TRUE ACCOUNT ERP

OFFICIAL DOCUMENTATION

VERSION 01
DATE OF PUBLISH: 03 NOVEMBER 2022

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

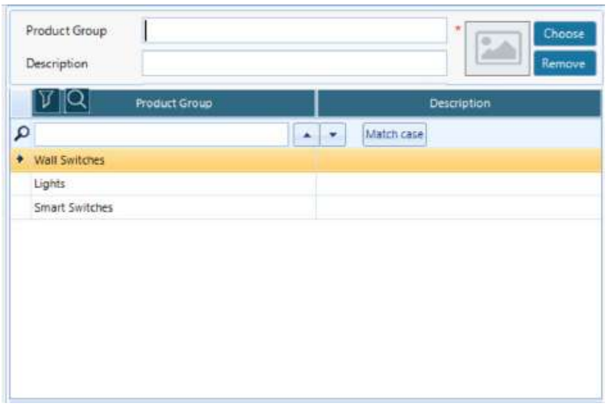
This section allows to create product available in the business. There are two options to create a product. They are Create Product and Create Product Advanced. While Create Product Advanced allows to furnish every minute detail about the product, Create Products brings options to quickly create a product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

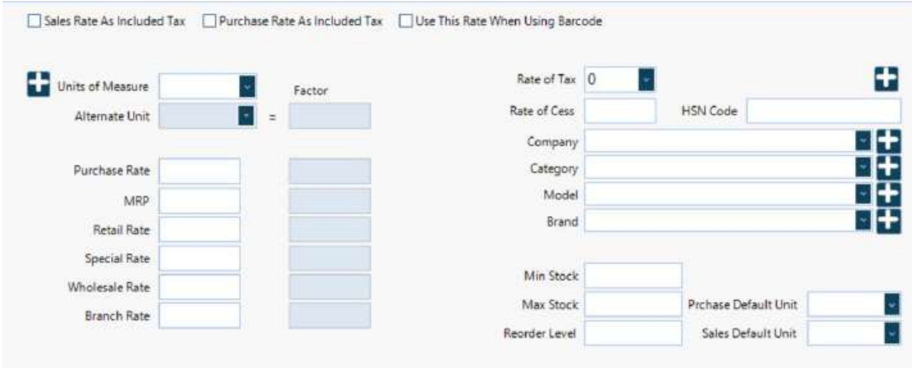
1. Open Create Product window from Master>New Product>Create Product
2. Specify product general details

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



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 5 Meter	STPRGB5M	RGB Cove Light 5...		Lights	☑	0.000	0.000	0.000	0.000	0.000
Modern Ceiling Lamp...	MDCLGLED20...			Lights	☑	0.000	0.000	0.000	0.000	0.000
PIR Sensor LED Panel...	PIRSENSLED3...			Lights	☑	0.000	0.000	0.000	0.000	0.000
Modern Sconce Wall L...	MDWLLEDLG...			Lights	☑	0.000	0.000	0.000	0.000	0.000
SANDIY Wall Switch Li...	2GWLSWT3X3			Wall Switc...	☑	0.000	0.000	0.000	0.000	0.000
Wall Socket Three-Hol...	WLSKT3X3BLK			Wall Switc...	☑	0.000	0.000	0.000	0.000	0.000

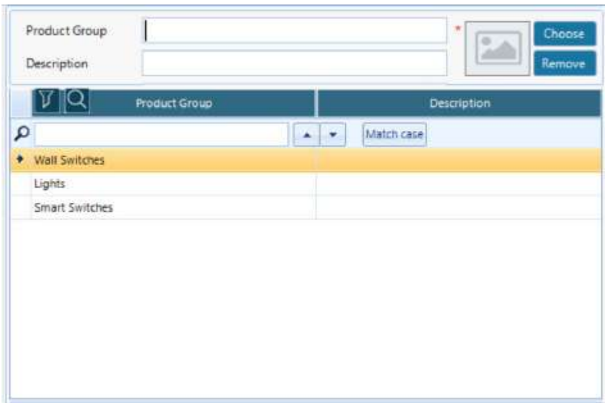
1.1.2 Create Product Advanced

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.

3. In the main section, specify product general details

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.

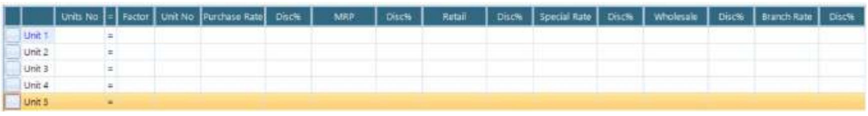


5. Specify if the product is specific to any branch or branch group under Branch Group.
6. Under product detail section provide with appropriate details as tabs mentioned

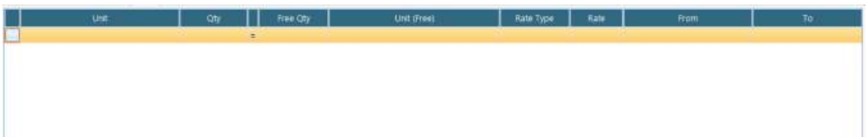
Unit and Rate

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.



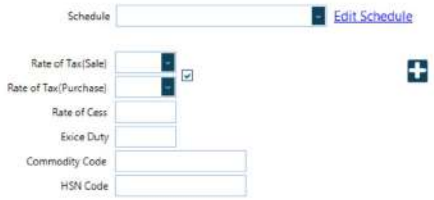
3. Offer section is used to furnish details about price offers and validity for more quantity purchases if applicable.



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.



Attributes

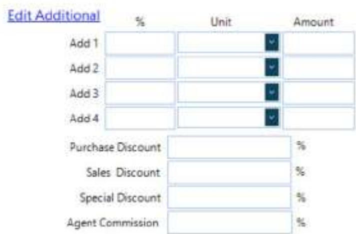
Provide details about the brand, and company the product is manufactured.

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

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.



Stock Details

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

Dimension

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

Photo

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

7. Click Save to create the product.

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

   See Also:

   1. 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;

1. Open Opening Balance by going Master>Opening Balance
2. Opening balance window will appear as seen below;

3. 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
4. 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.

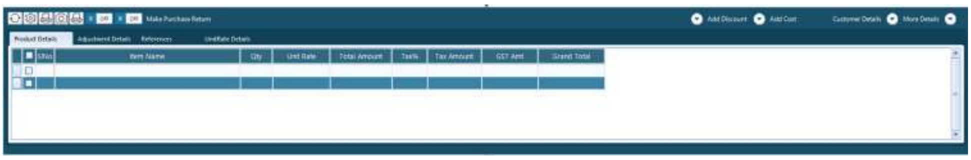
2.1 Purchase

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.

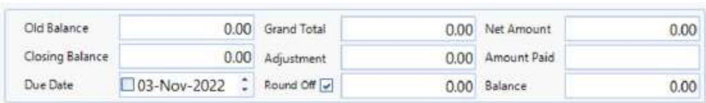
   a. If by cash, select Cash account. If by credit, select the name of the supplier from the drop-down list.

3. Under the main window, provide the items that are purchased.



   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.



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

   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

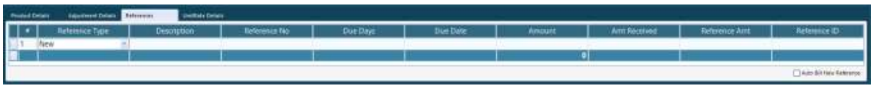
f. Toggle search from product name anywhere. If toggled on, the typing will return products list having products with the typed term anywhere in the product name, rather than in the beginning.
g. Toggle Non-tax bill
h. Make purchase return – Create purchase return from the purchase invoice.

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

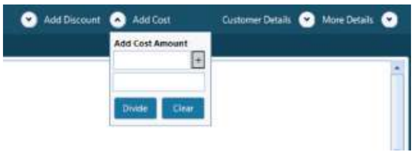
Reference section gives option to mention any previous deals done and connect payments against them.



Add Discount

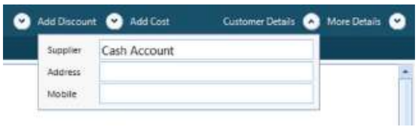
Add Discount allows to distribute a total value of discount applied to the total bill among the products in the list proportional to their values by selecting products which are applicable.

Add Cost



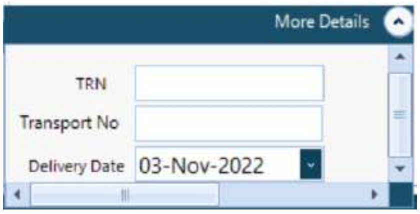
Just like discount. Any additional cost applicable for total invoice can be distributed among selected products proportional to their values.

Customer Details



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

More Details

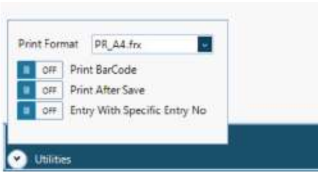


Additional Details like TRN, Transaction Number, Delivery Date Etc. Can be given in this section

Print Barcode

Settings related to printing bar code for the purchased products.

Utilities

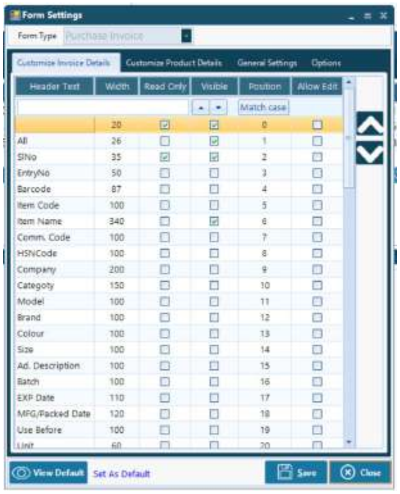


Utility options regarding invoicing and printing

Form Settings

Customize Invoice Details

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

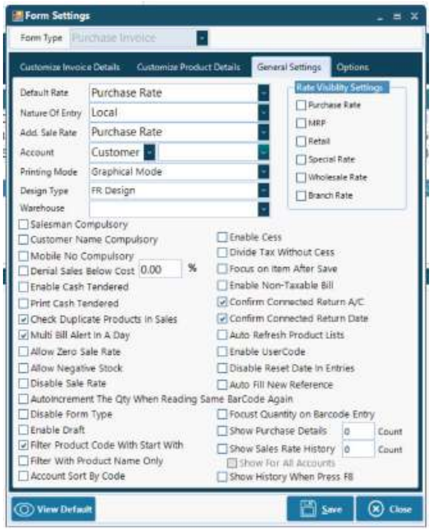


Customize Product Details

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

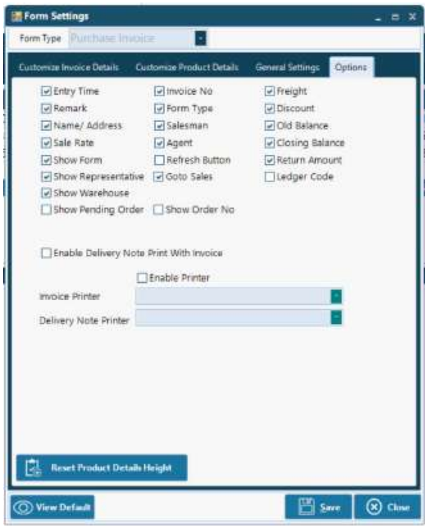
General Settings

General settings related to purchase invoice entry



Options

Toggle form options



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.

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

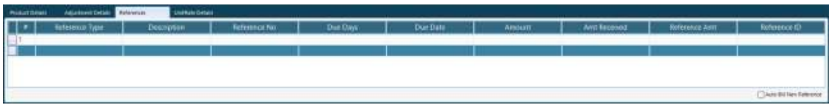
g. Toggle search from product name anywhere. If toggled on, the typing will return products list having products with the typed term anywhere in the product name, rather than in the beginning.

