



compatibility: win-7,8,10,11



AUDITORP-pro64.pdf in \AUDITOR folder

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## GETTING STARTED

when you start using **AUDITOR:P-pro64** for the first time, you get a dummy/trial company to practice on (XX company code)  
 we suggest you practice on the dummy/trial company, input trial entries for 2-3 days & get used to the working of the software  
*this dummy/trial company (XX) can be deleted later if/when not required*  
 you can then later, create your own company, after getting to know the functioning of this app.

### before you input billing

create **client master** (page:14) [clients on whom you raise bills] (ensure to input each client's state/gstn)  
 create **service type master** (page:15) [different type of services you render to clients]

### before you input vouchers

create **ledger heads/account heads master** (page:10-13) [account heads you debit/credit]

► **to create your company for accounting** [Company Set-up] (page: 6)

please read the entire manual to make optimum use of AUDITOR:P-pro64


compatibility: win 7,8,10,11


[print this page](#)

read [A] & [B] & [C] **before** downloading/reinstalling/changing/shifting or upgrading windows... (you may **not** have to download)

**note: after copying/shifting/upgrading...DO NOT RENAME/MOVE THE AUDITOR FOLDER or any SUB FOLDERS**

**[A] RE-INSTALL/DOWNLOAD** (see [B] if changing server/upgrading win/shifting to another system)

 **if** AUDITORP-pro64 copied/downloaded to *more than 1 system* for *any period/purpose*, support/updates will terminate *also* on your registered installation.

*if even a single computer in your lan/network can run AUDITOR:P-pro64, then DO NOT download/ re-install, first read [D]*

*if you are changing your server/h.drive or upgrading windows or shifting AUDITOR:P-pro64 from one server to another, first read [B]*

*if any of your client system/node is formatted/upgraded..., you only have to do mapping again (page:38), you do not have to download/reinstall*

► *re-install/download **only** if your server's hard drive is formatted/not-working **or**, not even a single computer can run AUDITORP-pro64*

1. *to re-install:* download [www.auditorp.com/pro64install.exe](http://www.auditorp.com/pro64install.exe) to your desktop/any temp folder
2. click on the downloaded/saved [pro64install.exe](#) & input the unzip password [apt64](#)
3. AUDITORP-pro64 will **auto install** to C:\AUDITOR folder (AUDITOR folder will be auto created)  
(afterwards, you may cut/paste AUDITOR folder to any drive)
4. (if required) **restore** your company backed-up data from [company selection screen](#) (page:35 – restore data)

**[B] UPGRADING WIN or CHANGING/FORMATTING SERVER or SHIFTING FROM EXISTING TO ANOTHER SYSTEM**

1. **before** upgrading windows or formatting/changing/shifting server: copy the **existing full AUDITOR folder** (with subfolders) to a **pendrive / media**
2. **after** win upgrade or formatting/changing/shifting server: copy back the full **AUDITOR folder** (incl subfolders) from **that pendrive / media**  
if you **copied** the AUDITOR folder from one drive of server to another drive in same/another server, *after shifting* delete AUDITOR folder from original (i.e. before shifting) server

► note: your **AUDITOR:P-pro64** will be supported/registered/updated by us **only** for your any one *specific* server/computer/location ◀

**[C] SHIFTING AUDITOR:P-pro64 from C to D drive of SAME COMPUTER (or from anydrive to anydrive of same computer)**

*e.g. you want to move/shift AUDITOR:P-pro64 from C drive to D drive of the same computer... (C: & D: are just examples here)*

1. in your **server**, from MyComputer/ThisPc, go to your **C** drive, then **Cut** (do **not** Copy) the **full AUDITOR folder** (including all subfolders)
2. now, from MyComputer/ThisPc, goto your **D** drive & **Paste** the **full AUDITOR folder** (that was cut in step 1)
- 3. on your **desktop**, change the AUDITOR:P-pro64 **icon Properties** (change Target & StartIn from C: to D:) (C:, D: are examples)

