

LS-GENERAL LEDGER

USER MANUAL V.3.0



"General Ledger"

Complete Accounting System with receivable ageing, payable ageing, cash flow management, and financial reporting



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LS-GL MODULES

This software is divided in four different main modules. Each main module is further divided into various sub modules. These can be seen in the following diagram.

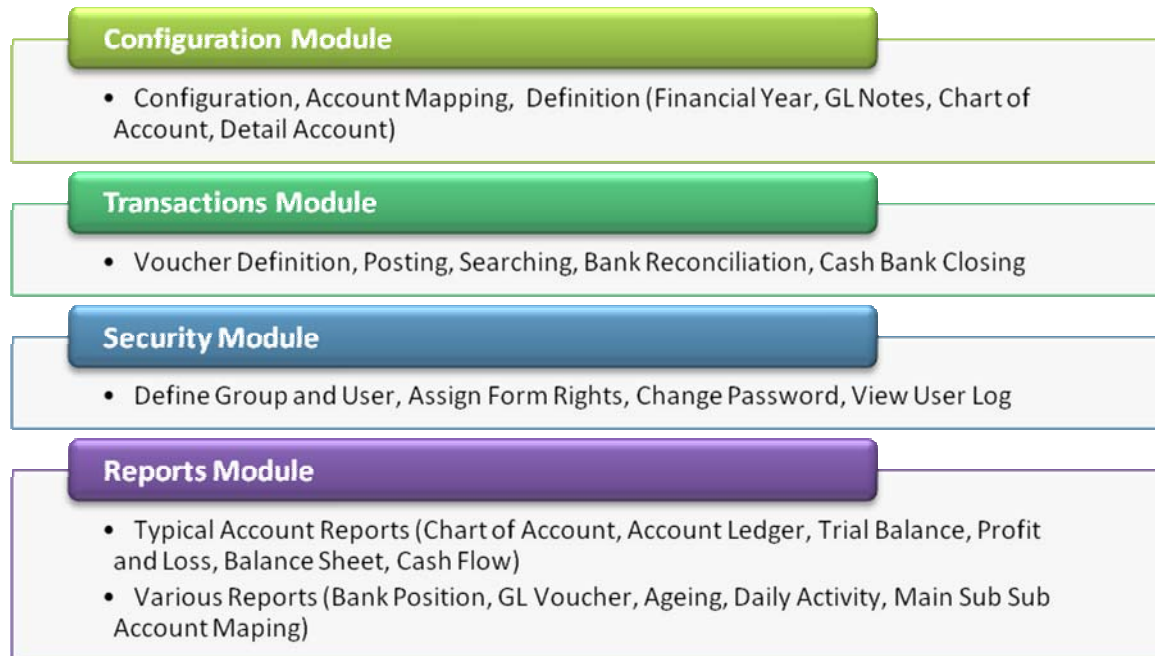


Figure 1: LS-GL Modules

LS-GL INTERDEPENDENCIES

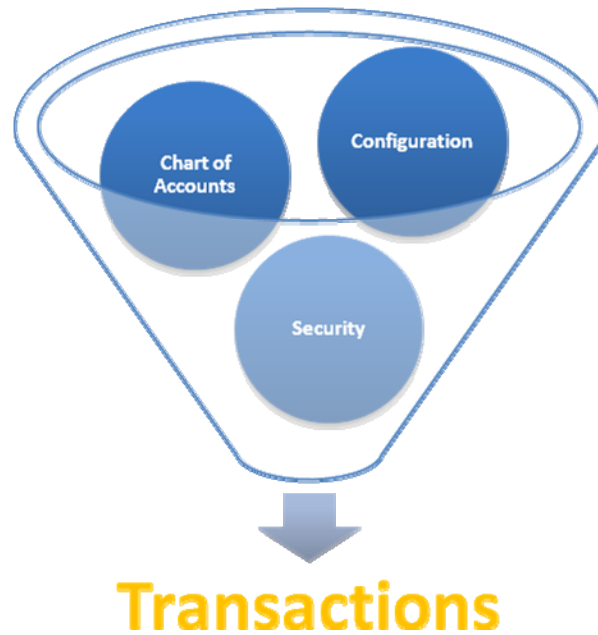


Figure 2: LS-GL Interdependencies

In order to start using LS-GL you must first configure few parameters in the system. These parameters are following:

- *Configuration: define company name, address etc.*
- *Security: define user group(s), system user(s), user form rights etc.*
- *Chart of Account: define the hierarchy of your accounting system*

LS-GL OPERATIONAL WALK-THROUGH

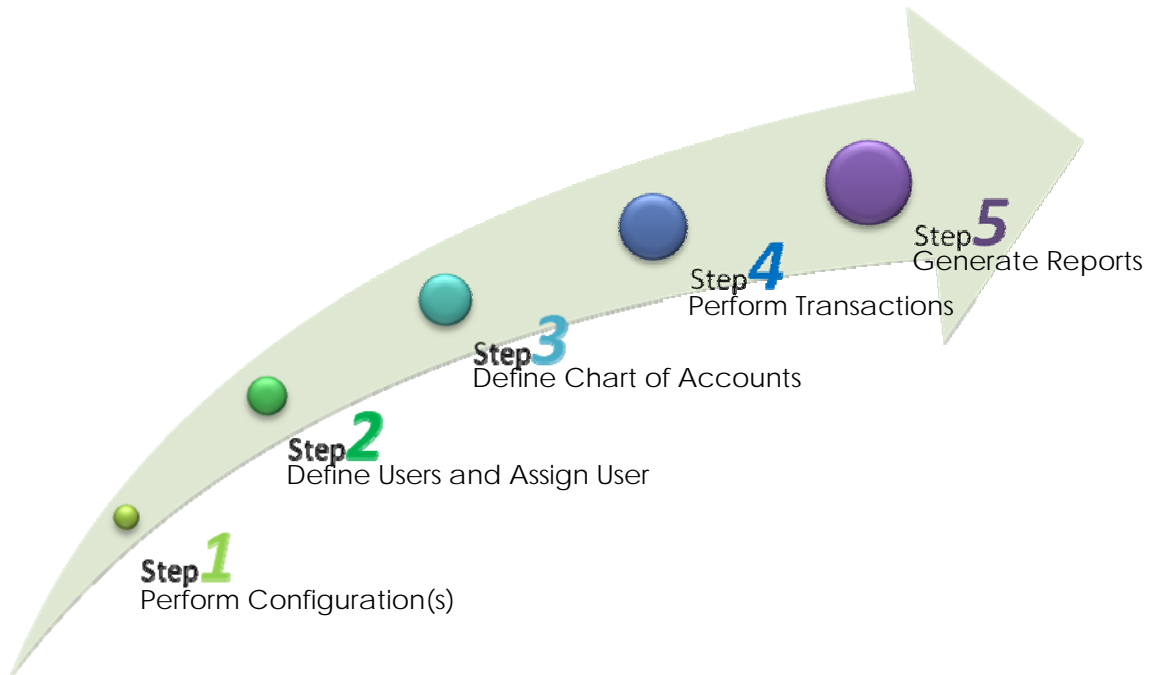


Figure 3: LS-GL Operational Walk-Through



LS-GL CONFIGURATIONS

Configuration

Financial Year	Ctrl+F
Financial Year Status	
Company	

GL Notes	
GL Cost Center	
Configuration	

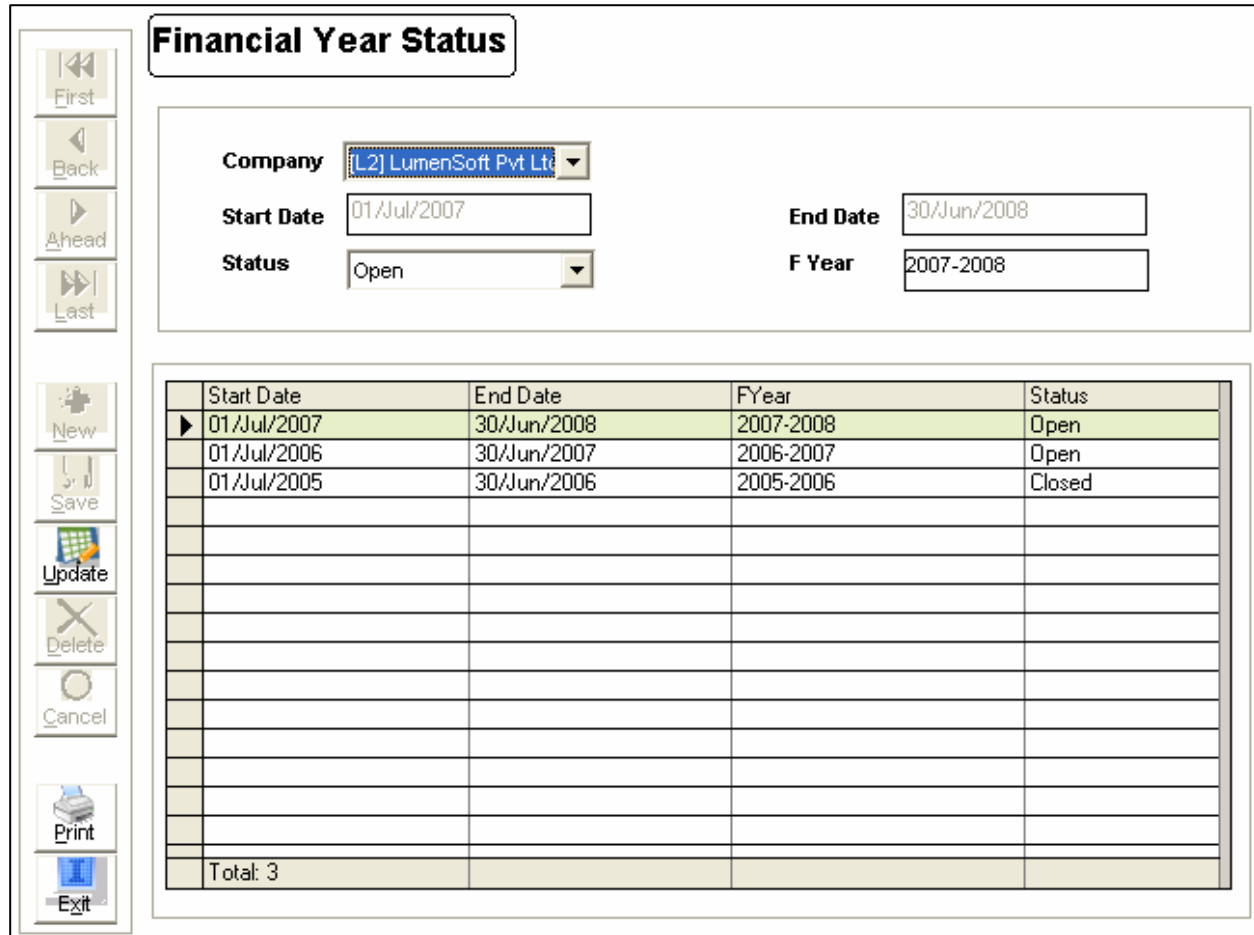
You can not perform any transaction in any accounting system until you define a financial year. You can also define more than one financial year. Each financial year's status can then be either Closed or Open. You can define one or more companies (locations). You are allowed to define more than one company only if you have license for that.

You can also define GL Notes. GL Cost Center screen is currently not working.

General configurations can be made on the Configuration screen. These configurations include your organization name, address, profit and loss account mapping, enabling/disabling of Purchase and Sales modules etc.

FINANCIAL YEAR STATUS

You can change the status of each financial year to either 'Open' or 'Closed'. By default, the status is 'Open'.



The screenshot shows a software window titled "Financial Year Status". On the left is a vertical toolbar with icons for First, Back, Ahead, Last, New, Save, Update, Delete, Cancel, Print, and Exit. The main area contains several fields:

- Company: [L2] LumenSoft Pvt Ltd
- Start Date: 01/Jul/2007
- End Date: 30/Jun/2008
- Status: Open
- F Year: 2007-2008

Below these fields is a table with the following data:

Start Date	End Date	FYear	Status
01/Jul/2007	30/Jun/2008	2007-2008	Open
01/Jul/2006	30/Jun/2007	2006-2007	Open
01/Jul/2005	30/Jun/2006	2005-2006	Closed
Total:	3		

If the status of any financial year is 'Closed', you can not perform any transaction against it. If you want to 'Open/Close' any year in the past, you must change the status of each intermediate year to 'Open'. E.g. if current year is 2007-2008 and you want to change the status of financial year (2003-2004), you must change the status of financial year (2006-2007), (2005-2006), and (2004-2005) to 'Open'. After that the status of (2003-2004) can be changed to 'Open'.

