



Accounting Software for Schools

User Manual

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Introduction

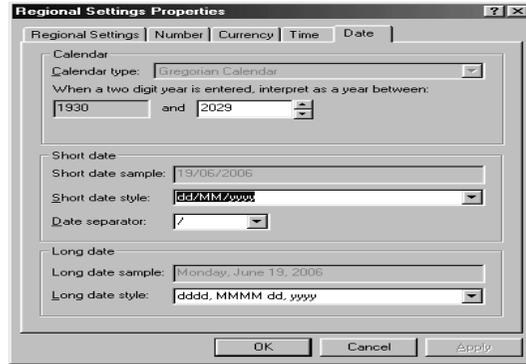
Acculekhaa Software Pvt Ltd. has developed a Package which is very reliable, convenient, and cost effective for maintaining all your transactions and to run a smooth functioning of daily activities. Besides Accounting it can carry out All Financial Analysis, General Invoicing, Accounts Receivable, Accounts Payable etc. There is a provision for maintaining separate accounts of branches, sister concerns, generating Trial Balances, MIS reports etc. You can have your complete information at fingertips; it can be customized as per your requirements.

Features of *Acculekhaa*

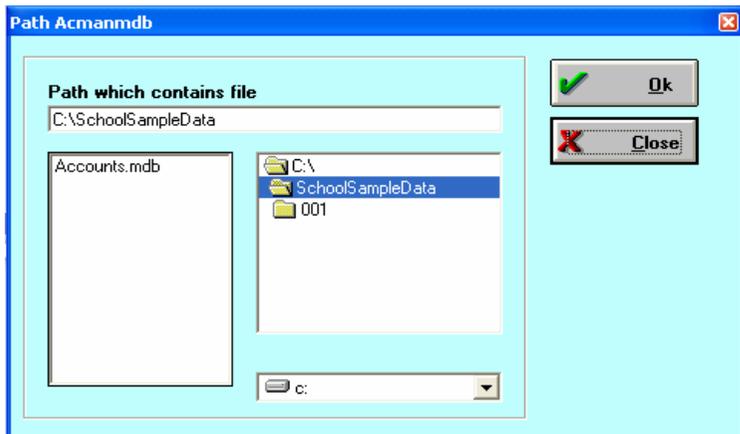
- Student Information with Photograph
- Receipt printing
- Student Outstanding(Due List)
- Student payment History/Credit History
- User Define Fees structure
- Accounts Tree (User Defined)
- Flexible Student Codes with Admission No
- Multiple Bank & Cash account
- User defined Balance sheets
- Graphical representation of information & Mark Sheet
- Stationary Sales Purchase & Stock
- Income Head Wise (Class Wise)
- Expense Head Wise(Cash Flow Statement)
- Financial & Statistical Analysis
- Multi-user
- ID Card Printing
- Mark Sheet Print
- Address Label
- Automated SMS
- Payroll
- Staff Data

Installation Procedure

Before Installing Acculekhaa Accounting software make sure that your system date should be in “DD/MM/YYYY” format. For setting date go to Control panel > Regional Settings > Date then click custom setting type DD/MM/YYYY Apply.

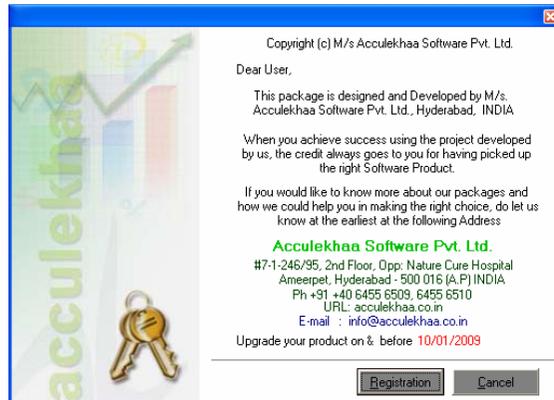


1. Install Software from Acculekhaa Setup > Setup.exe
2. After installation create Acculekhaa shortcut on desktop from program manager.
3. When you click the Acculekhaa icon on desktop you will get the database path option on that you have to select database location of path then click OK button.



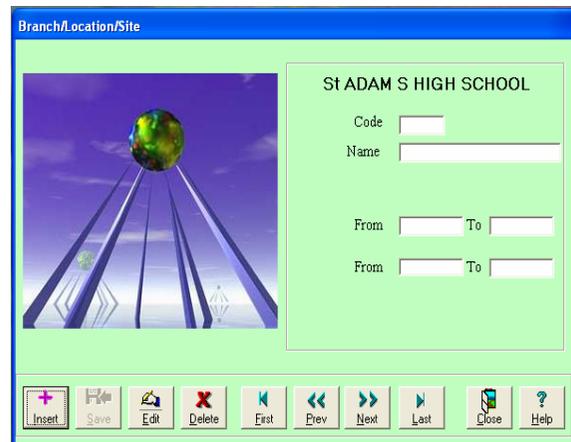
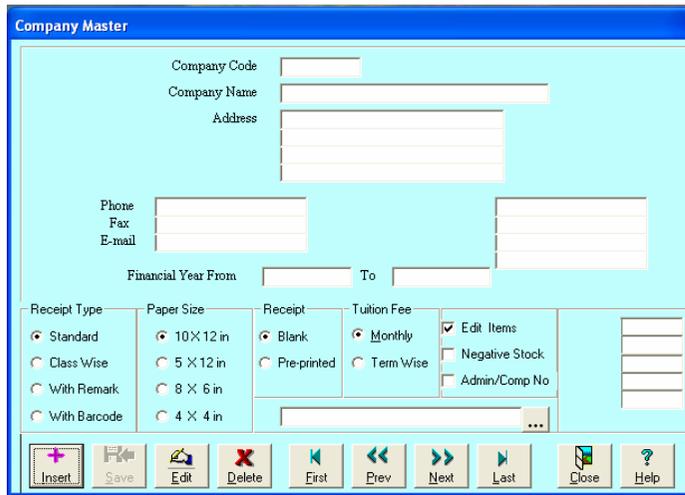


4. Double click on Acculekhaa Icon once again you will get Welcome screen then press next & next then you will be asked for the registration number. You can take Registration number by phone or e-mail or you can enter registration number later on also.

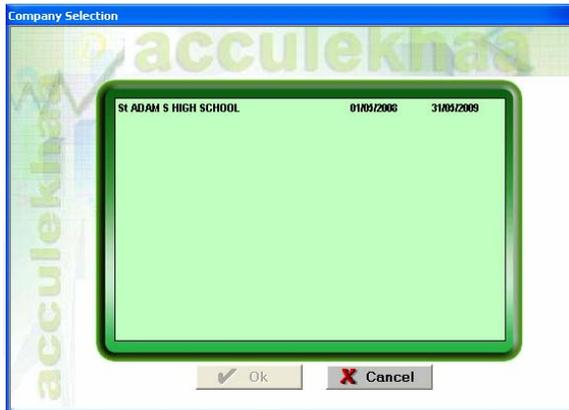


5. If you have not entered the registration number then it will ask for the 15 days demo pack then press 'Yes'. You will get Company Creation Screen then you need to enter company name and other details and save.