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

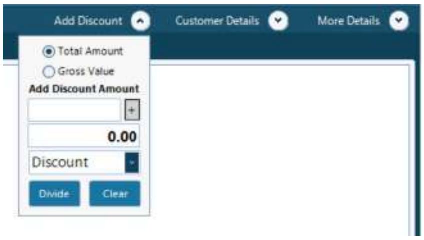
Reference section gives option to mention any previous deals done and connect payments against them.



Return

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

Add Discount

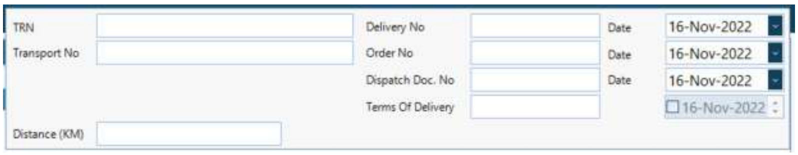


Add Discount allows to distribute a total value of discount applied to the total bill among the products in the list proportional to their values by selecting products which are applicable.

Customer Details

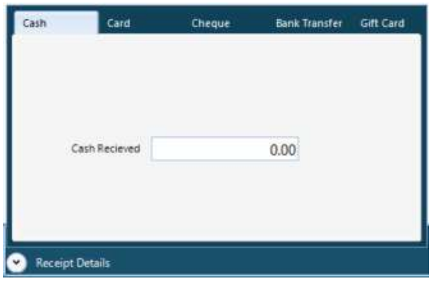
Customer Details to appear in the bill can be provided here by mentioning their billing address and delivery address.

More Details



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

Receipt Details

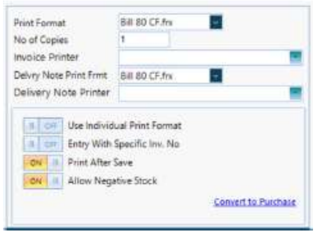


Receipt Details section allows to record cash received against the sale in different methods.

EWayBill/E-Invioce

Shows settings regarded to e-invoicing and Eway Billing

Utilities

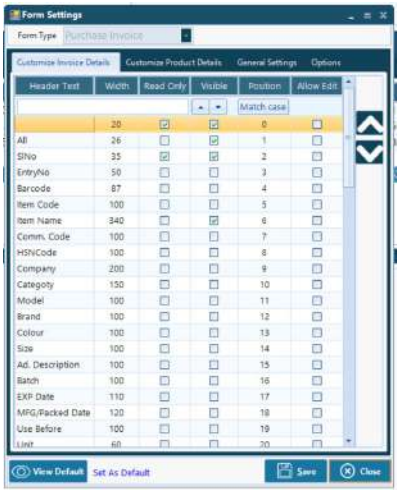


Utility options regarding invoicing and printing where you can set the print formats for invoices and delivery notes.

> **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.

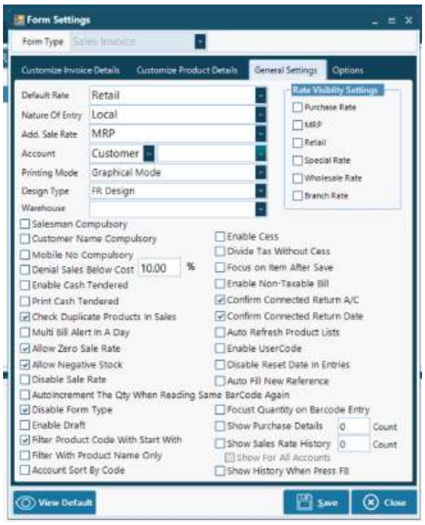


Customize Product Details

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

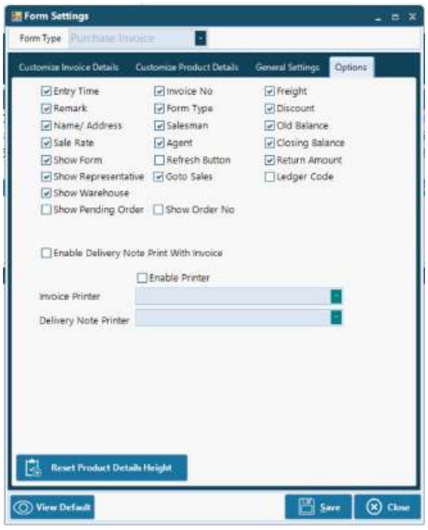
General Settings

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
Entry Time
Invoice No
Freight
Remark
Form Type
Discount
Name/ Address
Salesman
Old Balance
Sale Rate
Agent
Closing Balance
Show Form
Refresh Button
Return Amount
Show Representative
Goto Sales
Ledger Code
Show Warehouse
Show Pending Order
Show Order No
Enable Delivery Note Print With Invoice
Enable Printer
Invoice Printer
Delivery Note Printer
Reset Product Details Height
View Default
Save
Close

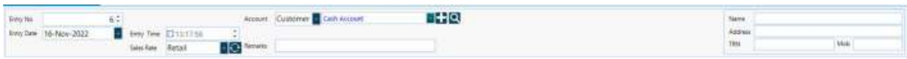
2.3 Sales Return

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

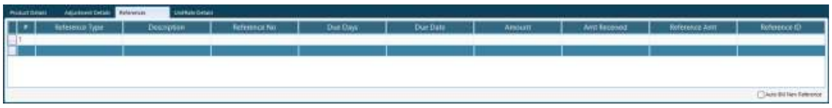
e. Toggle search from product name anywhere. If toggled on, the typing will return products list having products with the typed term anywhere in the product name, rather than in the beginning.

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

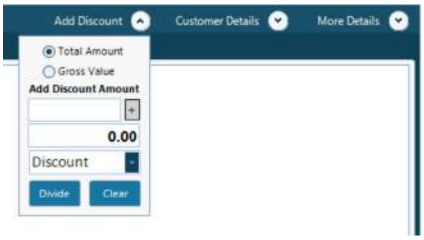
Reference section gives option to mention any previous deals done and connect payments against them.



Additionals

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.

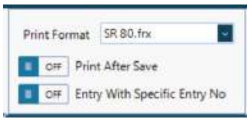
More Details

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

E-Invioce

Shows options to generate e-invoicing

Utilities

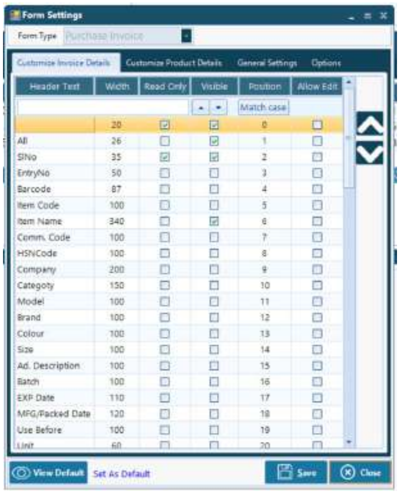


Utility options regarding the sales return.

Form Settings

Customize Invoice Details

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

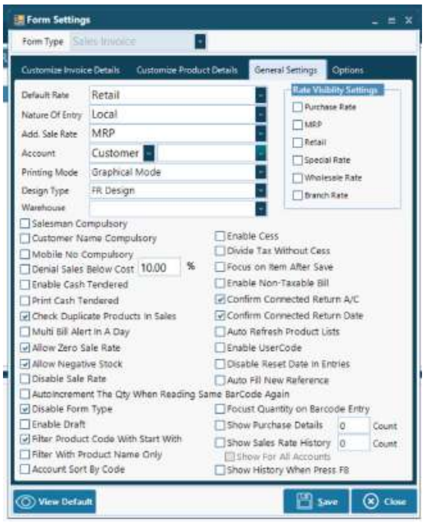


Customize Product Details

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

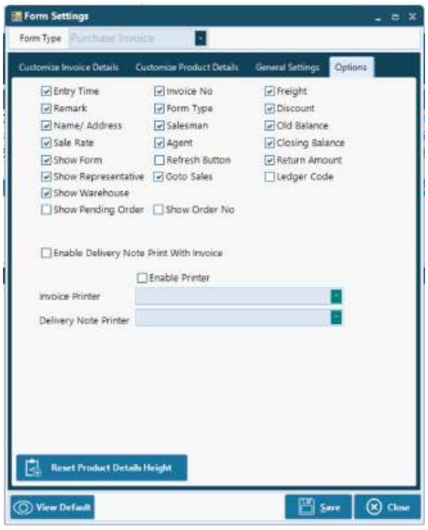
General Settings

General settings related to purchase invoice entry



Options

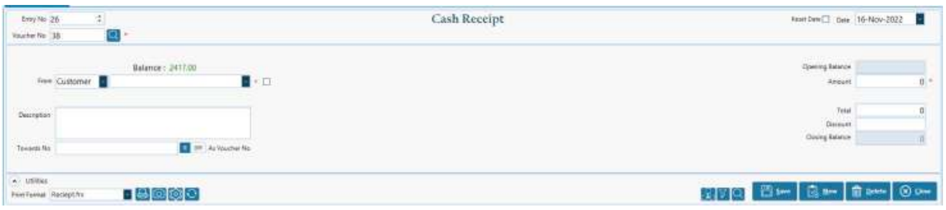
Toggle form options



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.

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

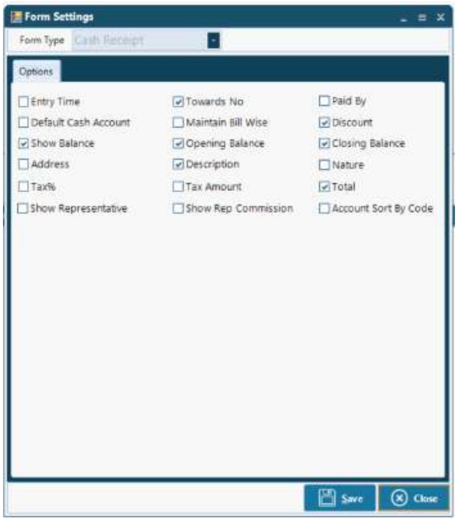
See Also:

Quick Action Buttons

a) Print cash receipt detail
b) Print preview cash receipt
c) Open cash receipt settings
d) Refresh the form to reload data
e) Toggle data grouping
f) Toggle data filtering
g) 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.

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

a) 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

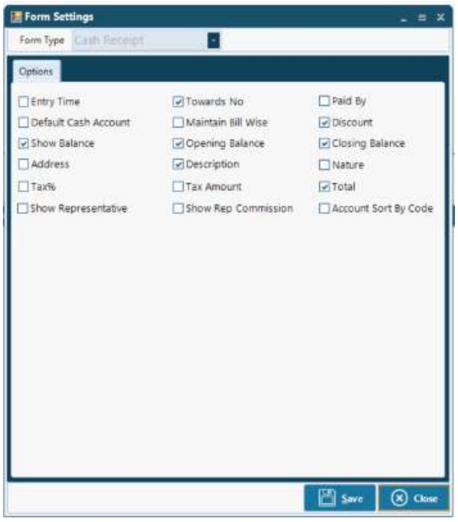
See Also:

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

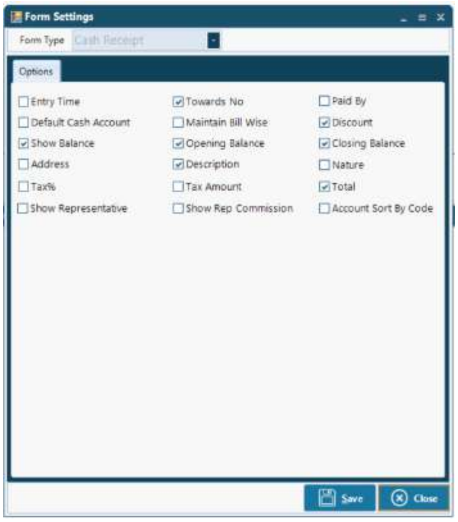
See Also:

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

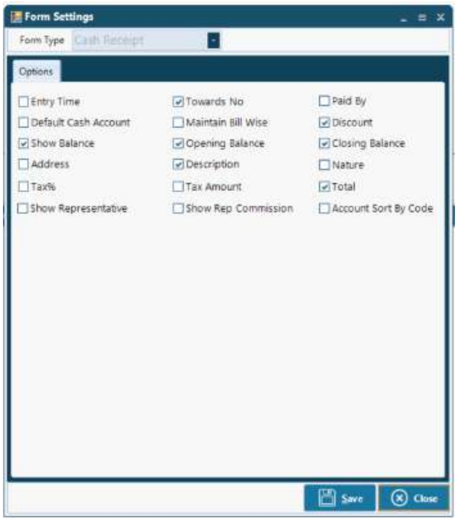
See Also:

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.

