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A. Home Menu

1.1 Class Setup

Menu: Home>Class Setup

Class Setup is used for setting classes which are running in school.

- Click "New"
- Enter **Name of Class**. Example: One, Two etc.
- **Under Group**: Select Under Group from List.
- Click on Save

Process Edit/Delete:

- Double click on class information list.
- For **Edit** can change info and click on "Save".
- For **Delete**, Click on "Delete".

1.2 Section Setup

Menu: Home>Section Setup

- Click "New" button.
- Select **Record for option**. Example: Section
- **Type Section Name**.
- Click on save button.

Process Edit/Delete:

- Select **Record for option**.
- Click on Edit.
- Double click on **Grid list**.
- Then you can change it and click on "Save" button.
- For **Delete**, Click on "Delete".

1.3-Month Update:-

Months are already updated. So we are not necessary to update. You can just edit then change to month name and quarter place.

Menu: Home>Month update

- Click on **Edit** button.
- Change to **month name**.
- Selected on **Quarter place**.
- Click on **save** button.

1.4-Bus Stop

Menu; Home>Bus stop setup

- Click on **new** button.
- To write on **Bus stop name, distance from school, reach time in morning and reach time in evening** as respectively.
- To write on actual amount in **amount** button.
- To click on save button.

Process of Edit & Delete Bus stop setup:-

- Click on **edit** button.
- Choose any **bus stop name**.
- Double click on select item.
- Then you can change it and click on **Save** button.
- **For Delete**, Click on **Delete** button.

1.5-Bus Route

Menu: Home>Bus Route

- To click on **new** button.
- To write on **Name of Route**.
- To click on **save** button.

Process Edit\Delete:-

When you ready to edit or delete the bus route name first of all you selected the bus route name in right side of table.

- Double click on selected **Bus route name**.
- Click on **Edit** button.
- Then you can change it and click on **Save** button.
- **For Delete**, Click on **Delete** button.

1.6-Religion\Group:-

Menu: Home>Religion\Group

- To click on **new** button.
- To select on any option from under group which is you record now.
- To write on **Name of title**.
- To click on **save** button.

Process of Edit & Delete of Religion Group:-

- To click on any selected item button.
- Then you can change it and click on **Save** button.
- **For Delete**, Click on **Delete** button.

B. Account Menu

2.1-Account Group setup:-

Menu: Account>Account group

- To click on **new** button.
- To write in Account **group name**, **code number** and select **to main group** name.
- To click on **save** button.

Process of Edit/Delete Account group:-

- To click on **edit** button.
- To double click on Account **group name** as following below.
- To check the Account group name and select the main group correctly and click on **save** button.
- **For Delete**, to click on **delete** button

2.2-Account Ledger:-

Menu:-Account>Account Ledger

- To click on **new** button.
- To write on **account ledger name**.
- To select on **under group name**.
- To write on **address**, **contact number**, **code number**, **email name** and other description.
- To click on **save** button.

Process of Edit/Delete Account ledger:-

- To click on **edit** button.
- To double click on ledger name as following below.
- To change new name and select under group name correctly then click on **save** button.
- **For Delete** to click on **delete** button.

2.3-Opening Balance Setup:-

Menu: Account>Opening Balance

- To click on **new** button.
- To type **voucher number**.
- To select on **Account**.
- To tick on **Dr or Cr**(It is depend on transaction)
- To write on actual **opening amount**.
- To click on **add in grid**.
- To click on **save** button.

Process of Edit/Delete opening balance:-

- To write correct **voucher number**.
- To click on **enter button of computer**.
- To click on **edit** button.
- To change and click on **save** button.
- **For Delete** to click on **delete** button.

2.4-Fee Adjustment:-Menu: Account>Fee Adjustments**2.4.1-Fee Configuration****Menu: Account> Fee Adjustments >Fee Configuration****Process of Edit Fee configuration:-**

- To click on **Edit** button.
- To click on **Allow** and **Type** button.
- Then select correct data.
- To click on **save** button.