**[D] LAN / MAPPING ON CLIENT SYSTEMS / ICON PROPERTIES** (page:38)

**AUDITOR:P-pro64** must be installed **only in the server & nowhere else.** *you only have to do the mapping*

## OPENING MENU

left click to return to opening menu from any screen

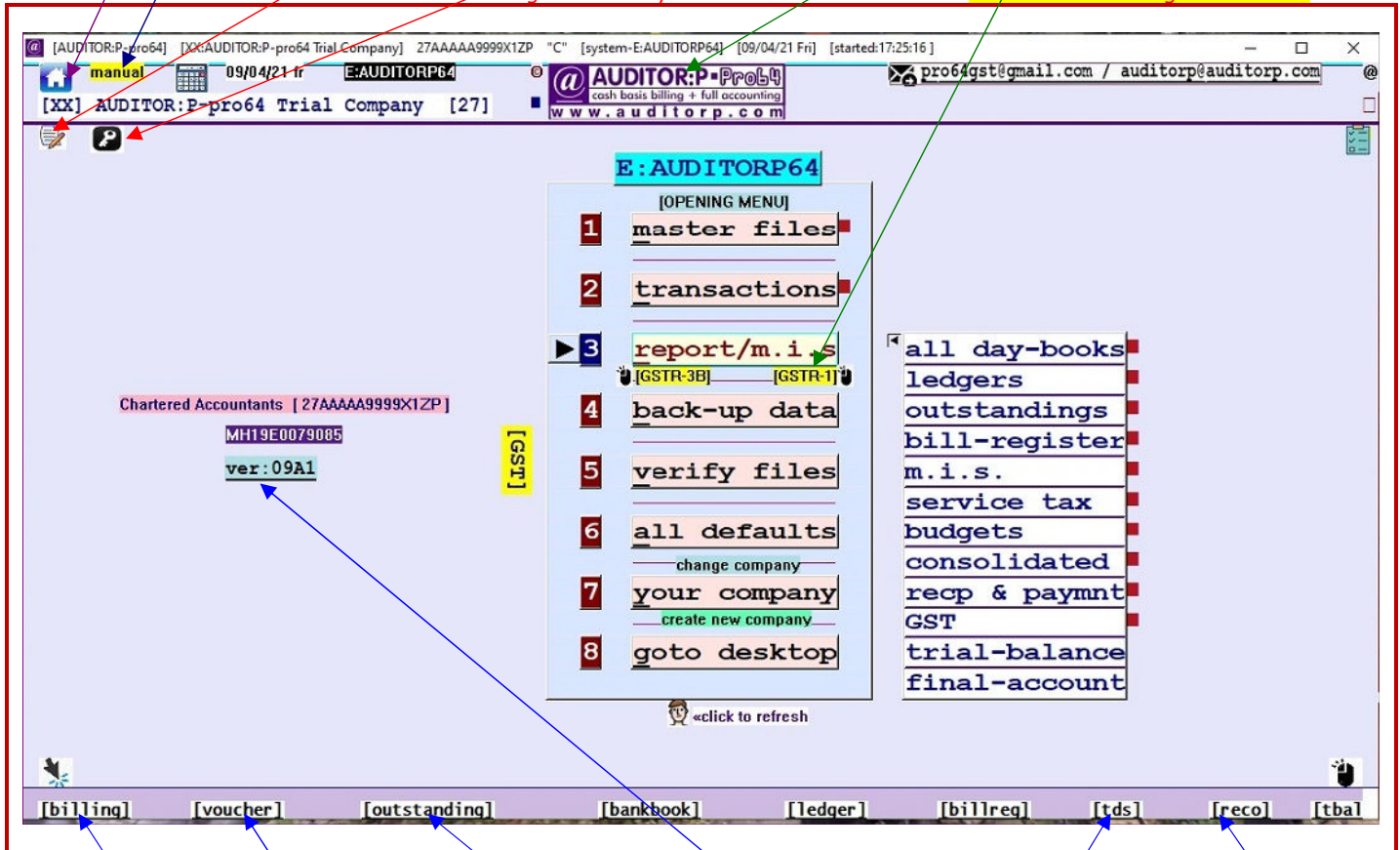
left/right click or hit <f12> to open manual