The 'Current Year' status can not be 'Closed'.

COMPANY

This form is used to create Company. In LS-GL you may create more than one company. The

Company

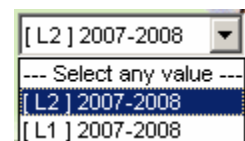
Company Code	<input style="width: 80%;" type="text" value="L2"/>
Company Name	<input style="width: 80%;" type="text" value="LumenSoft Pvt Ltd"/>
Sort Order	<input style="width: 80%;" type="text" value="1"/>
Comments	<input style="width: 80%; height: 40px;" type="text"/>

Company Name	Company Code	Sort Order	Comments
▶ LumenSoft Pvt Ltd	L2	1	
LumenSoft AOP	L1	2	
Total: 2			

transactions of each company will completely be independent of each other, although few consolidated reports can be generated. If the GL license is purchased only for a single company, then system will allow definition of only one company. The 'Company' is referred as 'Location' in the previous versions of GL.

The company name appears in the system as drop down list for selection of a company for entering of vouchers or generation of different reports.

Location Code must be Unique. This location code appears in the reports and helps us to identify the voucher company if the multi-location data is displayed.





You can select the company at the time of the Log In. In the picture the company name is 'L1' and 'L2'.

GL NOTES

GL notes screen is used to enter balance sheet notes and income statement notes. These notes are used in the balance sheet and income statement, respectively. While defining the Main Sub Sub accounts, these notes are attached to them. Based on the attached notes, the accounts are grouped together and then presented in the balance sheet and income statement.

GL Notes			
Note No	Note Title	Note Types	Sort Order
1	Sales Net	PL	
2	Cost of Goods Sold	PL	
3	Non Operating income	PL	
4	Administrative Exp	PL	
5	Selling Exp	PL	
6	Operating and Other Expenes.	PL	
7	Financial & Other Charges-Net	PL	
8	Taxation	PL	
9	Share Capital	BS	
10	Un-appropriated Profit & Loss	BS	
18	Creditors, accrued and other Liabilities	BS	
21	Long Term Investments	BS	
22	Capital Work In Progress	BS	
11	Reserves	BS	
12	Surplus on Revaluation of Operating Fixed Assets	BS	
13	Financial Lease	BS	
14	Long Term Advances	BS	
15	Deffered Taxation	BS	
16	Current Portion of Long Term financing	BS	
17	Short Term Borrowings	BS	
19	Provision for Taxation	BS	
20	Operating Fixed Assets	BS	
23	Long Term Assets	BS	
24	Stores Spare Parts and Loose Tools	BS	
25	Stock - In -Trade	BS	
	Total: 29		

The note type 'PL' is 'Profit & Loss' and 'BS' is 'Balance Sheet'.


GL COST CENTER


This screen is not being used.


GL Cost Center


Cost Center Title	<input style="width: 90%;" type="text" value="LAHORE HO"/>
Cost Center Type	<input style="width: 90%;" type="text" value="BRANCH"/>


	Cost Center Title	Cost Center Type	
▶	LAHORE HO	BRANCH	
	KARACHI BRANCH	BRANCH	
	Total: 2		



First



Back



Ahead



Last



New



Save


Update


Delete


Cancel


Print


Exit

SYSTEM CONFIGURATIONS




This screen is used to perform the general settings for the GL.

System Configurations

- Company Info
- Configuration

Company Name	<input type="text" value="LumenSoft Technologies (Pvt.) Ltd."/>
Company URL	<input type="text" value="http://www.lumensoft"/>
Phone	<input type="text" value="(042)- 111-290-"/>
Fax	<input type="text" value="(042) 5833556"/>
Address	<input type="text" value="156 Aurangzeb Block New Garden Town Lahore"/>

On the 'Company Info' tab you can define the Company Name, Address etc, which in turn will be displayed on the reports.

Company Info	Configuration
Profit & Loss Account <input type="text" value="10-001-002-00001"/>  <input type="text" value="Un-appropriated profit_loss a/c"/>	
Tax	
Tax Payable <input type="text" value="31-003-001-00001"/>  <input type="text" value="Tax deduction at source u/s153"/>	
Tax Receivable <input type="text" value="31-003-001-00001"/>  <input type="text" value="Tax deduction at source u/s153"/>	
<input checked="" type="checkbox"/> Integration of Purchase and Sales in GL <input checked="" type="checkbox"/> Other Voucher	

On the 'Configuration' tab you may also map a certain account to be the 'Profit & Loss Account'.

Similarly you may also map specific accounts to be the 'Tax Payable' and 'Tax Receivable' account. These mapped accounts will be used while you enter the tax payable and tax% fields on the Vendor Payments and Customer Receipts forms.

You will mark the 'Integration of Purchase and Sales in GL' box as 'Checked' if you want to use the 'Payment Voucher' and 'Receipt Voucher' screens. If you uncheck this box you will not be able to access these two screens.

If you make the 'Other Voucher' box 'Checked', you will be allowed to post any voucher as 'Other' voucher. The voucher(s) are set as 'Others' in order to hide them from audit. All major reports are configured such that they can be generated in three different ways:

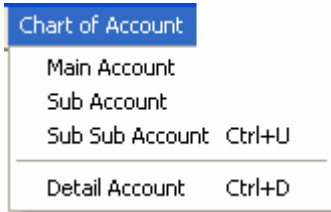
- For all the vouchers



- For 'Other' voucher only
- For vouchers that are not marked as 'Other'

LS-GL CHART OF ACCOUNT

This menu is used to define the 'Chart of Account' of the business.



The hierarchy contains up to following 4 levels:

- Main Account
- Sub Account
- Sub Sub Account
- Detail Account

MAIN ACCOUNT

This screen is used to define the top level account of the 'Chart of Account' hierarchy. This account is called as the 'Main Account'. Each 'Main Account' can have multiple 'Sub Account'.

Main Account

A/C Main Code

A/C Main Title

Type

A/C Main Code	A/C Main Title	Type
▶ 10	Share Capital	Capital
12	Long Term Loans & Reserves	Liabilities
20	Current Liabilities	Liabilities
30	Fixed Assets	Assets
31	Current Assets	Assets
32	Long Term Assets	Assets
50	Revenue	Income
60	Cost of Goods Sold	Expense
61	Operating Expenses	Expense
62	Taxation	Expense
Total: 10		

The main account 'Type' can be any of following:

- *Assets*
- *Capital*
- *Expense*
- *Income*
- *Liabilities*



These accounts are called as the basic accounts.

The 'A/C Main Code' can not be duplicated. It consists of 2 digits. If you enters single digit, it automatically gets preceded with a '0'.

SUB ACCOUNT

This screen is used to define the 'Sub Account', which is the second level in the hierarchy of 'Chart of Account'.

A/C Main Code

A/C Sub Code

A/C Sub Title

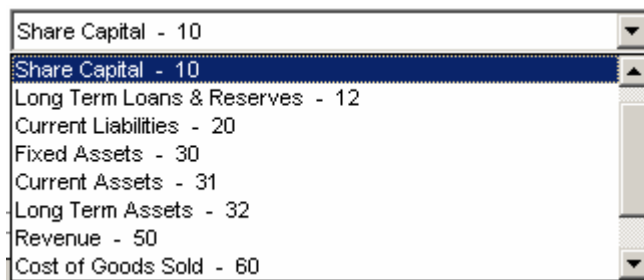
A/C Main code	A/C Sub Code	A/C Sub Title
Total: 0		

The 'Main Account' that you have already defined are populated in the 'A/C Main Code' combo box.

The 'A/C Sub Code'

can not be duplicated. It consists of 3 digits. If you enter single digit, it automatically gets preceded with 2 '0's.

Each 'Sub Account' can have multiple 'Sub Sub Account'.



SUB SUB ACCOUNT

This screen is used to define the 'Sub Sub Account', which is the third level in the hierarchy of 'Chart of Account'.

Sub Sub Account

A/C Sub Code

A/C Sub Sub Code

A/C Sub Sub Title

A/C Type

Dr BS Note

Cr BS Note

PL Note

A/C Sub Code	A/C Sub Sub Code	A/C Sub Sub Title	A/C Type	Dr BS Note	Cr BS Note	PL Note

You can select any value from the 'A/C Type', 'Dr. BS Note', 'Cr. BS Note', and 'PL Note'. The 'A/C Sub Code' is mandatory for defining a new 'Sub Sub Account'.

The 'A/C Sub Sub Code' can not be duplicated. It consists of 3 digits. If you enter single digit, it automatically gets preceded with 2 '0's.

The 'A/C Sub Sub Code' consists of '8' digits. It can be divided in three parts, '**MAIN A/C CODE – SUB A/C CODE – SUB SUB A/C CODE**'. In the above screenshot, '12' is the 'Main A/C Account', '005' is the 'Sub A/C Code', and '006' is the given 'Sub Sub A/C Code'.

DETAIL ACCOUNT

This screen is used to define the 'Detail Account', which is the fourth and the last level in the hierarchy of 'Chart of Account'.

Detail Account

A/C Sub Sub Code --- Select any value ---

A/C Detail Code

A/C Detail Title Activate/Deactive Account

A/C Sub Sub Code	A/C Detail Code	A/C Detail Title	Status

You can define a detailed account by selecting the 'A/C Sub Sub Code'. Then user provides a '5' digit 'A/C Detail Code'. If you less than 5 digits, it automatically gets preceded with '0's for the digits that weren't entered. E.g. if user enters 3 digit code '123' it automatically becomes '00123'. If user enters '2543' it becomes '02543'.

LS-GL TRANSACTIONS

All the transactions can be performed through the screens present in this menu.

Transactions

Vouchers	Ctrl+E
Voucher Posting / Searching	
Payment Voucher	
Receipt Voucher	
Temporary Voucher	
Temp Voucher Posting / Searching	
Bank Reconciliation	
Cash Bank Closing	



VOUCHERS

Dealing with vouchers is the core of any accounting system. LS-GL has a very customizable vouchers module.

Vouchers

2007-SV-L2-Jul-000001

Posted

Post this Voucher

Search Voucher

Other Voucher

Record 1 of 440

Voucher No. Detail
 F.Year: 2007-2008 V.Type: SV Company: [L2] LumenSoft Pvt V.Date: 01-Jul-2007 V. No.: 000001

Cheque Dateash Info
 Cash / Bank A/C: ?
 Voucher Narration:
 Cheque No.: Cheque Date: Amount: Due Date: 25-Jul-2007

Voucher Detail

A/C Code	Title	Description	Cost Center	Debit	Credit	Delete
▶ 31-001-001-00060	NASH OFC	Lighwave enterprise		105,000		
50-001-001-00005	Light Wave	Lighwave enterprise			105,000	
*						
Total: 2				105,000	105,000	

You can generate vouchers of following types:

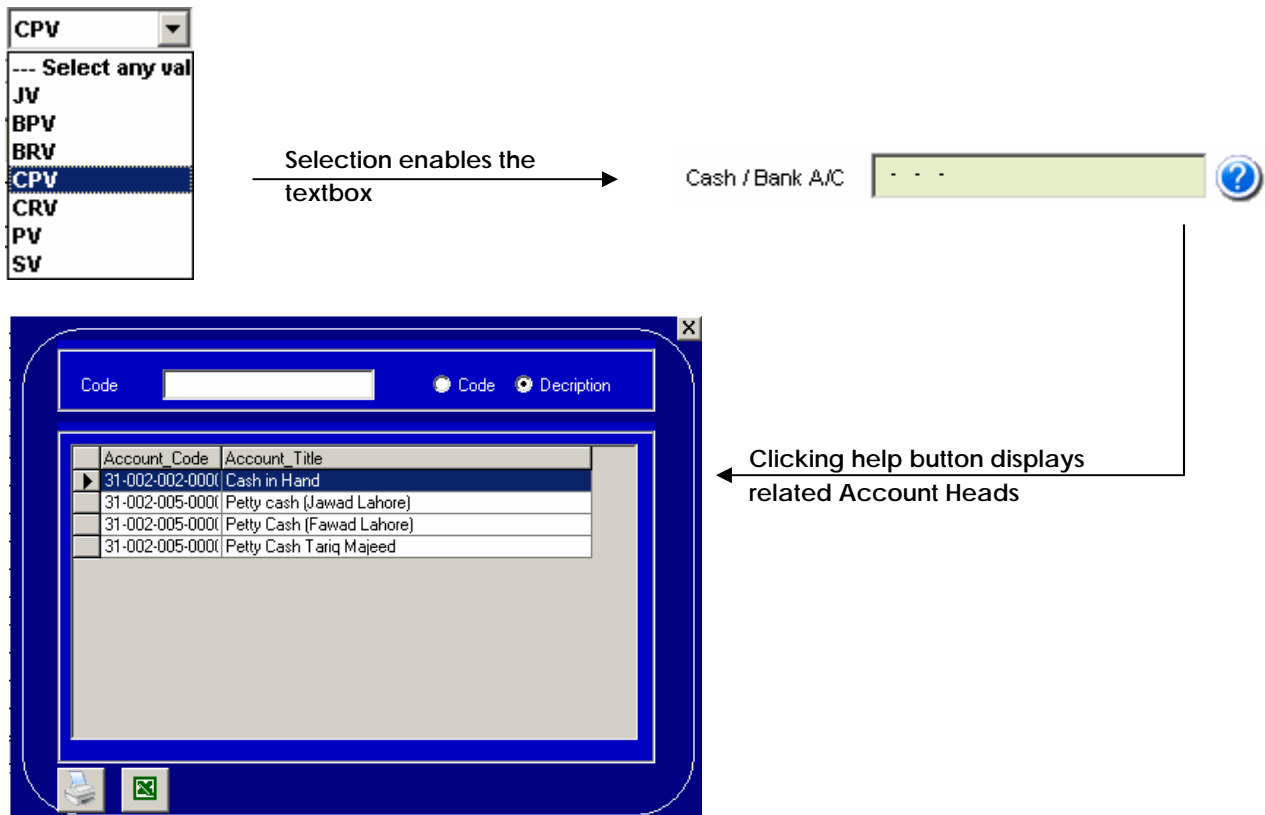
- JV (Journal Voucher)
- BPV (Bank Payment Voucher)
- BRV (Bank Receipt Voucher)
- CPV (Cash Payment Voucher)
- CRV (Cash Receipt Voucher)
- PV (Payment Voucher) **ENABLE ONLY IF LS-GL is configured for Purchase and Sales integration**

- SV (Sales Voucher) **ENABLE ONLY IF LS-GL is configured for Purchase and Sales integration**

DEFINITION

To define a new voucher you must first select a voucher type from the **V. TYPE** combo box. If you want to enter a **Bank Voucher** then you must select **BPV** or **BRV** as voucher type. In the same way if you want to create a **Cash Voucher**, you must select either **CPV** or **CRV** as voucher type. Doing so will enable the '**CASH**' / '**BANK A/C**' textbox, and hence you will be able to enter the cash voucher or bank voucher.

There is LS-GL Standard context help button following the text box. While you have selected the **CPV** as the voucher type and then click this help button, a new window will pop up displaying all the Accounts related to **CPV** which are already defined in **THE CHART OF ACCOUNT**.



The diagram illustrates the workflow for defining a voucher. It starts with a dropdown menu for 'V. TYPE' where 'CPV' is selected. An arrow labeled 'Selection enables the textbox' points to a 'Cash / Bank A/C' text box. A help button (question mark icon) is located to the right of the text box. An arrow labeled 'Clicking help button displays related Account Heads' points to a window titled 'THE CHART OF ACCOUNT' which displays a table of account heads.

Account Code	Account Title
31-002-002-000	Cash in Hand
31-002-005-000	Petty cash (Jawad Lahore)
31-002-005-000	Petty Cash (Fawad Lahore)
31-002-005-000	Petty Cash Tariq Majeed

Once selection of the appropriate account head has been done, you can now enter the voucher values in the **VOUCHER DETAILS** grid.

POSTING/SEARCHING OF VOUCHERS

This screen serves following purposes:

- *Posting: once the voucher has been created, it must be 'Posted' in order to see its effect in the ledger*
- *Searching: voucher(s) can be searched by providing various criteria*
- *Filtering: voucher list in the grid can be filtered according to its status*

Posting Of Vouchers

F-Year/Location: Voucher Type:

Source: Month:

Search Voucher No Wise
 Search Date Wise
 Search All

Voucher No From:
 To:

Start Date:
 End Date:

All
 Posted
 Un Posted
 Unbalance
 Other

A	I	Post	Voucher No	Date	F Year	Location	Debit	Credit
<input checked="" type="checkbox"/>		▶	2007-JV-L2-Jul-000173	01 Jul 2007	2007-2008	LumenSoft Pvt Ltd	54000	54000
<input checked="" type="checkbox"/>			2007-JV-L2-Jul-000174	01 Jul 2007	2007-2008	LumenSoft Pvt Ltd	2300	2300
<input checked="" type="checkbox"/>			2007-JV-L2-Jul-000192	01 Jul 2007	2007-2008	LumenSoft Pvt Ltd	23000	23000
<input checked="" type="checkbox"/>			2007-JV-L2-Jul-000193	01 Jul 2007	2007-2008	LumenSoft Pvt Ltd	16400	16400
<input checked="" type="checkbox"/>			2007-JV-L2-Jul-000195	01 Jul 2007	2007-2008	LumenSoft Pvt Ltd	14000	14000
<input checked="" type="checkbox"/>			2007-SV-L2-Jul-000001	01 Jul 2007	2007-2008	LumenSoft Pvt Ltd	105000	105000
<input checked="" type="checkbox"/>			2007-SV-L2-Jul-000005	01 Jul 2007	2007-2008	LumenSoft Pvt Ltd	15000	15000
<input checked="" type="checkbox"/>			2007-BP-L2-Jul-000076	02 Jul 2007	2007-2008	LumenSoft Pvt Ltd	2375	2375
<input checked="" type="checkbox"/>			2007-BR-L2-Jul-000043	02 Jul 2007	2007-2008	LumenSoft Pvt Ltd	12000	12000
<input checked="" type="checkbox"/>			2007-JV-L2-Jul-000177	02 Jul 2007	2007-2008	LumenSoft Pvt Ltd	12000	12000
			Total	439			15641225.86	15641225.86

The vouchers can also be filtered on the basis of its status. The status can be any of following:

- *Posted (vouchers that have been posted)*
- *Un Posted (vouchers that still have to be posted)*
- *Unbalanced (the vouchers that have unbalanced amounts)*



- *Other (the vouchers that have been marked as 'Other' on the definition form)*

CHANGING THE VOUCHER STATUS

The voucher can have any of four statuses. You can change voucher status either to 'Posted' or 'Un Posted'. DELETED LINE

CHANGING STATUS FROM POSTED TO UN POSTED

Click the checkbox in the 'Post' column of the voucher whose status you want to change. Make sure the checkbox gets unchecked in order to change the voucher status from 'Posted' to 'Un Posted'. Now press 'Save' button. You see a confirmation message box. As soon as you confirm your action to change status from 'Posted' to 'Un Posted', the voucher will vanish from the 'Posted' vouchers list and is actually moved to the 'Un Posted' vouchers list.

CHANGING STATUS FROM UN POSTED TO POSTED

Click the checkbox in the 'Post' column of the voucher whose status you want to change. Make sure the checkbox gets checked in order to change the voucher status from 'Un Posted' to 'Posted'. Now press 'Save' button. You see a confirmation message box. As soon as you confirm your action to change status from 'Un Posted' to 'Posted', the voucher will vanish from the 'Un Posted' vouchers list and is actually moved to the 'Posted' vouchers list.

LOADING THE SELECTED VOUCHER

If you select a certain row in the grid and click the Load Selected Voucher button just above the grid, the Temporary Voucher entry screen will open and the details of the selected voucher will be displayed. Same function can be performed if you simply double click any grid row on the Temporary Voucher Posting screen.

SEARCHING/FILTERING

You can search or filter a group of vouchers by entering the criteria.

SEARCH VOUCHER - NUMBER WISE

You can search a certain voucher or a group of voucher by entering the specific voucher number or (6 digit number at the end of voucher code, e.g. 000003) voucher number range, respectively.

Search Voucher No Wise

Voucher No From

To

You will enter the same voucher number in 'From' and 'To' boxes if you need to search a single voucher.

After entering the voucher you will have to select one of the statuses in order to load the voucher in the grid.

SEARCH VOUCHER - DATE WISE

You can search a certain voucher or a group of vouchers by entering a date range. This means that you can filter the vouchers that belong to any particular day, week, or month. You just need to enter the 'Start Date' and 'End Date'. If you select the 'Search All' option this will remove the date filter and display all the vouchers without any date restriction.

Search Date Wise Search All

Start Date

End Date

OTHER FILTERING CRITERIA

You can also filter the voucher list by selecting the 'Voucher Type', 'Source', and/or 'Month'.

F-Year/Location

Source

Voucher Type

Month

The source can be any of following:



- *Accounts: vouchers which are being defined on the main voucher entry screen*
- *GL Payment: vouchers which are being defined on the Payment Voucher screen*
- *GL Receipts: vouchers which are being defined on the Receipt Voucher screen*

Selecting a certain source will load the vouchers from that category. e.g. 'GL Payments' selection as source will load only those vouchers in the grid which were defined on the Payment Voucher screen.

Source	<input type="text" value="---Select any value---"/>
	<ul style="list-style-type: none">---Select any value---AccountsGLPaymentsGLReceipts

PAYMENT VOUCHER

PURPOSE

This screen is used to enter the vendor payments.

EFFECT ON ACCOUNTS

When you save a transaction on this screen, one or more vouchers get generated, based on the nature of the saved transaction.

Vendor Payments Other Voucher **Un-Posted**

Criteria		Transactions																																											
Vendor Name	<input type="text" value="--- Select any value ---"/>	Company	<input type="text" value="[L2] LumenSoft Pvt Ltd"/>																																										
Payment Date	<input type="text" value="10/Jan/2008"/>	Vendor ledger	<input type="text"/>																																										
Comments	<input type="text"/>	<input type="checkbox"/> Include Other Voucher																																											
Voucher Between Date																																													
From	<input type="text" value="10/Dec/2007"/>	To	<input type="text" value="10/Jan/2008"/>																																										
<input checked="" type="checkbox"/> All Dates	Payment Amount	<input type="text"/>	Ageing Adjustment <input type="text"/>																																										
Payment Mode																																													
<input checked="" type="radio"/> Cash	<input type="radio"/> Bank	Select Account	<input type="text" value="--- Select any value ---"/>																																										
Tax %	<input type="text"/>	Tax Amount	<input type="text"/>																																										
Check No.	<input type="text"/>	Check Date	<input type="text" value="10/Jan/2008"/>																																										
Naration	<input type="text"/>																																												
<input type="checkbox"/> Show 0 balances	<input type="checkbox"/> Show Not Due Voucher	<input type="button" value="Load"/>	<input type="button" value="Pay Quick"/>																																										
<table border="1"><thead><tr><th>Voucher No</th><th>Date</th><th>Due on Date</th><th>Total Amount</th><th>Paid</th><th>Payable</th><th>Now Pay</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td colspan="7">Total: 0</td></tr></tbody></table>				Voucher No	Date	Due on Date	Total Amount	Paid	Payable	Now Pay																													Total: 0						
Voucher No	Date	Due on Date	Total Amount	Paid	Payable	Now Pay																																							
Total: 0																																													

SECTIONS

This screen has two tabs, Criteria and Transactions.

Criteria tab has following four portions:

- Vendor Info
- Voucher list Filtration and Payment entry
- Payment Mode selection
- Voucher Detail

Transactions tab is used to view the already saved transactions. You can also use this tab to search a specific or a group of transactions.

VENDOR PAYMENT ENTRY - CRITERIA TAB

As this screen is used to enter the payment to vendor, you need to enter the information of the particular vendor to which the payment is being made. The portion that is used to enter the vendor information can be seen in the following picture.


Vendor Name	<input type="text" value="--- Select any value ---"/>		Company	<input type="text" value="[L2] LumenSoft Pvt Ltd"/>
Payment Date	<input type="text" value="18/Jan/2008"/>		Vendor ledger	<input type="text"/>
Comments	<input type="text"/>		<input type="checkbox"/>	Include Other Voucher

The **Vendor Name** combo box is loaded with all the vendor accounts. An account can be treated as **VENDOR ACCOUNT**, by entering its **A/C Type** as **VENDOR** on the **Sub Sub Account** screen.