2.4.2-Fee Amount Setup

Note :-(First of all you must create fee ledger from Account ledger under fee account group.)

Menu: Account>Fee Adjustment>Fee Setup

- To select **class level**.
- To select **fee heading\description**.
- To write on actual amt. on **amount** Colum.
- To click on **enter button of computer**.
- To click on **yes** button.

How to Edit Fee Amount Setup:

- To double click on **class level** in table.
- To post new or change record.
- To click on **save** button.

2.4.3-Amount Charges All**Menu: - Account>Fee Adjustments>Amount Charge All**

- To click on **new** button.
- To tick on **for monthly** or **for other**. (It is depended on your transaction)
- To manage your current transactions date in **Date** button.
- To tick on **select students from class**.
- To select on **class and section**.
- To select on **new\old\both**. (It is depended on your transaction)
- To select **months**.
- To select on **all students\selected student**.
- To tick on **fee title**.

- To click on records **load**.
- To click on **save** button.

How to Edit Amount Charge All:-

- To click on **edit** button.
- To double click on **student name** in list.
- To remove or change new.
- To click on **save** button.

2.4.4-Amount Charge Each

Menu: Account>Fee Adjustments>Amount charge each.

- To click on **new** button.
- To write on correct **Reg. No.**
- To write or select **student name**.
- To select on **fee particular**.
- To select on **starting month**.
- To write on **total month** and **amount**.
- To provide the actual **Date**.
- To click on **add** button.
- To click on **save** button.

How to edit Amount charge each:-

- To click on **edit** button.
- To double click on selected student in name of student list.
- To remove or change new.
- To click on **save** button.

2.4.5-Fee Charge Edit

Menu:-Account>Fee adjustments>Fee charge edit.

- To double click on **student name**.
- To tick on square box where **fee title**.
- To click on **delete** button.

2.5-Accounting Transaction

Menu: Account>Accounting Transaction

2.5.1-Journal Voucher:-

Menu: Account>Accounting transaction>Journal voucher

- To click on **new** button.
- To click on **Account name** and select in different types of account whatever does you want to record.
- To write short narration in **narration** Colum.
- To write actual amount in **Dr. &Cr.** Colum.
- To make next Account but Cr. Side Amount is always equal in Dr. Side amount.
- To click on **save** button.

Process of Edit/Void journal voucher:-

- To write correct **journal number**.
- To click on **enter button of computer**.
- To click on **edit** button.
- To change new Account name and others then click on **save** button.
- **For Void** to click on **Void** button.

2.5.2-Voucher Entry Menu: Account>Accounting Transaction>Voucher Entry

- To click on **new** button.
- To select **voucher type** and **transaction A\C**.
- To write short **narration**.
- To select on **Account name**.
- To including actual amount in **amount** Colum.
- To click on **save** button.

Process of Edit/Void Voucher Entry:-

- To write correctly **voucher number**.
- To click on **enter button of computer**.
- To click on **edit** button.
- Change it and click on **save** button.
- **For Void** to click on Void button.

2.5.3-Payment Voucher 1 Menu: Account>Accounting Transaction>Payment Voucher 1

- To click on **new** button.
- To select on party name and transaction from.
- To select on **transaction from** which you record.
- To write correct amount in **Paid amount** Colum.
- To click on **save** button.

Process of Edit/Void payment voucher 1:-

- To write correctly **Payment No**.
- To click on **enter button of computer**.
- To click on **edit** button.
- You can change it now and click on **save** button.
- **For Void** to click on **Void** button.

2.5.4-Payment voucher 2Menu; Account> Accounting Transaction >Payment voucher 2

- To click on **new** button.
- To select on **Account name**.
- To write on **narration**.

- To write on **cheque No.**
- To including actual amount in Dr. Side and cr. Side. (**Dr. =Cr.**)
- To click on **save** button.