left click to send message to other users

right click to list all current users

change masterkey

left click to create gstr-1 returns



AUDITOR:P-pro64 version

bank reco

billing shortcut click

voucher shortcut click

outstanding report click

tds register

to copy all masters from one company (source) to another *new* company (target): hit the + key twice

## COMPANY SET UP [ create your new company / edit existing company ]

this screen allows you to **CREATE NEW COMPANY** or **MAKE CHANGES** to your existing company

first, select ANY existing company at the company selection screen. (you may also select **XX** company)  
(*company selection* is the first screen you get when you start **AUDITOR:P-pro64**)

after you have selected ANY company, at the **OPENING MENU**, select/click on **option # 7** i.e. **your company**

### How to create a New Company

In code,name: input a new **2 character code** for the New Company. (e.g.: **01, A7, DL ...**)

In the new company setup (e.g. **A7**), input your New Company Name, Address, Telephone No, PAN, GST No....

**Save** the New Company (e.g. **A7**) & exit.

Now in the company selection screen, you will also see **A7** as listed (*A7 is just an example here, it can be any 2 character code*)

### How to make changes/edit existing Company Set-up

in code,name: input any existing Company Code. (e. g.: **XX**)

Details of the input company code (*in this e.g. XX*) will be displayed

Now make changes/edit this (i.e. **XX**) Company Set-up. (e.g. *Company Name, Tel No, Address, GST No.....*)

| company set up     |  |
|--------------------|--|
| <u>code,name</u> : | <b>XX</b> , AUDITOR:P-pro64 Trial Company          |
| <u>address</u> :   | Address Line 1<br>Address Line 2<br>Address Line 3 |
| <u>city</u> :      | CityName   |
| <u>state</u> :     | 27 MAHARASHTRA                                     |
| <u>signature</u> : | Partner/Whoever                                    |
| <u>telephone</u> : | 42664125, 42664126, 4266412                        |
| <u>fax no.</u> :   | 42664128   |
| <u>email</u> :     | support@auditorp.com                               |
| <u>pan</u> :       | XXXXXX999X   |
| <u>s.tax no.</u> : | ST001XXXXX9999X                                    |
| <u>category</u> :  | C Chartered Accountants                            |
| <u>GSTN</u> :      | 27ABCDEFGHJKLM                                     |

#### PLEASE READ THIS

We have installed a dummy/practice company "**XX**" for you to test trial data before you start data entry in your actual company

Make some *trial entries* in the "**XX**" company to get the feel of the software

In this dummy/practice company (i.e. "**XX**"), enter some dummy *Client Masters, Bills, Vouchers....* check their effect in Reports...

**XX is just a trial / practice company, You should create your own company to input your own accounts**

Please create your new company only after understanding the working of the software by making dummy entries in **XX** company

You may delete the dummy company "**XX**" later when / if not required.