Sub Sub Account

A/C Sub Code	<input type="text" value="Accounts payable - 20-001"/>
A/C Sub Sub Code	<input type="text" value="20"/> <input type="text" value="001"/> <input type="text" value="001"/>
A/C Sub Sub Title	<input type="text" value="Accounts payable"/>
A/C Type	<input type="text" value="Vendor"/>
Dr BS Note	<input type="text" value="--- Select any value ---"/>
Cr BS Note	General
PL Note	Cash
	Bank
	Customer
	Vendor

The vendor itself is defined on the Detailed Account screen under the already assigned A/C Sub Sub Code.

You can either select the desired vendor account by clicking on the combo box and making selection from the drop down list. Or you can click the adjacent  button to bring the pop-up help window and then by either double clicking the desired vendor account or pressing Enter key from the keyboard.

Once you have selected a certain vendor account that vendor's current ledger balance will be loaded in the Vendor Ledger text box. This vendor ledger amount will be loaded from the Ledger records. The Include Other Voucher checkbox right beneath the Vendor Ledger text box is used if you want to include those vouchers in the ledger balance calculation which you have marked as 'Other' on the voucher entry screen.

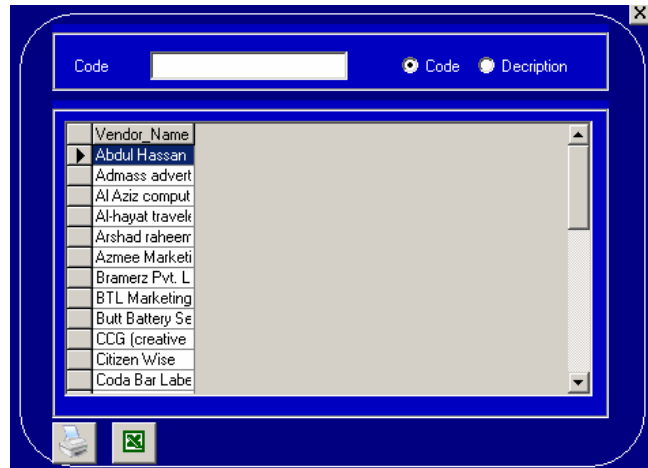


Figure 4: Vendor Name Help Popup Window

The Payment Date is the date on which you want the payment to be made to the selected vendor. It might not be the date on which you are entering this payment voucher; rather it can be some date in future. This is true in the case of post dated cheques.

The next step is to provide a date range for vouchers so that only those vouchers are loaded in the bottom grid whose due date has been reached. If you mark the All Dates checkbox as Checked, all the vouchers of the selected vendor will be loaded irrespective of their due date.

Voucher Between Date

From To All Dates

The next step is to enter the payment amount that is to be paid to the selected vendor. You enter this amount in the Payment Amount text box.

Payment Amount Ageing Adjustment

Any ageing adjustments are entered in the Ageing Adjustment text box. You do not come across such need if you always enter the payment transactions from payment screen. In case you enter certain payment transactions from simple voucher screen, you will have to enter the ageing adjustment amount on this screen in order to settle the difference between GL Balance and Ageing Balance in the ageing report.

Any adjustments are entered in the Ageing Adjustment text box. There can be following two cases regarding ageing adjustments.

Ageing Adjustment – Case 1 (Vendor Ledger < Payable)

Scenario A

Let's assume actual vendor ledger amount is Rs.5000/- and when you press Load button right above the grid, it loads Rs.5000/- in the Payable column. You simply enter the payment without entering any ageing adjustment.

Scenario B

Let's assume actual vendor ledger amount is Rs.3000/- and when you press Load button right above the grid, it loads Rs.5000/- in the Payable column.

You see that the actual payable amount is Rs.3000/- but the Payable column in the grid shows that you need to pay Rs.5000/-. This scenario is generated when you have already entered a sum of Rs.2000/- from the ordinary voucher screen as the 'CPV' / 'BPV'. Which has affected the Vendor Ledger amount but its effect is not being shown on this screen. In this scenario you can readily adjust the accounts by entering an adjustment amount of Rs.2000/- in the Ageing Adjustment textbox.

Ageing Adjustment – Case 2 (Vendor Ledger > Payable)

Scenario

First of all let's see how this scenario is created.

2 Paragraphs DELETED

You are on voucher entry screen. You entered Rs.8000/- as PV for XYZ Vendor. You open the Vendor Payment screen. Now load the XYZ vendor in the Vendor Name combo box. This will display the Rs.8000/- in the Vendor Ledger textbox. Now if you click the Load button, the voucher that you entered on the ordinary voucher screen will be loaded in the bottom grid, displaying the Rs.8000/- in the Payable column.

Now to generate the scenario where Vendor Ledger amount is greater than Payable amount in the grid you need to go back to the ordinary vouchers screen.

Now on the vouchers screen you enter another JV voucher for the same XYZ vendor for an amount of Rs.5000/-. Now you guess what will be displayed in the Vendor Ledger textbox on the Vendor Payment screen. Yes it will be Rs.13000/-. But the interesting thing is that if you click the Load button it will display Rs.8000/- in the Payable column total on the grid bottom.

This happened because you entered the V.Type of the payment voucher to JV while you should have entered it as PV on the ordinary voucher screen. Now to settle this difference on the Vendor Payment screen you need to go back to the ordinary voucher screen.

Here you can settle this difference in two ways.

- A. You simply enter a BPV/CPV voucher of the amount Rs.5000/- for the XYZ vendor.
- B. You delete the already entered JV and enter a new PV of amount Rs.5000/- for the XYZ vendor. After entering this PV of Rs.5000/- you open the Vendor Payment screen again and load the XYZ vendor in the Vendor Name combo box. Now you see the Vendor Ledger amount of Rs.8000/- in the respective textbox. Now you can make the payment from the Vendor payment screen in the conventional way, as Vendor Ledger amount is not greater than the Payable amount.

By performing any of the above mentioned two ways you can satisfy the difference between the Vendor Ledger and the Payable amount in the bottom grid.

Once you have entered the payment amount, now you have to select the payment mode. Payment Mode can either be Cash or Bank.

Payment Mode					
<input checked="" type="radio"/> Cash	<input type="radio"/> Bank	Select Account	--- Select any value ---	Tax %	<input type="text"/>
Check No.	<input type="text"/>	Check Date	18/Jan/2008	Naration	<input type="text"/>

If you select Cash, the Select Account will load all the accounts whose Account Type is marked as Cash on the Sub Sub A/C screen. If you select Bank, the Select Account will load all the accounts whose Account Type is marked as Bank on the Sub Sub A/C screen. Selecting Bank as payment mode will also enable the Cheque No. and Check Date controls.

The vendor payment might include tax. You can enter the Tax% and/or Tax Amount in the respective textboxes on this section of the screen. If you enter the Tax% of the Payment Amount it will automatically calculate and display the tax amount in the Tax Amount textbox. Similarly if you enter the Tax Amount for the Payment Amount it will automatically calculate and display the tax% in the Tax% textbox.

Important thing to keep in mind while you enter the tax is that, you only need to enter the tax parameters if you have to deduct the tax amount on the amount mentioned on the vendor invoice. In this scenario you enter the payment amount mentioned on the vendor invoice. The amount that you will pay by CPV/BPV will be (Payment Amount minus Tax Amount). Let's assume you are paying an amount of Rs.1000/- against a certain vendor invoice. And you have to deduct 6% tax on this amount. In this scenario you will enter Rs.1000/- in the Payment Amount



textbox and 6 in the Tax% textbox. And you will make a cheque of Rs.940/-. This amount is also displayed in the Cheque Amount textbox.

In case of Bank payment, you will select the bank from the Select Account combo box and enter the Cheque No. and Cheque Date. The cheque date is the date for which the cheque is being made.

The Narration is also very notable and important entry. The text that you write in Narration text area is displayed in the reports as description of the voucher.

The important thing to understand at this stage is that each vendor payment transaction generates two or more vouchers behind the scene.

One Vendor Payment's effect can be seen in the ledger report in three different ways.

- *while generating the ledger for vendor*
- *while generating the ledger for cash/bank transaction*
- *while generating the ledger for tax*

The point to be noted is that the Narration that you enter on the Vendor Payment screen will be displayed each type you view its ledger entry and it will be same for each of the three different ways mentioned above. So you must write a brief description in the Narration which covers all the parameters of the Vendor Payment which is being entered. For example, a narration can be as following, 'This cash/credit payment was made to XYZ Co. Ltd. For ABC transaction'

After entering the vendor information, payment amount, payment mode, and tax information, now you are ready to click the Load button. Doing so loads the vouchers in the grid in the given date range.

Show 0 balances
 Show Not Due Voucher

Voucher No	Date	Due on Date	Total Amount	Paid	Payable	Now Pay
Total: 0						

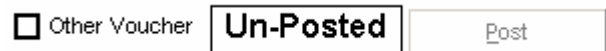
The vouchers are loaded in the grid so you can enter the payments corresponding to each voucher. This operation can be done in following two ways:

- Editing the Now Pay column field in each row


- Clicking Pay Quick button takes the amount entered in the Payment Amount textbox then if it is less than or equal to the total amount Payable for all the vouchers in the grid, it will automatically enter the respective payable amounts in the Now Pay column. In this case you can still edit each Now Pay value in each row. The system will automatically try to fulfill the 'Payable' amount from top to bottom rows. Pay Quick will not work if the given Payment Amount is greater than the total amount payable.

Once you are satisfied with the entered data you can click the Save button to save the transaction.

While you enter the transaction you can see the Un-Posted label on the top of the screen.



You need to click the Post button in order to post the transaction. Posting the transaction is a way to commit it. You will be able to Post the transaction if you have the LS-GL administrator user have given the rights to do so. If you do not have posting rights the Post button will appear disabled.

Once you have posted a transaction the label's appearance will convert as following . The label "Posted" is shown in a green box with black text.

The adjacent Other Voucher checkbox is used to mark the transaction as 'Other', which means that the all the resulting vouchers of the transaction will be marked as 'Other'.

TRANSACTIONS TAB

This tab is used to search for a particular group of vouchers.

The filtering/searching criteria can be one or more of following:

- *Vendor Name*
- *Posted or Un-Posted or All*
- *Payment Mode*
- *Date Range or All Dates*

Criteria		Transactions					
Date Range <input checked="" type="checkbox"/> All Dates From: 18/Dec/2007 To: 18/Jan/2008		Vendor Name: --- Select any value ---		Payment Mode <input type="radio"/> Cash <input type="radio"/> Bank <input checked="" type="radio"/> All			
		<input type="radio"/> Posted <input type="radio"/> UnPosted <input checked="" type="radio"/> All		Search >>>			
Supplier Name	Payment Date	Account Name	Check No	Check Date	Paid Amount	Ag	
▶ Trade Links(pvt) ltd	18/Aug/2007	Picic Commercial 97!	17937558	18/Aug/2007	8500		
	22/Aug/2007	Picic Commercial 97!	17937561	22/Aug/2007	17600		
Panorama Computer:	31/Aug/2007	Picic Commercial 97!	1793759	31/Aug/2007	36600		
	10/Sep/2007	Cash in Hand			1600	0	
Butt Battery Service	12/Sep/2007	Cash in Hand			45700		
Combine system	14/Sep/2007	Picic Commercial 97!	17937575	14/Sep/2007	2250		
Western Computers	14/Sep/2007	Picic Commercial 97!	17937577	14/Sep/2007	47000		
Panorama Computer:	02/Oct/2007	Picic Commercial 97!	17937586	02/Oct/2007	17825		
CCG (creative consu	04/Oct/2007	Picic Commercial 97!	17937587	04/Oct/2007	5700		
Citizen Wise	11/Oct/2007	Picic Commercial 97!	17937590	11/Oct/2007	12000		
Rozee PK	11/Oct/2007	Picic Commercial 97!	17937591	11/Oct/2007	3500		
Al-hayat travelers	17/Oct/2007	Picic Commercial 97!	17937593	17/Oct/2007	27050		
Bramerz Pvt. Ltd.	17/Oct/2007	Picic Commercial 97!	17937594	17/Oct/2007	2348		
Total: 23					386923.00	.00	

Vendor Payments

RECEIPT VOUCHER

PURPOSE

This screen is used to enter the customer receipts.

EFFECT ON ACCOUNTS

When you save a transaction on this screen, one or more vouchers get generated, based on the nature of the saved transaction.

Customer Receipts

Other Voucher **Un-Posted**

Criteria

Customer Name: ?

Receipt Date:

Comments:

Transactions

Company:

Customer Ledger:

Include Other Voucher

Voucher Between Date

From: To: All Dates Receipt Amount: Ageing Adjustment:

Receipt Mode

Cash Bank Select Account: Tax %: Tax Amount:

Check No.: Check Date: Narration:

Show 0 balances Show Not Due Voucher

Voucher No	Date	Due on Date	Total Amount	Received	Receivable	Now Receive
Total: 0						

SECTIONS

This screen has two tabs, Criteria and Transactions.