Process of Edit/Void Payment Voucher 2:-

- To type correct payment **voucher number**.
- To click **enter on computer**.
- To click on **edit** button.
- You can change it now and click on **save** button.
- **For Void** to click on **Void** button.

2.5.5-Receipt Student Menu: - Account>Accounting Transaction>Receipt Student.

- To click on '**New**' button.
- To write on correct **register number** and **student's name**.
- To double click on select student name and also click on '**Enter button**' of **computer**.
- To write on **total paid** amount.
- To click on '**save**' button.

2.5.8-Credit Bill

Menu: Account> Accounting transaction >credit bill.

- To tick on "**Print All** or **given month.**" button.
- To select on **current month**.
- To select on **class** and **section**.
- To click on '**Run**' button.
- Then click on "**Select All**" button
- To click on "**Print**" button.

Note:-After to click on print button then you can see fee amount charge items are shows in preview.

C. Student Menu

3.1-New Registration Menu: Student>New Registration.

- To click on **new** button.
- To write in correct full **name of student**.
- To keep on **photo** in form.
- To tick on **new** or **old**.
- To write on **previous school** name, **email address** and **current class**.
- To tick on **gender**.
- To select on student **date of birth (DOB)**.
- To select on **religion** and **group**.
- To write on student's **contact number**.

- To write on student's **local address** and **permanent address**.
- To click on **class info**.
- To select on **class, section, house**, and write on **Roll. No**.
- To tick on **allow bus fair**.
- To select on **optional subject** of student.
- To click on **parent info**.
- To write on **father name, job, email address, contact number** and to write on **mother name, job & email address**.
- To click on **save** button.

Process of Edit/Delete student registration:-

- To click on **all** button.
- To double click on **student name** in table.
- To click on **Edit** button.
- You can change new then click on **save** button
- **For Delete** to click on **delete** button.

3.3-Other Entry:- Menu: Student>Other Entry

3.3.1-Student Activate Menu: Student>Other Entry>Student Activate For Student Activate process:-

- To click on **class activate**.
- To select on **class** and **year**.
- To select any option of "**Order By**" button just like; Reg. No, Name and Roll. No.
- To click on check **all** button.
- To select **students**.
- To click on **activate** button.

3.3.2-Opening Balance

Menu: - Student> Other Entry>Opening balance.

- To write on **Reg. No** and **student name**.
- To write actual **amount**.
- To select on **fee title\fee description**.
- To click on **Add** button.
- To click on **save** button.

Process of Edit/Delete opening balance:-

- To click on **Edit** button.
- To double click correct name on student's name list.
- You can change it then click on **save** button.
- **For Delete** to click on **delete** button.

3.3-Attendance Entry Menu: - Student> Other Entry>Attendance

- To select on **class**.

- To select on **section**.
- To select on **month**.
- To click on **load** button.
- To click on **save** button.

3.3.4-Complain Entry:-Menu: Student> Other Entry>Complain Entry

- To click on **new** button.
- To write on **Student name and Registration number**.
- To write actual **Date**.
- To write on **title** name.
- To write short **comment** of title.
- To click on **Add** button.
- To click on **save** button.

How to Edit of complain Entry:-

- To double click on select student's name which you recorded.
- To click on **Edit** button.
- To add other complains likes as new entry.
- To click on **save** button.

3.3.5-Fare Registration:-Menu: Student>Other Entry>Fare registration.

- To click on **new** button.
- To write correct **name of student & Reg. No**.
- To select on **fare particulars**.
- To select on **Bus stop name**.
- To select on **Starting month**.
- To write Fare **amount** per month.

Process of Edit\Delete:-

- To double click on select student name.
- To click on **Edit** button.
- You can change it and click on **Save** button.
- **For Delete** clicks on delete.

3.3.6-Scholarship Registration:-Menu:-Student>Other Entry>Scholarship Registration.

- To click on **New** button.
- To write correct **name of student & Reg. No**.
- To select on **Scholarship for**.
- To select on **Starting month**.
- To write actual **Amount**.

