0.00
17	Indirect Expenses	Salaries Expenses	0.00	0.00
18	Indirect Expenses	Telephone Charges	0.00	0.00
19	Indirect Expenses	Water Charges	0.00	0.00
20	Indirect Expenses	GENERAL INSURANCE	0.00	0.00
21	Indirect Expenses	Printing & Postage	0.00	0.00
22	Indirect Expenses	Travel & Field Expenses	0.00	0.00
23	Indirect Expenses	Donation and Charity	0.00	0.00
24	Indirect Expenses	Fuel Expenses	0.00	0.00
25	Indirect Expenses	Repairs and maintenance Charges	0.00	0.00
26	Misc. Expenses	Misc. Expenses	0.00	0.00
27	Indirect Expenses	Income Tax	0.00	0.00
28	Indirect Expenses	Bank Interest	0.00	0.00
29	Indirect Expenses	Bank Charges	0.00	0.00
Grand Total			98857.05	63222.80

- The type of account can be selected from the first field. Respective accounts will be listed in the second field. Account desired can be selected either from dropdown list or by typing the name
- Balance value, either debit or credit of each individual account can be edited by double clicking on the value and typing new value.



See Also:



2. Transactions

Transactions is the section through which all the operations inside the business are recorded. Various options inside the transaction menu lets record business transactions like sales, purchase, sales or purchase returns, payments, cheques, inventory and many more. The data required for analysis and reports are collected through these menu items and operations.

2.1 Purchase

Purchase menu enables to record the products or raw materials purchased in to the business. The process reconciles the expense inside the company towards the inbound stock inventory. Purchase is recorded through the following steps.

1. Open purchase window from Transactions>Purchase.
2. Enter supplier details at the top section.

The screenshot shows the top section of the purchase window. It includes fields for Entry No (6), Entry Date (03-Nov-2022), Entry Time (16:00:38), Account (Supplier), Invoice No, Invoice Date (03-Nov-2022), Name, Address, and TIN. There are also dropdown menus for Account and Invoice Date.

- a. If by cash, select Cash account. If by credit, select the name of the supplier from the drop-down list.
3. Under the main window, provide the items that are purchased.

The screenshot shows the main window of the purchase window. It features a table with the following columns: Item Name, Qty, Unit Date, Total Amount, Tax, Tax Amount, GST Amt, and Grand Total. The table is currently empty.

- a. Clicking empty field will enable entering values.
 - b. Clicking under Item name will list all the products in dropdown list. Product can be selected either by typing or by selecting from the list.
 - c. Pressing enter will move to the next adjacent active tab.
 - d. Completing one row will advance to the next row.
4. Total values of the products entered will be shown at the bottom line.

The screenshot shows the bottom section of the purchase window. It includes summary fields: Old Balance (0.00), Closing Balance (0.00), Due Date (03-Nov-2022), Grand Total (0.00), Adjustment (0.00), Round Off (checked), Net Amount (0.00), Amount Paid, and Balance (0.00).

5. Pressing Save at the bottom will save the purchase. The products purchased will be entered in to the stock.

See Also:

Quick Action Buttons

The screenshot shows the Quick Action Buttons section of the purchase window. It includes buttons labeled a through h: a (Refresh), b (Settings), c (Print), d (Print Preview), e (Delivery Note Print), f (Save), g (Cancel), and h (More Options).

- a. Refresh button – Reload data from database
- b. Settings – Purchase Invoice Settings
- c. Print – Create invoice print
- d. Print Preview – Preview invoice print
- e. Delivery Note Print – Print delivery note

- f. Toggle search from product name anywhere. If toggled on, the typing will return products list having products with the typed term anywhere in the product name, rather than in the beginning.
- g. Toggle Non-tax bill
- h. Make purchase return – Create purchase return from the purchase invoice.

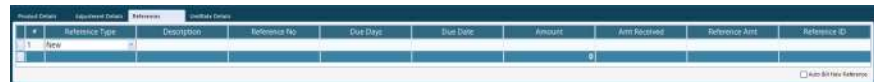
Adjustment Details

Under the main window, the adjustment section allows to add any adjustment made to the total bill amount mentioning the account and particulars.



Reference

Reference section gives option to mention any previous deals done and connect payments against them.



Add Discount



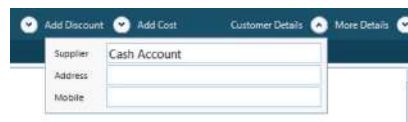
Add Discount allows to distribute a total value of discount applied to the total bill among the products in the list proportional to their values by selecting products which are applicable.

Add Cost



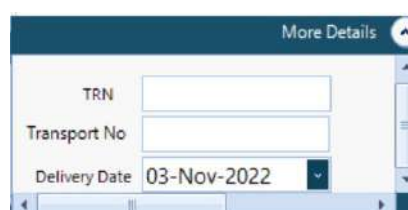
Just like discount. Any additional cost applicable for total invoice can be distributed among selected products proportional to their values.

Customer Details



Customer Details to appear in the bill can be provided here.

More Details



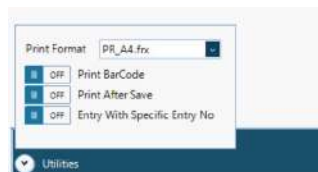
Additional Details like TRN, Transaction Number, Delivery Date Etc. Can be given in this section

Print Barcode



Settings related to printing bar code for the purchased products.

Utilities



Utility options regarding invoicing and printing

Form Settings

Customize Invoice Details

Customize and toggle visibility and interactivity of data fields in customer invoice details.



Customize Product Details

Customize and toggle visibility and interactivity of data fields in customer product details.

Column	Width	Visible	Position	With
Product ID	100	<input type="checkbox"/>	0	400
Product Name	300	<input checked="" type="checkbox"/>	1	
Product Code	150	<input type="checkbox"/>	2	Height
Alternate Name	100	<input type="checkbox"/>	3	100
Group	100	<input type="checkbox"/>	4	
Company	100	<input type="checkbox"/>	5	
Category	100	<input type="checkbox"/>	6	
Model	100	<input type="checkbox"/>	7	
Brand	100	<input type="checkbox"/>	8	
Purchase Rate	100	<input type="checkbox"/>	9	
MRP	100	<input type="checkbox"/>	10	
Special Rate	100	<input type="checkbox"/>	11	
Wholesale Rate	100	<input type="checkbox"/>	12	
Stock	100	<input type="checkbox"/>	13	
Branch Rate	100	<input type="checkbox"/>	14	
Retail	100	<input type="checkbox"/>	15	

General Settings

General settings related to purchase invoice entry

Default Rate: Purchase Rate

Nature Of Entry: Local

Add. Sale Rate: Purchase Rate

Account: Customer

Printing Mode: Graphical Mode

Design Type: FR.Design

Warehouse: [Dropdown]

Salesman Compulsory

Customer Name Compulsory

Mobile No. Compulsory

Denial Sales Below Cost: 0.00 %

Enable Cash Tendered

Print Cash Tendered

Check Duplicate Products in Sales

Multi Bill Alert in A Day

Allow Zero Sale Rate

Allow Negative Stock

Disable Sale Rate

Autoincrement The Qty When Reading Same BarCode Again

Disable Form Type

Enable Draft

Filter Product Code With Start With

Filter With Product Name Only

Account Sort By Code

Enable Cess

Divide Tax Without Cess

Focus on Item After Save

Enable Non-Taxable Bill

Confirm Connected Return A/C

Confirm Connected Return Date

Auto Refresh Product Lists

Enable UserCode

Disable Reset Date in Entries

Auto Fill New Reference

Focus Quantity on Barcode Entry

Show Purchase Details: 0 Count

Show Sales Rate History: 0 Count

Show For All Accounts

Show History When Press F8

Options

Toggle form options

Entry Time

Remark

Name/ Address

Sale Rate

Show Form

Show Representative

Show Warehouse

Show Pending Order

Show Order No

Invoice No

Form Type

Salesman

Agent

Refresh Button

Goto Sales

Freight

Discount

Old Balance

Closing Balance

Return Amount

Ledger Code

Enable Delivery Note Print With Invoice

Enable Printer

Invoice Printer: [Dropdown]

Delivery Note Printer: [Dropdown]

Reset Product Details Height

2.2 Sales

Sales menu incorporates the functions to record the products or goods sold in to the business. All the key part of a company's operations or sales are recorded through this section and has the key role in the total business management.

2.2.1 Sales Invoice

The sales operations is recorded through the sales invoice window. The process is as follows;

1. Open the sales invoice window through Transactions>Sales>Sales invoice
2. On the top section details about the customer can be given.



- a. If by cash, select Cash account. If by credit, select the name of the customer from the drop-down list.
3. Under the main window, provide the items that are being sold.



- a. Clicking empty field will enable entering values.
 - b. Clicking under Item name will list all the products in dropdown list. Product can be selected either by typing or by selecting from the list.
 - c. Pressing enter will move to the next adjacent active tab.
 - d. Completing one row will advance to the next row.
4. Total values of the products entered will be shown at the bottom line.

Freight		Adjustment	0.00	Net Amount	0.00	
Discount	0%	Additional	0.00	Amt Received	0.00	
Grand Total	0.00	Round Off	<input type="checkbox"/>	0.00	Balance	0.00

5. Pressing Save at the bottom will save the sale. The products sold will be reduced from the stock.

See Also:

Quick Action Buttons



- a. Refresh button – Reload data from database
- b. Settings – Sales Invoice Settings
- c. Print – Create invoice print
- d. Print Preview – Preview invoice print

- e. Delivery Note Print – Print delivery note
- f. Delivery Note Preview – Preview delivery note before printing
- g. Toggle search from product name anywhere. If toggled on, the typing will return products list having products with the typed term anywhere in the product name, rather than in the beginning.

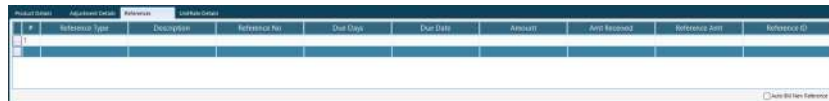
Adjustment Details

Under the main window, the adjustment section allows to add any adjustment made to the total bill amount mentioning the account and particulars.



Reference

Reference section gives option to mention any previous deals done and connect payments against them.

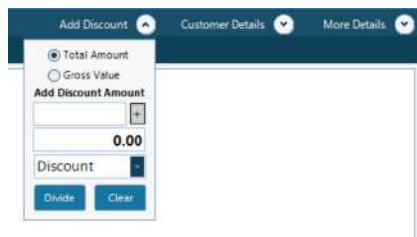


Return

This section can directly record sales return regarding a sale invoice generated previously.

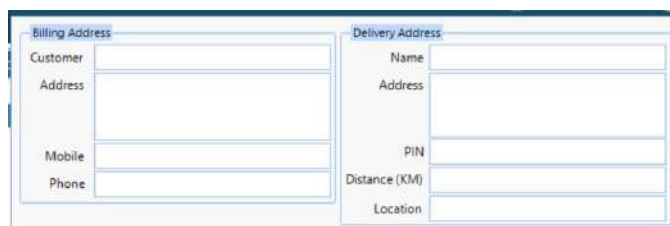


Add Discount



Add Discount allows to distribute a total value of discount applied to the total bill among the products in the list proportional to their values by selecting products which are applicable.

Customer Details



Customer Details to appear in the bill can be provided here by mentioning their billing address and delivery address.

More Details

TRN	<input type="text"/>	Delivery No	<input type="text"/>	Date	16-Nov-2022
Transport No	<input type="text"/>	Order No	<input type="text"/>	Date	16-Nov-2022
		Dispatch Doc. No	<input type="text"/>	Date	16-Nov-2022
Distance (KM)	<input type="text"/>	Terms Of Delivery	<input type="text"/>		16-Nov-2022

Additional Details like TRN, Transaction Number, Delivery No and Order Number, etc. can be given in this section

Receipt Details

Cash	Card	Cheque	Bank Transfer	Gift Card
Cash Received <input type="text" value="0.00"/>				
Receipt Details				

Receipt Details section allows to record cash received against the sale in different methods.

EWayBill/E-Invoice

<input checked="" type="radio"/> E-Invoice with Eway Bill <input type="radio"/> E-Invoice only <input type="radio"/> Eway Bill	<input type="button" value="Generate"/>
EwayBill / E-Invoice	

Shows settings regarded to e-invoicing and Eway Billing

Utilities

Print Format	Bill 80 CF.frx
No of Copies	1
Invoice Printer	<input type="text"/>
Delvry Note Print Frmt	Bill 80 CF.frx
Delivery Note Printer	<input type="text"/>
<input type="checkbox"/> Use Individual Print Format <input type="checkbox"/> Entry With Specific Inv. No. <input type="checkbox"/> Print After Save <input type="checkbox"/> Allow Negative Stock	
Convert to Purchase	

Utility options regarding invoicing and printing where you can set the print formats for invoices and delivery notes.