See Also:

Quick Action Buttons

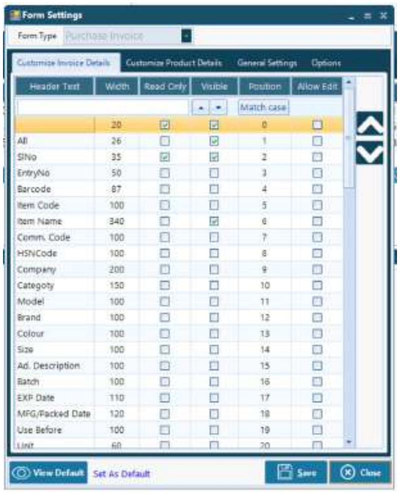
   a) Refresh the form to reload data
   b) Open settings

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.

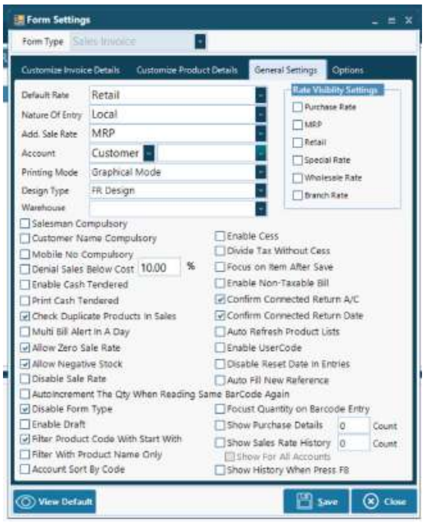


Customize Product Details

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

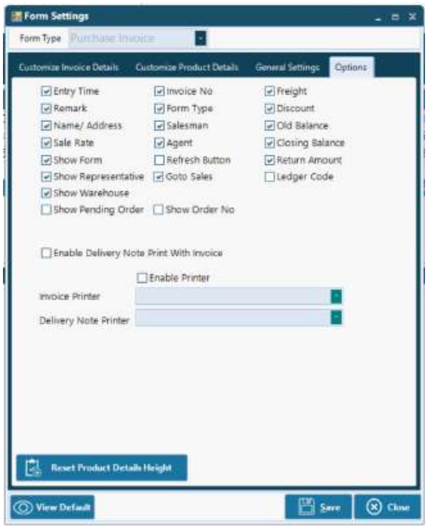
General Settings

General settings related to purchase invoice entry



Options

Toggle form options



2.9 Sales Order

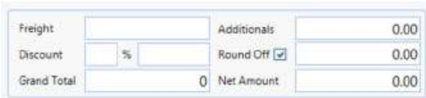
Sale orders are generated by businesses in order to confirm the sales by mentioning the required items or services exactly with their price and other specifications. Here the steps mention how to create a sale order in True Account ERP.

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.

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



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

See Also:

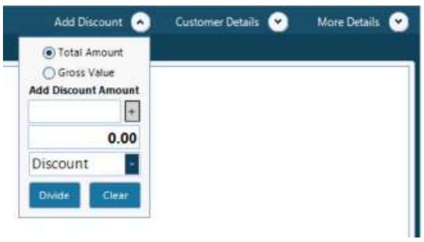
Quick Action Buttons

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

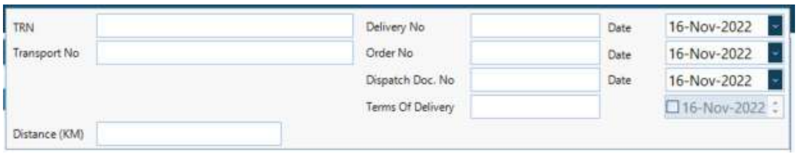


Add Discount allows to distribute a total value of discount applied to the total bill among the products in the list proportional to their values by selecting products which are applicable.

Customer Details

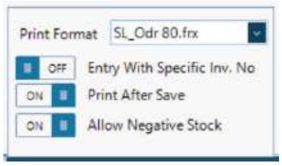
Customer Details to appear in the bill can be provided here by mentioning their billing address and delivery address.

More Details



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

Utilities

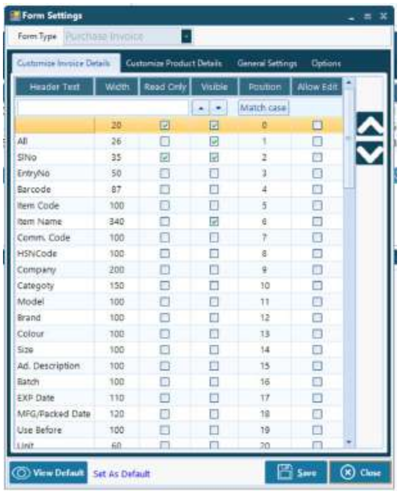


Utility options regarding invoicing and printing where you can set the print formats for invoices and delivery notes.

Form Settings

Customize Invoice Details

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

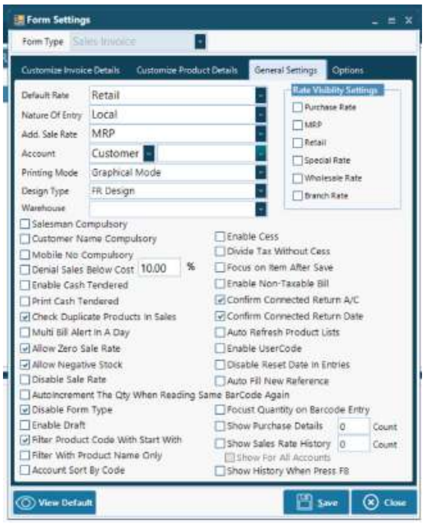


Customize Product Details

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

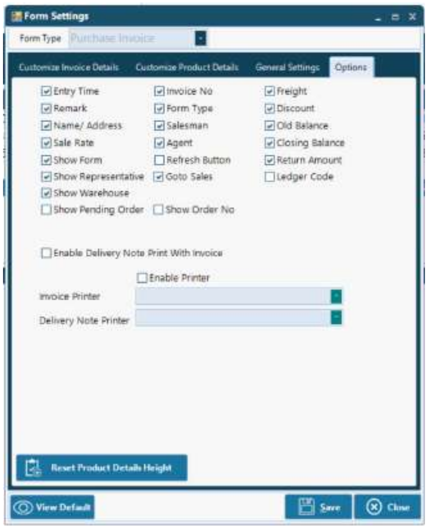
General Settings

General settings related to purchase invoice entry



Options

Toggle form options



2.10 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

   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.

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

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

See Also:

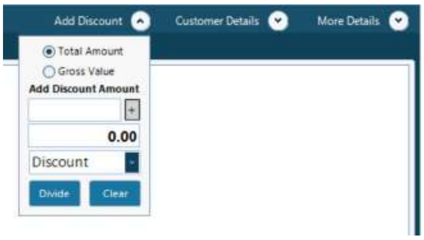
Quick Action Buttons

   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

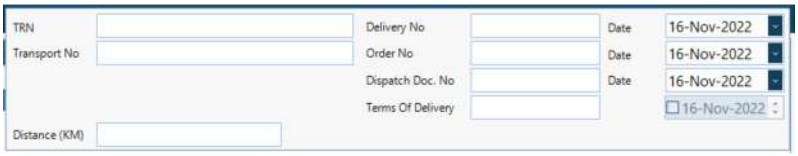


Add Discount allows to distribute a total value of discount applied to the total bill among the products in the list proportional to their values by selecting products which are applicable.

Customer Details

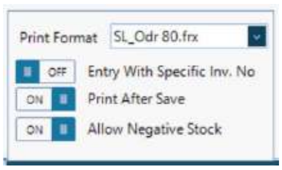
Customer Details to appear in the bill can be provided here by mentioning their billing address and delivery address.

More Details



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

Utilities

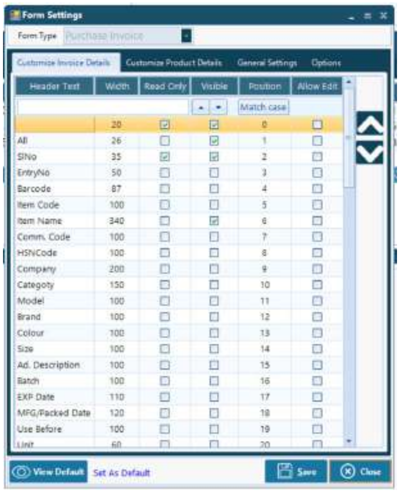


Utility options regarding invoicing and printing where you can set the print formats for invoices and delivery notes.

Form Settings

Customize Invoice Details

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

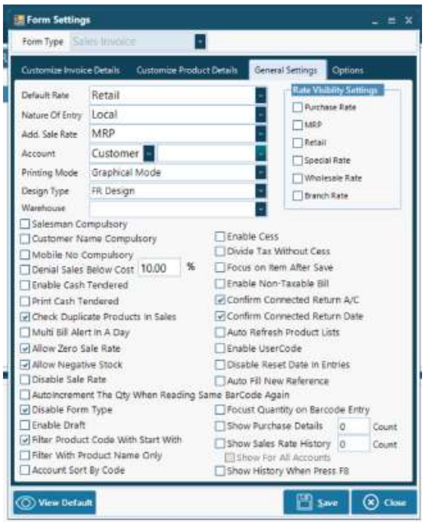


Customize Product Details

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

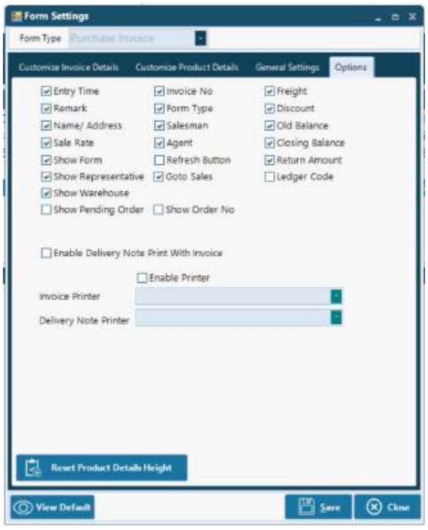
General Settings

General settings related to purchase invoice entry



Options

Toggle form options



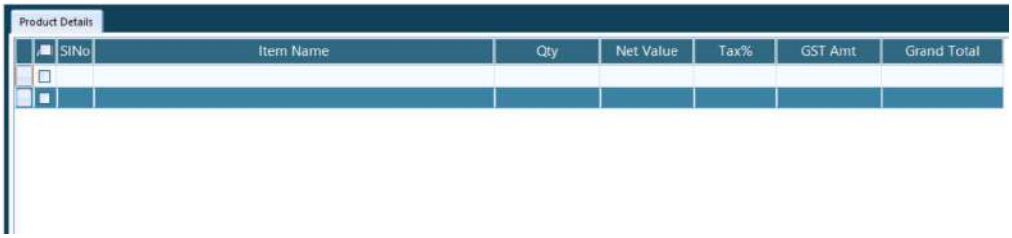
2.11 Purchase Order

Purchase orders are submitted to suppliers mentioning the exact products or servcies, 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

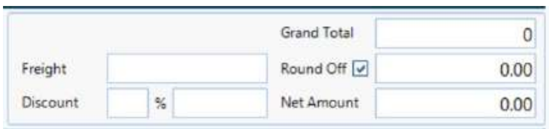
    a) Details about the supplier from whom the sale generated can be provided here.