6. In company creation screen you Click 'Insert' Button or Insert Key or simply press Enter Key. Enter the company name then press Enter Key for next field after entering all the information like financial year. You can set the invoice type along with paper size and preprinted or blank stationery. If edit item option is enabled, then in invoice creation you can enter external item name or enter the product name as you like. If you enable the Negative stock option then it will not allow you to sale the item unless you have positive balance. Negative Cash option will not allow you to pass the voucher in negative balance. After entering all the information in company master screen click the save button. After this you will get create branch screen

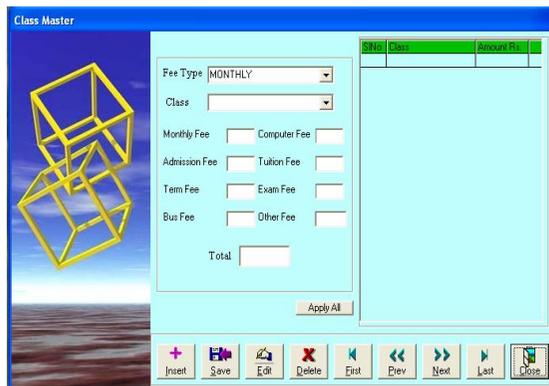


7. In create branch screen first click 'Insert' command button then type Branch Code then press Enter Key and type the Branch Name. At least one branch should be created. Now click on save button & save it, your Acculekha Software is ready to use.



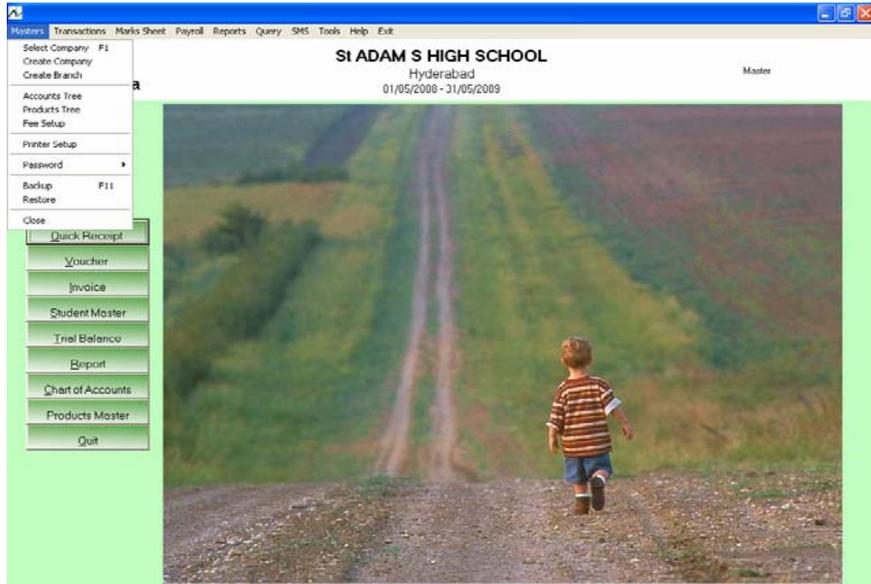
8. When you click Acculekhaa icon on your desktop you will get company selection window select or click the company and press OK button. If you have given any password then it will ask for user name and password. Enter the user name and password to open. If you are not getting this screen and if you are getting screen for registration then call

Acculekhaa Software Pvt Ltd for help. Error your demo period is over or it is reminding for the Annual maintenance contract. and you have to activate once again by phone or by mail.



Fee Setup

This option is used for those who maintain fee collection annually or term wise or semester wise. In this option you can assign the fee class wise Monthly, Term Wise, Semester Wise etc.



Select Company - Select or Changing Financial year or Company. If you have more than one company and if you want to logon to other company, in main press F1 for selecting Company or press right click.

Create Company – Create New Company or New Financial Year, if you want to create more than one company in same package.

Create Branch – Create New Branch.

Chart of Accounts – Creating a General Ledger Head with Subgroup

Products Tree – Creating a New Product or Store Items

Class Master – Define Fee Class-wise

Printer Setup – Setting different type of Printers

Password – Creating or Changing of Password Including Users Right

Backup – Daily Backup on system

Restore – Restore Backup from system with Backup Dated.



Profit & Loss - Annual Report

Balance Sheet - Annual Report

Trial Balance – Trial Balance will generate automatically after posting of voucher or after creating of invoice, it will post the entire amount to appropriate account head.

TB With Schedule – This option will give the information of TB with sub total and group total.

Cash Flow Statement - Monthly Cash Received and Cash payment

MIS – Basic Information about Income, Expenses, Asset and Liabilities

Day Book – Daily Sales, Purchase, Cash Book and Bank Book Report

Ledger – Ledger will print all the information regarding particular head.

Inventory – It will handle all the sales and purchase activities

Sales Register – It will give the details sales with bill no, date, customer name amount etc.

VAT Sales Register – It will give the information about Tax Sales value.

Sales Return – This option is basically used for maintaining stock.

Purchase – Your entire purchase bill will be entered into this option

Purchase Return – Any damage of maintaining of stock book.

Stock Register – Closing Stock of day.

Chart of Accounts

Acculekhaa Accounts Master is simple, single window screen to create General



Ledger, Sub Ledger, Accounts Main Schedules, Sub Schedules, Groups, Sub Groups and many more user defined categories. You can create unlimited number of Groups. General Ledger Creation, flexible account codes with dual coding facility i.e. with code number or without code number.

Press Double Click for selecting categories then press Insert Key for creating Ledger Account. Press Enter Key for Next Field, you can press Numeric Code or simply leave and press Enter Key for next field. Enter Debit or Credit Amount.

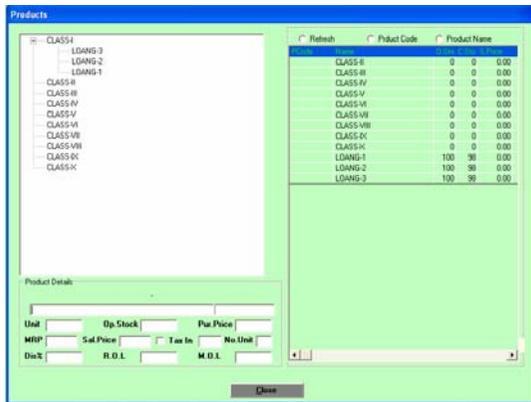
Change Group
Delete
Insert
Edit
Copy
Paste

For changing of group, deleting or editing select Head with Mouse Pointer then Press **Right Click** then you will get the menu as shown here. **Change Group** – For changing of Group Income, Expense, Cash, Bank **Delete** – For Deleting of Ledger Account, if any. If Transaction existing then first removes all transactions of that account then only GL account will be deleted. **Insert** – This option is used for creating new GL head or you can use Insert Key also for this option. **Edit** – This option is used for change of the name of GL account. **Copy** – Copy from

one group to another group **Paste** – First click copy option take mouse pointer to appropriate group and click paste.

Note : As you define your tree your Reports are in Same Manner.

Product Creation



Acculekhaa Product Master is simple, single window screen to create Product Category, Groups, Sub Groups and many more user defined categories. You can create unlimited number of categories. Product Creation is a flexible dual coding system i.e. with coding or

without coding (Code Number should be Numeric). Press Double Click for selecting categories then press Insert Key for creating Product. Press Enter Key for Next Field, you can press Numeric Code or simply leave and press enter key for next Field, Enter Unit of Measurement, Opening Stock, MRP, Sales Price. Purchase price etc.

This Products Master will help you to create products which you deal like Text Books, Note Books, Pencils, Rubber, Belts, Ties etc. First you have to create Product/Items then Closing Balance or stock in hand. After that you have to enter all the products you purchase. Then you can make Cash Sales or Credit sales. It will automatically deduct the stock and update the account of customer/cash account.

Item Name – First select the Group, press Insert Key, enter the Product name then Press Enter Key

Item Code – Item Code is a Numeric Field. In this field you have to enter Numeric Code for Product

Unit – Unit is a text field where you can enter unit of measurement like No, Kg, Box, Liter etc.

Opening Stock – In this field you have to enter the stock in hand.

Purchase Price – This field is an optional field. If you want to enter purchase price, you can enter.

MRP – This field is also an optional field. If you want to print MRP in your invoice.

Sales Price – In this field whatever amount you will enter it will appear in invoice

Tax – If Check Box Tick then Tax Included or Excluded then press tax percentage

No of Unit – In this field you can enter the number of quantity like 12 means one dozen, one box may be containing 24 No or in stationary items rate per 1000 etc.