Convert to Purchase: This button instantly converts the sales invoice in to purchase by adding all the items and details shifting to the purchase module.

Form Settings

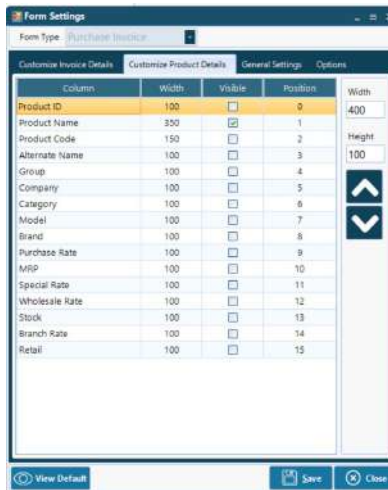
Customize Invoice Details

Customize and toggle visibility and interactivity of data fields in customer invoice details.



Customize Product Details

Customize and toggle visibility and interactivity of data fields in customer product details.



General Settings

General settings related to purchase invoice entry



Options

Toggle form options

Form Settings

Form Type: **Purchase Invoice**

Customize Invoice Details Customize Product Details General Settings Options

<input checked="" type="checkbox"/> Entry Time	<input checked="" type="checkbox"/> Invoice No	<input checked="" type="checkbox"/> Freight
<input checked="" type="checkbox"/> Remark	<input checked="" type="checkbox"/> Form Type	<input checked="" type="checkbox"/> Discount
<input checked="" type="checkbox"/> Name/ Address	<input checked="" type="checkbox"/> Salesman	<input checked="" type="checkbox"/> Old Balance
<input checked="" type="checkbox"/> Sale Rate	<input checked="" type="checkbox"/> Agent	<input checked="" type="checkbox"/> Closing Balance
<input checked="" type="checkbox"/> Show Form	<input type="checkbox"/> Refresh Button	<input checked="" type="checkbox"/> Return Amount
<input checked="" type="checkbox"/> Show Representative	<input checked="" type="checkbox"/> Goto Sales	<input type="checkbox"/> Ledger Code
<input checked="" type="checkbox"/> Show Warehouse		
<input type="checkbox"/> Show Pending Order	<input type="checkbox"/> Show Order No	

Enable Delivery Note Print With Invoice

Enable Printer

Invoice Printer:

Delivery Note Printer:

2.3 Sales Return

Sales return menu is used to record transactions regarding return of the properties once sold to a customer.

2.3.1 Sales Return

The sales window opens and records the sales return. The process is as follows;

6. Open the sales invoice window through Transactions>Sales Return>Sales Return
7. On the top section details about the customer can be given.

- a. If by cash, select Cash account. If by credit, select the name of the customer from the drop-down list.
8. Under the main window, provide the items that are being returned.

- a. Clicking empty field will enable entering values.
 - b. Clicking under Item name will list all the products in dropdown list. Product can be selected either by typing or by selecting from the list.
 - c. Pressing enter will move to the next adjacent active tab.
 - d. Completing one row will advance to the next row.
9. Total values of the products entered will be shown at the bottom line.

10. Pressing Save at the bottom will save the sale return. The products returned will be added back to the stock.

See Also:

Quick Action Buttons

- a. Refresh button – Reload data from database
- b. Settings – Sales Return Settings
- c. Print – Create return invoice print
- d. Print Preview – Preview invoice print

- e. Toggle search from product name anywhere. If toggled on, the typing will return products list having products with the typed term anywhere in the product name, rather than in the beginning.

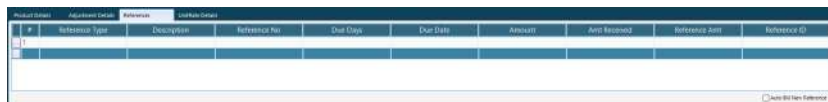
Adjustment Details

Under the main window, the adjustment section allows to add any adjustment made to the total bill amount mentioning the account and particulars.



Reference

Reference section gives option to mention any previous deals done and connect payments against them.

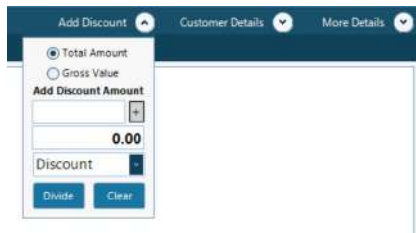


Additional



This section helps to furnish details regarding additional discounts or commissions applied.

Add Discount



Add Discount allows to distribute a total value of discount applied to the total bill among the products in the list proportional to their values by selecting products which are applicable.

Customer Details



Customer Details to appear in the bill can be provided here.

More Details



Additional Details like Transport Number, Batch Details and Return details can be given here.

E-Invoice



Shows options to generate e-invoicing

Utilities



Utility options regarding the sales return.

Form Settings

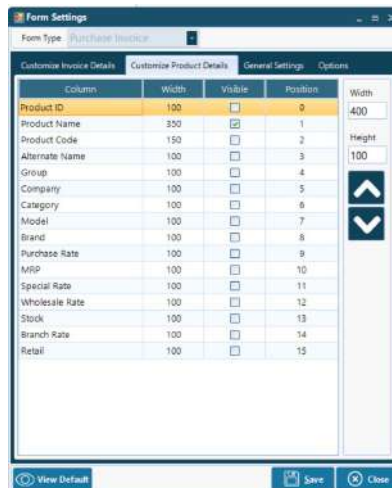
Customize Invoice Details

Customize and toggle visibility and interactivity of data fields in customer invoice details.



Customize Product Details

Customize and toggle visibility and interactivity of data fields in customer product details.



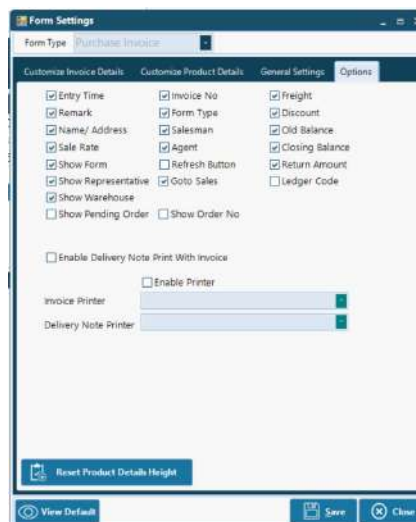
General Settings

General settings related to purchase invoice entry



Options

Toggle form options



2.4 Cash Receipt

The cash receipt option is used to record inward cash transaction which occurs independently other than at the sales time. The cash receipt is recorded using the following steps.

1. Open cash receipt window from Transactions>Cash Receipt.
2. The cash receipt transaction details are to be entered at the top section.



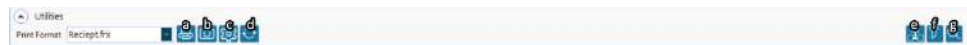
- a) The vendor or customer who paid can be selected from the 'From' section.
- b) Upon selecting an account, their amount, opening balance and other details will be automatically loaded on the right section.
- c) If any description, provide at the 'Description' section.
- d) In case the payment is against any previous sale or purchase return, it can be marked by the respective transaction ID in the 'Towards No.' field.

- The bottom section of the window shows the existing transaction details towards the selected client

Sl. No.	Date	Voucher No.	Towards No.	Cash Account	Ledger Code	From	Amount	Discount	Tax	Total	Representative	Description

See Also:

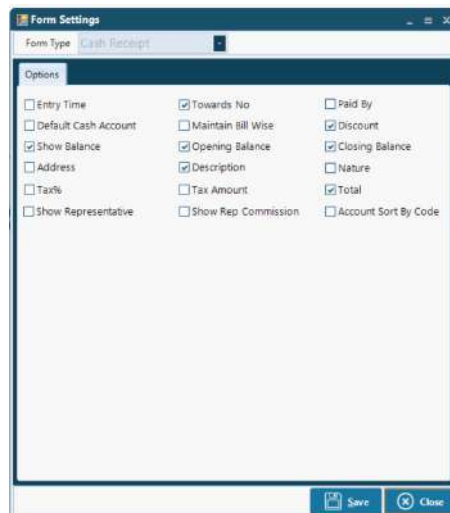
Quick Action Buttons



- Print cash receipt detail
- Print preview cash receipt
- Open cash receipt settings
- Refresh the form to reload data
- Toggle data grouping
- Toggle data filtering
- Toggle data search options

Cash Receipt Settings

Cash receipt settings shows toggle options regarding the form.



2.5 Cash Payment

The cash payment option is used to record outward cash transaction which occurs independently other than at the purchase or sales return time. The cash payment is recorded using the following steps.

- Open cash payment window from Transactions>Cash Payment.
- The cash payment transaction details are to be entered at the top section.

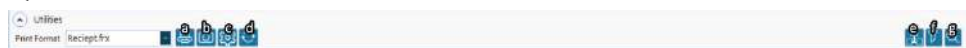
- For multiple cash accounts, specific account can be selected from 'Cash A/C'.

- b) The vendor or supplier to whom the cash paid can be selected from the 'To' section.
 - c) Upon selecting an account, their amount, opening balance and other details will be automatically loaded on the right section.
 - d) If any description, provide at the 'Description' section.
 - e) In case the payment is against any previous purchase or sales return, it can be marked by the respective transaction ID in the 'Towards No.' field.
3. The bottom section of the window shows the existing transaction details towards the selected client

Voucher No.	Towards No.	Cash Account	Ledger Code	From	Amount	Discount	Tax	Total	Representative	Description

See Also:

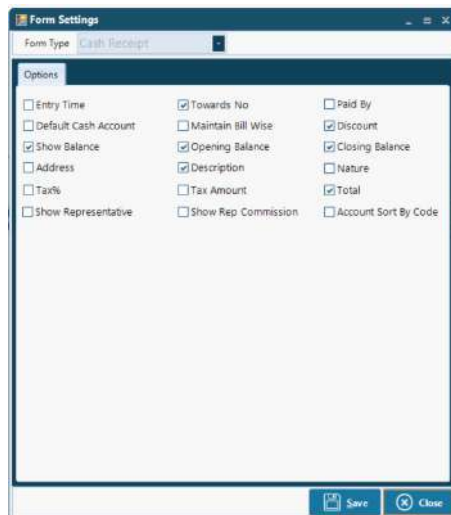
Quick Action Buttons



- a) Print cash payment detail
- b) Print preview cash payment
- c) Open cash payment settings
- d) Refresh the form to reload data
- e) Toggle data grouping
- f) Toggle data filtering
- g) Toggle data search options

Cash Payment Settings

Cash payment settings shows toggle options regarding the form.



2.6 Bank Receipt

The bank receipt option is used to record inward payment transaction received to the bank which occurs independently other than at the sales time. The bank receipt is recorded using the following steps.

1. Open bank receipt window from Transactions>Bank Receipt.
2. The bank receipt transaction details are to be entered at the top section.

- a) The account to which the payment received is mentioned at 'Bank A/c'.
 - b) The vendor or customer who paid can be selected from the 'From' section.
 - c) Upon selecting an account, their amount, opening balance and other details will be automatically loaded on the right section.
 - d) If any description, provide at the 'Description' section.
 - e) In case the payment is against any previous sale or purchase return, it can be marked by the respective transaction ID in the 'Towards No.' field.
3. The bottom section of the window shows the existing transaction details towards the selected client

S.No.	Date	Voucher No.	Towards No.	Cash Account	Jedger Code	From	Amount	Discount	Tax	Total	Representative	Description

See Also:

Quick Action Buttons

- a) Print bank receipt detail
- b) Print preview bank receipt
- c) Open bank receipt settings
- d) Refresh the form to reload data
- e) Toggle data grouping
- f) Toggle data filtering
- g) Toggle data search options

Bank Receipt Settings

Cash receipt settings shows toggle options regarding the form.

2.7 Bank Payment

The bank payment option is used to record outward cash transaction which occurs independently other than at the purchase or sales return time. The bank payment is recorded using the following steps.

1. Open cash payment window from Transactions>Bank Payment.
2. The cash payment transaction details are to be entered at the top section.