- To click on **Add** button.
- To click on **save** button.

Process of Edit\Delete:-

- To double click on select student name.
- To click on **Edit** button.
- You can change it and click on **save** button.
- **For Delete** clicks on **delete**.

3.3.7-Hostel Registration:-Menu: Student>Other Entry> Hostel Registration

- To click on **new** button.
- To write **Reg. No & first name** of student.
- To select on category of **Hostel type**.
- To write actual **Amount**.
- To click on **Add** button.
- To click on **save** button.

Process of Edit\Delete:-

- To double click on select student name.
- To click on **Edit** button.
- You can change it and click on **save** button.
- **For Delete** clicks on **delete**.

3.3.8- Registration No. Update Menu: Student>Other Entry> Registration No. Update

- To search **student name**.
- To select and click on No. of student given right side of table.
- To write on **New Registration number**.
- To click on **Add** button.
- To click on **save** button.

3.3.9-Information Update:-Menu: Student>Other Entry> Information Update

3.3.9.1-Roll.No Update

- To select on **class**.
- To select on **section**.
- To tick on any option of display which is better to Roll no. update for students?
- To tick on **Roll. No**.
- To click on **load** button.
- To click on **save** button.

3.3.9.2-Option Subject Update:-

- To select on **class**.
- To select on **section**.
- To tick on any option from **Ledger display** which is better to optional subject update for students?
- To click on **opt I subject** or on **opt II subject**. Which you record now.
- To click on **load** button.
- To click on **save** button.

3.3.9.3-Class Update:-

Process of Class Update:-

- To select on **class**.
- To select on **section**.
- To tick on any option of display which is better to class update for students?
- To tick on **Class**.
- To click on **load** button.
- To click on **save** button.

D. Examination Menu

4.1-Basic Setup:-Menu:-Examination>Basic Setup

4.1.1-Subject Setup Menu: - Examination>Basic Setup>Subject Setup

- To click on **New** button.
- To write on **subject name**.
- To write on **subject prefix**.(short code of subject name)
- To select on subject **Ranking Order**.
- To click on **save** button.

Process of Edit\Delete subject setup:-

- To click on **Edit** button.
- To select different types of subject in table.
- To double click on select **subject name**.
- You can change it and click on **save** button.
- **For delete** to click on delete button.

4.1.2-Exam Division Menu: - Examination>Basic Setup>Exam Division Exam Setup

- To click on **Exam setup**.
- To click on **new** button.
- To write exam name.
- To tick on **final count** option yes or No.
- To write on **final weight (%)**.

- To select on **Result date**.
- To select on **Ranking order**.
- To tick on **particle\unit test allow yes or No** button.
- To click on **save** button.

Process of Edit\Delete Exam Setup:-

- To click on **Edit** button.
- To select on different types of exam name in below table.
- To double click on select **exam name**.
- You can change it and click on **save** button.
- **For delete** to click on **delete** button.

a) **Division| Grade Setup Menu: Examination>Basic Setup>Exam Division> Division| Grade Setup**

- To click **division\ grade setup** button.
- To click on **new** button.
- To write on **division grade** name.
- To write on **ledger remark**.
- To write on number in **above** and **below** box.
- To write on something about result mark sheet in **remark for print**.
- To click on **save** button.

Process of Edit\ Delete Division\Grade Setup:-

- To click on **Edit** button.
- To double click on grade\division which is you change in below table.
- To change everything which is wrong in record? Then click on **save** button.
- **For Delete** to click on delete button.

4.1.3-Class Subject Menu: - Examination>Basic Setup>Class subject.

- To click on **new** button.
- To tick on **class** which you recorded here.
- To select on **subject name**.
- To select subject status correctly in which subject you recorded.
- To tick on particle allow **yes** or **No**.
- To tick on pass check **in total** or **in partial**. It is depends on subject.
- To write on **FM theory, PM theory, FM practical** and **PM practical**.
- To click on **save** button.