Voucher Entry

Sl No	Balance: 24/2011	Dr/Cl	Amount	Credit Amount
1	Salaries - Teaching Staff	Dr	5000	
2	Cash Account	Cr		5000

Acculekhaa Voucher Entry is simple, single window screen to enter Multiple Vouchers like Receipt, Payment Journal, Contra, Debit Note and Credit Note etc. Voucher Entry is flexible dual coding system i.e. Alpha Search with Ledger Head, you can enter numeric code for entering voucher. Before entering a voucher press

appropriate Function key for Selecting Voucher Type and press 'Insert' key or Insert button.

F1 - Payment

F2 - Receipt

F3 - Journal

F4 - Debit Note

F5 - Credit Note

F6 - Contra

F7 - Sales Voucher

F8 - Tax Sales Voucher

F9 - Sales Return Voucher

F10 - Purchase Voucher

F11 - Purchase Return Voucher

F12 - Set Date

Payment – If you are making any payments towards salaries, rent etc. by cash or bank, those will be entered through payment voucher

Receipt – With this option you can enter the Mis receipt of Fees Receipt from student with fee details.

Journal – Journal voucher is used for Journal adjustment.

Contra – with this option you can use all of your cash deposit or cash withdrawal from bank

Sales & Purchase – this option will generate automatically when you raise the invoice.

Invoice/Sales Entry

No	Description	Qty	Unit	Price	Amount	Tax
1	LUANG-1	1	NO	12.00	12	0
2	LUANG-2	1	NO	15.00	15	0
3	LUANG-3	1	NO	18.00	18	0

Acculekhaa Invoice Entry is simple, single window screen to enter Multiple Invoice type like Sales, Tax Sales, Sales Return, Purchase and Purchase Return. Invoice Entry is flexible dual coding system i.e. Alpha Search for the Product or customer, you can enter numeric product code

for finding products. Before entering Invoice press appropriate Function key for Selecting Invoice Type.

F7 - Sales Invoice

F8 - Tax Sales Invoice

F9 - Sales Return

F10 - Purchase Invoice

F11 - Purchase Return

F12 - Set Date

For entering a new invoice first you select the appropriate function key then press Insert Key or Click Insert Button, Select the Customer or Student Name if Customer Name is not there then press F1 Function Key and enter customer name and select the option of post to ledger. Then you have to enter DC number, Order number, LR number with Dates. Select the Product by using up arrow or down arrow press enter. Enter the quantity you want to sale, amount will appear in the screen automatically from the product master if you want to edit amount you can also edit. (If your cursor is not moving to next Item then press Click Ins-Trn Button. After creating an invoice you can save the invoice. Then it will ask for printing, you can select the print option or you can export.

Student Data Entry

The screenshot shows a software window titled "Student Information" with a green border. It contains a form with various input fields and dropdown menus. The form is organized into sections: personal details (Date, Computer Key No, Mobile), academic details (Class/Year, Medium, Syllabus), identification (Admission No, Student Name, Father's Name), contact (Address, City, State, Pin), and financial details (Fees). There are also buttons for navigation and saving data. The bottom of the window has a toolbar with icons for Insert, Save, Edit, Delete, First, Prev, Next, Last, Done, and View.

Acculekhaa Student Master is simple, single window screen to enter all the student information. Phone Number, Fees Details etc. wherever drop down combo is there you can select the description with up arrow or down arrow or else you can enter new text and it will be added for next time.

Date – Date field will appear automatically as System Date.

Computer Generated Key – This Field will be generated automatically.

This field is unique. This will help you to find the student name or posting or

collecting the fee or details.

Class – In this Field you can select the class but for creation of class or section you have to go to Account Master, under the head of Students you have to create the class with section.

Medium – Select the medium for teaching like English, Telugu, Hindi, Urdu etc.

Syllabus – Syllabus also you can define as you wish i.e. CBSE, ICSE etc.

Admission No – Admission Number you can set automatically or you can give externally with alpha numeric. For Alpha Numeric you have to select in company master. For alpha numeric Primary key should be computer generated number. If you want to make Admission number as Primary Key then it should be Numeric.

Roll No - Roll Number is an Optional Field. You can leave it blank and feed it later on.

Student Name – Enter Student Name first then initial or title.

F/G Name – Father or Guardian Name

Occupation – Business, Self Employee, Govt. Employee etc.

Annual Income – Parents Annual income

Address – Address for Correspondence

Area – For finding the area wise

City – For finding the city wise

Gender – For finding out the number of male and female students

Date of Birth – Giving attention to the birth day of students.

Age – For finding out age group of students

Religion – For finding out religion wise status

Caste – For finding out caste wise status

Mother Tongue – For finding out Mother Tongue wise status

Blood Group – For finding out specific blood group of students

Phone No – For finding out the Residence, office phone number and cell number

Email – E-mail address for communication

Student Photograph – Double click the photograph option you will get browse option. From there select the image path and image name.

Admission date – Admission Date is compulsory. The date of joining of candidate in the school has to be given here.

Yearly Fee – Once you enter the yearly fee then no need to give fee details.

Old Student – Finding the difference between the new joining student and existing student

Fee Type – You can define fee as Monthly, Term Wise, Semester wise, Quarterly, Half yearly or annually.

Monthly Fees Details – Set the monthly fee which has to be collected form the student. Fees description you can assign in receipt format.

Due List Generation (Fee Process)

Fee Process option is used for monthly process of fee. Select the fee option to be processed like monthly fee, term fee, computer fee, bus fee. Select whichever fee you want to process. Example, term fee need not be processed every month. Special fee also you can select for old student or new student or for both. After selecting the option, click Ok button. If you wrongly process the

fee, then enter the date with last process and press Enter key click remove button.

Due List

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Student Name	Roll No	Admission No	Balance
SRINIVAS ADITYA P	1	1	900.00
ANKIT KUMAR M	2	2	1,000.00
HARPREET VARMA B	3	3	1,000.00
KARTHIK B	4	4	1,000.00
KARTHIK G	5	5	1,000.00
MADAN KUMAR GOUD P	6	6	1,000.00
MADHU PRAKASH REDDY P	7	7	1,000.00
MADHUSUDHAN PALLOD	8	8	1,000.00
MAHESH YADAV B	9	9	1,000.00
MANOHAR K	10	10	1,000.00
NAGASARAN MOHAN D	11	11	1,000.00
NAVEEN KUMAR N	12	12	1,000.00
NAYAN KUMAR Y	13	13	1,000.00
NIKHIL K	14	14	1,000.00
RAJESH T	16	16	1,000.00
REVATHINATH G	17	17	1,000.00
ROHIT LAKHANI	18	18	1,000.00
SAI RAMANA P	19	19	1,000.00
HARSHINI P	20	20	1,000.00
			18900.00

Fee Receipt Entry

Fee Receipt Printing

INTER AMERICAN SCHOOL
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No. 1 Receipt Date: 20/08/2008

Name: K VINEETHA Class: III
F Name: K VIJAY KUMAR

Sno	Description	Amount
1.	Monthly Fee	250.00
2.	Admission Fee	
3.	Term Fee	300.00
4.	Bus Fee	250.00
5.	Computer Fee	100.00
6.	Tuition Fee	
7.	Exam Fee	
8.	Other Fee	
TOTAL Rs.		900.00

E.VINEETHA III (59) Aug
Authorized Signatory

User Define Report

This option is one of the powerful tools in Acculekhaa accounting software. In this option you can choose information as you want like Name, Area, City Religion, Caste, Date of Birth and many more. Then you have to give condition like equal to, greater than, Smaller than etc.