- a) The account from which the payment made is mentioned at 'Bank A/c'.
 - b) The vendor or supplier to whom the cash paid can be selected from the 'To' section.
 - c) Upon selecting an account, their amount, opening balance and other details will be automatically loaded on the right section.
 - d) If any description, provide at the 'Description' section.
 - e) In case the payment is against any previous purchase or sales return, it can be marked by the respective transaction ID in the 'Towards No.' field.
3. The bottom section of the window shows the existing transaction details towards the selected client

See Also:

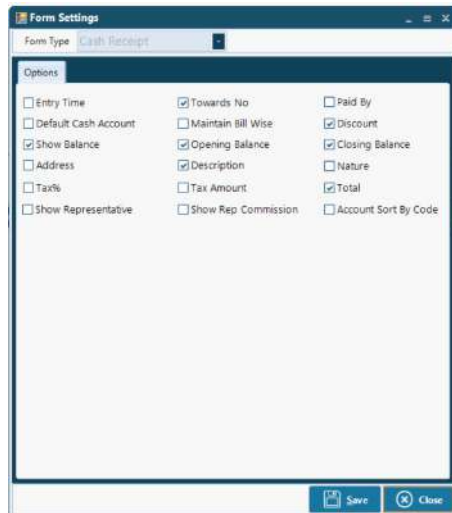
Quick Action Buttons



- a) Print bank payment detail
- b) Print preview bank payment
- c) Open bank payment settings
- d) Refresh the form to reload data
- e) Toggle data grouping
- f) Toggle data filtering
- g) Toggle data search options

Bank Payment Settings

Cash payment settings shows toggle options regarding the form.



2.8 Opening Stock

Opening stock is mostly used by existing companies that newly move to True Account ERP. The window is used to add the products in to stock which is already an asset of the company. Opening stock is also used for reconciling inventory at the time of stock inventory check. The opening stock is recorded using the following steps.

1. Open opening stock window from Transactions>Opening Stock.
2. The general details are automatically loaded on the top section.

- a) If the particular product or products is purchased from a specific supplier, it can be mentioned in 'Supplier' field.
3. On the details section, each product to be marked in opening stock can be added in the fields one by one.

Product Details		Unit Rate Details		GST Details					
SINo	Barcode	Item Name	Qty	Unit Rate	Rate+Tax	Net Value	Tax%	GST Amt	Grand Total
1		BAKARA ORIGINAL 48*200G	0.00	6.00	6.90	0.00	15.00	0.00	0.00
			0.000			0.00		0.00	0.00

See Also:

Quick Action Buttons



- a) Refresh the form to reload data
- b) Open settings

- c) Toggle search from product name anywhere. If toggled on, the typing will return products list having products with the typed term anywhere in the product name, rather than in the beginning.

Opening Stock Settings

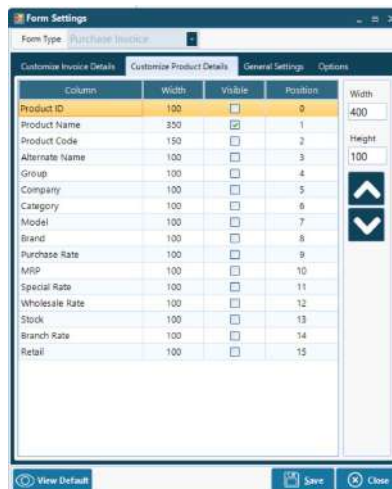
Customize Invoice Details

Customize and toggle visibility and interactivity of data fields in customer invoice details.



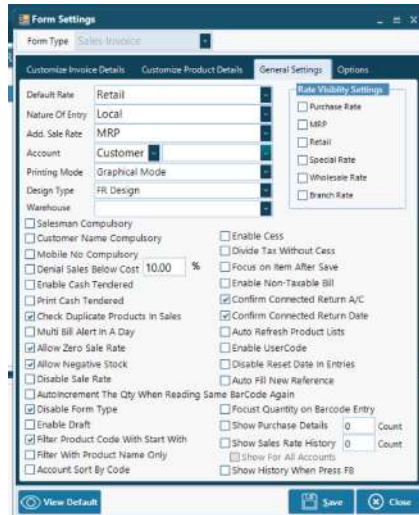
Customize Product Details

Customize and toggle visibility and interactivity of data fields in customer product details.



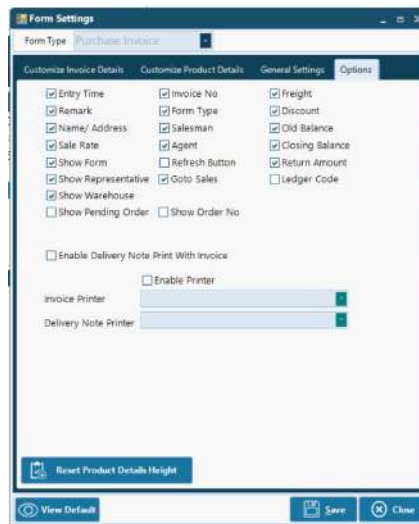
General Settings

General settings related to purchase invoice entry



Options

Toggle form options



2.9 Sales Order

Sale orders are generated by businesses in order to confirm the sales by mentioning the required items or services exactly with their price and other specifications. Here the steps mention how to create a sale order in True Account ERP.

1. Open Sales Order by going Transactions>Sales Order
2. On the top of the sales order window, provide the general details

- a) Details about the customer to whom the sale generated can be provided here.
 - b) If the sales is through a salesman, mention in the 'Salesman' field.
3. Under the main window, provide the items that are being added to the sales order.

Product Details	Adjustment	Additional	Reference	Return			
Item Name	Qty	UnitRate	Rate + Tax	Net Value	Tax%	Tax Amount	Gross Total

- Clicking empty field will enable entering values.
 - Clicking under Item name will list all the products in dropdown list. Product can be selected either by typing or by selecting from the list.
 - Pressing enter will move to the next adjacent active tab.
 - Completing one row will advance to the next row.
4. Additional and adjustments if mentioned will be added in the bottom section.

Freight	<input type="text"/>	Additional	<input type="text"/>	0.00
Discount	<input type="text"/> %	Round Off	<input checked="" type="checkbox"/>	0.00
Grand Total	<input type="text"/>	Net Amount	<input type="text"/>	0.00

5. Pressing Save at the bottom will save the sales order.

See Also:

Quick Action Buttons



- Refresh button – Reload data from database
- Settings – Sales Order Settings
- Print – Create sales order print
- Print Preview – Preview sales order print
- Toggle search from product name anywhere. If toggled on, the typing will return products list having products with the typed term anywhere in the product name, rather than in the beginning.

Adjustment Details

Under the main window, the adjustment section allows to add any adjustment made to the total bill amount mentioning the account and particulars.

Account	Particulars	+	-	%	Amount

Add Total: 0.00
 Net Total: 0.00
 Total: 0.00

Add Discount

Add Discount Customer Details More Details

Total Amount
 Gross Value

Add Discount Amount

0.00

Discount

Add Discount allows to distribute a total value of discount applied to the total bill among the products in the list proportional to their values by selecting products which are applicable.

Customer Details

The screenshot shows a form with two main sections: 'Billing Address' and 'Delivery Address'. The 'Billing Address' section includes fields for Customer, Address, Mobile, and Phone. The 'Delivery Address' section includes fields for Name, Address, PIN, Distance (KM), and Location.

Customer Details to appear in the bill can be provided here by mentioning their billing address and delivery address.

More Details

The screenshot shows a form with several fields: TRN, Transport No, Delivery No, Order No, Dispatch Doc. No, Terms Of Delivery, and Distance (KM). There are also date pickers for Date, all set to 16-Nov-2022, and a checkbox for Terms Of Delivery.

Additional Details like TRN, Transaction Number, Delivery No and Order Number, etc. can be given in this section

Utilities

The screenshot shows a form with a 'Print Format' dropdown set to 'SL_Odr 80.frx'. Below it are three toggle options: 'OFF' for 'Entry With Specific Inv. No', 'ON' for 'Print After Save', and 'ON' for 'Allow Negative Stock'.

Utility options regarding invoicing and printing where you can set the print formats for invoices and delivery notes.

Form Settings

Customize Invoice Details

Customize and toggle visibility and interactivity of data fields in customer invoice details.

The screenshot shows the 'Form Settings' dialog box for 'Purchase Invoice'. It has tabs for 'Customize Invoice Details', 'Customize Product Details', 'General Settings', and 'Options'. The 'Customize Invoice Details' tab is active, showing a table with columns: Header, Text, Width, Read Only, Visible, Position, and Allow Edit. The table lists various fields like 'All', 'SINo', 'EntryNo', 'Barcode', 'Item Code', 'Item Name', 'Comm. Code', 'HSNCode', 'Company', 'Category', 'Model', 'Brand', 'Colour', 'Size', 'Ad. Description', 'Batch', 'EXP Date', 'MFG/Packed Date', 'Use Before', and 'LIMIT'.

Customize Product Details

Customize and toggle visibility and interactivity of data fields in customer product details.

Column	Width	Visible	Position	Width
Product ID	100	<input type="checkbox"/>	0	400
Product Name	350	<input checked="" type="checkbox"/>	1	Height
Product Code	150	<input type="checkbox"/>	2	100
Alternate Name	100	<input type="checkbox"/>	3	
Group	100	<input type="checkbox"/>	4	
Company	100	<input type="checkbox"/>	5	
Category	100	<input type="checkbox"/>	6	
Model	100	<input type="checkbox"/>	7	
Brand	100	<input type="checkbox"/>	8	
Purchase Rate	100	<input type="checkbox"/>	9	
MRP	100	<input type="checkbox"/>	10	
Special Rate	100	<input type="checkbox"/>	11	
Wholesale Rate	100	<input type="checkbox"/>	12	
Stock	100	<input type="checkbox"/>	13	
Branch Rate	100	<input type="checkbox"/>	14	
Retail	100	<input type="checkbox"/>	15	

General Settings

General settings related to purchase invoice entry

Default Rate: Retail
 Nature Of Entry: Local
 Add Sale Rate: MRP
 Account: Customer
 Printing Mode: Graphical Mode
 Design Type: FR Design
 Warehouse: [Dropdown]

Salesman Compulsory
 Customer Name Compulsory
 Mobile No Compulsory
 Denial Sales Below Cost: 10.00 %
 Enable Cash Tendered
 Print Cash Tendered
 Check Duplicate Products in Sales
 Multi Bill Alert in A Day
 Allow Zero Sale Rate
 Allow Negative Stock
 Disable Sale Rate
 Autoincrement The Qty When Reading Same BarCode Again
 Disable Form Type
 Enable Draft
 Filter Product Code With Start With
 Filter With Product Name Only
 Account Sort By Code

Enable Cess
 Divide Tax Without Cess
 Focus on Item After Save
 Enable Non-Taxable Bill
 Confirm Connected Return A/C
 Confirm Connected Return Date
 Auto Refresh Product Lists
 Enable UserCode
 Disable Reset Date in Entries
 Auto PII New Reference
 Focus Quantity on Barcode Entry
 Show Purchase Details: 0 Count
 Show Sales Rate History: 0 Count
 Show For All Accounts
 Show History When Press F8

Options

Toggle form options

Entry Time
 Remark
 Name/ Address
 Sale Rate
 Show Form
 Show Representative
 Show Warehouse
 Show Pending Order

Invoice No
 Form Type
 Salesman
 Agent
 Refresh Button
 Goto Sales
 Show Order No

Freight
 Discount
 Old Balance
 Closing Balance
 Return Amount
 Ledger Code

Enable Delivery Note Print With Invoice
 Enable Printer
 Invoice Printer: [Dropdown]
 Delivery Note Printer: [Dropdown]

Reset Product Details Height

2.10 Sales Order

Sale orders are generated by businesses in order to confirm the sales by mentioning the required items or services exactly with their price and other specifications. Here the steps mention how to create a sale order in True Account ERP.

6. Open Sales Order by going Transactions>Sales Order
7. On the top of the sales order window, provide the general details

The screenshot shows the top section of the sales order window. It includes fields for 'Entry No' (28), 'Entry Date' (30-Nov-2022), 'Entry Time' (12:40:11), and 'Sales Rate'. There are also dropdown menus for 'Account' (Cash Account), 'Customer', and 'Salesman'. A 'Remarks' field is present. On the right side, there are fields for 'Name', 'Address', and 'Mobile'.

- a) Details about the customer to whom the sale generated can be provided here.
 - b) If the sales is through a salesman, mention in the 'Salesman' field.
8. Under the main window, provide the items that are being added to the sales order.

The screenshot shows the main body of the sales order window, which is a table. The table has the following columns: 'Item Name', 'Qty', 'UnitRate', 'Rate + Tax', 'Net Value', 'Tax%', 'Tax Amount', and 'Grand Total'. The table is currently empty, with only the header row visible.