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



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



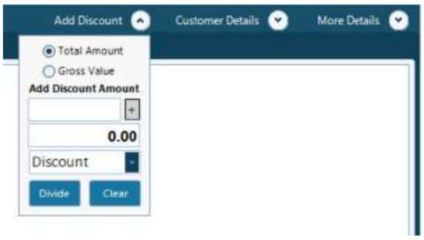
15. Pressing Save at the bottom will save the sales order.

See Also:

Quick Action Buttons

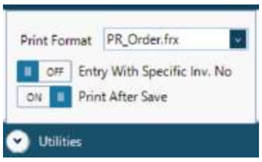
f. Refresh button – Reload data from database
g. Settings – Purchase Order Settings
h. Print – Create purchase order print
i. Print Preview – Preview purchase order print
j. Toggle search from product name anywhere. If toggled on, the typing will return products list having products with the typed term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

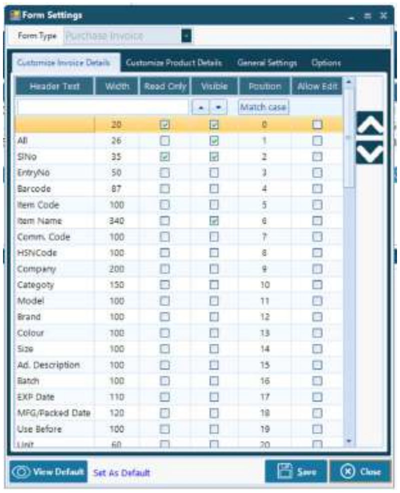


Utility options regarding invoicing and printing where you can set the print formats for invoices.

Form Settings

Customize Invoice Details

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

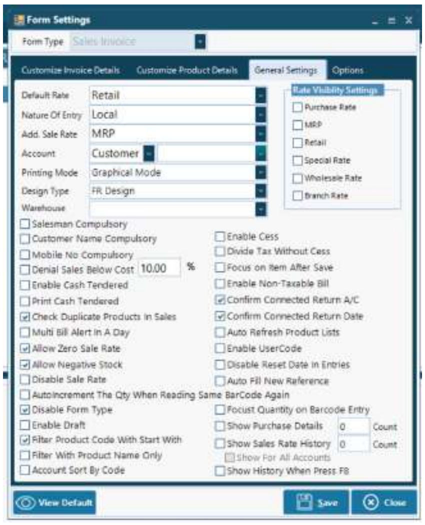


Customize Product Details

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

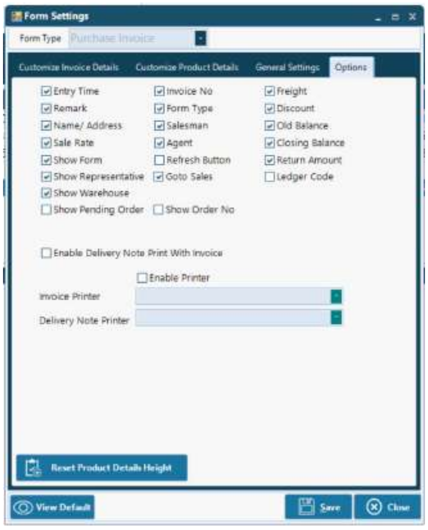
General Settings

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
Entry Time
Invoice No
Freight
Remark
Form Type
Discount
Name/ Address
Salesman
Old Balance
Sale Rate
Agent
Closing Balance
Show Form
Refresh Button
Return Amount
Show Representative
Goto Sales
Ledger Code
Show Warehouse
Show Pending Order
Show Order No
Enable Delivery Note Print With Invoice
Enable Printer
Invoice Printer
Delivery Note Printer
Reset Product Details Height
View Default
Save
Close

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

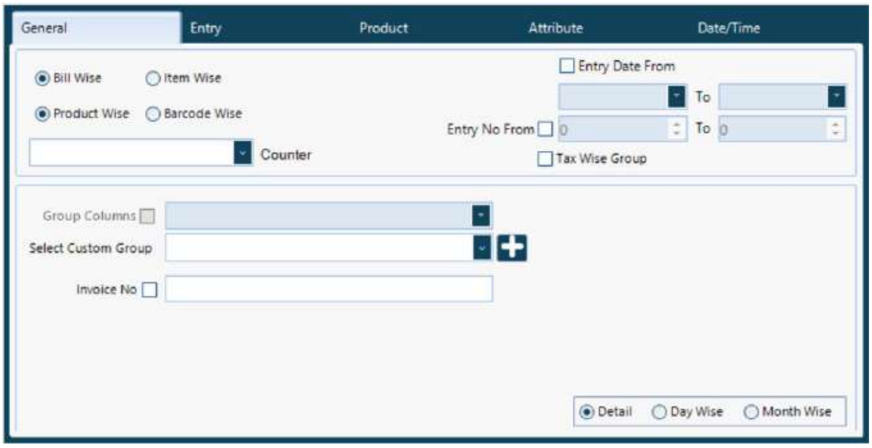
The section covers all the reports related to sales and their after operations.

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.

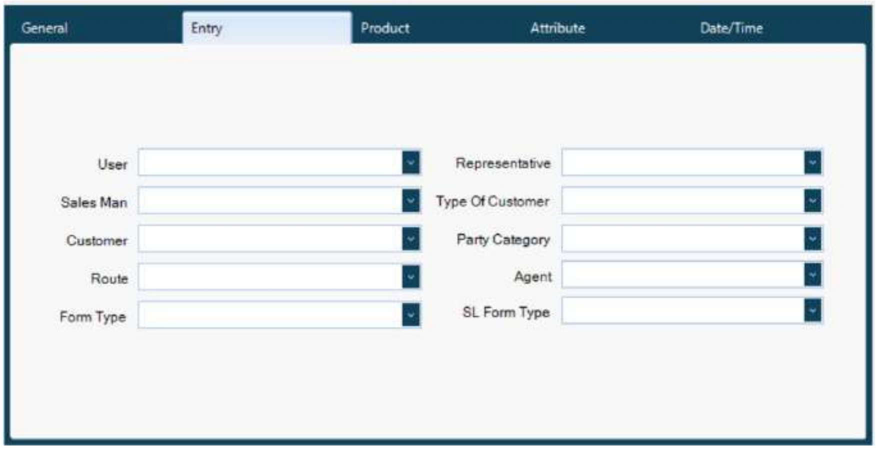
Group Columns: If enabled (only in item wise reports), lists the fields where user can choose their required fields.

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



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

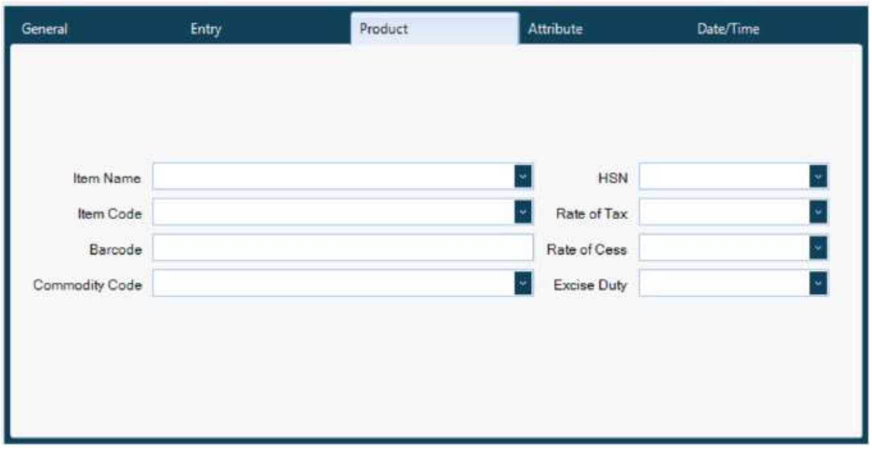
Type of Customer: Display only the report of sales to mentioned type of customer

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



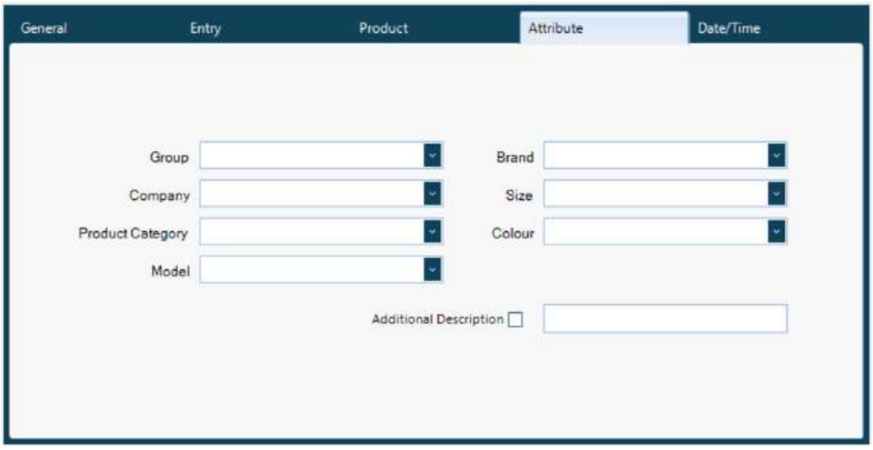
Item Name: Mentioning an item will produce report only on the item

Item Code: Create report specific to the item code

Barcode: Create report specific to the bar code

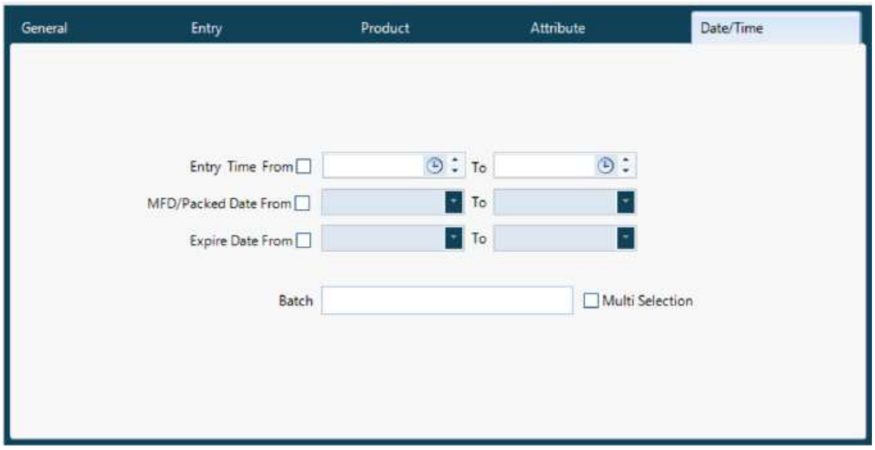
Commodity Code: Report sales on only the mentioned commodity code
HSN: Filter report by HSN code of the items
Rate of Tax: Filter report by products with mentioned amount of tax
Rate of Cess: Filter by mentioned cess amount
Excise Duty: Filter report by excise duty payable

Attribute



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 report only based on the items in the specified batch. Enabling multi selection will allow selecting multiple batches in single report.