Trail Balance with schedule

Account Description	Debit	Credit
Electrical Maintenance		
Electricity Charges	500	
Equipments		
ESTHER RANI R	230	
ESWARA CHANDRA VIDYA SAMPATH D	220	
Exam Fee		
Exam Fee Receivable		
Faculty & Retainer fee		
FERRY THOMSON N	220	
FULE (5699)		
Furniture & Fixtures		
GANESH REDDY M	130	
GAUTHAM M	130	
GAYATHRI B	4400	
GAYATHRI C		1870
GAYATHRI N	230	
GIRIDHAR P		670
GIRIDHER G		270
GIRISH YADAV A	1200	
GODAMANI U R	230	
GOUTHAM GOUD U	130	
GOUTHAMI B	220	

2765042 2765042

Trial balance with schedule this option will give the information about you trial balance with the schedule total and group total. With this option you can transfer your data to word or excel or notepad. This will help for your year end process. (for generating this report you have to press Alt+G in main menu)

MIS Report

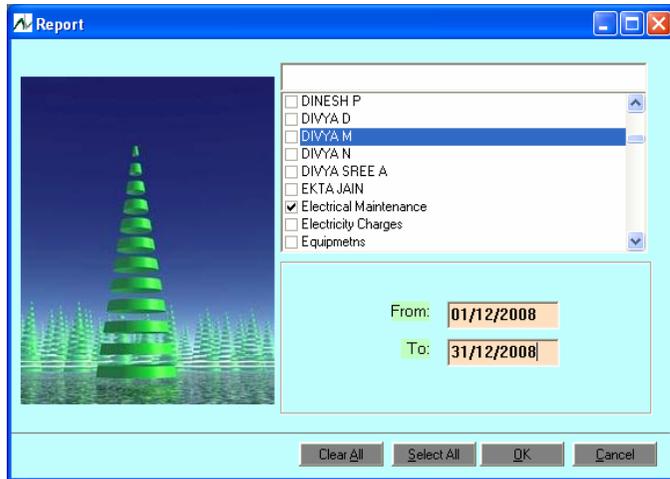
With the help of this report all the basic information are at your finger tips. Your income and expenses, asset and liabilities position you will know. If you want more details then just double click on the particulars, you will get the information until you will get the voucher. (For this option have to process report from main menu and you have to press Alt+G for Generate)

Account Code	Debit	Credit
Income		12500
Expenses	50000	
Assets		37500
Liabilities		

50000 50000

Cash Book & Bank Book

This option will help you to take the statement of cash and bank with receipt and payment. Same statement you can be used for your bank reconciliation. First you tick the bank name or cash name then press enter key and type from and to date then press ok. You will get the statement on notepad.

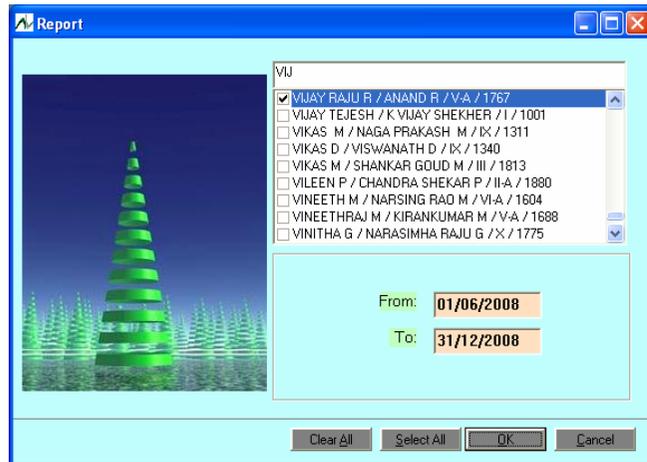


General Ledger

General Ledger Report will help you to take the printout about our general Accounts. First you select an account head and press Enter Key and give the date and click ok button.

Student Statement

Taking statement of student during the period from and to what fee student has to pay what fee he has paid or yet to be paid.



Cash Flow Statement

INTER AMERICAN SCHOOL Recognised by the Govt CASH FLOW STATEMENT									
Accounts Description	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB
Income									
Term Fee	34800	40100	7900	19000	3400	12700			
Other Fee	99000	32000	1600			1200			
Sales Account							60	80	
Monthly Fee	360000	303000	181000	27000	172200	201000	6400	21600	
Total :	395200	381800	191400	46700	174600	219300	6460	21680	
Expenses									
Administrative Expenses									
Conveyance						120			
Electricity Charges						500			
Misc Expenses					2600	2600			
Annual Maintenance Charge								32	
Salaries & Wages									
Salaries - Directors				2000					
Total :				1000	2800	2620		32	
Total : (Income - Expenses)	(395200)	(381800)	(191400)	(46700)	(174600)	(219300)	(6460)	(21680)	

Monthly Income and Expense. Income which you received in a month and at the same time you will get what payment you made during the month with head wise. To select this option go to report, to

generate this report press Ctrl+G or Alt+G.

Balance Sheet

Ctrl+G or Alt+G after using this option select process date from and to or as on date.

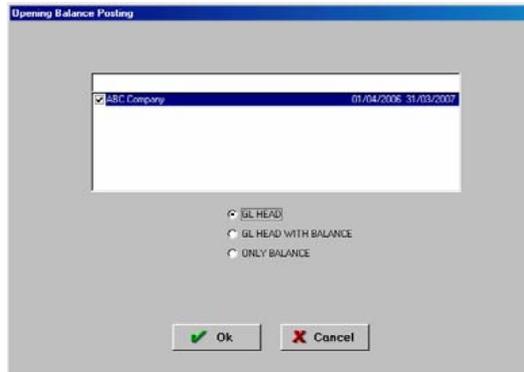
INTER AMERICAN SCHOOL Recognised by the Govt Balance Sheet 01/04/2007 To 21/10/2008		
Description	Debit	Credit
Assets		20.00
Current Assets		20.00
Fee Outstanding		350.00
K VINEEETHA	350.00	
Cash Accounts		330.00
Cash Account	330.00	
Profit & Loss A/c		680.00

INTER AMERICAN SCHOOL Recognised by the Govt Profit & Loss Account		
Description	Debit	Credit
Income		950.00
Bus Fee		250.00
Computer Fee		100.00
Monthly Fee		600.00
Expenses	620.00	
Salaries & Wages	300.00	
Salaries - Non Teaching Staff	100.00	
Salaries - Teaching Staff	200.00	
Administrative Expenses	320.00	
Rent	300.00	
Electricity Charges	20.00	
Computer Fee Receivable		100.00
Bus Fee Receivable		250.00
Profit & Loss A/c	680.00	
	1,300.00	1,300.00

Profit & Loss

Ctrl+G or Alt+G after using this option select process date from and to or as on date.

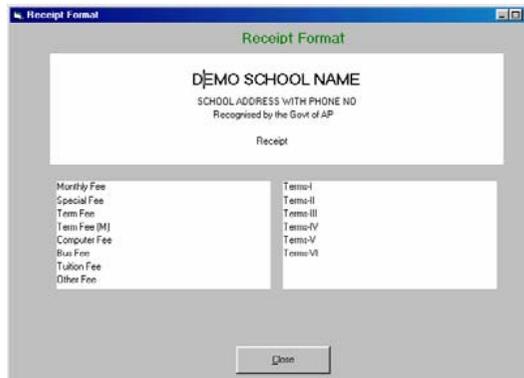
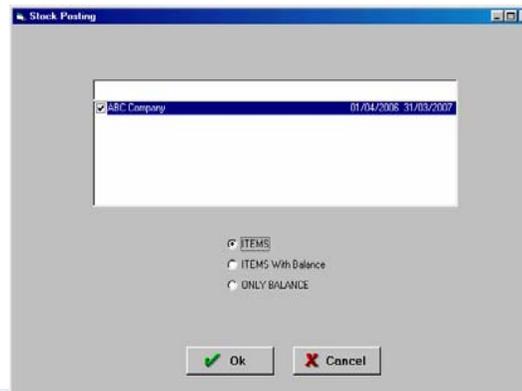
Closing Balance Posting



With this option you can post all the closing balance or your ledger account to new company or other company. This option you can use later on also. With this option you can transfer only GL Head, GL Head with Balance on only Balance also.