- a) Clicking empty field will enable entering values.
 - b) Clicking under Item name will list all the products in dropdown list. Product can be selected either by typing or by selecting from the list.
 - c) Pressing enter will move to the next adjacent active tab.
 - d) Completing one row will advance to the next row.
9. Additional and adjustments if mentioned will be added in the bottom section.

The screenshot shows the bottom section of the sales order window, which contains adjustment details. It includes fields for 'Freight', 'Discount' (with a percentage sign), 'Grand Total', 'Additional', 'Round Off' (with a checked checkbox), and 'Net Amount'. The values for 'Additional', 'Round Off', and 'Net Amount' are all 0.00.

10. Pressing Save at the bottom will save the sales order.

See Also:

Quick Action Buttons



- a. Refresh button – Reload data from database
- b. Settings – Sales Order Settings
- c. Print – Create sales order print
- d. Print Preview – Preview sales order print
- e. Toggle search from product name anywhere. If toggled on, the typing will return products list having products with the typed term anywhere in the product name, rather than in the beginning.

Adjustment Details

Under the main window, the adjustment section allows to add any adjustment made to the total bill amount mentioning the account and particulars.

Add Discount

Add Discount allows to distribute a total value of discount applied to the total bill among the products in the list proportional to their values by selecting products which are applicable.

Customer Details

Customer Details to appear in the bill can be provided here by mentioning their billing address and delivery address.

More Details

Additional Details like TRN, Transaction Number, Delivery No and Order Number, etc. can be given in this section

Utilities

Utility options regarding invoicing and printing where you can set the print formats for invoices and delivery notes.

Form Settings

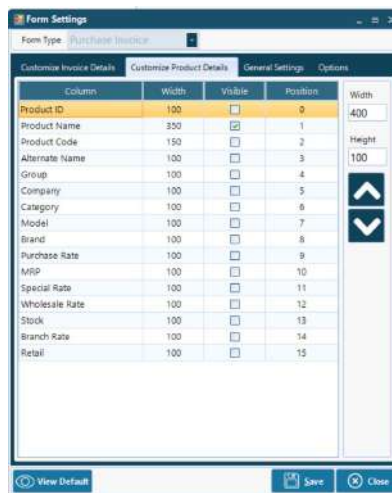
Customize Invoice Details

Customize and toggle visibility and interactivity of data fields in customer invoice details.



Customize Product Details

Customize and toggle visibility and interactivity of data fields in customer product details.



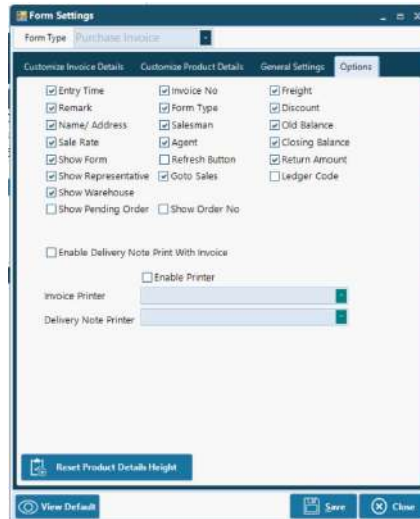
General Settings

General settings related to purchase invoice entry



Options

Toggle form options



2.11 Purchase Order

Purchase orders are submitted to suppliers mentioning the exact products or services, their specifications, and other detailed information in order to confirm the purchase and start the purchasing process. Purchase orders are created through the following steps.

11. Open Purchase Order by going Transactions>Purchase Order
12. On the top of the purchase order window, provide the general details

- a) Details about the supplier from whom the sale generated can be provided here.

13. Under the main window, provide the items that are being added to the purchase order.

SI No	Item Name	Qty	Net Value	Tax%	GST Amt	Grand Total

- a) Clicking empty field will enable entering values.
- b) Clicking under Item name will list all the products in dropdown list. Product can be selected either by typing or by selecting from the list.
- c) Pressing enter will move to the next adjacent active tab.
- d) Completing one row will advance to the next row.

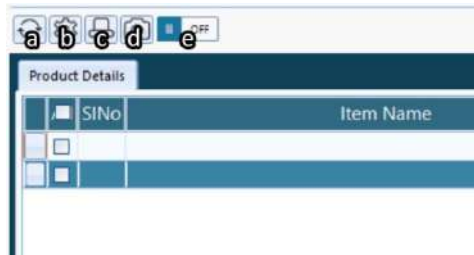
14. Additional and adjustments if mentioned will be added in the bottom section.

Freight		Grand Total	0
Discount	%	Round Off <input checked="" type="checkbox"/>	0.00
		Net Amount	0.00

15. Pressing Save at the bottom will save the sales order.

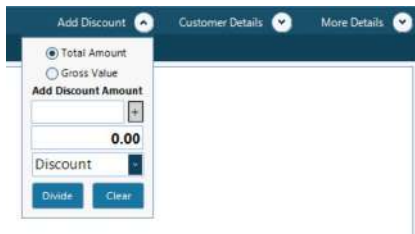
See Also:

Quick Action Buttons



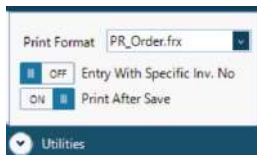
- f. Refresh button – Reload data from database
- g. Settings – Purchase Order Settings
- h. Print – Create purchase order print
- i. Print Preview – Preview purchase order print
- j. Toggle search from product name anywhere. If toggled on, the typing will return products list having products with the typed term anywhere in the product name, rather than in the beginning.

Add Discount



Add Discount allows to distribute a total value of discount applied to the total bill among the products in the list proportional to their values by selecting products which are applicable.

Utilities



Utility options regarding invoicing and printing where you can set the print formats for invoices.

Form Settings

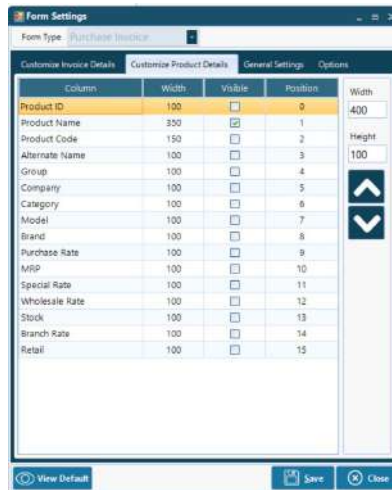
Customize Invoice Details

Customize and toggle visibility and interactivity of data fields in customer invoice details.



Customize Product Details

Customize and toggle visibility and interactivity of data fields in customer product details.



General Settings

General settings related to purchase invoice entry



Options

Toggle form options

Form Settings

Form Type: **Purchase Invoice**

Customize Invoice Details Customize Product Details General Settings Options

<input checked="" type="checkbox"/> Entry Time	<input checked="" type="checkbox"/> Invoice No	<input checked="" type="checkbox"/> Freight
<input checked="" type="checkbox"/> Remark	<input checked="" type="checkbox"/> Form Type	<input checked="" type="checkbox"/> Discount
<input checked="" type="checkbox"/> Name/ Address	<input checked="" type="checkbox"/> Salesman	<input checked="" type="checkbox"/> Old Balance
<input checked="" type="checkbox"/> Sale Rate	<input checked="" type="checkbox"/> Agent	<input checked="" type="checkbox"/> Closing Balance
<input checked="" type="checkbox"/> Show Form	<input type="checkbox"/> Refresh Button	<input checked="" type="checkbox"/> Return Amount
<input checked="" type="checkbox"/> Show Representative	<input checked="" type="checkbox"/> Goto Sales	<input type="checkbox"/> Ledger Code
<input checked="" type="checkbox"/> Show Warehouse		
<input type="checkbox"/> Show Pending Order	<input type="checkbox"/> Show Order No	

Enable Delivery Note Print With Invoice

Enable Printer

Invoice Printer:

Delivery Note Printer:

3. Reports

Reports are the key part of a business management through which decisions are taken based on what is happening inside the business operations. True Account ERP provides a wide variety of reports through which exact reports can be obtained to the management.

3.1 Sales Report

The section covers all the reports related to sales and their after operations.

3.1.1 Sales Report

Sales report creates the direct report of the sales during a period. Sales report can be generated by the following steps.

1. Open Sales Report wizard from Reports>Sales Report>Sales Report.
2. The wizard consists four tabs where customization fields are organized.

General

Bill Wise / Item Wise: Sales report can be generated both bill wise or item wise. Bill wise report produces the report in which entries will be invoices with total values. Item wise report creates the report by mentioning each item sold during the period irrespective of the invoice.

Product Wise/ Barcode Wise: Reports can be generated where products or services can be mention either based on their product name or by barcode.

Counter: Choose the sales counter from different counters.

Entry Date From & To: The report range is customized based on the date of the sales.

Entry No From & To: The report range is customized based on the invoice numbers range.

Tax Wise Group: If checked, items will be grouped by the tax percentage.

Group Columns: If enabled (only in item wise reports), lists the fields where user can choose their required fields.

Select Column Group: The dropdown list contains the templates of customized columns of the reports. User can choose their appropriate column group. New column groups can be created by pressing the + button right to the list.

Invoice No.: Mentioning an invoice number in the field will create report based only on the invoice number submitted.

Detail/Day Wise/Month Wise: Detail mode generates expanded and ungrouped report while Day Wise or Month Wise generates report grouped and summarized based on day or month respectively.

Entry

General	Entry	Product	Attribute	Date/Time
	User		Representative	
	Sales Man		Type Of Customer	
	Customer		Party Category	
	Route		Agent	
	Form Type		SL Form Type	

User: Filter report by specific user who entered the data in to True Account ERP

Sales Man: Filter by sales from a specific salesman

Customer: Filter sales of a specific customer

Route: Filter sales through a mentioned route only

Form Type: Report sales only from the mentioned form type

Representative: Sales through the specific representative is reported

Type of Customer: Display only the report of sales to mentioned type of customer

Party Category: Filter report based on the category of the party

Agent: Filter sales report to specific sales agent

SL Form Type: Display filtered report based on the SL form type.

Product

General	Entry	Product	Attribute	Date/Time
		Item Name	HSN	
		Item Code	Rate of Tax	
		Barcode	Rate of Cess	
		Commodity Code	Excise Duty	

Item Name: Mentioning an item will produce report only on the item

Item Code: Create report specific to the item code

Barcode: Create report specific to the bar code

Commodity Code: Report sales on only the mentioned commodity code

HSN: Filter report by HSN code of the items

Rate of Tax: Filter report by products with mentioned amount of tax

Rate of Cess: Filter by mentioned cess amount

Excise Duty: Filter report by excise duty payable

Attribute

The screenshot shows the 'Attribute' filter section. It includes the following fields:

- Group:
- Company:
- Product Category:
- Model:
- Brand:
- Size:
- Colour:
- Additional Description:

Group: Create report using products from mentioned group only

Company: Generate report by mentioned company's products

Product Category: Report only mentioned product category

Model: Filter report by product model

Brand: Filter report by brand

Size: Filter report by size

Color: Filter report based on color variant

Additional Description: Filter the report by mentioned additional description

Date/Time

The screenshot shows the 'Date/Time' filter section. It includes the following fields:

- Entry Time: From To
- MFD/Packed Date: From To
- Expire Date: From To
- Batch:
- Multi Selection:

Entry Time From/To: Create the custom report based on sales entered between the specific times mentioned

MFD/Packed Date From/To: Show only products manufactured or packed between the mentioned date in the report

Expire Date From/To: Generate report by products that are/to be expired between the mentioned date.

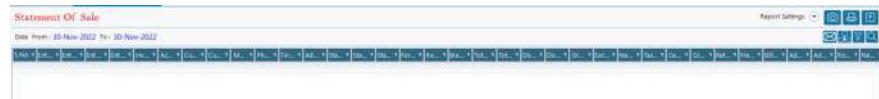
Batch: Mention product batch and generate sales report only based on the items in the specified batch. Enabling multi selection will allow selecting multiple batches in single report.

See Also:

With Return: Adds sales return also in to the report being generated

Cross Report: Enable cross report method.

3. Pressing 'Find Now' will generate the sales report satisfying all the conditions given in the wizard. Report consists all the data field selected in 'Select Column Group' option in General tab of the report configuration wizard.



See Also:

Quick Settings



- a) Preview the print of the report
- b) Print the Report
- c) Export the report to external formats like PDF or excel.
- d) Send the report over mail
- e) Toggle grouping mode by which data can be grouped by dragging desired column to the drag area.
- f) Toggle filtering mode by which data can be filtered based on the specific values in desired columns.
- g) Toggle search option to enable searching in the fields and records.

3.1.2 Sales Return Report

Sales return report prepares report on sales returns during a period. Sales return report can be generated by the following steps.