See Also:

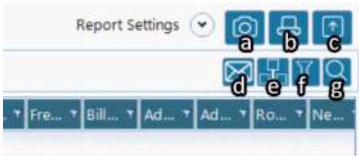
With Return: Adds sales return also in to the report being generated

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



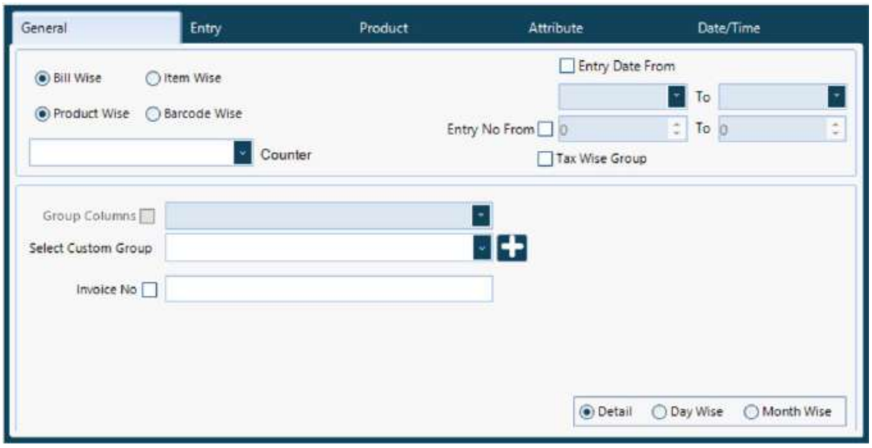
a) Preview the print of the report
b) Print the Report
c) Export the report to external formats like PDF or excel.
d) Send the report over mail
e) Toggle grouping mode by which data can be grouped by dragging desired column to the drag area.
f) Toggle filtering mode by which data can be filtered based 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.

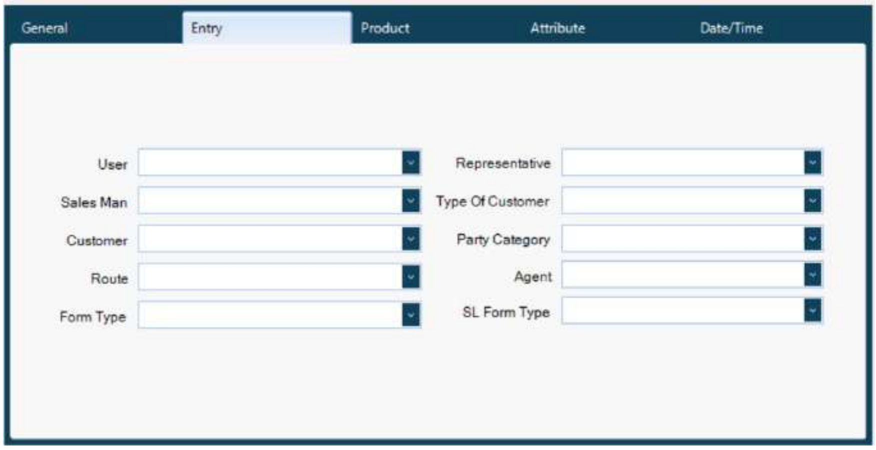
Group Columns: If enabled (only in item wise reports), lists the fields where user can choose their required fields.

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



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

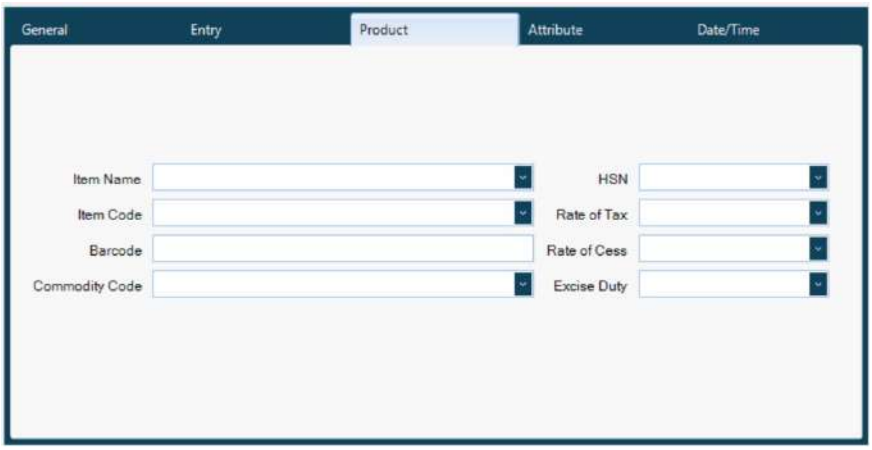
Type of Customer: Display only the report of sale returns to mentioned type of customer

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



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

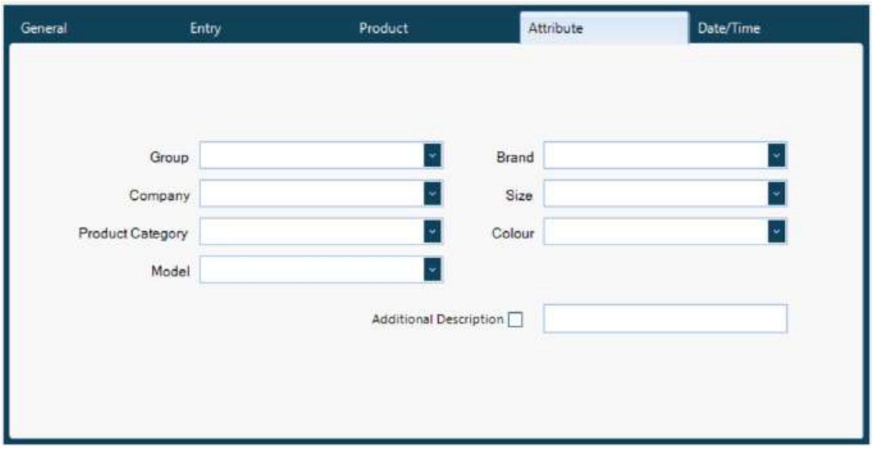
HSN: Filter report by HSN code of the items

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

Rate of Cess: Filter by mentioned cess amount

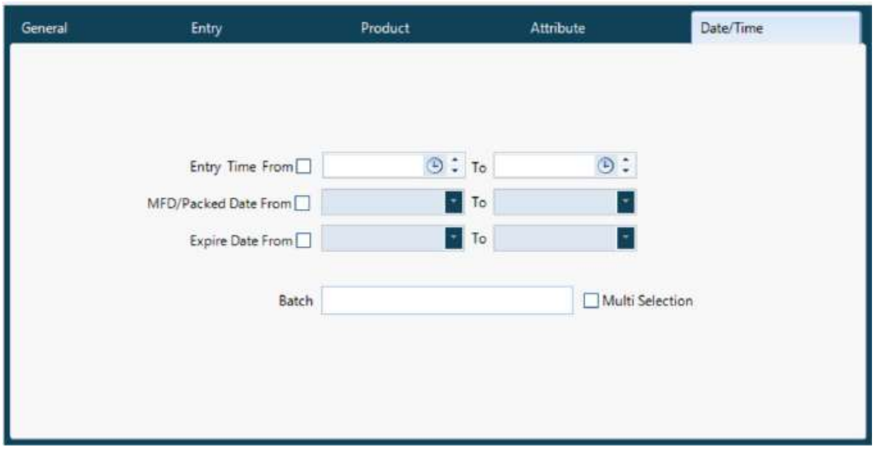
Excise Duty: Filter report by excise duty payable

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

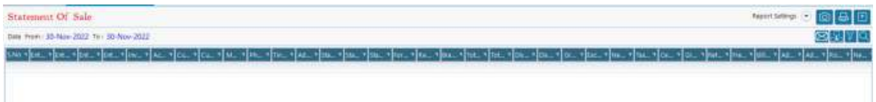
Date/Time



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:

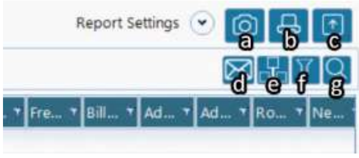
Cross Report: Enable cross report method.

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



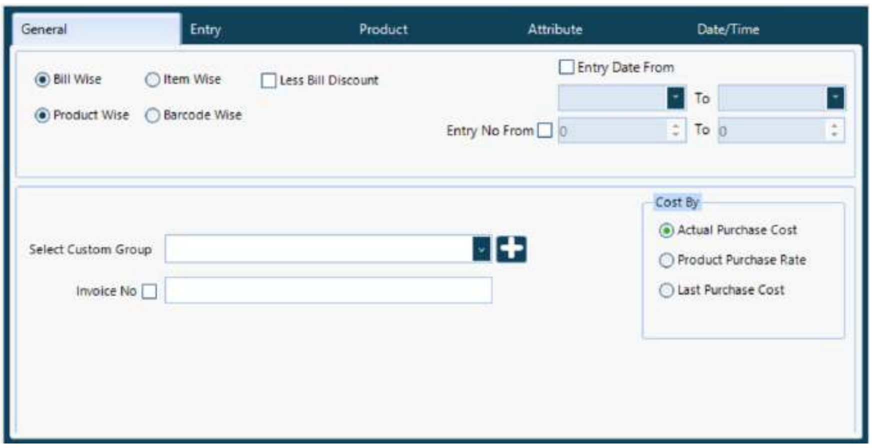
a) Preview the print of the report
b) Print the Report
c) Export the report to external formats like PDF or excel.
d) Send the report over mail
e) Toggle grouping mode by which data can be grouped by dragging desired column to the drag area.
f) Toggle filtering mode by which data can be filtered based 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.

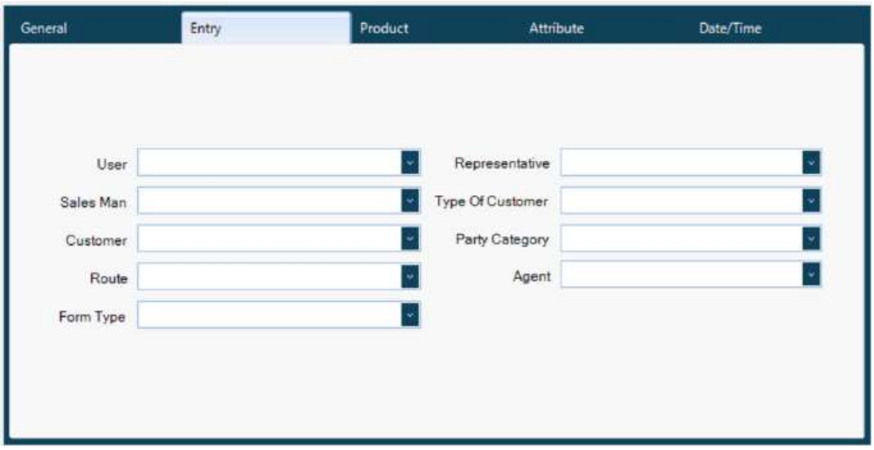
Entry Date From & To: The report range is customized based on the date of the sales.