Closing Stock Posting

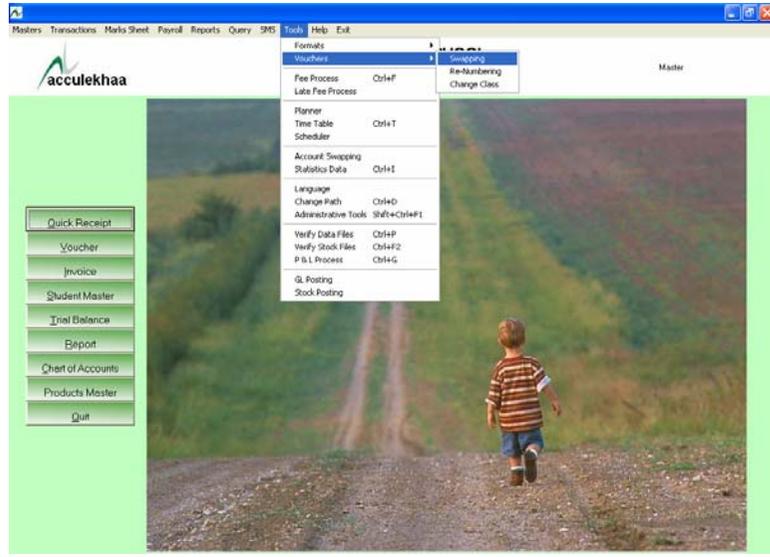
With this option you can post all the closing Stock to new company or other company this option you can use later on also. With this option you can transfer Products, Products with closing stock or only Stock in hand.



Receipt Format

In this option you can set the receipt header like school Name and Address with receipt description. You can assign the fee details or fee description with term wise description.

Utility



Receipt Format – In this option you can set the receipt Header and fees descriptions.

Voucher – Voucher renumbering with this option you can generate the voucher number automatically.

Voucher swapping with this option you can transfer transaction from one account to other.

Fee process – Monthly processing of fee after processing only it will give the details of exact student outstanding.

Late fee process –with this option you can post late fee as per outstanding.

Scheduler – this option will help you to make fee schedules for the entire year.

Account Swapping – this option is basically use for a transaction from one account to other account

Language – you can set the language for entering a description but you has to load language font.

Verify Data File – If you are getting any balance mismatch or error then you can use this option.

Verify Stock File – If you are getting any difference in stock then you can use this option.

Closing Balance Posting – If you are having more the one company and you want to transfer the closing balance from one company to other

Closing Stock posting – If you want to transfer the closing balance of stock to new company of other financial year.

Password Creation

The screenshot shows the 'Grants/Privileges' dialog box. The 'Master' radio button is selected. The 'User Name' field contains 'cypher'. The 'Password' and 'Confirm' fields are masked with '###'. The permissions list includes Voucher, Invoice, Day Book, TB, Reports, Accounts, Products, Company, Inv Format, and Opening Bal, each with checkboxes for Enable, Add, Modify, Delete, and View. The 'Insert' button is highlighted.

First you have to click insert button then select user type as master and write the user name with password and confirm password give all the rights and save it.

For user creation select the user type as user. User can't modify or create the password only master can create or alter the password option. User can alter his own password.

Time Table

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T I M E T A B L E

Class: **III**

MON	HINDI	ENGLISH	TELUGU	MATH	GK	SCIENCE	COMPUT
MON	LAXMI	STANLY	VIJAYA	RAJU	VIN	SRIDHAR	SANTOS
TUE	HINDI	ENGLISH	TELUGU	MATH	GK	SCIENCE	COMPUT
TUE	LAXMI	STANLY	VIJAYA	RAJU	VIN	SRIDHAR	SANTOS
WED	HINDI	ENGLISH	TELUGU	MATH	GK	SCIENCE	COMPUT
WED	LAXMI	STANLY	VIJAYA	RAJU	VIN	SRIDHAR	SANTOS
THU	HINDI	ENGLISH	TELUGU	MATH	GK	SCIENCE	COMPUT
THU	LAXMI	STANLY	VIJAYA	RAJU	VIN	SRIDHAR	SANTOS
FRI	HINDI	ENGLISH	TELUGU	MATH	GK	SCIENCE	COMPUT
FRI	LAXMI	STANLY	VIJAYA	RAJU	VIN	SRIDHAR	SANTOS
SAT	HINDI	ENGLISH	TELUGU	MATH	GK	SCIENCE	COMPUT
SAT	LAXMI	STANLY	VIJAYA	RAJU	VIN	SRIDHAR	SANTOS

Mark Sheet Module

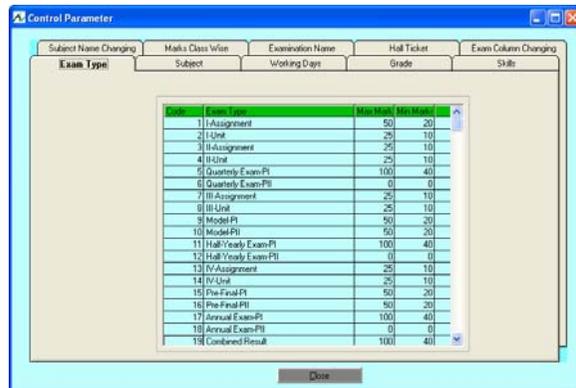
F7-Mark Sheet Setup

F8-Marks Entry

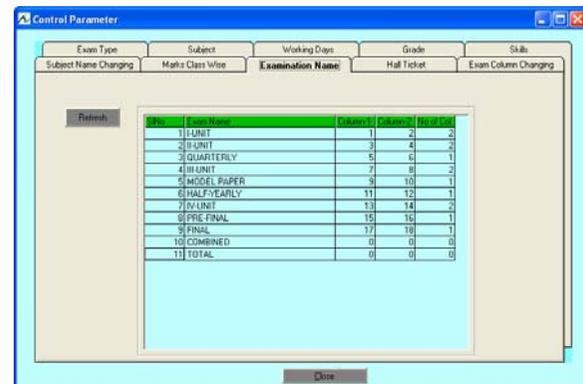
F9-Mark Sheet Printing

Step-1 (Exam Type)

Define the Examination type, Max Marks and Minimum Marks with Paper.



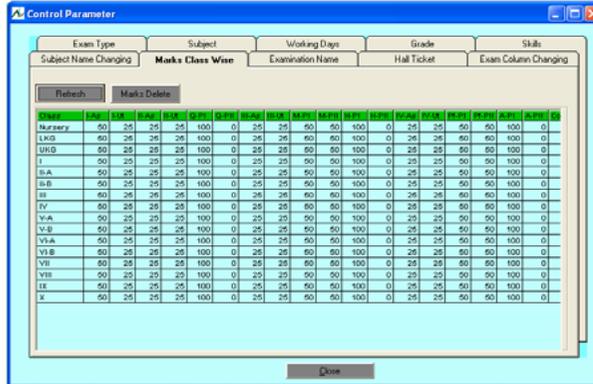
Setp-2 (Exam Name)



Define the Examination Name with Data Entry Column Number in marks entry module, and also you can define Mark sheet printing in single column or Double column like Paper-I and Paper-II.