Process of Edit\Delete Class Subject setup:-

- To click on **Edit** button.
- To select any **class subject** records in table.
- To double click on which you ready to change their.
- You can change it and click on **save** button.
- **For Delete** to click on **delete** button.

4.1.4-Remarks Setup

Menu: - Examination>Basic Setup>Remarks Setup

- To click on **Teacher remarks** or **House master remarks**.
- To click on **new** button.
- To write on particular topic in **Remarks**.
- To describes the remarks heading in **description**.
- To click on **save** button.

Process of Edit | Delete Remarks Setup:-

- To click on **Edit** button.
- To double click on Remarks below table.
- You can change it then click on **save** button.
- For **Delete** to click on **delete** button.

4.1.5-Subject Setting Menu: - Examination>Basic Setup> Subject Setting

- To select on **Name of Exam**.
- To select on **Name of class**.
- To click on **load** button.
- To click on **save** button.

4.2-Marks Entry Menu:-Examination>Marks Entry

- To select on **exam name**, **class name**, **section** and **subject name**.
- To tick on **TH, PR, UT** and **IA**. It is related subject.
- To select from **ordered by** in **Roll. No\Reg. No**
- To click on **load** button.
- To start to record from **Obtain Marks**.
- To click on **save** button.

Process of Edit/Delete Marks Entry Setup:-

- To click on **Edit** button.
- To double click on Name of student in below table.
- You can change it then click on **save** button.
- For **Delete** to click on delete button.

4.3-Remarks Entry Menu:-Examination>Remarks Entry

- To select on **exam** type.
- To select on **class** level
- To select on **section**.
- To tick anyone option from **Order By**.
- To click on **load** button.
- To click on Description table and select for record.
- To click on **save** button.

Process of Edit/Delete Remarks Entry:-

- To click on **Edit** button.
- To click on **description** heading.
- You can change it then click on **save** button.
- For **Delete** to click on **delete** button.

4.4-Report Display Menu:-Examination>Report Display**4.4.1-Admit Card Menu:-Examination>Report Display>Admit Card**

- To select on **exam name**, **class name** and **section name**.
- To tick on **multi on paper** and **print preview** button.
- To tick any option from **Order by**.
- To click on **Run** button.
- To select **students**.
- To click on **Print** button.

4.4.2-Blank Sheet Menu: -Examination>Report Display>Blank Sheet

- To select on **class**.
- To select on **section**.
- To tick on **Reg. No\Roll. No.** in which you display in print.
- To click on **Run** button.

4.4.3-Exam Absent Menu: - Examination>Report Display>Exam Absent

- To select on **exam** name.
- To click on **run** button.
- To click on **preview** button.
- To click on **print** button.

4.4.4-Ledger Report Mark Menu: - Examination>Report Display> Ledger Report Mark

- To tick on **annual result** or **terminal result**.
- To select on **exam name**, **class name** and **section**.
- To tick on **Reg. No\Roll. No.** in which you display in print.
- To click on **load** button.
- To double click on select **student** in table.
- To click on **print** button.

4.4.5-Ledger Report Grade Menu: - Examination>Report Display> Ledger Report Grade

Note: - Ledger Report1 and Ledger Report2 are same methods of record. Therefore to following that Ledger Report1 likes this step given above for ledger Record 2.

4.4.6-Subject Report Menu: - Examination>Report Display> Subject Report

- To select on **exam name**.
- To select on **class name**.
- To select on **section**.
- To select on **subject name**.
- To click on **load** button.
- To click on **print** button.

4.4.7-Subject Marks Menu: - Examination>Report Display>Subject Marks

- To select on **Examination**.
- To double click on class wise subject one by one.
- Then click on **Run** button.

4.4.8-Top Report Menu: - Examination>Report Display>Top Report

- To select on **annual result** or **terminal result**.
- To select on **examination name**.
- To tick on **select class** button.
- To select on **class** and **section**.
- To click **run** button.