4. Open Sales Return Report wizard from Reports>Sales Report>Sales Return Report.
5. The wizard consists four tabs where customization fields are organized.

General

Bill Wise / Item Wise: Sales return report can be generated both bill wise or item wise. Bill wise report produces the report in which entries will be return bills with total values. Item wise report creates the report by mentioning each item returned during the period irrespective of the invoice.

Product Wise/ Barcode Wise: Reports can be generated where products or services can be mention either based on their product name or by barcode.

Counter: Choose the sales counter from different counters.

Entry Date From & To: The report range is customized based on the date of the sales return.

Entry No From & To: The report range is customized based on the invoice numbers range.

Tax Wise Group: If checked, items will be grouped by the tax percentage.

Group Columns: If enabled (only in item wise reports), lists the fields where user can choose their required fields.

Select Column Group: The dropdown list contains the templates of customized columns of the reports. User can choose their appropriate column group. New column groups can be created by pressing the + button right to the list.

Invoice No.: Mentioning an invoice number in the field will create report based only on the invoice number submitted.

Detail/Day Wise/Month Wise: Detail mode generates expanded and ungrouped report while Day Wise or Month Wise generates report grouped and summarized based on day or month respectively.

Entry

The screenshot shows a software interface with a dark blue header bar containing five tabs: 'General', 'Entry', 'Product', 'Attribute', and 'Date/Time'. The 'Entry' tab is selected. Below the header, the 'Product' sub-tab is active. The main area contains a grid of dropdown menus for filtering data. The fields are arranged in two columns:

User	Representative
Sales Man	Type Of Customer
Customer	Party Category
Route	Agent
Form Type	SL Form Type

User: Filter report by specific user who entered the data in to True Account ERP

Sales Man: Filter by sales returns from a specific salesman

Customer: Filter sales returns of a specific customer

Route: Filter sales returns through a mentioned route only

Form Type: Report sales returns only from the mentioned form type

Representative: Sales returns through the specific representative is reported

Type of Customer: Display only the report of sale returns to mentioned type of customer

Party Category: Filter report based on the category of the party

Agent: Filter sales return report to specific sales agent

SL Form Type: Display filtered report based on the SL form type.

Product

The screenshot shows a software interface with a dark blue header bar containing five tabs: 'General', 'Entry', 'Product', 'Attribute', and 'Date/Time'. The 'Product' tab is selected. Below the header, the 'Product' sub-tab is active. The main area contains a grid of dropdown menus for filtering data. The fields are arranged in two columns:

Item Name	HSN
Item Code	Rate of Tax
Barcode	Rate of Cess
Commodity Code	Excise Duty

Item Name: Mentioning an item will produce report only on the item

Item Code: Create report specific to the item code

Barcode: Create report specific to the bar code

Commodity Code: Report sales returns on only the mentioned commodity code

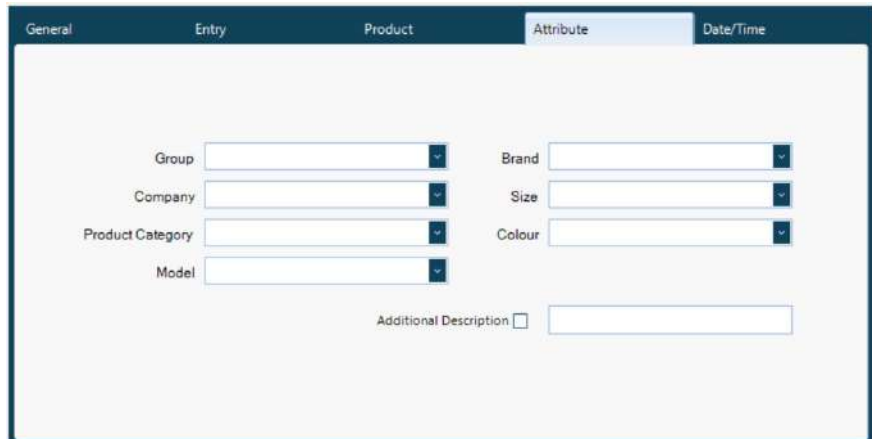
HSN: Filter report by HSN code of the items

Rate of Tax: Filter report by products with mentioned amount of tax

Rate of Cess: Filter by mentioned cess amount

Excise Duty: Filter report by excise duty payable

Attribute



Group: Create report using products from mentioned group only

Company: Generate report by mentioned company's products

Product Category: Report only mentioned product category

Model: Filter report by product model

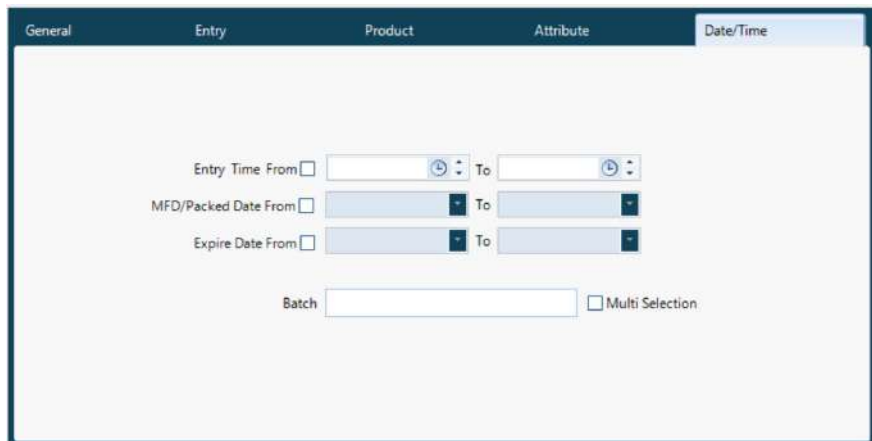
Brand: Filter report by brand

Size: Filter report by size

Color: Filter report based on color variant

Additional Description: Filter the report by mentioned additional description

Date/Time



Entry Time From/To: Create the custom report based on sales returns entered between the specific times mentioned

MFD/Packed Date From/To: Show only products manufactured or packed between the mentioned date in the report

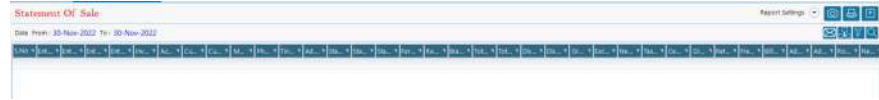
Expire Date From/To: Generate report by products that are/to be expired between the mentioned date.

Batch: Mention product batch and generate sales return report only based on the items in the specified batch. Enabling multi selection will allow selecting multiple batches in single report.

See Also:

Cross Report: Enable cross report method.

6. Pressing 'Find Now' will generate the sales return report satisfying all the conditions given in the wizard. Report consists all the data field selected in 'Select Column Group' option in General tab of the report configuration wizard.



See Also:

Quick Settings



- a) Preview the print of the report
- b) Print the Report
- c) Export the report to external formats like PDF or excel.
- d) Send the report over mail
- e) Toggle grouping mode by which data can be grouped by dragging desired column to the drag area.
- f) Toggle filtering mode by which data can be filtered based on the specific values in desired columns.
- g) Toggle search option to enable searching in the fields and records.

3.1.3 Sales Wise Profit

Sales wise profit is used to create the report on the total profit obtained through sales or services during a period of time, or between a certain number of trades. Sales wise profit report can be generated by the following steps.

7. Open Sales Wise Profit wizard from Reports>Sales Report>Sales Wise Profit.
8. The wizard consists four tabs where customization fields are organized.

General

Bill Wise / Item Wise: Sales wise profit report can be generated both bill wise or item wise. Bill wise report produces the report in which entries will be return bills with total values. Item wise report creates the report by mentioning each item returned during the period irrespective of the invoice.

Product Wise/ Barcode Wise: Reports can be generated where products or services can be mention either based on their product name or by barcode.

Less Bill Discount: If checked, the profit will be calculated eliminating the discount amount.

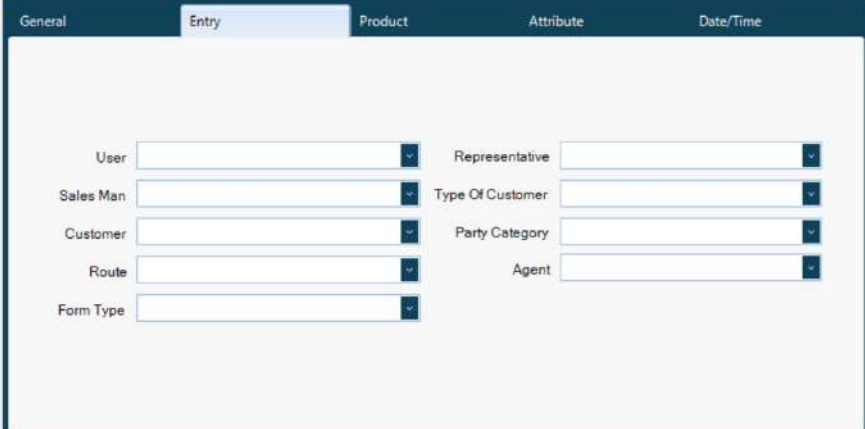
Entry Date From & To: The report range is customized based on the date of the sales.

Entry No From & To: The report range is customized based on the invoice numbers range.

Select Column Group: The dropdown list contains the templates of customized columns of the reports. User can choose their appropriate column group. New column groups can be created by pressing the + button right to the list.

Cost By: The cost of the profit is calculated in three options as per chosen. Actual purchase cost returns the purchase cost calculating additional expenses also. Product purchase rate only takes the purchase rate of items, while Last Purchase Cost always creates report based on the most recent purchase value of the item.

Entry



User: Filter report by specific user who entered the data in to True Account ERP

Sales Man: Filter by sales from a specific salesman

Customer: Filter sales of a specific customer

Route: Filter sales through a mentioned route only

Form Type: Report sales only from the mentioned form type

Representative: Sales through the specific representative is reported

Type of Customer: Display only the report of sale to mentioned type of customer

Party Category: Filter report based on the category of the party

Agent: Filter sales report to specific sales agent

Product

The screenshot shows the 'Product' tab of a filter interface. It contains several input fields for filtering reports based on product attributes:

- Item Name: Text input with a dropdown arrow.
- Item Code: Text input with a dropdown arrow.
- Barcode: Text input.
- Commodity Code: Text input with a dropdown arrow.
- HSN: Text input with a dropdown arrow.
- Rate of Tax: Text input with a dropdown arrow.
- Rate of Cess: Text input with a dropdown arrow.
- Excise Duty: Text input with a dropdown arrow.

Item Name: Mentioning an item will produce report only on the item

Item Code: Create report specific to the item code

Barcode: Create report specific to the bar code

Commodity Code: Report sales on only the mentioned commodity code

HSN: Filter report by HSN code of the items

Rate of Tax: Filter report by products with mentioned amount of tax

Rate of Cess: Filter by mentioned cess amount

Excise Duty: Filter report by excise duty payable

Attribute

The screenshot shows the 'Attribute' tab of a filter interface. It contains several input fields for filtering reports based on product attributes:

- Group: Text input with a dropdown arrow.
- Company: Text input with a dropdown arrow.
- Product Category: Text input with a dropdown arrow.
- Model: Text input with a dropdown arrow.
- Brand: Text input with a dropdown arrow.
- Size: Text input with a dropdown arrow.
- Colour: Text input with a dropdown arrow.
- Additional Description: A checkbox followed by a text input field.

Group: Create report using products from mentioned group only

Company: Generate report by mentioned company's products

Product Category: Report only mentioned product category

Model: Filter report by product model

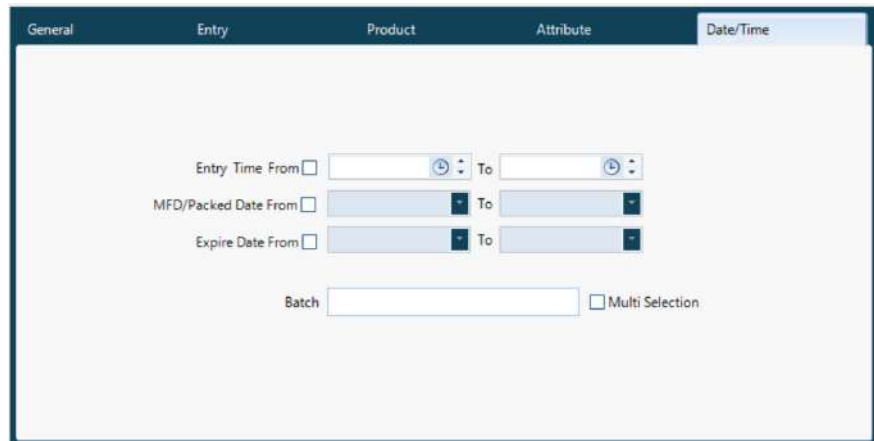
Brand: Filter report by brand

Size: Filter report by size

Color: Filter report based on color variant

Additional Description: Filter the report by mentioned additional description

Date/Time



Entry Time From/To: Create the custom report based on sales entered between the specific times mentioned

MFD/Packed Date From/To: Show only products manufactured or packed between the mentioned date in the report

Expire Date From/To: Generate report by products that are/to be expired between the mentioned date.