Criteria tab has following four portions:

- *Customer Info*
- *Voucher list Filtration and Payment entry*
- *Payment Mode selection*
- *Voucher Detail*

Transactions tab is used to view the already saved transactions. You can also use this tab to search a specific or a group of transactions.

CUSTOMER RECEIPT ENTRY - CRITERIA TAB

As this screen is used to enter the receipt from customer, you need to enter the information of the particular customer from which the receipt is being made. The portion that is used to enter the customer information can be seen in the following picture.


Customer Name	<input type="text" value="--- Select any value ---"/>		Company	<input type="text" value="[L2] LumenSoft Pvt Ltd"/>
Receipt Date	<input type="text" value="18/Jan/2008"/>		Customer Ledger	<input type="text"/>
Comments	<input type="text"/>		<input type="checkbox"/>	Include Other Voucher

The **Customer Name** combo box is loaded with all the vendors. An account can be treated as **CUSTOMER ACCOUNT**, by entering its **A/C Type** as **CUSTOMER** on the **Sub Sub Account** screen.

Sub Sub Account

A/C Sub Code	<input type="text" value="Accounts payable - 20-001"/>
A/C Sub Sub Code	<input type="text" value="20"/> <input type="text" value="001"/> <input type="text" value="001"/>
A/C Sub Sub Title	<input type="text" value="Accounts payable"/>
A/C Type	<input type="text" value="Vendor"/>
Dr BS Note	<input type="text" value="--- Select any value ---"/>
Cr BS Note	<input type="text" value="General"/>
PL Note	<input type="text" value="Cash"/>
	<input type="text" value="Bank"/>
	<input type="text" value="Customer"/>
	<input type="text" value="Vendor"/>

The customer itself is defined on the Detailed Account screen under the already assigned A/C Sub Sub Code.

You can either select the desired customer by clicking on the combo box and making selection from the drop down list. Or you can click the adjacent  button to bring the pop help window and then by either double clicking the desired customer or pressing Enter key from the keyboard.

Once you have selected a certain customer account that customer's current ledger balance will be loaded in the Customer Ledger text box. This customer ledger amount will be loaded from the Ledger records. The Include Other Voucher checkbox right beneath the Customer Ledger text box is used if you want to include those vouchers in the ledger balance calculation which you have marked as 'Other' on the voucher entry screen.

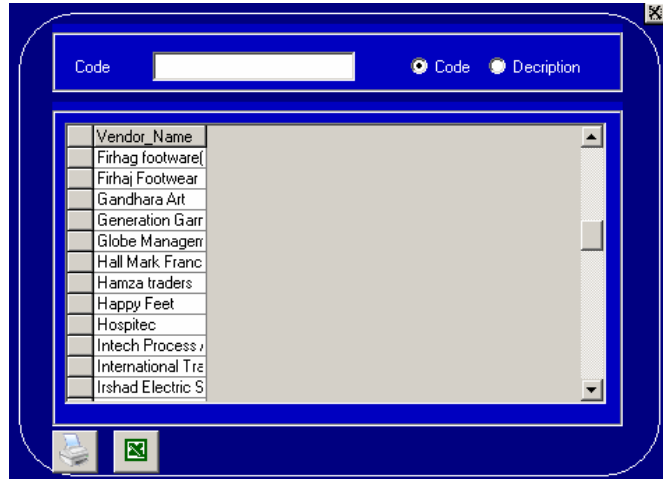


Figure 5: Vendor Name Help Popup Window

The Receipt Date is the date on which you are supposed to get the receipt from the selected customer. It might not be the date on which you are entering this receipt voucher; rather it can be some date in future. This is true in the case of post dated cheques.

The next step is to provide a date range for vouchers so that only those vouchers are loaded in the bottom grid whose due date has been reached. If you mark the All Dates checkbox as Checked, all the vouchers of the selected customer will be loaded irrespective of their due date.

Voucher Between Date

From To All Dates

The next step is to enter the receipt amount that is to be received from the selected customer. You enter this amount in the Receipt Amount text box.

Receipt Amount Ageing Adjustment

Any ageing adjustments are entered in the Ageing Adjustment text box. You do not come across such need if you always enter the receipt transactions from receipt screen. In case you enter certain receipt transactions from simple voucher screen, you will have to enter the ageing adjustment amount on this screen in order to settle the difference between GL Balance and Ageing Balance in the ageing report.

Any adjustments are entered in the Ageing Adjustment text box. There can be following two cases regarding ageing adjustments.

Ageing Adjustment – Case 1 (Customer Ledger < Payable)

Scenario A

Let's assume actual customer ledger amount is Rs.5000/- and when you press Load button right above the grid, it loads Rs.5000/- in the Receivable column. You simply enter the Receipt Amount without entering any ageing adjustment.

Scenario B

Let's assume actual customer ledger amount is Rs.3000/- and when you press Load button right above the grid, it loads Rs.5000/- in the Receivable column.

You see that the actual receivable amount is Rs.3000/- but the Receivable column in the grid shows that you need to pay Rs.5000/-. This scenario is generated when you have already entered a sum of Rs.2000/- from the ordinary voucher screen as the 'CRV' / 'BRV'. Which has affected the Customer Ledger amount but its effect is not being shown on this screen. In this scenario you can readily adjust the accounts by entering an adjustment amount of Rs.2000/- in the Ageing Adjustment textbox.

Ageing Adjustment – Case 2 (Customer Ledger > Receivable)

Scenario

First of all let's see how this scenario is created.

You are on voucher entry screen. You entered Rs.8000/- as SV for XYZ Customer. You open the Customer Receipt screen. Now load the XYZ customer in the Customer Name combo box. This will display the Rs.8000/- in the Customer Ledger textbox. Now if you click the Load button, the voucher that you entered on the other voucher screen will be loaded in the bottom grid, displaying the Rs.8000/- in the Receivable column.

Now to generate the scenario where Customer Ledger amount is greater than Receivable amount in the grid you need to go back to the ordinary vouchers screen.

Now on the vouchers screen you enter another JV voucher for the same XYZ customer for an amount of Rs.5000/-. Now you guess what will be displayed in the Customer Ledger textbox on the Customer Receipt screen. Yes it will be Rs.13000/-. But the interesting thing is that if you click the Load button it will display Rs.8000/- in the Receivable column total on the grid bottom.

This happened because you entered the V.Type of the receipt voucher to JV while you should have entered it as SV on the ordinary voucher screen. Now to settle this difference on the Customer Payment screen you need to go back to the ordinary voucher.

Here you can settle this difference in two ways.

- A. You simply enter a BRV/CRV voucher of the amount Rs.5000/- for the XYZ customer.
- B. You delete the already entered JV and enter a new SV of amount Rs.5000/- for the XYZ customer. After entering this SV of Rs.5000/- you open the Customer Receipt screen again and load the XYZ customer in the Customer Name combo box. Now you see the Customer Ledger amount of Rs.8000/- in the respective textbox. Now you can make the receipt from the Customer Receipt screen in the conventional way, as Customer Ledger amount is not greater than the Receivable amount.

By performing any of the above mentioned two ways you can satisfy the difference between the Customer Ledger and the Receivable amount in the bottom grid.

Once you have entered the receipt amount, now you have to select the receipt mode. Receipt Mode can either be Cash or Bank.

Payment Mode

<input checked="" type="radio"/> Cash	<input type="radio"/> Bank	Select Account	--- Select any value ---	Tax %	<input type="text"/>	Tax Amount	<input type="text"/>
Check No.	<input type="text"/>	Check Date	18/Jan/2008	Naration	<input type="text"/>		

If you select Cash, the Select Account will load all the accounts whose Account Type is marked as Cash on the Sub Sub A/C screen. If you select Bank, the Select Account will load all the accounts whose Account Type is marked as Bank on the Sub Sub A/C screen. Selecting Bank as payment mode will also enable the Cheque No. and Check Date controls.

The customer receipt might include tax. You can enter the Tax% and/or Tax Amount in the respective textboxes on this section of the screen. If you enter the Tax% of the Receipt Amount it will automatically calculate and display the tax amount in the Tax Amount textbox. Similarly if you enter the Tax Amount for the Receipt Amount it will automatically calculate and display the tax% in the Tax% textbox.

Important thing to keep in mind while you enter the tax is that, you only need to enter the tax parameters if the customer has deducted the tax amount on your behalf. In this scenario you enter the receipt amount mentioned on the customer invoice. The amount that you will receive by CRV/BRV will be (Receipt Amount minus Tax Amount). Let's assume you are receiving an amount of Rs.1000/- from your client. And the customer has deducted 6% tax on this amount. In this scenario you will enter Rs.1000/- in the Receipt Amount textbox and 6 in the Tax% textbox.



And you will receive a cheque of Rs.940/-.This amount is also displayed in the Cheque Amount textbox.

In case of Bank payment, you will select the bank from the Select Account combo box and enter the Cheque No. and Cheque Date. The cheque date is the date for which the cheque is being made.

The Narration is also very notable and important entry. The text that you write in Narration text area is displayed in the reports as description of the voucher.

The important thing to understand at this stage is that each customer receipt transaction generates two or more vouchers behind the scene.

One Customer Receipt's effect can be seen in the ledger report in three different ways.

- *while generating the ledger for customer*
- *while generating the ledger for cash/bank transaction*
- *while generating the ledger for tax*

The point to be noted is that the Narration that you enter on the Customer Receipt screen will be displayed each time you view its ledger entry and it will be same for each of the three different ways mentioned above. So you must write a brief description in the Narration which covers all the parameters of the Customer Receipt which is being entered. For example, a narration can be as following, 'This cash/credit payment was received from XYZ Co. Ltd. For ABC transaction'

After entering the customer information, receipt amount, receipt mode, and tax information, now you are ready to click the Load button. Doing so loads the vouchers in the grid in the given date range.

Show 0 balances
 Show Not Due Voucher

	Voucher No	Date	Due on Date	Total Amount	Received	Receivable	Now Receive	
	Total: 0							

The vouchers are loaded in the grid so you can enter the receipts corresponding to each voucher. This operation can be done in following two ways:

- Editing the Now Receive column field in each row

- Clicking Receive Quick button takes the amount entered in the Receipt Amount textbox then if it is less than or equal to the total amount receivable for all the vouchers in the grid, it will automatically enter the respective receivable amounts in the Now Receive column. In this case you can still edit each Now Receive value in each row. The system will automatically try to fulfill the 'Receivable' amount from top to bottom rows. Pay Receivable will not work if the given Receipt Amount is greater than the total amount receivable.

Once you are satisfied with the entered data you can click the Save button to save the transaction.

While you enter the transaction you can see the Un-Posted label on the top of the screen.

Other Voucher

Un-Posted

Post

You need to click the Post button in order to post the transaction. Posting the transaction is a way to commit it. You will be able to Post the transaction if the LS-GL administrator user have given the rights to do so. If you do not have posting rights the Post button will appear disabled.

Once you have posted a transaction the label's appearance will convert as

following **Posted**.

The adjacent Other Voucher checkbox is used to mark the transaction as 'Other', which means that the all the resulting vouchers of the transaction will be marked as 'Other'.

TRANSACTIONS TAB

This tab is used to search for a particular group of vouchers.

The filtering/searching criteria can be one or more of following:

- *Customer Name*
- *Posted or Un-Posted or All*
- *Payment Mode*
- *Date Range or All Dates*

TEMPORARY VOUCHER

This screen is used to handle the petty cash transactions. In normal routine you might be entering such transactions in some spreadsheet application.

Usually you will be finding yourself entering different very frequent vouchers under the same account head (e.g. Stationary). You might need to enter such vouchers many times during a day.

In LS-GL you enter such vouchers on the temporary vouchers screen.