4.5-Exam Tools Menu: - Examination>Exam Tools.

4.5.1-Marks Combine Menu: - Examination>Exam Tools>Marks Combine

- To select **exam** which you wants to combine.
- To click on **run** button, after click that a notice showing 'the record update successfully.'

4.5.2-Exam Combine Menu: - Examination>Exam Tools>Exam Combine

- To double click on **exam name** which you are combining exam result.
- To click on **run** button.

E. Library Menu

5.1-Category Setup Menu:-Library>Category Setup

- To click on **New** button.
- To write on **name of category**.
- To click on **save** button.

Process of Edit/Delete Book Category Setup:-

- To click on **Edit** button.
- To double click on **name of book category**.
- You can change it, and then click on **save** button.

- **For Delete** to click on **Delete** button.

5.2-Book Setup Menu:-Library>Book Setup

- To click on **New** button.
- To select **Book Category Name**.
- To manage current **Reg. Date**
- To write **name of Book**.
- To click on **Basic information button**.
- To tick on **Book issue from** any option which you record now.
- To select **Name of Book publisher**.
- To click on **Identity Information**.
- To write on **Book Id, Edition year, Publish year, price, Bar code, ISBN number, other info 1, & other info 2**.
- To select on **Author name**
- To click on **Add Grid**.
- To click on **save** button.

Process of Edit/Delete Book Setup:-

- To click on **Edit** button.
- To double click on **Name of Book**.
- You can change it, and then click on **save** button.
- **For Delete**, to click on **Delete** button.

5.3-Library Card Menu: - Library>Library Card

- To click on **New** button.
- To tick on **for student or teacher** any option which you record now.
- To write on **Reg. No**.
- To write on **first name**.
- To write on actual **Library Card No**.
- To write on **No. of Book Limit**.
- To adjust **card Bar code**.
- To click on **save** button.

Process of Edit/Delete Library Card:-

- To select & double click on **Name student** in right of table.
- To click on **Edit** button.
- You can change it and click on **save** button.
- **For Delete** to click on **delete** button.

5.4-Book Issue Menu: - Library>Book Issue

- To click on **New** button.
- To write actual **library card no**.
- To write actual **book Id**.

- To click on **add grid** button.
- To write on **expected return date**.
- To click on **save** button.

5.5-Book Return Menu: - Library> Book Return

- To click on **New** button.
- To write on **library card No.**
- To write on **Book Id.**
- To write on **expected return date**.
- To click on **add grid**.
- To click on **save** button.

5.6-Library Report Menu:-Library>Library Report

5.6.1-Transaction Report Menu:-Library>Library Report>Transaction Report

- To tick on **check student** button.
- To select on **name of student**.
- To tick on **issue details or return details** which is displays.
- To click on run **Run** button.

5.6.3-Expire Details Menu:-Library>Library Report>Expire Details

- To click on **Run** button.

5.6.4-Return Pending Menu:-Library>Library Report>Return Pending

- To click on **run** button.

F. Tools Menu

6.1-Data Configuration Menu:-Tools>Data Backup

- To tick on **Auto backup or manual backup name**. (If you tick manual backup name write to necessary backup name.
- To tick on **create backup folder**.
- To click on **path** button and select any one folder where you want data backup.
- To click on **Run** button.

6.3-Error Reporting Menu:-Tools>Error Reporting

- To write on **subject** of reporting heading.
- To describe the **message** body what's a problem?
- To write **sending user name**.
- To write **user email** name.
- To click on **send** button.

6.4-System configuration Menu:-Tools>System configuration

A) For General setting:-

- To tick on **change general setting**.
- You can **change & adjusted** blank space.
- Then click on **save** button.

B) For Accounting Setting:-

- To tick on **accounting setting**.
- To tick any option from **receipt & credit printing format** which you want.
- To tick on **tax on receipt amount** %(If necessary only)
- To including **tax** %
- To tick on **Enable discount on receipt** (If necessary only)
- To including **discount** %
- To click on **add** button then click **save** button.