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

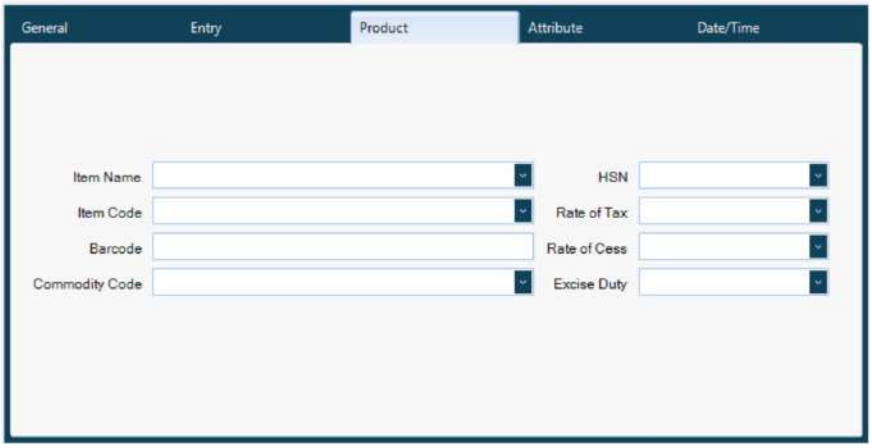
Form Type: Report sales only from the mentioned form type

Representative: Sales through the specific representative is reported

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

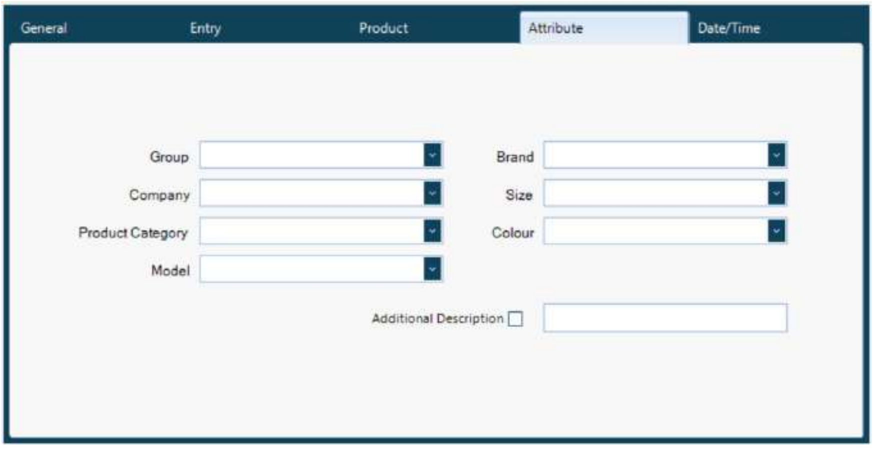
Party Category: Filter report based on the category of the party
Agent: Filter sales report to specific sales agent

Product



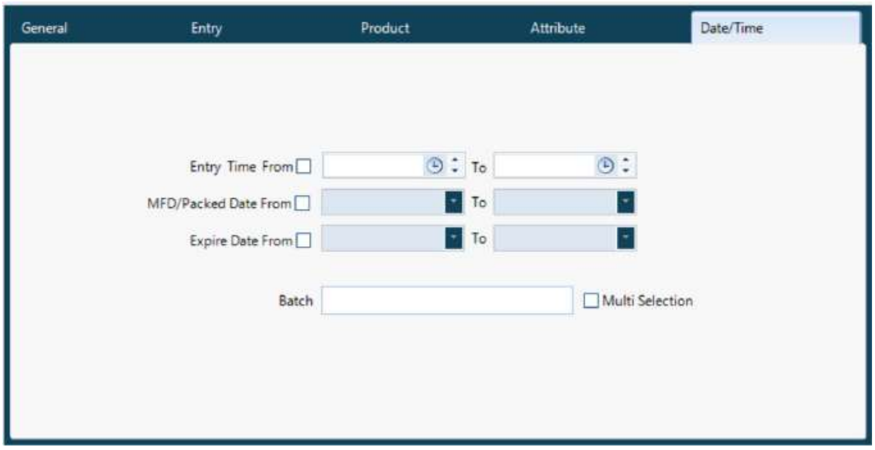
Item Name: Mentioning an item will produce report only on the item
Item Code: Create report specific to the item code
Barcode: Create report specific to the bar code
Commodity Code: Report sales on only the mentioned commodity code
HSN: Filter report by HSN code of the items
Rate of Tax: Filter report by products with mentioned amount of tax
Rate of Cess: Filter by mentioned cess amount
Excise Duty: Filter report by excise duty payable

Attribute



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

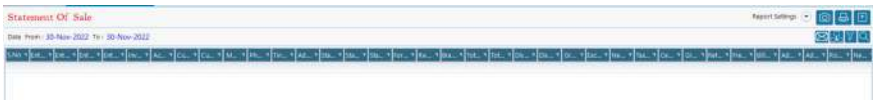
Expire Date From/To: Generate report by products that are/to be expired between the mentioned date.

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:

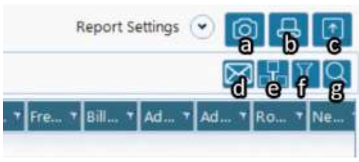
Cross Report: Enable cross report method.

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

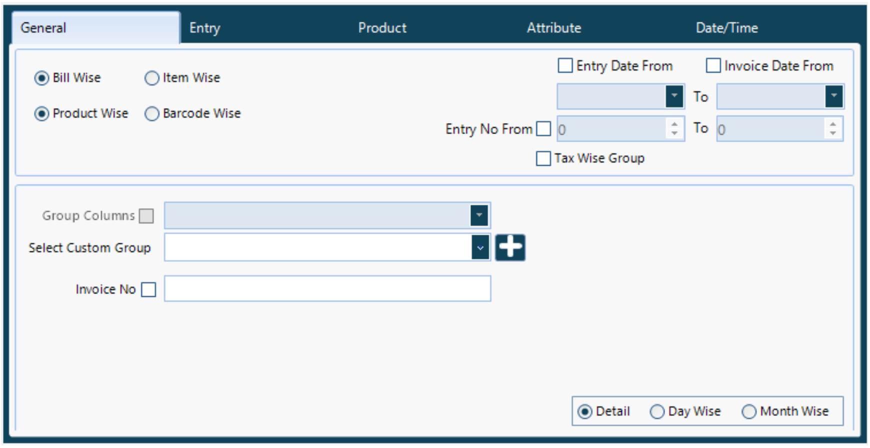
The section covers all the reports related to purchase and their after operations.

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.

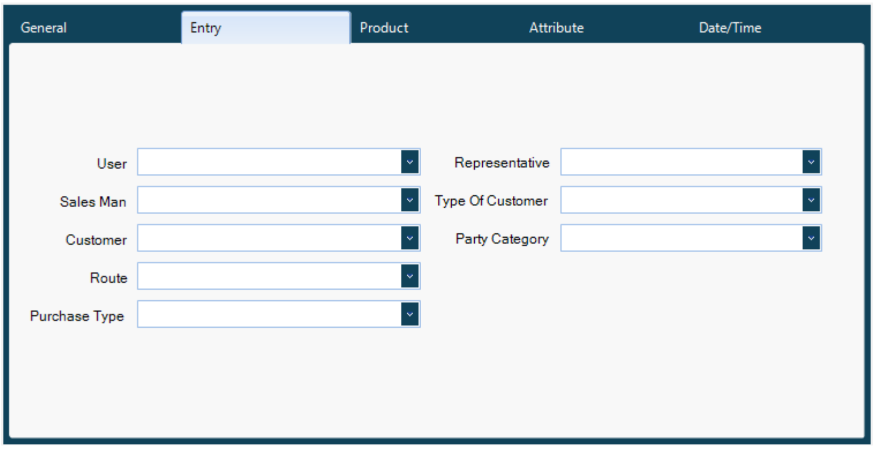
Group Columns: If enabled (only in item wise reports), lists the fields where user can choose their required fields.

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.

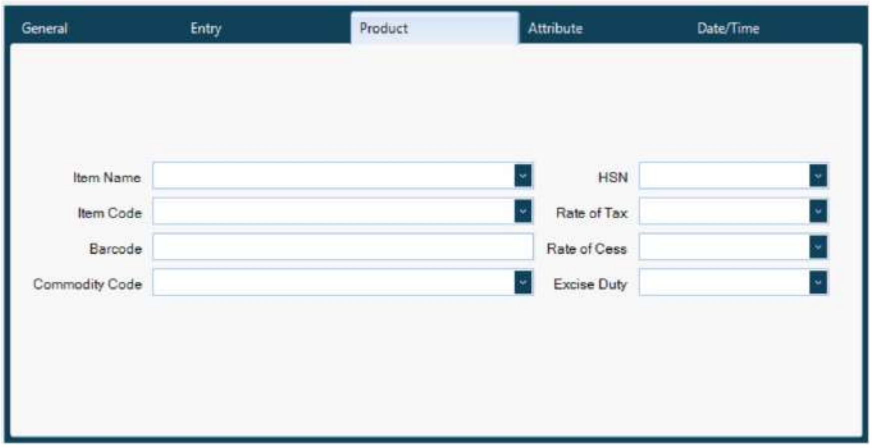
Detail/Day Wise/Month Wise: Detail mode generates expanded and ungrouped report while Day Wise or Month Wise generates report grouped and summarized based on day or month respectively.

Entry



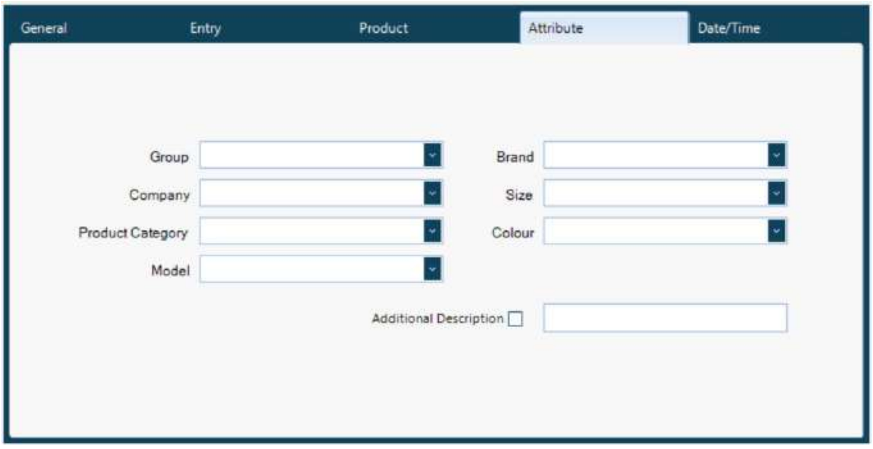
User: Filter report by specific user who entered the data in to True Account ERP
Sales Man: Filter by purchases from a specific salesman
Customer: Filter purchase of a specific customer
Route: Filter purchases through a mentioned route only
Purchase Type: Report purchases only from the mentioned purchase 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



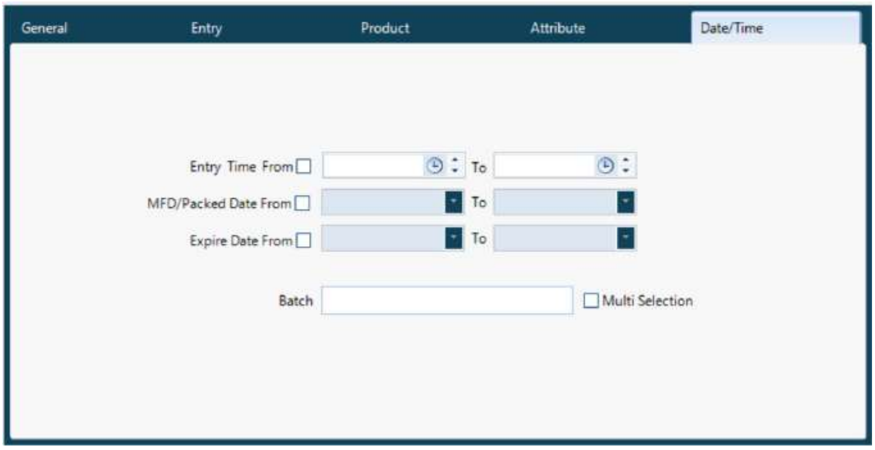
Item Name: Mentioning an item will produce report only on the item
Item Code: Create report specific to the item code
Barcode: Create report specific to the bar code
Commodity Code: Report purchases on only the mentioned commodity code
HSN: Filter report by HSN code of the items
Rate of Tax: Filter report 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

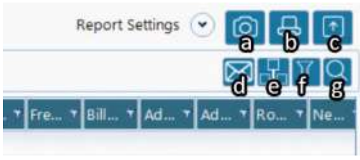


Entry Time From/To: Create the custom report based on purchases entered between the specific times mentioned
MFD/Packed Date From/To: Show only products manufactured or packed between the mentioned date in the report
Expire Date From/To: Generate report by products that are/to be expired between the 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.