Temporary Vouchers

2007-CP-L2-Jul-00050

Posted

Post this Voucher

Search Voucher

Other Voucher

Record 2 of 18

Voucher No. Detail

F.Year 2007-2008

v.Type CPV

Company [L2] LumenSoft Pvt

v.Date 12-Jul-2007

v. No. 000050

Bank / Cash Info

Cash / Bank A/C 31-002-005-00003 Petty cash (Jawad Lahore)

Voucher Narration Mr. Jawad petty cash bill from 09-07-2007 to 12/07/2007

Cheque No. Jawad petty cash Cheque Date 12-Jul-2007 Amount 4,325 **Cr.**

Voucher Detail

A/C Code	Title	Description	Cost Center	Debit	Credit	Dele
▶ 31-002-005-00003	Petty cash (Jawad Lahore)	Mr. Jawad pe			4,325	
61-001-021-00001	Office Expense	Window CD W		60		
60-001-005-00001	Trav Exp on Projects	adeel..rant.k		140		
61-001-024-00001	Repair and maintenance expense	Printer Cartrid		3,900		
60-001-005-00001	Trav Exp on Projects	reimbursemen		75		
60-001-005-00001	Trav Exp on Projects	lunch reimburs		75		
60-001-005-00001	Trav Exp on Projects	lunch reimburs		75		
*						
Total: 7				4,325	4,325	

The difference between 'Temporary Voucher' and ordinary 'Voucher' is that you can enter multiple rows for same account. You can see the account entries for 'Trav Exp on Projects' in the above picture. Once you have done all the entries and you 'Post' the temporary voucher this voucher will automatically be transferred to the regular voucher section in a consolidated form.

If the Temporary voucher is posted, it goes in the ordinary voucher screen and its status will be displayed as the 'Unposted' on that screen. If you delete that particular voucher on the ordinary voucher screen, it comes back to the temporary voucher screen.

TEMPORARY VOUCHER POSTING/SEARCHING

The working of this screen is same as that of regular voucher posting/searching screen. Please refer to that portion for further details.

Temporary Voucher Posting

Financial Year

Location

Voucher Type

Month

Voucher No From

To

Start Date

End Date

All

Posted

Un Posted

Unbalance

Other

	A	I	Post	Voucher No	Date	F Year	Location	Debit	Credit
<input checked="" type="checkbox"/>			▶	2007-CP-L2-Aug-000001	02 Aug 2007	2007-2008	LumenSoft Pvt Ltd	11891	11891
<input checked="" type="checkbox"/>				2007-CP-L2-Aug-000002	20 Aug 2007	2007-2008	LumenSoft Pvt Ltd	10956	10956
<input checked="" type="checkbox"/>				2007-CP-L2-Aug-000003	21 Aug 2007	2007-2008	LumenSoft Pvt Ltd	4822	4822
<input checked="" type="checkbox"/>				2007-CP-L2-Jul-000049	09 Jul 2007	2007-2008	LumenSoft Pvt Ltd	2950	2950
<input checked="" type="checkbox"/>				2007-CP-L2-Jul-000050	12 Jul 2007	2007-2008	LumenSoft Pvt Ltd	4325	4325
<input checked="" type="checkbox"/>				2007-CP-L2-Jul-000051	20 Jul 2007	2007-2008	LumenSoft Pvt Ltd	6353	6353
<input checked="" type="checkbox"/>				2007-CP-L2-Jul-000052	30 Jul 2007	2007-2008	LumenSoft Pvt Ltd	2157	2157
<input checked="" type="checkbox"/>				2007-CP-L2-Nov-000001	05 Nov 2007	2007-2008	LumenSoft Pvt Ltd	5823	5823
<input checked="" type="checkbox"/>				2007-CP-L2-Nov-000002	16 Nov 2007	2007-2008	LumenSoft Pvt Ltd	8781	8781
<input checked="" type="checkbox"/>				2007-CP-L2-Oct-000001	04 Oct 2007	2007-2008	LumenSoft Pvt Ltd	9745	9745
				Total	18			114509	114509

If you select a certain row in the grid and click the Load Selected Voucher button just above the grid, the Temporary Voucher entry screen will open and the details of the selected voucher will be displayed. Same function can be performed if you simply double click any grid row on the Temporary Voucher Posting screen.

BANK RECONCILIATION

This screen can be used for following purposes:

- enter the bank transactions in terms of their statuses
- change the statuses of bank transactions
- Search/filter already entered vouchers on basis of cheque status
- check the bank balance on a particular date

The status is basically the cheque's status which can be one of following:

- *Un Presented: The cheque that has been given to the vendor but not yet been presented at bank*
- *Un Credited: The cheque that has been given to you by the vendor but it is not reflected in you bank account as yet*
- *Presented: The cheque that has been given to the vendor and has been presented at bank and the respective amount has been deducted from your account*
- *Credited: The cheque that has been given to you by the customer and has been added to your account*

Bank Reconciliation

Bank Accounts

Picic Commercial 97586-10 (pvt ltd)

Activity
UnPresented / UnCredited View

Voucher Dates

From Date

To Date

Select All

Filter Criteria

All

Selected

Un Presented

Un Credited

Presented

Credited

*Display

Check Paid Date

Date

	Voucher No.	Voucher Date	Voucher Type	Cheque No.	Cheque Date	Dr. Amount	Cr. Amount	Paid Date
<input type="checkbox"/>	000001	01/Jan/2008	BPV	16395442		0	44000	
<input checked="" type="checkbox"/>	000015	27/Nov/2007	BPV			0	20	
<input type="checkbox"/>	000015	29/Sep/2007	BPV			0	325	
Total:3						0	44345	

B Bank Reconciliation
F F

ENTERING THE BANK TRANSACTIONS

First you need to load the group of vouchers that you want to edit. Let's say you want to edit a certain 'Un Presented Voucher' and want to change its status to 'Presented'. First you need to click the 'Selected' option from the 'Filter Criteria' group box. This will enable the adjacent checkboxes. Now you can select the 'Un Presented' from the selections and click the 'Display' button. Now you can see all the 'Un Presented' vouchers loaded in the grid below. All these vouchers are from within the date range that you provided in the 'Voucher Dates' group box.

Filter Criteria

All

Selected

Un Presented

Un Credited

Presented

Credited

*Display

Now you can simple click in the left most column checkbox in order to change the status of the voucher. If you make the box checked, the status of the corresponding voucher will become 'Presented', and vice versa.

Same process goes for 'Credited' and 'Un Credited' (i.e. checked box is equal to 'Credited' and unchecked box is equal to 'Un Credited').

The important point here is that when you change the status of a certain voucher from 'Un Presented' to 'Presented' you need to make sure about its corresponding transaction date mentioned on the bank statement. You must enter that date on this screen in the 'Cheque Paid Date' textbox.

Bank Reconciliation

Bank Accounts

Picic Commercial 97586-10 (pvt ltd)

Activity
UnPresented / UnCredited View

Filter Criteria

From Date

To Date

All
 UnPresented
 UnCredited

Ledger Balance

Bank Balance

Un Presented

Un Credited

	Voucher No.	Voucher Date	Voucher Type	Cheque No.	Cheque Date	Dr. Amount	Cr. Amount	Paid Date
<input type="checkbox"/>	000001	01/Dec/2007	BPV	16395441		0	44000	
<input type="checkbox"/>	000009	26/Nov/2007	JV			0	35000	
Total:2						0	79000	

B Bank Reconciliation View
F F

CHANGE THE STATUSES OF BANK TRANSACTIONS

You simply have to load the desired voucher(s) in the grid and then uncheck the checkbox on the first column of the corresponding row. Un checking the checkbox will change the status of the 'JV', 'BPV' voucher to Un Presented and change the 'BRV' voucher status to Un Credited.

SEARCH/FILTER ALREADY ENTERED VOUCHERS

The second tab of this screen is 'UnPresented / UnCredited View'. This like any other second tab on any screen of LS-GL, is used for the view/filtering of the previous transactions. Here you can filter the 'UnPresented' and 'UnCredited' vouchers, or you can chose to display 'All' the voucher irrespective of their cheque status. You can also enter a date range to filter the vouchers.

COLOR SCHEME

The special color scheme used in the grid rows is pretty handy for getting the current bank status of certain voucher(s). The rows highlighted in pink color correspond to those vouchers which were not Presented/Credited at the date for which we loaded the records in the grid, but which are 'Presented' and/or 'Credited' at a latter date.

	Voucher No.	Voucher Date	Voucher Type	Cheque No.	Cheque Date	Dr. Amount	Cr. Amount	Paid Date
<input checked="" type="checkbox"/>	000001	1/1/2008	BRV	8322804		45000	0	1/2/2008
<input type="checkbox"/>	000006	1/1/2008	BPV	73019829		0	4000	
<input type="checkbox"/>	000005	1/1/2008	BPV			0	53408	12/31/2007
<input checked="" type="checkbox"/>	000004	1/1/2008	BPV			0	534647	12/31/2007
<input checked="" type="checkbox"/>	000003	1/1/2008	BPV			0	60450	1/2/2008
<input checked="" type="checkbox"/>	000002	1/1/2008	BPV	73019827		0	3300	1/4/2008
<input checked="" type="checkbox"/>	000001	1/1/2008	BPV	16395442		0	44000	1/3/2008
	Total:535					12882831.07	13843714.4	

CHECK THE BANK BALANCE ON A PARTICULAR DATE

The current ledger balance and the bank balance of the selected bank is displayed in the 'Ledger Balance' and 'Bank Balance' textboxes.

The current un-presented and un-credited amount is also displayed in the 'Un Presented' and 'Un Credited' textboxes respectively.

The important point is that in order to get the authentic bank balance figure on a certain date, you must enter all the voucher cheque statuses carefully on the actual dates corresponding to the bank statement provided by your bank. And you must also mark the voucher statuses as Presented/Credited carefully.

Let's assume you made a payment of certain amount to XYZ vendor. This amount will be treated as Un Presented as long as the vendor will not present it in some bank and the corresponding amount is not deducted from your bank account. Now how will you make sure that the vendor has got payment and your account has been deducted? You will consult your latest bank statement. And will see the bank transaction status for the cheque that you gave to the XYZ vendor. If the status tells that the cheque has been presented and the corresponding amount has been deducted you will change the status of the corresponding entry on this screen as Presented. The most important point is that you will give the same date in the Cheque Paid Date textbox as mentioned on your bank statement. In this way your bank balance will be accurately synchronized with that of your bank statement.

LS-GL SECURITY

Security

- Groups
- User
- User Location
- Form Management

- Change Password

- View Log

LS-GL has a very powerful and extremely customizable security module.

You can define one or many groups and then define one or many users in each group. You location can also be defined which corresponds to the accounts related to a certain premises. From management assists the administrator user to assign/revoke user rights. In LS-GL admin user can give a certain user rights of a certain control on a certain screen and revoke the right of another control on the same screen fro that same user. Change password facility is also provided. Admin user can generate the detailed report of entry log for any certain user, for any date range, or for any type of transactions.

GROUPS

You can define different user groups on this screen. It has a built-in group which is 'Admin'. This is the group with maximum rights. Although you can assign maximum rights to any desired group.

Def - Groups

Group Name

Comments

	Group Name	Comments	
▶	Accountants	This Group included all the Accountants using this softw	
	AccountsEntry		
	Admin	This is a default group with maximum rights.	
	Administrator		
	Auditors		
	Data operator	Data operator for pety cash vouchers	
	Total: 6		

FORM MANAGEMENT

This form is used to assign form rights to a certain group. These rights can be of following:

- View: user can view but can not edit
- Save: user can view/save but can not perform rest of the actions
- Update: user can view/update but can not perform rest of the actions
- Post: user can view/post but can not perform rest of the actions
- Delete: user can view/delete but can not perform rest of the actions
- Print: user can view/print but can not perform rest of the actions
- Export: user can view/export to excel sheet but can not perform rest of the actions

Form Management									
Group	Administrator	A	I	A	I	A	I	A	I
Right on Forms	Form Name	View	Save	Update	Post	Delete	Print	Export	
▶	Ageing Payable/Receivable	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Bank Position	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Bank Reconciliation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Bank Reconciliation With View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Cash Bank Closing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Cash flow Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chart Of Account Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Customer Receipts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Def - Cost Center	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Def - Financial Year	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Def - Financial Year Status	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Def - GL Notes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Def - Location	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Def - Security Form Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Def - Security Groups	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Def - Security Users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Def - Security Users Location	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Def - Voucher Type	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Detail Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Main A/C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Main Sub A/C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Profit and Loss Monthly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Total Record(s): 38								

You must take good care while assigning these rights.

CHANGE PASSWORD

You can change the password from this screen. One user can not change the password of the other user. You must be logged in with you account of which you want to change the password. You simple have to provide the 'Old Password' and the 'New Password'.

Password Change

<u>U</u> ser Name	<input type="text" value="a"/>
<u>O</u> ld Password	<input type="text"/>
<u>N</u> ew Password	<input type="text"/>

VIEW LOG

This screen is used to generate the activity log report of a certain user or group of users of LS-GL.

Log Viewer

Click on column Header/Footer for Ascending/Descending sorting.