C) For Examination setting:-

- To tick on **change Exam setting**.
- To tick any option from **subject setting**
- To select on **Mark sheet format**
- To select on **Decimal place**
- To select any option from **Ledger calculation**
- To select on any option from **ledger display**
- To select on any option from **position calculation**
- To tick on **mark roundup**. (If you necessary)
- To write on **Annual result date**
- To click on **save** button.

D) For Other setting:-

- To tick on **change other setting**.
- To write on **Open Days**.
- To select any option from **printing Date**
- To select any title from **Inventory ledger Mapping**
- To click on **save** button.

6.5-Year configuration Menu:-Tools>Year configuration

Be sure of the implications of closing the current year

To click on **Run** button

6.6- User Configuration Menu:-Tools>User configuration

- To click on **new** button.
- To write **user name**
- To select on **user Role**
- To create **password** & again **confirm password**

- To add **profile photo**
- To gives user **authority or rights**.
- To tick different items of **menu privileges**
- To click on **save** button

6.7-Ledger Merge Menu:-Tools>Ledger Merge

- To tick on **accounting ledger**
- To click on **load** button
- To select on **which ledger** to merge
- To select on **into ledger**
- To click on **merge button**
- To click on **yes** button, then click on **ok** button.

6.8-Diagnostic Tools Menu:-Tools>Diagnostic tools

Sometimes we have general mistake in accounting transaction. These ordinary mistakes create big issue in our business organization. In this process we can find different type of error transaction then solve it. First of all you can click on **Run** button, and then show different error in transaction.

G. Payroll Menu

7.1.1 Designation Setup

Menu: Payroll>Basic Setup>Designation Setup

Designation Setup is used to setup your school staff designation.

- Click "**New**"
- Enter **Name of Title**. Example: Principle, Teacher etc.
- **Description**: This is used for details information about designation
- **Ranking Order**: This is used to display designation order. Example 0 is top order and 9 is last order.

Process Edit/Delete:

- Click "**Edit**"
- Double click on Designation list.
- For **Edit** can change info and click on "**Save**".
- For **Delete**, Click on "**Delete**".

7.1.2 Payroll Heading

Menu: Payroll>Basic Setup>Payroll Heading

Payroll heading is used for payment expenses to staff.

- Click "**New**"
- Select "**Payroll Heading**" from given list.

Process for creating "Payroll Heading" **Menu: Account>Account Ledger**

- Click "**New**"
- Type Payroll Heading in **Account Ledger**. Example: Basic Salary, Food Allowances, Overtime Payment, Transportation Allowances etc.
- Select **Under Group**. Where you can select Expenses (Direct or Indirect).
- Click "**Save**"

- **Short Form:** This is used for sent SMS message. **Example:** Basic Salary (BS), Transportation Allowances (TA), Over Time (OT) etc.
- **Payroll Group:** Here is Payroll Group is divided into three group.
 - **Gross Payable:** This is first group of salary sheet. Common payable heading is placed under this group.
 - **Total Salary:** This is Second group of salary sheet. Overtime, Service Charge, Bonus are placed under this group.
 - **Other Group:** Discount, Advance are placed in this group.
- **Basic Amount:** If we paid same amount for all staff then we can set basic amount, if not set zero (0) amount.
- **Payroll Type:** Select type (Daily, Weekly, Monthly, Yearly)
- **Rank:** This is used to display payroll heading order in salary sheet. **Example:** 0 is first order and 9 is last order.
- **Function:** Function is used for add or less amount in salary sheet. **Example:** Basic Salary +, Discount Receive -, Advance - etc.

Process Edit/Delete:

- Click "**Edit**"
- Double click on Payroll Heading list.
- For **Edit** can change info and click on "**Save**".
- For **Delete**, Click on "**Delete**".

7.1.3 Payroll Setting

Menu: Payroll>Basic Setup>Payroll Setting

It is used mapping the ledger with Salary TDS and Provident Fund.