3. 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



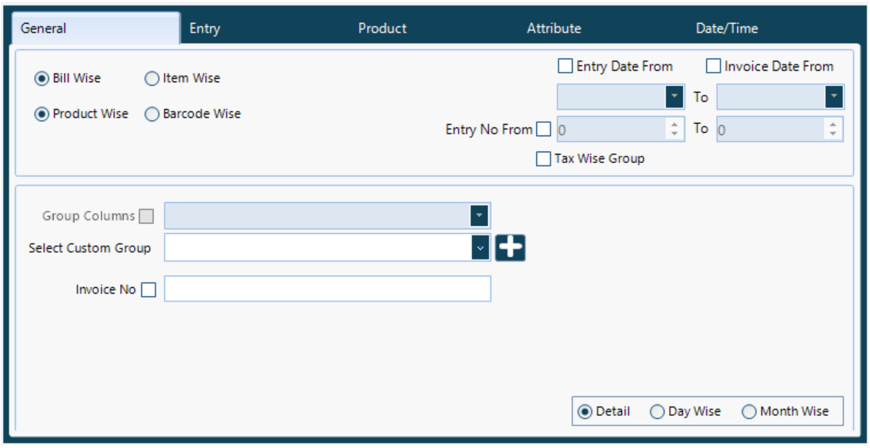
h) Preview the print of the report
i) Print the Report
j) Export the report to external formats like PDF or excel.
k) Send the report over mail
l) Toggle grouping mode by which data can be grouped by dragging desired column to the drag area.
m) Toggle filtering mode by which data can be filtered based on the specific values in desired columns.
n) 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.

4. Open Purchase Return Report wizard from Reports>Purchase Report>Purchase Return Report.
5. 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.

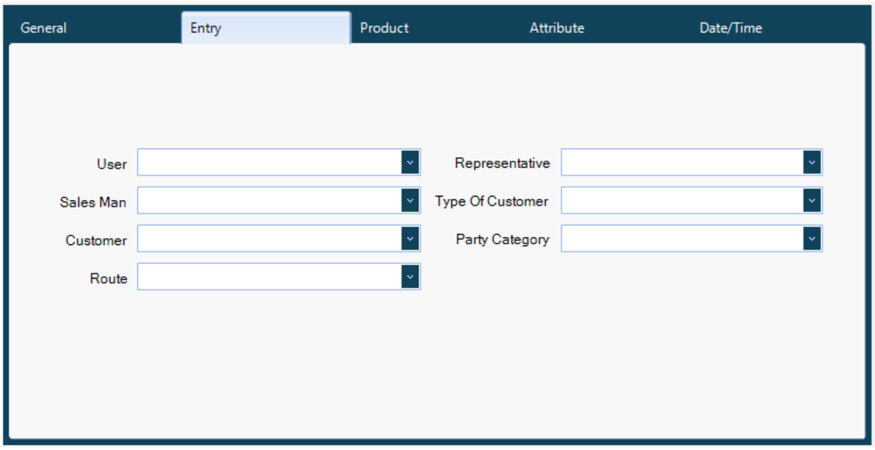
Group Columns: If enabled (only in item wise reports), lists the fields where user can choose their required fields.

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



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

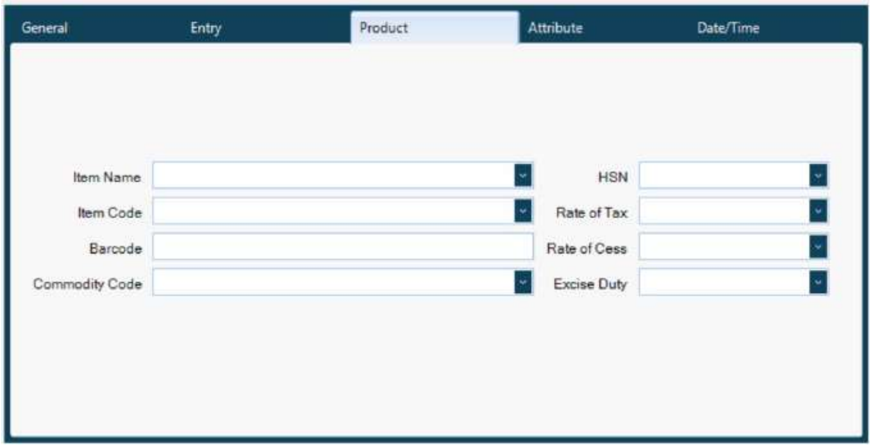
Route: Filter purchase returns through a mentioned route only

Representative: Purchase returns through the specific representative is reported

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

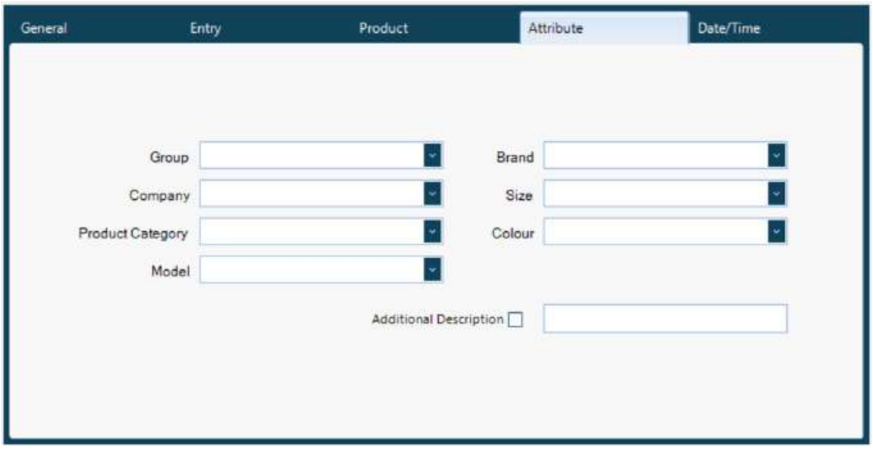
Party Category: Filter report based on the category of the party

Product



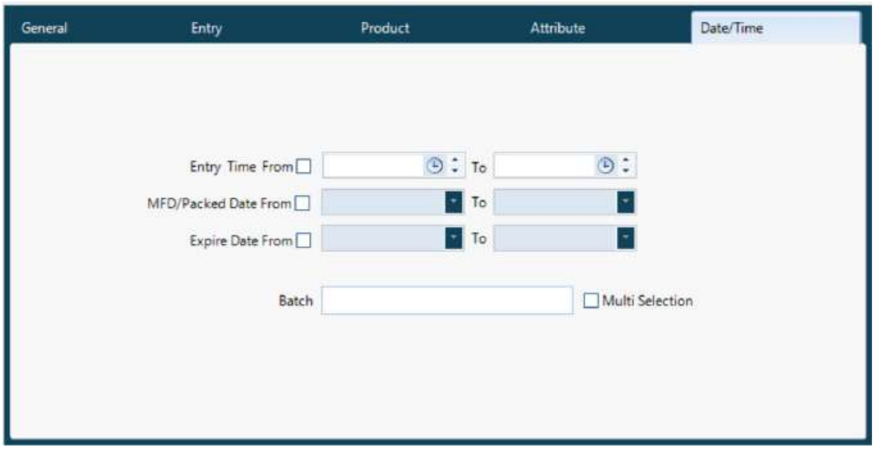
Item Name: Mentioning an item will produce report only on the item
Item Code: Create report specific to the item code
Barcode: Create report specific to the bar code
Commodity Code: Report sales returns on only the mentioned commodity code
HSN: Filter report by HSN code of the items
Rate of Tax: Filter 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.

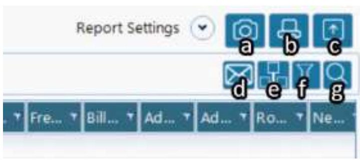
See Also:

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

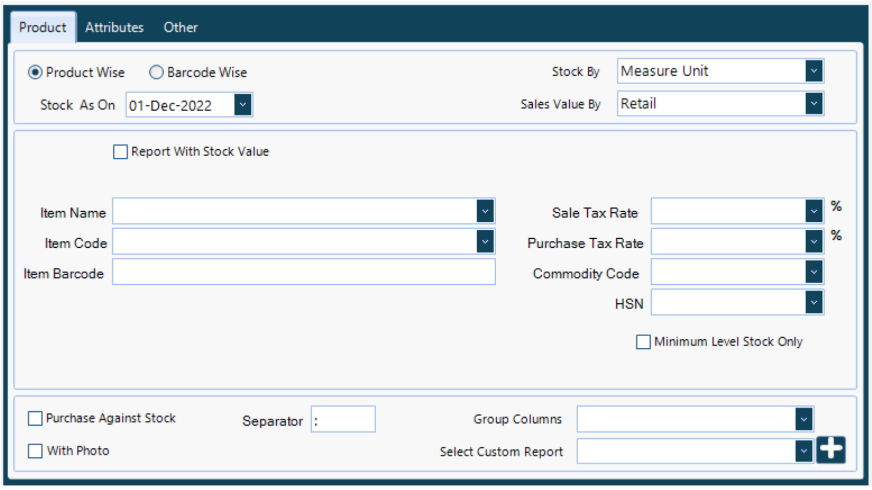
Stock reports gives the detailed information on the product stock in the company, their movement, and other attributes, either segregated or altogether.

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



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.

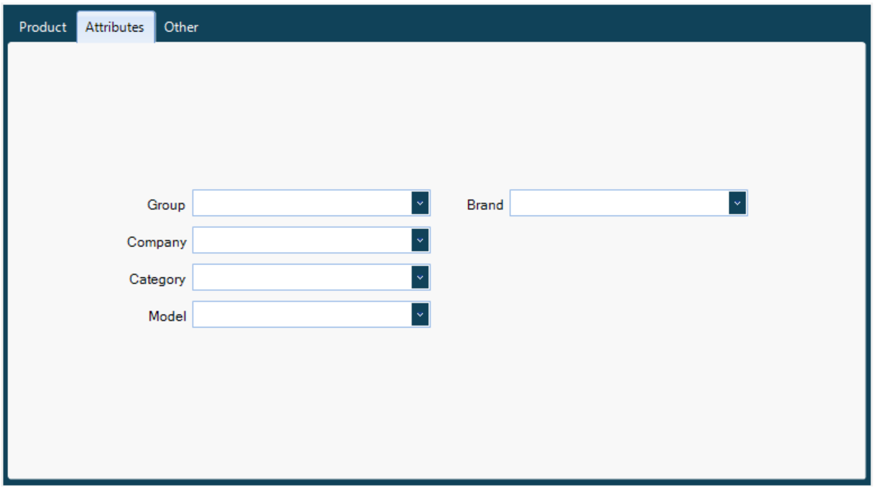
Item Barcode: Generate stock report based on item bar code.

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.