Criteria	Result
----------	--------

Software Users

- a
- Adeel
- adeelali
- Adeelali
- Admin
- Auditor
- aziz
- Faiza
- Farrukh
- Farrukh Nawaz
- fawad
- imran
- Jawwad
- Jawwad Ali
- L2

Groups

Select Group

Form Action

Select Action


Date Range

Start Date

End Date

View Log -->>

Criteria				Result			
Log Date	User Name	Form Caption	Form Action	Log Ref.	Ref. Type	Log Group	
01/Nov/2004 1:09:52 PM	a	Voucher Type	Update			Definition	▲
01/Nov/2004 1:10:52 PM	a	Voucher Type	Update			Definition	
01/Nov/2004 1:12:06 PM	a	Voucher Type	Delete			Definition	
01/Nov/2004 1:12:17 PM	a	Voucher Type	Update			Definition	
01/Nov/2004 1:13:31 PM	a	Voucher Type	Save			Definition	
01/Nov/2004 1:18:15 PM	a	Voucher Type	Update			Definition	
01/Nov/2004 1:18:16 PM	a	Voucher Type	Update			Definition	
01/Nov/2004 1:18:16 PM	a	Voucher Type	Update			Definition	
01/Nov/2004 1:18:17 PM	a	Voucher Type	Update			Definition	
01/Nov/2004 1:18:17 PM	a	Voucher Type	Update			Definition	
01/Nov/2004 1:18:18 PM	a	Voucher Type	Update			Definition	
01/Nov/2004 1:18:19 PM	a	Voucher Type	Update			Definition	
01/Nov/2004 1:18:19 PM	a	Voucher Type	Update			Definition	
01/Nov/2004 2:44:29 PM	a	GL Note	Save			Definition	
01/Nov/2004 2:45:17 PM	a	GL Note	Save			Definition	
01/Nov/2004 3:09:16 PM	a	GL Note	Update			Definition	
01/Nov/2004 3:11:15 PM	a	GL Note	Delete			Definition	
01/Nov/2004 3:35:33 PM	a	GL Cost Center	Save			Definition	
01/Nov/2004 3:35:37 PM	a	GL Cost Center	Update			Definition	
01/Nov/2004 3:35:41 PM	a	GL Cost Center	Update			Definition	
01/Nov/2004 3:35:46 PM	a	GL Cost Center	Update			Definition	
Total: 2001							▼

 **B** CSV
Report Title Font Size

LS-GL REPORTS

Reports

Chart of A/C (COA)

Edit List

Account Ledger

Bank Position

GL Voucher

Trial Balance

Cash Flow Statement

Profit & Loss

Profit & Loss Monthly

Balance Sheet

Ageing Payable

Ageing Receivable

Daily Activity Report

Cost Center Wise Report

Main Sub Sub Account Mapping



CHART OF ACCOUNT

This report is used to display the chart of account.

LumenSoft Technologies (Pvt.) Ltd.

156 Aurangzeb Block New Garden Town Lahore
 Phone No (042)- 111-290-
 Fax No (042) 5833556
<http://www.lumensoft>

Chart of Account

Code ID	Title	Sub-Title	Sub-Sub-Title	Detail Title
10	Share Capital			
10-001	Share Capital			
10-001-001			Capital	
10-001-001-00001				Abdul Aziz Capital
10-001-001-00002				Saima Shaikh Capital
10-001-001-00003				Jawad Nawaz Capital
10-001-001-00004				Rashid Akhter Capital
10-001-001-00005				Nadeem Hashmi Capital
10-001-001-00006				Ahmad Najeeb Capital
10-001-001-00007				Muhammad Razeen Capital
10-001-001-00008				Ali Raja capital
10-001-001-00010				Paid up capital (pvt) ltd
10-001-002			Reserves	
10-001-002-00001				Un-appropriated profit & loss a/c
10-001-003			Drawings	
10-001-003-00001				Abdul Aziz Drawing

12	Long Term Loans & Reserves		
12-001	Long term loans		
12-001-001		Bank Loans	
12-001-001-00001			Bank Loans
12-005	Liability against leased assets		
12-005-001		Liability Against Leased Assets	
12-005-001-00001			Vehicle LZF-9601
12-007	Reserves		
12-007-001		General Reserves	
12-007-001-00001			Company Reserves
12-007-002		Reserves for Depreciation	
12-007-002-00001			Acc Depreciation Computers
12-007-002-00005			Acc Depreciation Office Equipment
12-007-002-00007			Acc Depreciation Furniture
12-007-002-00009			Acc depreciation vehicles
<hr/>			
20	Current Liabilities		
20-001	Accounts payable		
20-001-001		Accounts payable	
20-001-001-00001			Raffles
20-001-001-00003			CRM consultant
20-001-001-00005			BTL Marketing
20-001-001-00007			Telenor CRM Developer
20-001-001-00009			Arshad raheem & ∞ (CA firm)
20-001-001-00011			Pitex Marketing
20-001-001-00013			Azme Marketing
20-001-001-00015			Combine system
20-001-001-00017			Lumensoft technologies AOP
20-001-001-00019			Event and conference int'(pvt) Ltd
20-001-001-00020			Al-hayat travelers
20-001-001-00021			LOCI
<hr/>			
09-Jan-2008			
11:27:29 am			

The report displays the chart of account in its already defined hierarchy.

Each level is assigned a separate color.

- *Main Account = RED*
- *Sub Account = BLUE*
- *Sub Sub Account = GREEN*
- *Detailed Account = BLACK*

ACCOUNT LEDGER

This screen is used to generate the 'Account Ledger'. This user can select the types of vouchers that he needs to get displayed in the ledger. You also has the option to get the 'Voucher Detail' in the report.


Account Ledger

F Year	<input type="text" value="2007-2008"/>	Company	<input type="text" value="[L2] LumenSoft Pvt Ltd"/>
A/c Level	<input checked="" type="radio"/> First <input type="radio"/> Second <input type="radio"/> Third	Main A/c No	<input type="text"/> ?
A/c No	<input type="text"/> ?		
A/c Title	<input type="text"/>		
Start Date	<input type="text" value="01-Jul-2007"/>	End Date	<input type="text" value="09-Jan-2008"/>
	<input type="checkbox"/> Voucher Detail		
	<input type="checkbox"/> Include UnPosted Vouchers		
	<input type="checkbox"/> Include Other Vouchers		


First you needs to select a **MAIN A/C NO**. This text box value is dependent on the selection of the **A/C LEVEL**. If you selects the **SECOND** as **A/C LEVEL** and then press **F1** while the focus is in the **MAIN A/C NO.**, the window will load only the second level accounts in the popup window.

You can enter the detailed account number in the **A/C NO.** textbox.

BANK POSITION

You can use this report to get the bank position for a particular date. You simply enter the date for which you want to see the Bank Position. You enter this date in the 'Date' box. Then you click the 'Display' button. The bank position parameters get loaded in the grid. You may also click the  button to get the report in the printable format.

Bank Position

Date	<input type="text" value="11/01/2008"/>	<input type="button" value="Display"/>	
------	---	--	---


Bank Name	Ledger Balance	Un Presented	Un Credited	Bank Balance

The bank parameters that get shown are:

- *Bank Name*
- *Ledger Balance*
- *Un Presented*
- *Un Credited*
- *Bank Balance*

GL VOUCHER

You use this report to get the detailed GL Voucher list in the printable form. To generate the

report you simply set the criteria according to your requirement and click the  button on the standard toolbar on the left.

GL Voucher


F Year Company
Voucher Type
Start Date End Date
 Include UnPosted Vouchers
 Include Other Vouchers

You may get the voucher list for all the voucher types or for a particular one. If you want to include the 'UnPosted' vouchers in the result you simple need to click the 'Include UnPosted Vouchers' checkbox in order to get it in the 'Checked' status. 'Checking' the 'Include Other Vouchers' box will include those vouchers in the report whom are marked as 'Other' while being defined.

You may also provide a date range to restrict your results to a particular day, week, or month.

TRIAL BALANCE

This screen is used to generate the Trial Balance for given financial year.

Trial Balance
F Year Company
Group
A/c No 
A/c Title
Start Date End Date
 Include UnPosted Vouchers
 Include Other Vouchers

The trial balance can be generated for many parameters. These include:

- *Financial Year*
- *Company*
- *Group: this is the account hierarchy level*
- *A/C No: a particular account number*
- *Date Range*

A color scheme is also used in the generated report in order to distinguish the different account levels as defined in the chart of account.

CASH FLOW STATEMENT

This screen is used to generate the cash flow statement. You simply need to provide the criteria and click the 'Print' button in the standard toolbar.

Cash Flow Statement

Company	[L2] LumenSoft Pvt Ltd	
F Year	2007-2008	
Start Date	01-Jul-2007	End Date 30-Jun-2008
<input type="checkbox"/> Include Other Vouchers		

PROFIT AND LOSS STATEMENT

This screen is used to generate the profit and loss report. You can generate the report by giving the 'Financial Year'. You can also provide the end date in the 'To Date' box, this is the date till which you want the statement to be generated.

Profit and Loss Statement

Location: [L2] LumenSoft Pvt Lt. ▼

Financial Year: 2007-2008 ▼

To Date: 30-Jun-2008

Include Other Vouchers

Profit and Loss Profit and Loss Notes

You also have the option of generating the simple 'Profit and Loss' report or the report for 'Profit and Loss Notes'.

PROFIT AND LOSS STATEMENT MONTHLY

This purpose and functionality of this screen is same as that of the 'Profit and Loss' screen.

Profit and Loss Statement Monthly

Location	[L2] LumenSoft Pvt Lt		
Financial Year	2007-2008		
Start Date	01-Jul-2007	End Date	30-Jun-2008
<input type="checkbox"/> Include Other Vouchers			
<input checked="" type="radio"/> Profit and Loss <input type="radio"/> Profit and Loss Notes			

BALANCE SHEET

This screen is used to generate the balance sheet. You can generate the balance sheet for the current year or for a particular year in the past. The date for which you need the sheet is provided in the 'As On' box.

Balance Sheet
Company: [L2] LumenSoft Pvt Lt
Financial Year: 2007-2008
As On: 30-Jun-2008
 Include Other Vouchers
 Balance Sheet Balance Sheet Notes

You can generate the simple 'Balance Sheet' or the 'Balance Sheet Notes'.

AGEING PAYABLE

This screen is used to generate the ageing payable report. This report is used to get the list of such vouchers against which a payment has to be made to the vendors.

Ageing Payable

Ageing Date

Ageing Date

Report Type

Ageing on Voucher Date Ageing on Voucher Due Date

Sort By

Vendor Name Total Amount Suppress Zero Balanced

The ageing report can be generated according to the 'Voucher Date' or the 'Due Date'.

The contents of the report can be sorted by either 'Vendor Name' or 'Total Amount'. If you click the 'Supress Zero Balance' box and get it in 'Checked' state, the resulted report will not display the records with zero balance.

AGEING RECEIVABLE

This functionality of this report is same as that of 'Ageing Payable'. Please refer to that section for further details.

Ageing Receivable

Ageing Date

Ageing Date

Report Type

Ageing on Voucher Date Ageing on Voucher Due Date

Sort By

Vendor Name Total Amount Suppress Zero Balanced

MAIN SUB SUB ACCOUNT MAPPING

This screen is used to display the mapping of the 'Dr BS Note', 'Cr BS Note', 'PL Note'. You can not edit the contents of this screen. This screen is only for viewing purpose. If you do not want to display the 'Master Accounts' in the grid, you just click the 'Show Master Accounts' box and make it 'Unchecked'. Doing so will hide the three left most columns that deal with the 'Master Accounts'.