Batch: Mention product batch and generate sales return report only based on the items in the specified batch. Enabling multi selection will allow selecting multiple batches in single report.

See Also:

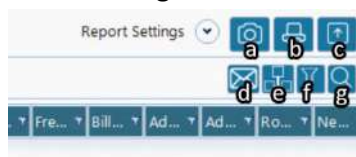
Cross Report: Enable cross report method.

9. Pressing 'Find Now' will generate the sales wise profit report satisfying all the conditions given in the wizard. Report consists all the data field selected in 'Select Column Group' option in General tab of the report configuration wizard.



See Also:

Quick Settings



- a) Preview the print of the report
- b) Print the Report
- c) Export the report to external formats like PDF or excel.
- d) Send the report over mail
- e) Toggle grouping mode by which data can be grouped by dragging desired column to the drag area.
- f) Toggle filtering mode by which data can be filtered based on the specific values in desired columns.
- g) Toggle search option to enable searching in the fields and records.

3.2 Purchase Report

The section covers all the reports related to purchase and their after operations.

3.2.1 Purchase Report

Purchase report creates the direct report of the purchases during a period. Purchase report can be generated by the following steps.

1. Open Purchase Report wizard from Reports>Purchase Report>Purchase Report.
2. The wizard consists four tabs where customization fields are organized.

General

Bill Wise / Item Wise: Purchase report can be generated both bill wise or item wise. Bill wise report produces the report in which entries will be invoices with total values. Item wise report creates the report by mentioning each item purchased during the period irrespective of the invoice.

Product Wise/ Barcode Wise: Reports can be generated where products or services can be mentioned either based on their product name or by barcode.

Entry Date From & To: The report range is customized based on the date of the purchase.

Entry No From & To: The report range is customized based on the invoice numbers range.

Tax Wise Group: If checked, items will be grouped by the tax percentage.

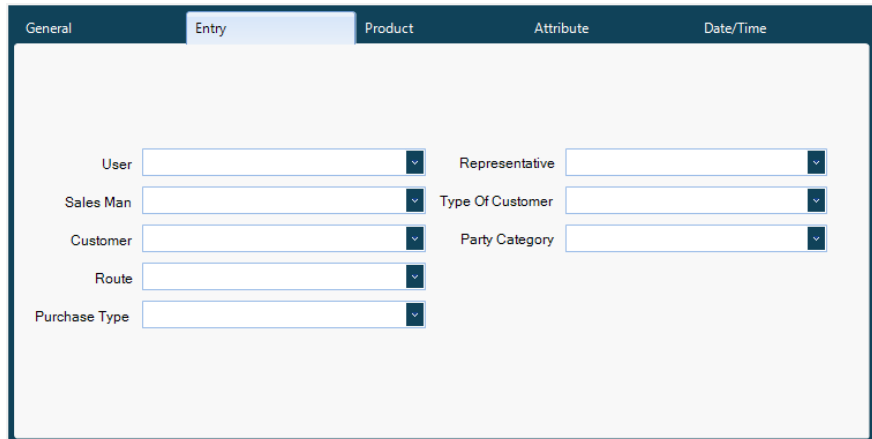
Group Columns: If enabled (only in item wise reports), lists the fields where user can choose their required fields.

Select Column Group: The dropdown list contains the templates of customized columns of the reports. User can choose their appropriate column group. New column groups can be created by pressing the + button right to the list.

Invoice No.: Mentioning an invoice number in the field will create report based only on the invoice number submitted.

Detail/Day Wise/Month Wise: Detail mode generates expanded and ungrouped report while Day Wise or Month Wise generates report grouped and summarized based on day or month respectively.

Entry



User: Filter report by specific user who entered the data in to True Account ERP

Sales Man: Filter by purchases from a specific salesman

Customer: Filter purchase of a specific customer

Route: Filter purchases through a mentioned route only

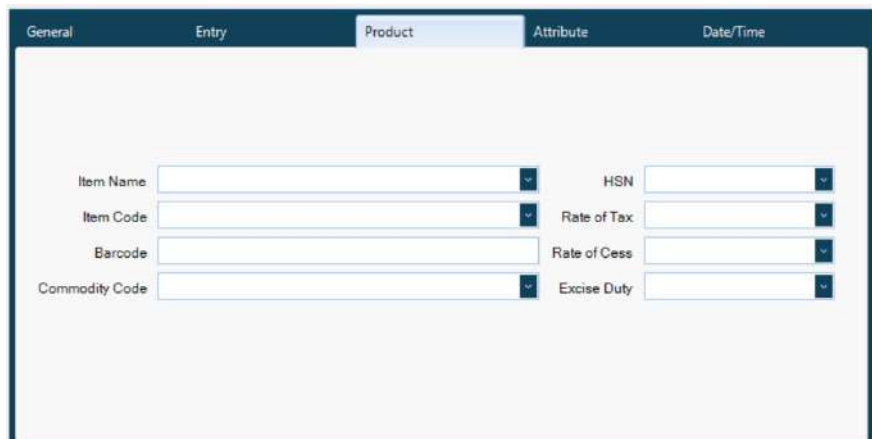
Purchase Type: Report purchases only from the mentioned purchase type

Representative: Purchases through the specific representative is reported

Type of Customer: Display only the report of purchases to mentioned type of customer

Party Category: Filter report based on the category of the party

Product



Item Name: Mentioning an item will produce report only on the item

Item Code: Create report specific to the item code

Barcode: Create report specific to the bar code

Commodity Code: Report purchases on only the mentioned commodity code

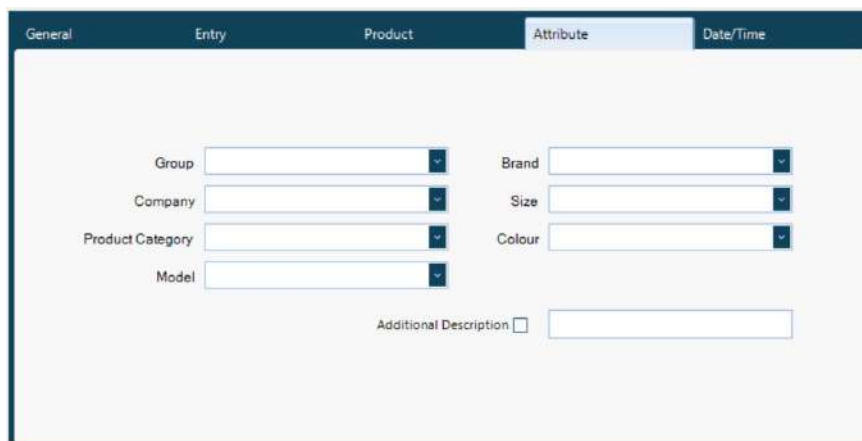
HSN: Filter report by HSN code of the items

Rate of Tax: Filter report by products with mentioned amount of tax

Rate of Cess: Filter by mentioned cess amount

Excise Duty: Filter report by excise duty payable

Attribute



Group: Create report using products from mentioned group only

Company: Generate report by mentioned company's products

Product Category: Report only mentioned product category

Model: Filter report by product model

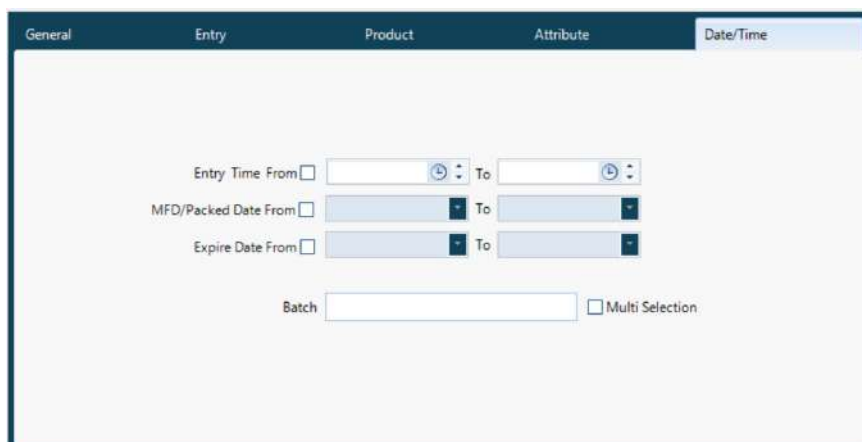
Brand: Filter report by brand

Size: Filter report by size

Color: Filter report based on color variant

Additional Description: Filter the report by mentioned additional description

Date/Time



Entry Time From/To: Create the custom report based on purchases entered between the specific times mentioned

MFD/Packed Date From/To: Show only products manufactured or packed between the mentioned date in the report

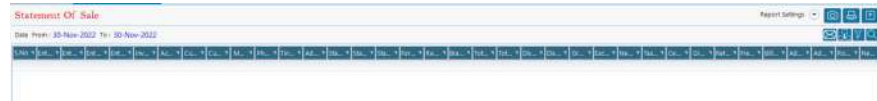
Expire Date From/To: Generate report by products that are/to be expired between the mentioned date.

Batch: Mention product batch and generate purchase report only based on the items in the specified batch. Enabling multi selection will allow selecting multiple batches in single report.

See Also:

Cross Report: Enable cross report method.

- Pressing 'Find Now' will generate the purchase report satisfying all the conditions given in the wizard. Report consists all the data field selected in 'Select Column Group' option in General tab of the report configuration wizard.



See Also:

Quick Settings



- Preview the print of the report
- Print the Report
- Export the report to external formats like PDF or excel.
- Send the report over mail
- Toggle grouping mode by which data can be grouped by dragging desired column to the drag area.
- Toggle filtering mode by which data can be filtered based on the specific values in desired columns.
- Toggle search option to enable searching in the fields and records.

3.2.2 Purchase Return Report

Purchase return report module allows a user to generate report on the total purchase returns made during a period or within the given specific conditions. Purchase return report is generated using the following steps.

- Open Purchase Return Report wizard from Reports>Purchase Report>Purchase Return Report.
- The wizard consists four tabs where customization fields are organized.

General

Bill Wise / Item Wise: Purchase return report can be generated both bill wise or item wise. Bill wise report produces the report in which entries will be return bills with total values. Item wise report creates the report

by mentioning each item returned during the period irrespective of the invoice.

Product Wise/ Barcode Wise: Reports can be generated where products or services can be mention either based on their product name or by barcode.

Entry Date From & To: The report range is customized based on the date of the purchase return.

Entry No From & To: The report range is customized based on the invoice numbers range.

Tax Wise Group: If checked, items will be grouped by the tax percentage.

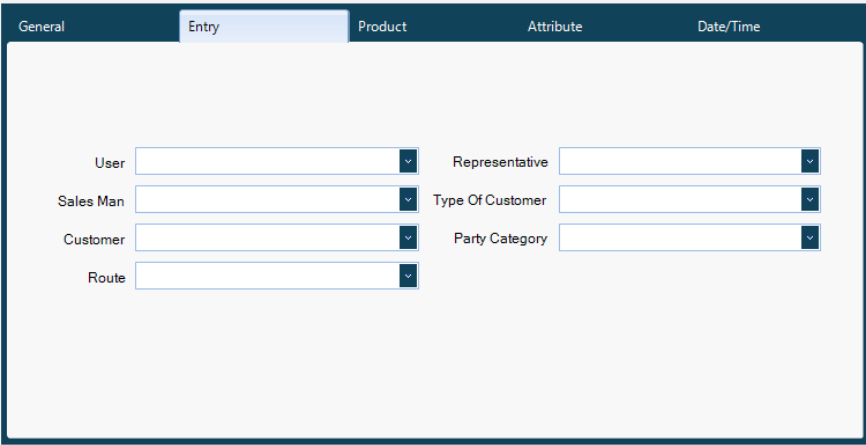
Group Columns: If enabled (only in item wise reports), lists the fields where user can choose their required fields.

Select Column Group: The dropdown list contains the templates of customized columns of the reports. User can choose their appropriate column group. New column groups can be created by pressing the + button right to the list.

Invoice No.: Mentioning an invoice number in the field will create report based only on the invoice number submitted.