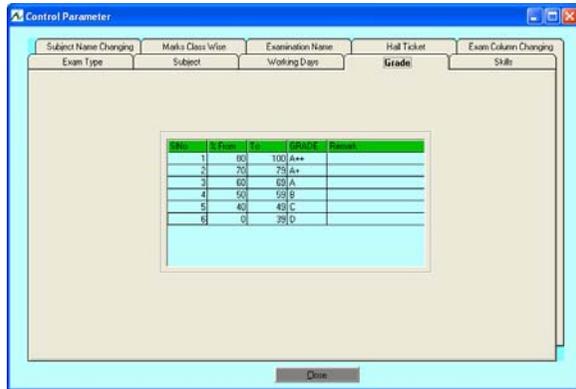
Step-3 (Define Marks)

As you define the Maximum Marks if Setp-1. In this option you have to define Maximum Marks Class wise, Exam wise and paper wise



Step-4 (Define Grade)

Defining of Grade you can define grade percentage wise. First you have to assign marks range from and to then you have to define Grade.

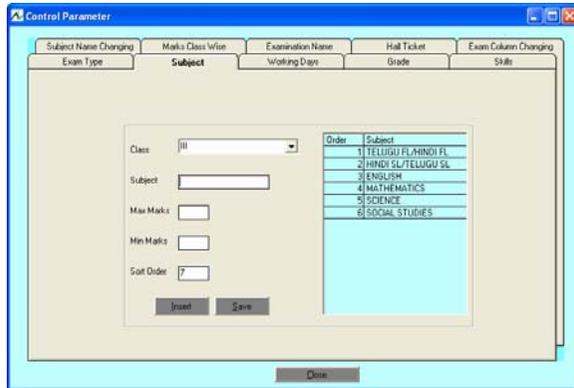


Step-5 (Define Skills)

By using this option you can define the student skills type or you can give any user define category.



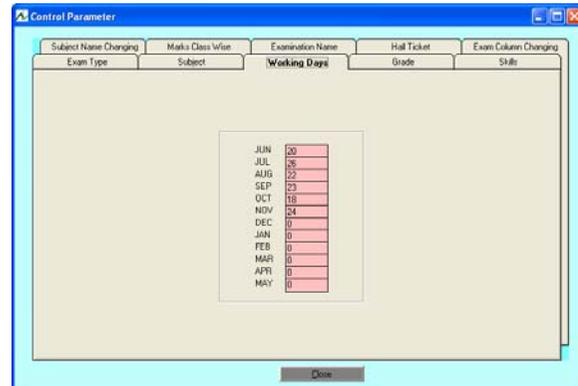
Step-6 (Define Subject)



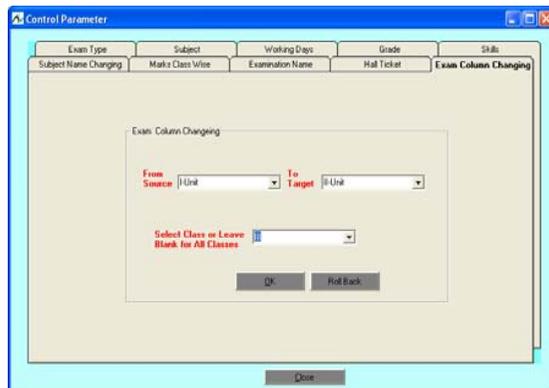
By using this option you have to enter the Subject name along with the printing order in mark sheet. Try to enter the subject name correctly with order.

Step-7 (Define Working Days)

Define the Working day month wise only you should not define the entire year at a time.



Step-8(Optional)



If you want to change the column. For example, suppose you want to transfer all your marks from I-Unit exam to II-Unit exam. You can select this option class wise or all class, suppose enter wrongly then select the same option and select Rollback.

Step-9(Optional)

By using this option you Can change Subject name after entering the marks also. Example select Class > Select Subject Name > enter the new name. Same time you can delete the subject also.

Step-10 (Hall Ticket)

By using this option you can take printout of Hall Ticket, you can define the Examination Date and time along with remarks.

INTER AMERICAN SCHOOL
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HALL TICKET QUARTERLY EXAMINATION

Name :	ARCHIT P	Syllabus :	SSC
Father's Name :	VENUGOPAL P	Medium :	ENGLISH(R)
Class :	III	Admission No. :	2067
		Roll No. :	1
DATE	EXAM NAME	REMARK	
1	01/12/2008	SOCIAL STUDIES	
2	02/12/2008	TELUGU FL/HINDI FL	
3	03/12/2008	HINDI SL/TELUGU SL	
4	06/12/2008	ENGLISH	
5	08/12/2008	SCIENCE	
6	10/12/2008	MATHEMATICS	
Identification:			

Class Teacher Accountant Head Master

Step-14 Skills Entry)

Roll No.	Name	Roll No.	Reading Skill	Speaking Skill	Writing Skill	Character	Behavior	Extracurricular	House-1	House-2	House-3
1792	ARCHIT P	1	A	A	A	B	A	B			
1793	CHAITANYA KUMAR V	2	C	B	A	A	A	B			
1793	CHANDRASEKAR K	3	A	A	A	A	A	A			
1792	CHANDRASEKAR K	4	A	A	B	A	A	B			
1794	DAKSH ABHIRAM J LUTHER	5	A	A	A	A	B	A			
1795	SASTHISH M	6	A	A	A	A	A	A			
1840	JAYANTH K	7	C	B	B	A	B	A			
1804	MAHARISHI RANGAN D N	8	A	A	A	A	A	B			
1816	NEEL P	9	C	C	C	B	B	B			
1800	PRAVAN KUMAR P	10	A	A	A	A	A	B			
1795	PRADEEP P	11	A	A	A	A	A	A			
1814	RAGHUVARSI K	12	A	A	A	A	A	A			
1816	RISHITH P	13	C	C	C	A	A	B			
1804	SAGAR K	14	B	B	B	A	A	A			
1817	SAGALI GH U	15	A	A	A	A	A	A			
1806	SARANVATHI K	16	A	A	A	B	B	A			
1800	SAT RAJUL C	17	A	A	A	A	A	A			
1807	SAT RISHITH K	18	A	A	A	A	A	A			
1834	SHIVA AKSHITH KUMAR VP	19	B	B	B	A	A	A			
1809	SIMON T	20	A	A	A	A	A	A			
1809	SIDDHARTH U	21	A	A	A	A	B	A			
1818	TARUN KUMAR K	22	A	A	A	A	B	A			
1811	UMESH D	23	A	A	A	A	A	A			
1813	VIKAS M	24	B	B	C	B	A	A			
1817	VISHAL D	25	A	A	A	A	A	A			
2026	VAMSHI KRISHNA N	26	A	A	A	A	A	A			
1788	JANAKA SUDHANYA K V N	27	A	A	B	B	A	A			
1802	HANISHA I	28	C	B	B	B	A	A			
2001	HAARSHITA K	29	A	A	A	A	A	A			
2002	ICHA RAJ P	30	A	A	A	A	A	A			

If you want to enter the student skills or user define category, in this category you can define grade or marks.

Step-15(Mark Sheet Printing)

By using this option you can take the print out of all your examination or report card. Before using this option you have to enter the monthly attendance and skills. You can select all the examination in single column or double column example Paper-I or Paper-II.

Class: III
Exam: QUARTERLY

All Student
 Range
 Selected

Double Column
 Skills
 Remark:

OK Cancel

Step-16(Mark Sheet Output)

INTER AMERICAN SCHOOL						
Recognized by the Govt						
II-UNIT EXAMINATION						
Admission No. 2007					Class: III	
Name: ARCHIT P					Roll No: 1	
MARKS	REAL MARKS	PERCENTAGE	UNIT	TOTAL	REMARKS	
TELUUGU FLAINDI FL	30	25	25	39	Very Good	
HINDI SLP/TELUUGU SL	30	19	25	46	Excellent	
ENGLISH	30	24	16	40	Very Good	
MATHEMATICS	30	22	22	47	Excellent	
SCIENCE	30	15	19	34	Good	
SOCIAL STUDIES	30	21	24	45	Excellent	
Total	300			249		
Percentage				83%		
Grade				A**		
Rank				12		
Reading Skills	A	Speaking Skills	A	Writing Skills	A	
Character	A	Behavior	B	Extracurricular	A	
House-1	house	House-2	house	House-3	house2	

Comparison Graph with Highest Marks in the Class
 84%
 Class Teacher: _____ Parent: _____ Principal: _____

This is the output of Marks Sheet. You can customize according to your requirement like Printing the Logo, remark, House or User define category.