Process: Salary TDS

- Select Payroll heading like as Basic Salary A/c, in which ledger we deduce tax amount and paid to government.
- Enter **Tax %**. Normal tax rate.

Account Ledger: Select Salary TDS A/c. if you don't have this account you can create it. This account is creating from **Menu: Account>Account Ledger**, Type account name and select Current liabilities in under group then save.

Process: Provident Fund

- Select Payroll heading Basic Salary A/c, in which ledger we deduce PF amount.
- **Account Ledger:** Select PF Expenses Ledger. If you don't have this account you can create it. This account is creating from **Menu: Account>Account Ledger**, Type account name and select Expenses in under group then save.

7.1.3 Leave Heading

Menu: Payroll>Basic Setup>Leave Heading

7.2 Staff Registration

Menu: Payroll>Staff Registration

- Click "**New**"
- Enter Join Date or Nepali Miti.
- Enter **Name of the Staff** (First Name. Middle Name and Last Name).
- **Description:** Select Designation from given List
- Select **Current Status** and **Gender**.
- Select Photo by Press F9 Key. Remove Selected Photo for Press F10 key.
- **Basic Info:** fill the Staff basic information DOB, Religion, Citizenship No. etc.

- **Address:** Permanent Address and Temporary Address
- **Education:** Staff Education qualification and Experience details.
- **Communication:** Communication information about staff
- **Payroll:** PF by Staff % and PF by Company % and employee bank information.
- **Other Info:** Staff's other family information.
- **Document:** Add Staff related document.
- Click on "Save".

Process Edit/Delete:

- Double click on Staff list at right side of the Screen.
- Click "Edit"
- For **Edit** can change info and click on "Save".
- For **Delete**, Click on "Delete".

7.3 Attendance Entry

Menu: Payroll>Attendance Entry

- Select the Month name from list.
- Click "Load"
- Enter attendance days in Month column.
- Click "Save"

7.4 Amount Setting

Menu: Payroll>Amount Setting This is used for setting basic amount for each staff or employee.

- Select the Staff name from list.
- Select Account Heading from the list.
- Enter amount for selected Staff.
- Click "Save"

OR

- Double click on the cell of Grid.
- Enter amount for selected Staff.
- Press Enter key.

7.5.1 Payable Charge

Menu: Payroll>Accounting Charge>Payable Charge

This is used for charge basic amount to staff in every month.

- Click "New"
- Select Month Name.
- Select Account ledger and Select Staff from their related grid
- Click "Save"

7.5.2 Other Charge

Menu: Payroll>Accounting Charge>Other Charge

This is used for other payable amount to staff in every month.

- Double click on Staff in right side of the window.
- Select Option for **Advance Amount OR Other Amount.**

- Click "New"
- Select Account ledger and Month name from their respective list.
- Enter Payroll amount.
- Date is auto display when you can select the month.
- Click "Add" for insert into grid.
- Click on "Save"

7.5.3 Charge Edit

Menu: Payroll>Accounting Charge>Charge Edit

This is used for Delete charging amount to staff.

- Double click on Staff in right side of the window.
- Select (Tick) the record which you want to delete.
- Click "Delete"

7.6 Salary Sheet

Menu: Payroll>Salary Sheet

This is used for display salary for the staff.

- Select the Month from list
- Click "Load"
- **SMS Message:** It generate SMS message for related staff that have salary in this month. Mobile number is compulsory for generate SMS message. This is entry from staff registration form.
- **Create Journal:** This is used to generate the journal voucher for each staff.
- **F5:** Press F5 key for export salary sheet to excel sheet.

7.7 Salary Transfer

Menu: Payroll>Salary Transfer

This is used for transfer salary to staff bank account or cash journal transaction.

7.8 Staff Statement

Menu: Payroll>Staff Statement

It displays Staff Salary report like Personal Statement, Advance Statement and PF Statement etc.