Detail/Day Wise/Month Wise: Detail mode generates expanded and ungrouped report while Day Wise or Month Wise generates report grouped and summarized based on day or month respectively.

Entry



General	Entry	Product	Attribute	Date/Time
	User		Representative	
	Sales Man		Type Of Customer	
	Customer		Party Category	
	Route			

User: Filter report by specific user who entered the data in to True Account ERP

Sales Man: Filter by purchase returns from a specific salesman

Customer: Filter purchase returns of a specific customer

Route: Filter purchase returns through a mentioned route only

Representative: Purchase returns through the specific representative is reported

Type of Customer: Display only the report of purchase returns to mentioned type of customer

Party Category: Filter report based on the category of the party

Product

Item Name: Mentioning an item will produce report only on the item

Item Code: Create report specific to the item code

Barcode: Create report specific to the bar code

Commodity Code: Report sales returns on only the mentioned commodity code

HSN: Filter report by HSN code of the items

Rate of Tax: Filter report by products with mentioned amount of tax

Rate of Cess: Filter by mentioned cess amount

Excise Duty: Filter report by excise duty payable

Attribute

Group: Create report using products from mentioned group only

Company: Generate report by mentioned company's products

Product Category: Report only mentioned product category

Model: Filter report by product model

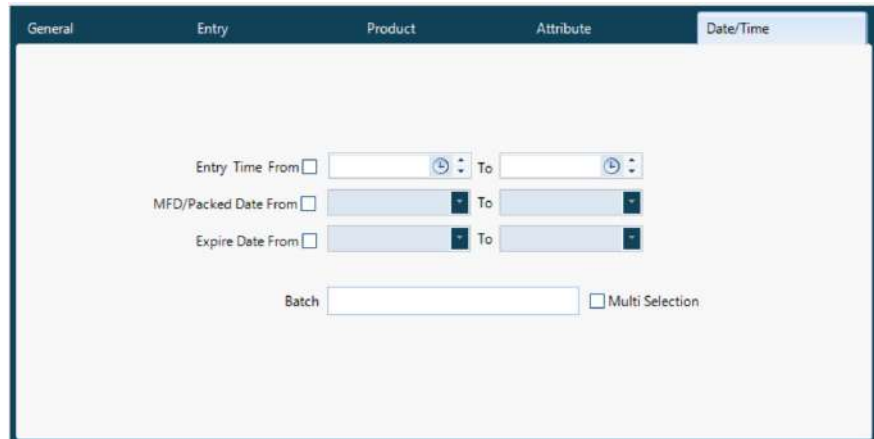
Brand: Filter report by brand

Size: Filter report by size

Color: Filter report based on color variant

Additional Description: Filter the report by mentioned additional description

Date/Time



Entry Time From/To: Create the custom report based on purchase returns entered between the specific times mentioned

MFD/Packed Date From/To: Show only products manufactured or packed between the mentioned date in the report

Expire Date From/To: Generate report by products that are/to be expired between the mentioned date.

Batch: Mention product batch and generate purchase return report only based on the items in the specified batch. Enabling multi selection will allow selecting multiple batches in single report.

See Also:

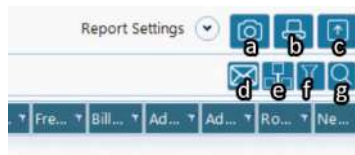
Cross Report: Enable cross report method.

6. Pressing 'Find Now' will generate the purchase return report satisfying all the conditions given in the wizard. Report consists all the data field selected in 'Select Column Group' option in General tab of the report configuration wizard.



See Also:

Quick Settings



- a) Preview the print of the report
- b) Print the Report
- c) Export the report to external formats like PDF or excel.
- d) Send the report over mail
- e) Toggle grouping mode by which data can be grouped by dragging desired column to the drag area.
- f) Toggle filtering mode by which data can be filtered based on the specific values in desired columns.
- g) Toggle search option to enable searching in the fields and records.

3.3 Stock Report

Stock reports gives the detailed information on the product stock in the company, their movement, and other attributes, either segregated or altogether.

3.3.1 Stock Report

Stock report is the direct report on the stock availability of the products and services in the business.

1. Open Stock Report wizard from Reports>Stock Report>Stock Report.
2. The wizard consists four tabs where customization fields are organized.

Product

The screenshot shows the 'Product' tab of the Stock Report wizard. It features a navigation bar with 'Product', 'Attributes', and 'Other' tabs. The 'Product' section has two radio buttons: 'Product Wise' (selected) and 'Barcode Wise'. Below this, there are dropdown menus for 'Stock As On' (01-Dec-2022), 'Stock By' (Measure Unit), and 'Sales Value By' (Retail). A checkbox labeled 'Report With Stock Value' is located below these. The main area contains several input fields: 'Item Name', 'Item Code', and 'Item Barcode' on the left; 'Sale Tax Rate', 'Purchase Tax Rate', 'Commodity Code', and 'HSN' on the right. A checkbox 'Minimum Level Stock Only' is at the bottom right of this section. At the very bottom of the form, there are checkboxes for 'Purchase Against Stock' and 'With Photo', a 'Separator' field, 'Group Columns', and 'Select Custom Report'.

Product Wise/Barcode Wise: Reports can be generated where products or services can be mentioned either based on their product name or by barcode.

Stock As On: The report will be generated based on the concurrent stock availability of the date mentioned in the field.

Stock By: The method of displaying stock quantity is chosen here.

Sales Value By: The stock value is calculated by the value option selected here.

Report with Stock Value: If enabled, the report will be generated with their stock value including the costing.

With Add Cost: This option is available when 'Report with Stock Value' is checked. If this option is on, the product costing will be added to the stock value.

Item Name: Mention the item name if the stock report of the specific item is required.

Item Code: Stock report of a specific item can be generated by mentioning its item code.

Item Barcode: Generate stock report based on item bar code.

Sale Tax Rate: Generate only the stock report of products with mentioned sales tax rate.

Purchase Tax Rate: Generate only the stock report of products with mentioned purchase tax rate.

Commodity Code: Filter report to only products with mentioned commodity code.

HSN: Display only products with mentioned HSN in the stock report.

Minimum Level Stock Only: If enabled, only the products having minimum stock will be listed in the report.

Purchase Against Stock: Show details on purchase mentioning supplier, price and other purchase details against the item in the report.

Separator: Input the separator characters to be appeared in the report.

With Photo: Display stock report with product photos, if available.

Group Columns/Select Custom Report: Customize report view with desired columns.

Attributes

The screenshot shows the 'Attributes' tab of a software interface. It contains five dropdown menus for filtering products: 'Group', 'Brand', 'Company', 'Category', and 'Model'. Each dropdown menu has a small downward arrow on the right side.

Group: Display products only from the selected group in the report.

Company: Display only products of the mentioned company.

Category: Filter report to only selected product category.

Model: Specify model of the product to be in the report.

Brand: Mention the brand required while generating the report.

Other

The screenshot shows the 'Other' tab of a software interface. It contains several filters and options: 'Excise Duty' (dropdown), 'Warehouse' (dropdown), 'Purchase From' (dropdown with 'Supplier' selected), 'Stock Type' (dropdown), 'Stock Level' (dropdown), 'Stock' (dropdown), 'MFD/Packed Date From' and 'To' (date pickers), 'Expiry Date From' and 'To' (date pickers), 'Batch' (text input), 'Multi Selection' (checkbox), and 'Hide Deative Product' (checkbox).

Excise Duty: Filter out the products to only the mentioned excise duty value in the report.

Warehouse: Generate report based on the stock available specific to the mentioned warehouse.

Purchase From: Specify the supplier and filter the stock report to products from the supplier.

Stock Type: Select whichever type of items to be included in the stock report.

Stock Level: Filter the stock report based on the stock level of items.

Stock: Set conditions on the stock to filter only products that satisfy the conditions. Products can be specified based on their stock count less than, greater than or equal to mentioned value.

MFD/Packed Date From/To: Show only products manufactured or packed between the mentioned date in the report

Expire Date From/To: Generate report by products that are/to be expired between the mentioned date.

Batch: Mention product batch and generate stock report only based on the items in the specified batch. Enabling multi selection will allow selecting multiple batches in single report.

Hide Deative Product: Filter out products that are deactivated from the transactions.

See Also:

Is Quick Report: This option can be used to find the stock availability of a specific product or type. Checking this option will open the stock report window where there will be a search bar on the top. Pressing 'Find Now' with typing the product name in the field will display only the products with the name.



Quick Settings



- a) Preview the print of the report
- b) Print the Report
- c) Export the report to external formats like PDF or excel.
- d) Send the report over mail
- e) Toggle grouping mode by which data can be grouped by dragging desired column to the drag area.
- f) Toggle filtering mode by which data can be filtered based on the specific values in desired columns.
- g) Toggle search option to enable searching in the fields and records.

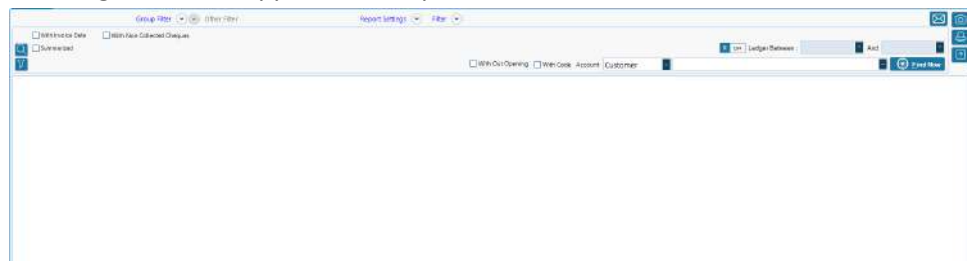
4. Accounts

Accounts is the back bone of business management. The result of a business management analyzed through the accounts whether it is profitable or in loss, what much is the turn over, what much expenses are there, etc. Without these, even the smallest business will fail. This section covers all the aspects of accounts of a business.

4.1 Ledger

Ledger in business records all the single transactions inside it. Ledger is the most detailed information of business operations in monetary values. Ledger can be generated using the following steps.

1. Open Ledger from Accounts>Ledger.
2. The ledger window appears with options to choose the details.



3. Providing the different particulars mentioned below, ledger can be generated by pressing 'Find Now' after the provision of required details.

With Invoice Date With Non Collected Cheques
 Summarized

- a. **With Invoice Date:** Transactions will be shown with the invoice date mentioned.
- b. **With Non-Collected Cheques:** Includes the non-collected cheques also submitted.
- c. **Summarized:** Ledger will be generated as the account heads summarized rather than giving detailed transactions.

With Out Opening With Code Account: Customer Ledger Between : And

- d. **Without Opening:** Ledger will generate without the opening balance of the selected account.
- e. **With Code:** If enabled, account can be selected by entering the code.
- f. **Account:** The account with which the ledger to be generated. The type of account can be selected from the first field. Respective accounts will be listed in the second field. Account desired can be selected either from dropdown list or by typing the name.
- g. **Ledger Between:** Toggle this setting on if the ledger to be produced is to be between some specific dates rather than entire transactions.

See Also:

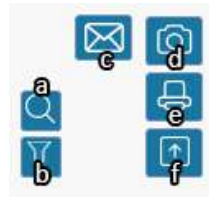
Group Filter Other Filter Report Settings Filter

Group Filter: Filter the ledger by group type or ledger group.

Report Settings: Customize report appearance and printing settings.

Filter: Filter report by entry type or account.

Quick Settings



- a. Search among the ledger transactions
- b. Filter ledger transactions
- c. E-mail ledger
- d. Preview print of ledger
- e. Print the ledger
- f. Export ledger to external formats

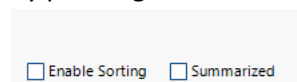
4.2 Day Book

Day Book generates the report of every single transaction of a particular day or date wise between the specified dates. Day book can be generated using the following steps.

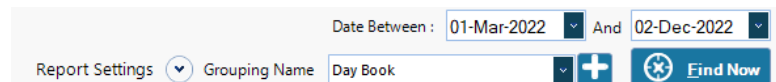
1. Open day book from Accounts>Day Book.
2. The day book window appears with options to choose the details.



3. Providing the different particulars mentioned below, day book can be generated by pressing 'Find Now' after the provision of required details.



- a. **Enable Sorting:** If enabled, the day book will be produced as transaction type sorted rather than chronology.
- b. **Summarized:** Day book will be generated as the account heads summarized rather than giving detailed transactions.



- c. **Report Settings:** Customize report appearance and printing settings.
- d. **Grouping Name:** The group by which the day book to be generated.
- e. **Date Between:** Dates between which the day book will be generated.