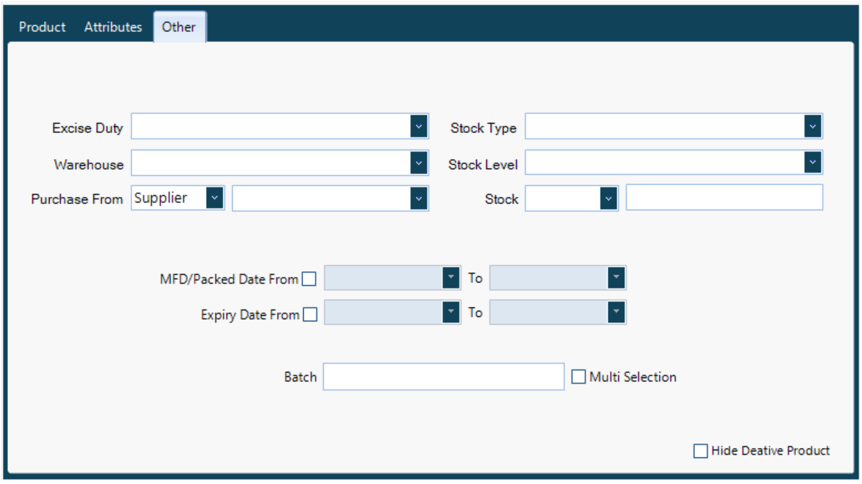
Commodity Code: Filter report to only products with mentioned commodity code.
HSN: Display only products with mentioned HSN in the stock report.
Minimum Level Stock Only: If enabled, only the products having minimum stock will be listed in the report.
Purchase Against Stock: Show details on purchase 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



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



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.

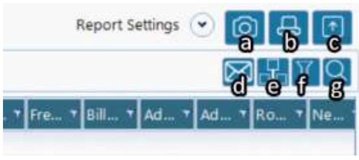
Batch: Mention product batch and generate stock report only based on the items in the specified batch. Enabling multi selection will allow selecting multiple batches in single report.

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.

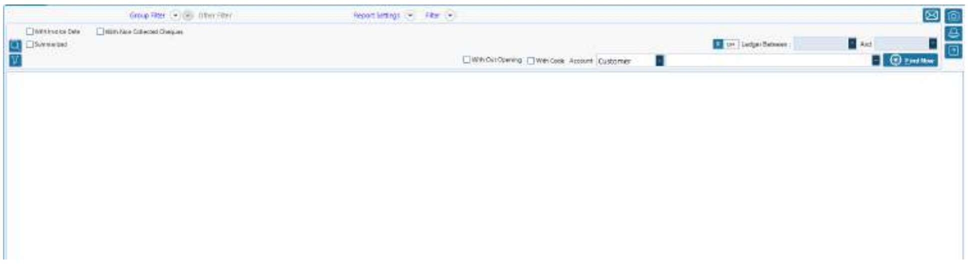
4. Accounts

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.

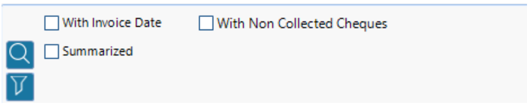
4.1 Ledger

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.

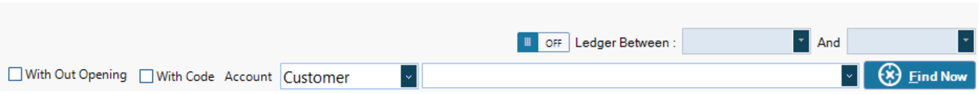
1. Open Ledger from Accounts>Ledger.
2. The ledger window appears with options to choose the details.



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



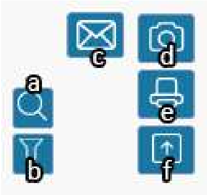
   a. **With Invoice Date:** Transactions will be shown with the invoice date mentioned.
   b. **With Non-Collected Cheques:** Includes the non-collected cheques also submitted.
   c. **Summarized:** Ledger will be generated as the account heads summarized rather than giving detailed transactions.



   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: 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



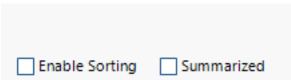
a. Search among the ledger transactions
b. Filter ledger transactions
c. E-mail ledger
d. Preview print of ledger
e. Print the ledger
f. Export ledger to external formats

4.2 Day Book

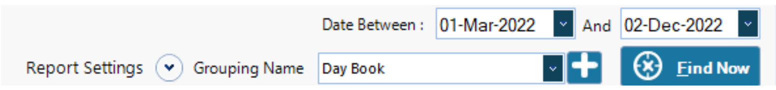
Day Book generates the report of every single transaction of a particular day or date wise between the specified dates. Day book can be generated using the following steps.

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.

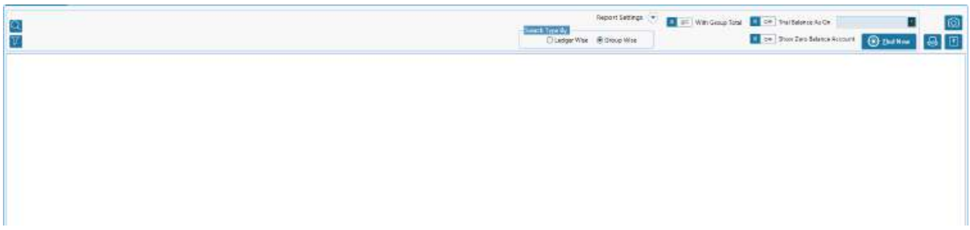
See Also:
Quick Settings

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

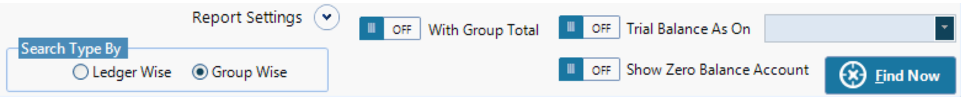
4.3 Trial Balance

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:

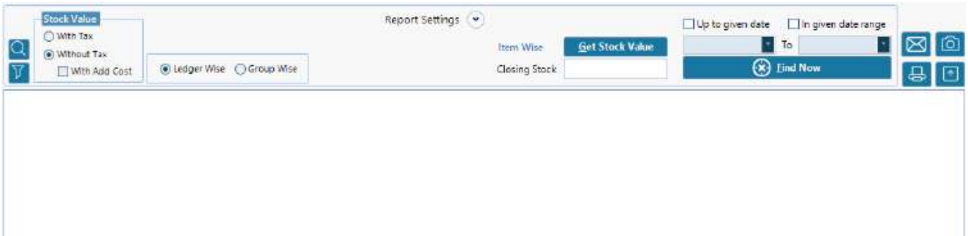
Quick Settings

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

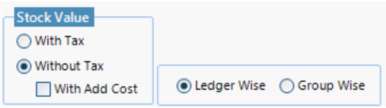
4.4 Profit & Loss

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:

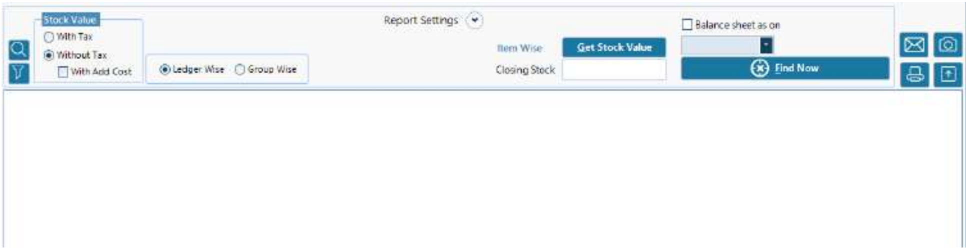
Quick Settings

   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

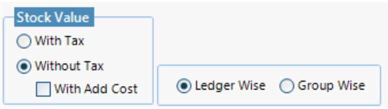
4.5 Balance Sheet

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:

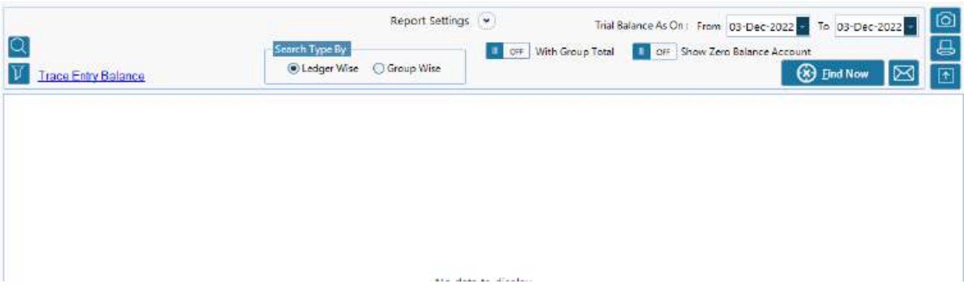
Quick Settings

   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

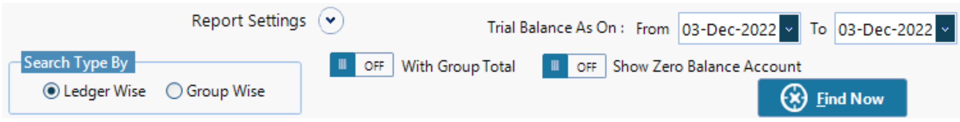
4.6 Trial Balance (Transactions)

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

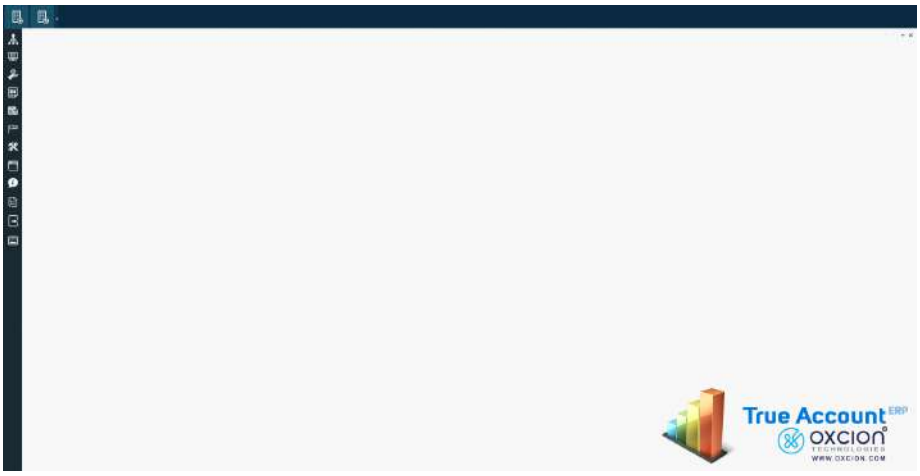
5. Master

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;

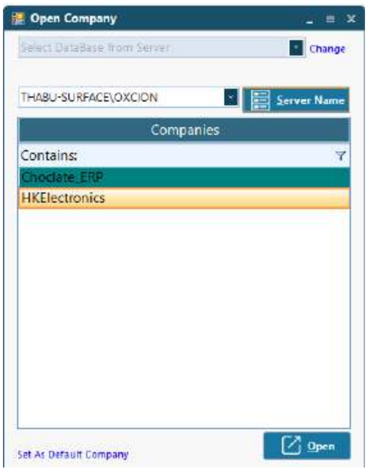
1. Go to close company by going to Manage>Close Company.
2. All the open companies will be closed and user will be returned to empty screen.



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.

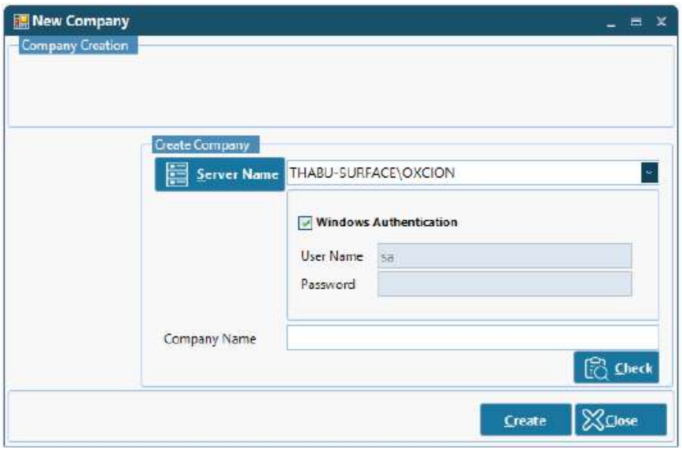


3. User can select his desired company and press Open to open the company.

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;



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.