Step-17

INTER AMERICAN SCHOOL					
Recognised by the Govt					
Admission No. 29	LUNNY			Class: III	
Name: K VINETHA				Roll No. 59	
SUBJECT	MAX MARKS	ASSIGNMENT	UNIT TEST	TOTAL	REMARKS
		25	25	48	
LANK-1	30	24	24	48	Out Standing
LANK-2	30	23	23	45	Excellent
LANK-3	30	26	18	38	Very Good
MATH	30	26	13	35	Good
SCIENCE	30	20	17	37	Good
SOCIAL	30	25	24	49	Out Standing
COMPUTER	30	26	11	31	V Fair
UK	30	26	22	48	Very Good
Total	400			325	
Percentage				81%	
Grade				A	
Rank				1	

Reading Skills - A
Speaking Skills - A++
Writing Skills - B

Class Teacher

Parents

Creativity - C
Behavior - B+
Extracurricular - A+

Principal

Step-18

INTER AMERICAN SCHOOL												
Recognised by the Govt												
Admission No. 29	All Examination										Class: III	
Name: K VINETHA											Roll No. 59	
Subject	L.A	L.U	H.A	H.U	QUR	H.C.A	H.U.S	H.W	J.V.A	L.V.U	Asses	Class
ENGLISH	24	24	20	20	91	25	25	95	20	19	99	94
ENGLISH	23	23	21	24	96	23	25	92	21	23	90	92
ENGLISH	20	18	23	24	69	23	25	66	24	21	99	89
MATH	20	15	23	22	35	20	20	35	22	21	78	79
SCIENCE	20	17	21	22	31	23	24	52	22	15	94	88
SOCIAL	25	24	24	15	65	24	25	60	22	24	87	83
COMPUTER	20	11	20	23	40	20	21	78	22	15	94	81
UK	20	22	21	25	76	22	20	74	23	22	88	85
Total	172	153	173	176	383	183	642	642	176	159	732	691
48%	38%	47%	44%	73%	40%	161%	80%	44%	40%	91%	86%	
Grade	C	C	C	C	A-	B	A	C	C	A+	A+	
Rank	1	1	1	1	1	1	1	1	1	1	1	1

Reading Skills - A
Speaking Skills - A++
Writing Skills - B

Class Teacher

Parents

Creativity - C
Behavior - B+
Extracurricular - A+

Principal

Step-19(Certificate)

INTER AMERICAN SCHOOL Recognised by the Govt Bonafide Certificate	
No:	Date: 09/01/2009
Admission No	
This is to Certify that Master AJAY KUMAR K	
S/o Mr VENKATESH K	
is / was a bonafide student of the Institution during the academic year / years 19/06/2007 to: 09/01/2009	
He has studied / is studying in class to: LKG	

INTER AMERICAN SCHOOL Recognised by the Govt Transfer Certificate	
No:	Date: 09/01/2009
Admission No	
This is to Certify that Master AJAY KUMAR K	
S/o Mr VENKATESH K	
is / was a bonafide student of the Institution during the academic year / years 19/06/2007 to: 09/01/2009	
He has studied / is studying in class to: LKG	

Payroll

Staff Data Entry

The screenshot shows a 'Staff Data' form with the following fields and values:

- S No: 1, Emp Code: EMP1, Year of joining: 1/1/2000
- Type of Emp: TEACHING STAFF, Designation: TEACHER
- Emp Name: MAHA LAVINI, Caste: OC
- Father Name: K V RAD
- Address: HOUSE NO 16, SECTOR III AMEERPET HYDERABAD
- Academic Qualification: GRADUATE, 70% MARKS FROM OU
- Ph: 98453 23883, Prof Qualification: B.ED., 98% MARKS FOR GOV BED COLLEGE
- Sex: FEMALE, Date of Birth: 12/10/1980
- Class Taught: MOSTLY UPPER PRIMARY, Shift & Time: GENERAL SHIF
- Training MCR: 10, Class Taught Subject1: ARTS
- Training TC: 4, Class Taught Subject2: ALL SUBJECT
- Training DIET: 2, Math Study Upto: GRADUATE
- Training Other: 10, English Study Upto: GRADUATE
- Cash/Bank: BANK, A/C: 76276316736
- Other Info: (empty), Working Status:

Salary Details:

Basic	5000	Prof Tax	100
HRA	1000	PF	800
DA	1000	IT Ded	
T.A		LIC	
O.A		LOP	
6900		Net Salary	900

LOP Calculation

Leave Details:

	OB	Used	Balance
Sick	5	1	4
Casual	5	3	2
Other	5	0	5

Buttons: Cancel, Save, Edit, Tables, Exit, Print, Help, Close, Print

Payroll Process

- Enter Working Days
- Enter Loss of Pay Days
- Enter Salary Advance
- Click Generate Payroll
- View Pay Sheet or Pay Slip
- Take Report of PF
- Prof. Tax
- IT Deduction

Statistics Information(Ctrl+I)

Staff Information

Type of Employee	Title	Male	Female
1 TEACHER			
2 LANGUAGE TEACHERS			
3 OTHER TEACHERS			
4 TEACHER		1	
5 MEDIA VOLUNTEER			

- Type of employee wise
- Designation wise
- Caste wise
- Academic qualification wise
- Professional qualification wise
- Class Taught
- etc

Student Statistics Data

- Class wise
- Caste Wise
- Religion wise
- Age wise
- Mother tongue wise
- Area wise
- etc

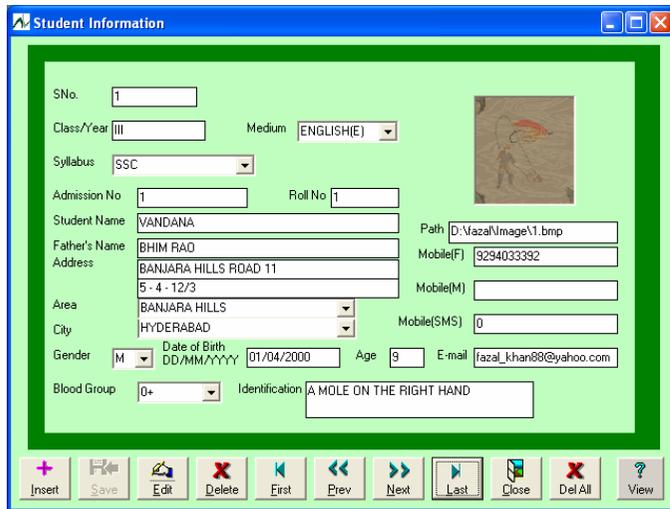
Class	Male	Female	TOT
11	25	19	44
12	15	15	30
13	15	15	30
14	27	16	43
15	27	22	49
16	27	20	47
17	14	1	15
18	14	1	15
19	14	15	29
20	14	15	29
21	14	15	29
22	14	15	29
23	14	15	29
24	14	15	29
25	14	15	29
26	14	15	29
27	14	15	29
28	14	15	29
29	14	15	29
30	14	15	29
31	14	15	29
32	14	15	29
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34	14	15	29
35	14	15	29
36	14	15	29
37	14	15	29
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42	14	15	29
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78	14	15	29
79	14	15	29
80	14	15	29
81	14	15	29
82	14	15	29
83	14	15	29
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85	14	15	29
86	14	15	29
87	14	15	29
88	14	15	29
89	14	15	29
90	14	15	29
91	14	15	29
92	14	15	29
93	14	15	29
94	14	15	29
95	14	15	29
96	14	15	29
97	14	15	29
98	14	15	29
99	14	15	29
100	14	15	29