See Also:

Quick Settings



- a. Search among the day book transactions
- b. Filter day book transactions
- c. Print the day book
- d. Preview print of day book
- e. Export day book to external formats

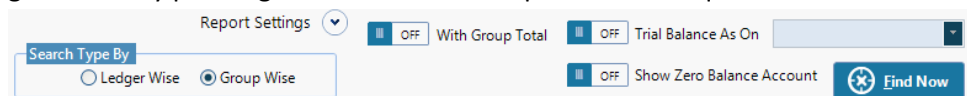
4.3 Trial Balance

Trial balance gives the financial report with closing balances of all accounts in the general ledger at the time of report generation. Trial balance can be generated using the following steps.

1. Open trial balance from Accounts>Trial Balance.
2. The trial balance window appears with options to choose the details.



3. Providing the different particulars mentioned below, trial balance can be generated by pressing 'Find Now' after the provision of required details.



- a. **Search Type By:** Customize trial balance to display ledger wise or group wise summarized.
- b. **Report Settings:** Trial balance display settings
- c. **With Group Total:** Turn on to display trial balance grouped by account and displaying group total
Hide Group Total: If enabled, group total will be hidden
- d. **Trial Balance as On:** Turn the option on and put the date to show the concurrent trial balance of the date mentioned
- e. **Show Zero Balance Account:** Turn on to display zero balance account also.

See Also:

Quick Settings

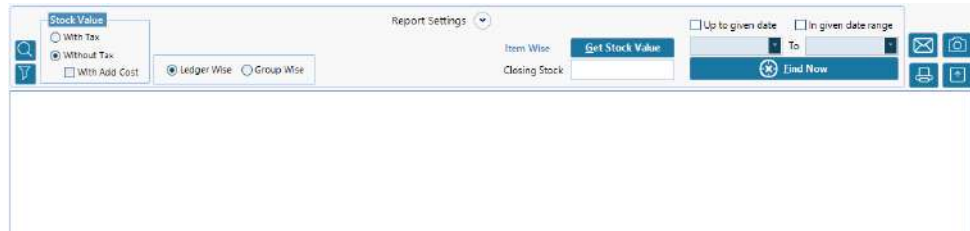


- a. Search among the day book transactions
- b. Filter day book transactions
- c. Print the day book
- d. Preview print of day book
- e. Export day book to external formats

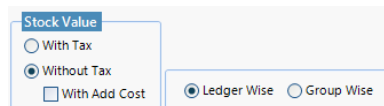
4.4 Profit & Loss

Profit and loss options return the summary of total income and expense of a company at a point of time and calculating whether the company is in profit or loss at the time. Profit and loss statement can be taken by the following steps.

1. Open Profit and Loss from Accounts>Profit And Loss.
2. The Profit and Loss window appears with options to choose the details.



3. Providing the different particulars mentioned below, profit and loss can be generated by pressing 'Find Now' after the provision of required details.



- a. **Stock Value:** Display the stock value in assets with three options. **With Tax** will add the tax paid while purchasing. **Without Tax** reduces the tax amount from stock value. If **With Add Cost** option enabled, stock value is calculated adding additional expenses other than purchase value.
- b. **Ledger Wise/Group Wise:** Choose whether to display individual ledger or summarized ledger group.



- c. **Report Setting:** Profit and loss display settings
- d. **Item Wise>Get Stock Value:** Use to find the total stock value of the items currently in the inventory.
- e. **Up to given date:** Produce profit and loss report based up to the specified date
- f. **In a given date range:** Produce profit and loss report between mentioned date range.

See Also:

Quick Settings

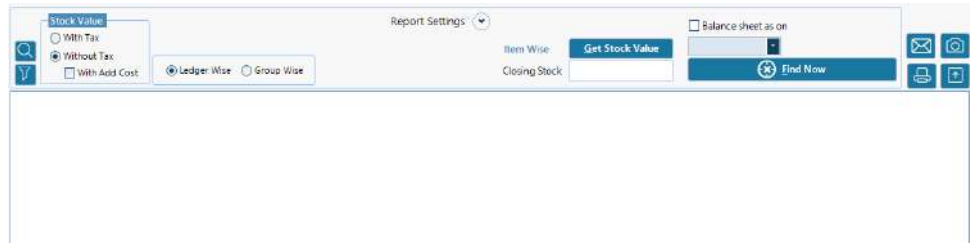


- a. Search among the profit and loss report
- b. Filter profit and loss report
- c. Email profit and loss report
- d. Print the profit and loss report
- e. Preview print of profit and loss report
- f. Export profit and loss report to external formats

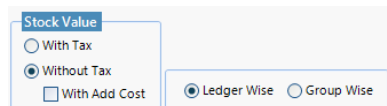
4.5 Balance Sheet

Balance sheet, one of the three core financial statements that are used to evaluate a business, is a financial statement that reports a company's assets, liabilities, and shareholder equity. Balance Sheet can be taken by the following steps.

1. Open Balance Sheet from Accounts>Balance Sheet.
2. The Balance Sheet window appears with options to choose the details.



3. Providing the different particulars mentioned below, balance sheet can be generated by pressing 'Find Now' after the provision of required details.



- a. **Stock Value:** Display the stock value in assets with three options. **With Tax** will add the tax paid while purchasing. **Without Tax** reduces the tax amount from stock value. If **With Add Cost** option enabled, stock value is calculated adding additional expenses other than purchase value.
- b. **Ledger Wise/Group Wise:** Choose whether to display individual ledger or summarized ledger group.



- c. **Report Setting:** Balance Sheet display settings
- d. **Item Wise>Get Stock Value:** Use to find the total stock value of the items currently in the inventory.
- e. **Balance Sheet as no:** Produce balance sheet based up to the specified date

See Also:

Quick Settings

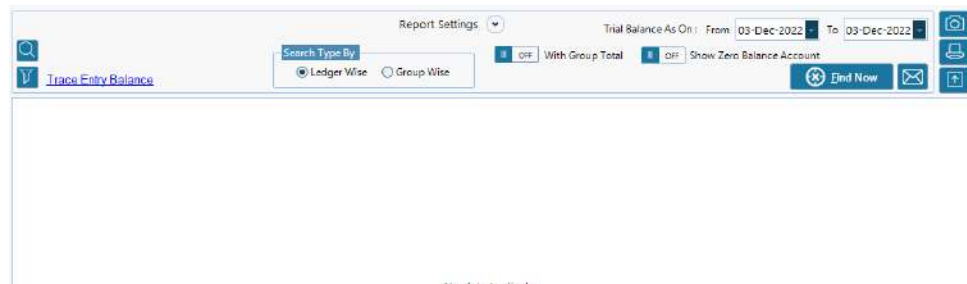


- a. Search among the profit and loss report
- b. Filter profit and loss report
- c. Email profit and loss report
- d. Print the profit and loss report
- e. Preview print of profit and loss report
- f. Export profit and loss report to external formats

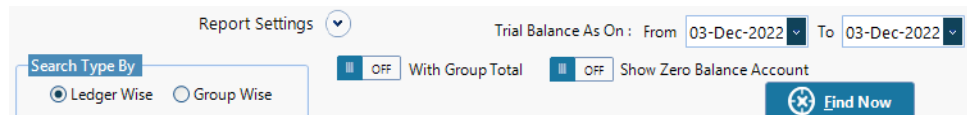
4.6 Trial Balance (Transactions)

Trial balance (Transactions) gives the financial report with closing balances of all accounts in the general ledger at the time of report generation, including the individual transactions inside the ledgers. Trial balance (Transactions) can be generated using the following steps.

1. Open Trial Balance (Transactions) from Accounts>Trial Balance (Trans).
2. The trial balance (transactions) window appears with options to choose the details.



3. Providing the different particulars mentioned below, trial balance can be generated by pressing 'Find Now' after the provision of required details.



- a. **Search Type By:** Customize trial balance to display ledger wise or group wise summarized.
- b. **Report Settings:** Trial balance display settings
- c. **With Group Total:** Turn on to display trial balance grouped by account and displaying group total
Hide Group Total: If enabled, group total will be hidden
- d. **Trial Balance as On:** Turn the option on and put the dates to show the trial balance between the dates mentioned
- e. **Show Zero Balance Account:** Turn on to display zero balance account also.

See Also:

Quick Settings



- a. Search among the profit and loss report
- b. Filter profit and loss report
- c. Email profit and loss report
- d. Print the profit and loss report
- e. Preview print of profit and loss report
- f. Export profit and loss report to external formats

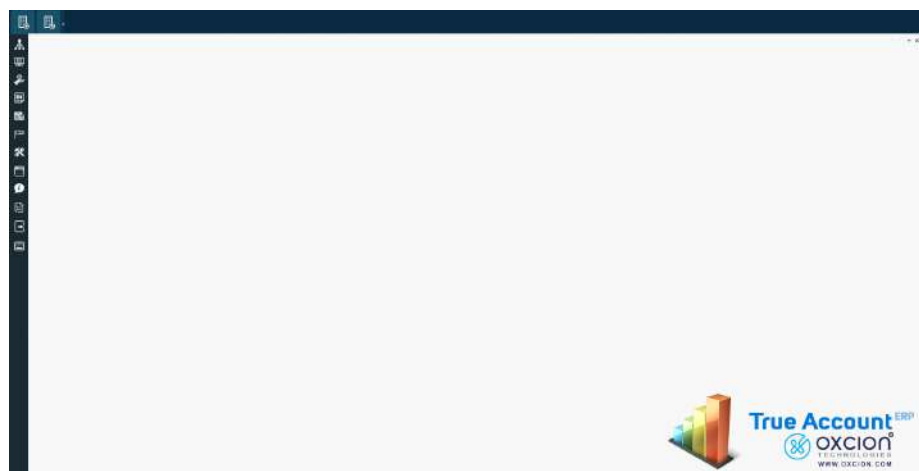
5. Master

Manage section handles the companies inside True Account ERP. User can manage multiple companies within the same system and operate data between them. This section will help to find how to start, select or close a company.

5.1 Close Company

By default, a company will be open in True Account ERP. In order to open or start another company, existing company is to be closed. This can be done by;

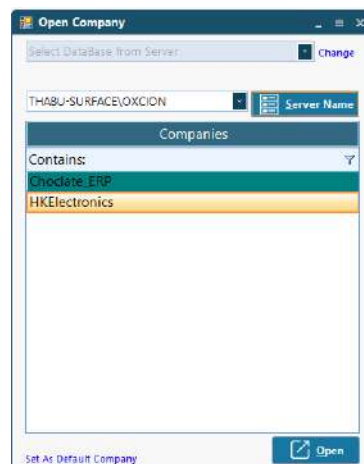
1. Go to close company by going to Manage>Close Company.
2. All the open companies will be closed and user will be returned to empty screen.



5.2 Select Company

Selecting company will open an existing and already created company from the data base. This can be done by;

1. Go to select company by going to Manage>Select Company.
2. A window will appear in which all the existing companies will be mentioned.

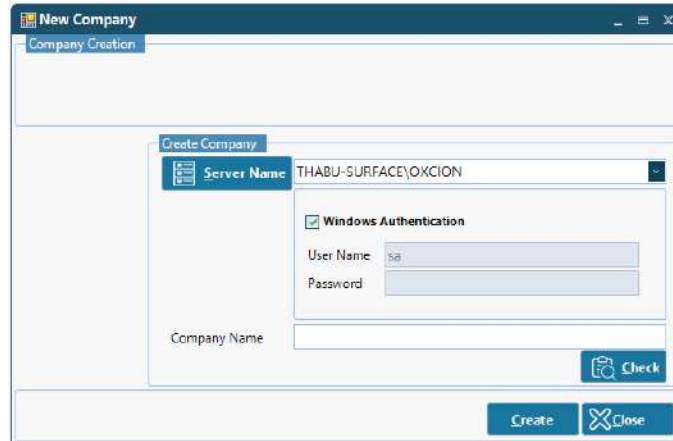


3. User can select his desired company and press Open to open the company.

5.3 New Company

Companies can be created from here. True Account ERP allows any number of companies to be created. This can be done by;

1. Go to new company by going to Manage>New Company
2. The new company window will appear as below;



The screenshot shows a 'New Company' window with the following fields and controls:

- Server Name:** THABU-SURFACE\OXCION
- Windows Authentication:**
- User Name:** sa
- Password:** (empty)
- Company Name:** (empty)
- Check:** (button)
- Create:** (button)
- Close:** (button)

3. Typing a company name in 'Company Name'.
4. Company will have windows authentication by default. To set custom user name and password, uncheck 'Windows Authentication' and set the company access username and password.
5. Pressing create will create the company.