Main Sub Sub Account								
<input checked="" type="checkbox"/> Show Master Accounts								
Main Type	Main Title	Sub Title	Sub Sub Title	Account Type	Dr BS Note	Cr BS Note	PL Note	
Capital	Share Capital-10	Share Capital-1	Reserves	General	Un-appropri	Un-appropri		
			Drawings	General	Share Capita	Share Capit		
Liabilities	Long Term Loans & Reserves-12	Long	Bank Loans		Long Term A	Long Term .		
		Liability	Liability	General	Finacial Lea:	Finacial Lea:		
		Reserves -12-007	General	General	Reserves	Reserves		
			Reserves for	General	Operating Fi:	Operating F		
	Current Liabilities-20	Accounts	Accounts	Vendor		Creditors, ac	Creditors, a	
		Accrued Expenses	Employee	General		Creditors, ac	Creditors, a	
			Accrued Utility	General		Creditors, ac	Creditors, a	
		Advances from customer s-20-005	Advances	General		Short Term E	Short Term	
			Advances	General		Short Term E	Short Term	
			Advances	General		Short Term E	Short Term	
			Advances	General		Short Term E	Short Term	
			Provision	Provision for	General		Provision for	Provision fo
			Tax on	Tax on	General		Creditors, ac	Creditors, a
			Short	Loans from	General		Short Term E	Short Term
Assets	Fixed Assets-30	Employee	Lease assets	General	Current Porti	Current Port		
			Encashment	General	Creditors, ac	Creditors, a		
		Free Hold-30-001	Furniture & Office	General	Operating Fi:	Operating F		
			Motor vehicle	General	Operating Fi:	Operating F		
	Lease	Motor	General		Operating Fi:	Operating F		
		Total: 64						



LS-GL WINDOW

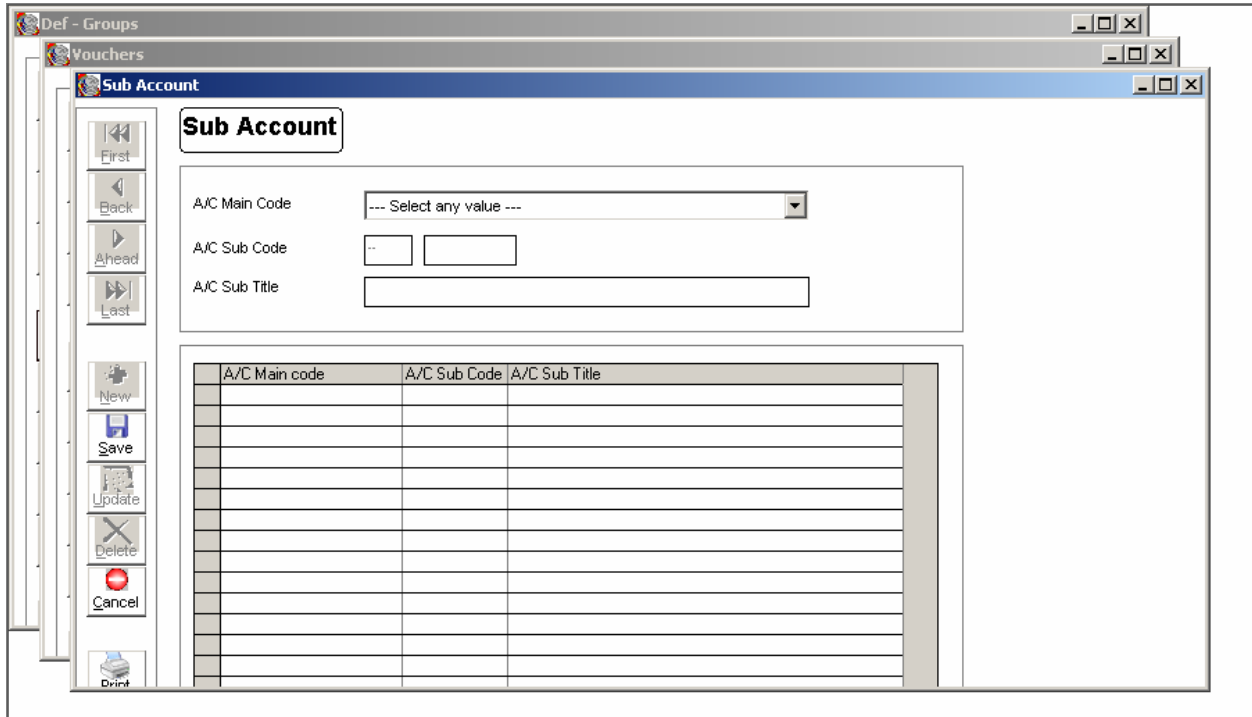
This menu provides the typical windows application functions for window arrangements on the monitor screen.

This includes:

- *Cascade*
- *Tile Horizontal*
- *Tile Vertical*
- *Arrange Icon*
- *Minimize All*
- *Restore All*
- *Close*

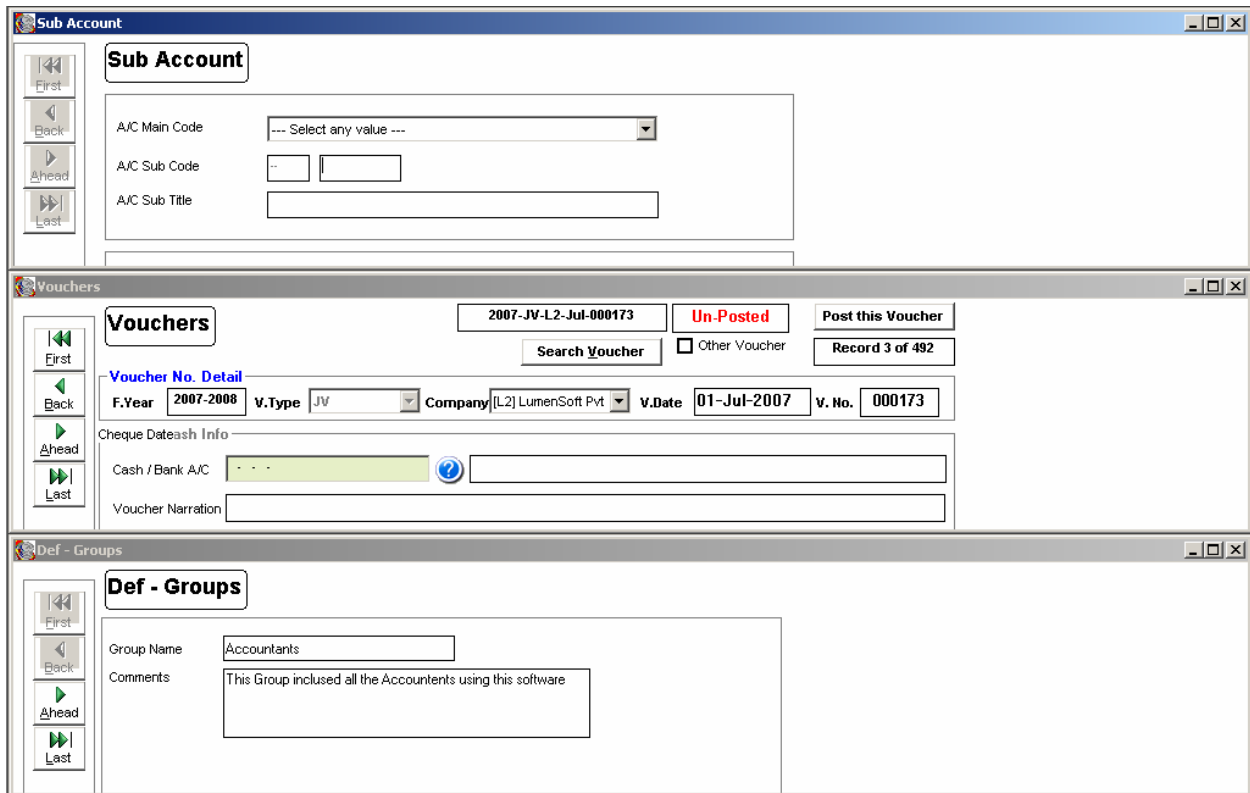
CASCADE

Puts all the opened screens in a stacked form, showing the title bar for each window.



TILE HORIZONTAL

Re-arranges the screens. like displayed in the following picture.

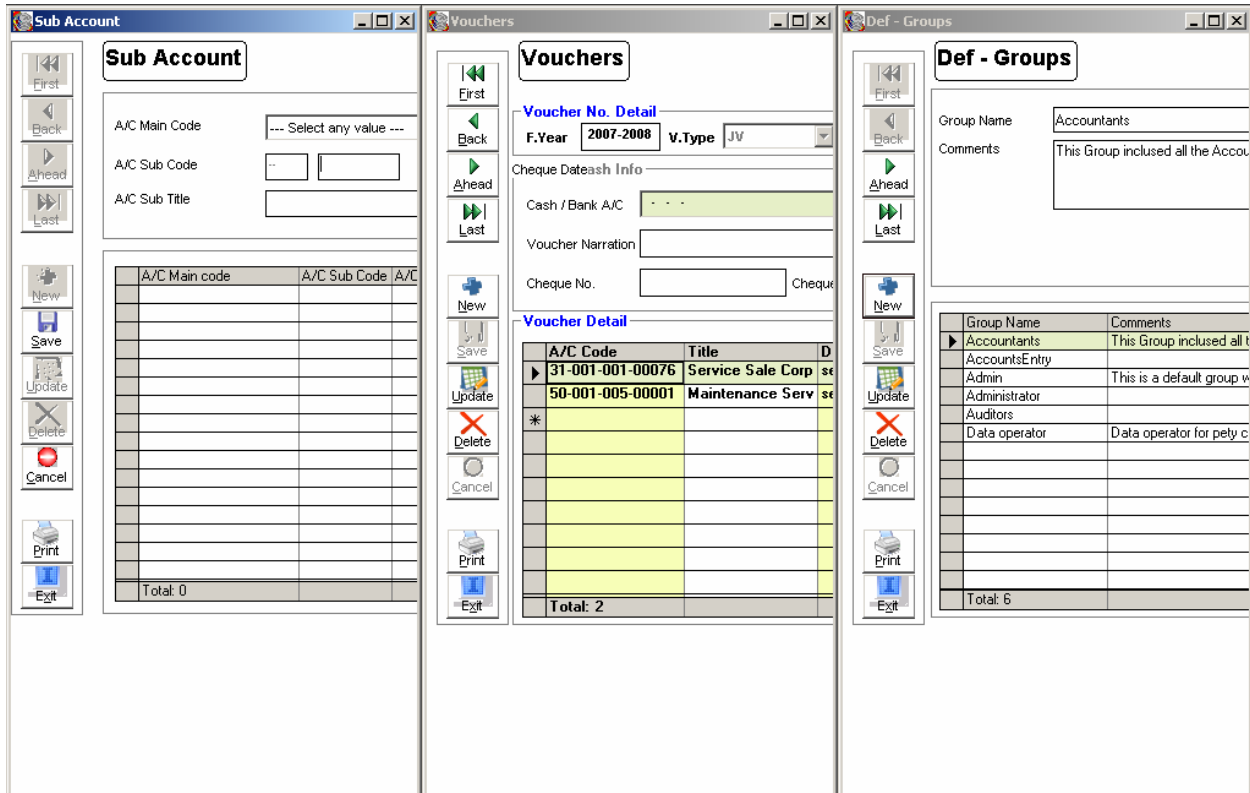


The image shows three stacked windows from a financial software application:

- Sub Account:** Contains a 'Sub Account' title and three input fields: 'A/C Main Code' (a dropdown menu with '--- Select any value ---'), 'A/C Sub Code' (two small text boxes), and 'A/C Sub Title' (a larger text box).
- Vouchers:** Contains a 'Vouchers' title and various controls. At the top right, it shows '2007-JV-L2-Jul-000173', 'Un-Posted', and 'Post this Voucher'. Below this is a 'Search Voucher' button and an 'Other Voucher' checkbox. The 'Record 3 of 492' is also visible. The 'Voucher No. Detail' section includes fields for 'F. Year' (2007-2008), 'V. Type' (JV), 'Company' ([L2] LumenSoft Pvt), 'V. Date' (01-Jul-2007), and 'V. No.' (000173). The 'Cheque Dateash Info' section has a 'Cash / Bank A/C' field and a 'Voucher Narration' field.
- Def - Groups:** Contains a 'Def - Groups' title and two input fields: 'Group Name' (Accountants) and 'Comments' (This Group included all the Accountants using this software).

TILE VERTICAL

Arranges opened windows in following form.



The screenshot displays three vertical window tiles from the LumenSoft Financial application:

- Sub Account:** Contains a form for entering account details (A/C Main Code, A/C Sub Code, A/C Sub Title) and a table for listing accounts. The table has columns for A/C Main code, A/C Sub Code, and A/C Title. The total is 0.
- Vouchers:** Contains a form for entering voucher details (F.Year: 2007-2008, v.Type: JV) and a table for listing vouchers. The table has columns for A/C Code, Title, and Date. The total is 2.
- Def - Groups:** Contains a form for entering group details (Group Name: Accountants, Comments: This Group included all the Accou...) and a table for listing groups. The table has columns for Group Name and Comments. The total is 6.

ARRANGE ICONS

Arranges the scattered minimized icons, in a symmetrical form at the bottom.





For Queries and Suggestions please contact following:

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