Class	Avg	A	B	C	D
11	44				
12	30				
13	30				
14	43				
15	49				
16	47				
17	15				
18	15				
19	29				
20	29				
21	29				
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93	29				
94	29				
95	29				
96	29				
97	29				
98	29				
99	29				
100	29				

Examination Result Statistics

- Maximum Marks Class wise
- Minimum Marks Class wise
- Grade wise
- Sort Class Wise
- etc

Student ID Card

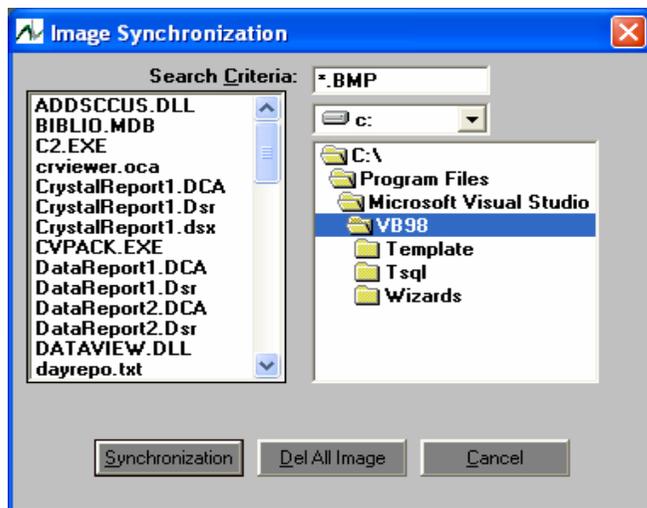


The screenshot shows a 'Student Information' window with a green background. It contains various input fields for student details. A small image of a student ID card is visible in the top right corner of the form area. Below the form is a toolbar with icons for Insert, Save, Edit, Delete, First, Prev, Next, Last, Close, Del All, and View.

SNo.	1						
Class/Year	III	Medium	ENGLISH(E)				
Syllabus	SSC						
Admission No	1	Roll No	1				
Student Name	VANDANA	Path	D:\vazal\image\1.bmp				
Father's Name	BHIM RAO	Mobile(F)	9294033392				
Address	BANJARA HILLS ROAD 11	Mobile(M)					
Area	5 - 4 - 12/3	Mobile(SMS)	0				
City	BANJARA HILLS						
Gender	M	Date of Birth	DD/MM/YYYY 01/04/2000	Age	9	E-mail	fazal_khan88@yahoo.com
Blood Group	O+	Identification	A MOLE ON THE RIGHT HAND				

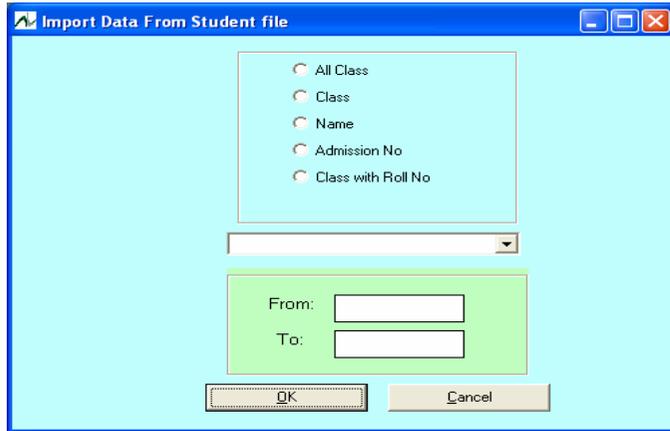
By using this option you can directly enter the student data and take print of Id card's else you can import data form student data base. This option you can use of staff id Card's printing.

Image Synchronization



By using Synchronization option it will automatically link image with student data. You have to store photograph in bmp format, and save it Admission No as file name in IMAGE folder.

Import data from Student Database



By using this option you can import data from student master for id card printing. You can import data on following condition wise.

Id Card Output



After taking print out you can go for lamination. There is various type of ID card's example: Plastic, RF card, MF card, Smart Card etc.

Definitions

BUSINESS It is an activity which in Value Exchange of Goods/Services with the intention of earning income and Profit.

BUSINESS TRANSACTIONS It refers to any transaction dealing or event, which involves transfer of money or money's worth between two parties. Events like purchase and sale of goods receipts and payments of cash etc are examples of business transaction.

CASH TRANSACTIONS when payment for business activity is made immediately it is called cash transaction.

CREDIT TRANSACTIONS when the payment is postponed to a future date it is called credit transaction.

NON-CASH TRANSACTION a non-cash transaction is business transaction where there is no payment or receipt of cash either immediately or at a future date. Example depreciation, bad debits etc.

PROPRIETOR the owner of business is called proprietor. He invests capital in the business with the intention of earning profit.

CAPITAL it is the amount invested by the proprietor in the business. It is also called owners equity i.e. owners claim against the assets.

DRAWING it is the value of cash or goods withdrawn from the business by the owner for his personal use.

GOODS it refers to commodities, articles or things in which a trader deals. Goods refer to commodities or things intended for resale. Unsold goods lying in a business concern or any given date are called stock.

DEBTOR a debtor is a person who owes money to the business (Customers)

CREDITOR a creditor is a person to whom the business owes money. (Suppliers)

ASSETS: Assets refer to any properties or things owned by a business concern including the amount due to it from others. Examples: building, machinery, stock, cash, bank balance, investments etc.

LIABILITIES The term liabilities refers to debits or amounts due from a business to others either for money borrowed or for goods or assets purchased on credit or services received without making immediate payment. This include bank loan, over draft, cash credit, outstanding expenses etc.

EQUITY All claims against the assets of business are called equity. The claim of outsiders is called creditors equity or liability. The claim of the proprietor is called owner's equity or capital.

BOOK DEBT The amount due from a debtor is called book debit because it is the amount due from debtor as per the books of account.

GOOD DEBT It is a debt which is fully recoverable

BAD DEBT A debt, which is irrecoverable, is called bad debt.

REVENUE: Revenue refers to the earnings of a business. It includes the sale proceeds of goods, receipts for services and earnings from interest, commission etc.

EXPENSES: It is the amount spent in conducting business activities. It is the expenditure in return for some benefit. Examples: salary to staff, rent etc.

LOSS: Loss refers to money or moneys worth given up without any benefit in return. It is an expenditure in return for which no benefit is received. Loss of goods by fire, damages paid to others are the examples of losses. Loss is different from expenses, an expense brings some benefit, whereas loss does not bring any benefit. Rent paid is an expense but goods destroyed by fire is a loss.

DEBIT: To debit an account means to enter the transaction on the debit side of the account

CREDIT: To credit an account means to enter the transaction on the credit side of that account

ENTRY: The record of a transaction in a voucher is called entry. In practice the term is used for record made in any book of account.

POSTING: posting is the process of entering in the ledger the information already recorded in the journal or subsidiary books.

BOOK OF ACCOUNTS: Book of accounts refers to suitably ruled account books in which business transactions are recorded. There are mainly two sets of books of accounts

- 1) Journal
- 2) Ledger

JOURNAL: it is an account book where business transactions are first recorded. It is a book of original entry.

LEDGER: it is a book in which various accounts are opened.

RECEIPT: The amount received from a customer against the sales/service/job-work/loan or any other purpose by cash, cheque or DD.

PAYMENT: The amount paid to supplier, expenses, commission, towards purchase is called payment.

VOUCHERS: Book of accounts refers to transaction before entering to a book of account or ledger. Vouchers containing the information about debtor or creditor, date, amount, description, passing authority, paid by or received by etc.

• **** End ****