## BACKUP YOUR DATA

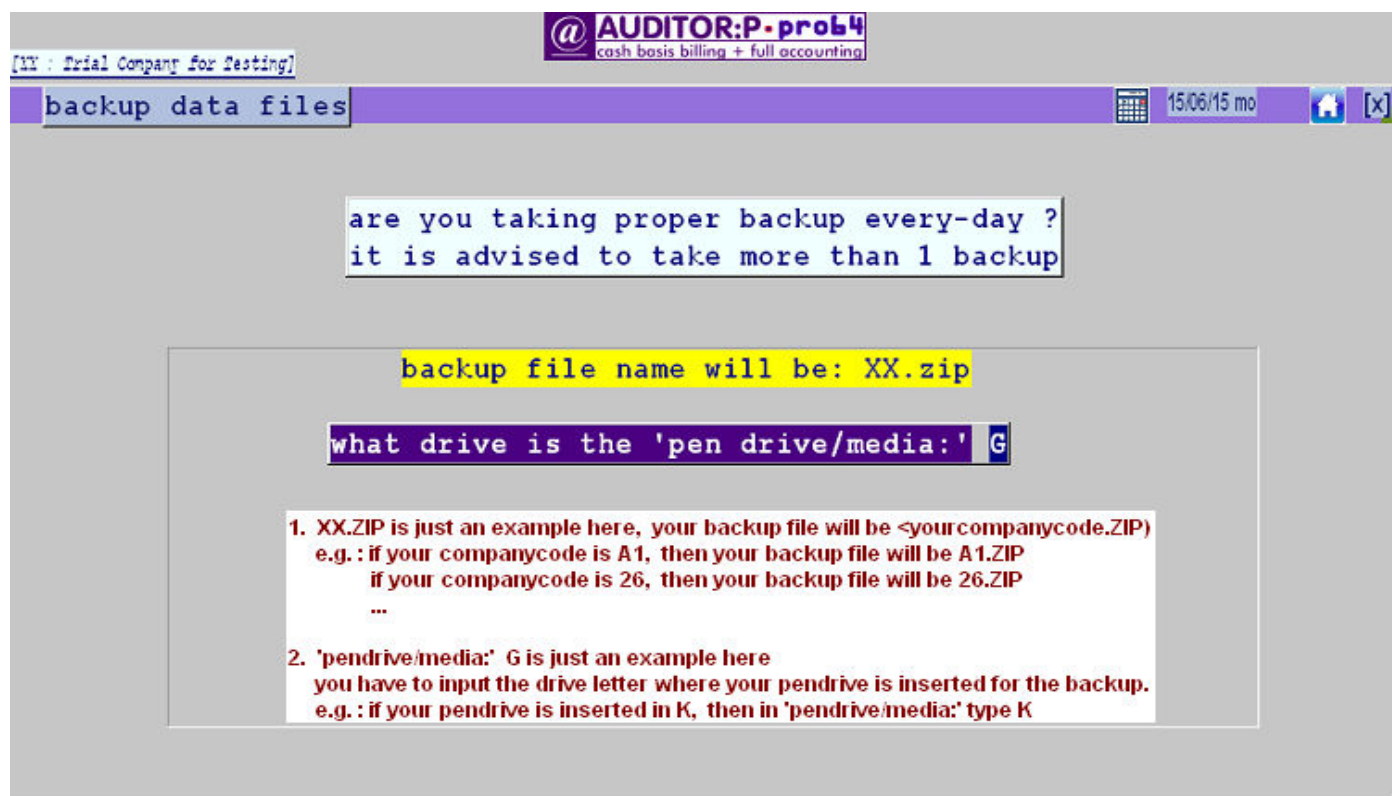
### MOST IMPORTANT

**BACKUP** : stores / saves all your **LATEST** accounts data to PEN DRIVE / MEDIA

**WHY BACKUP?** : if your hard drive / system crashes / infected with virus, you can re-install **AUDITOR:P-pro64** but, what if you do not have the LATEST backup data? ... *do not learn the hard way*

**EVEN IF YOU MAY TAKE BACKUP BY OTHER METHOD/S, IT IS MANDATORY TO TAKE BACKUP FROM WITHIN AUDITOR:P-pro64**

**PLEASE TAKE 2 BACK-UPS EVERY DAY**



To take Backup on **Pen Drive / Media** the system will prompt you to input the Drive Letter.

(e.g.: if you are using Pen Drive and it is addressed as **G**: Input **G** – here **G** is an example, input your appropriate drive letter (e.g.: if you want to store the backup in another Hard Disk, type the Hard Disk drive letter)

**DO NOT TAKE BACK-UP ON THE SAME PEN DRIVE/MEDIA EVERYDAY. USE MORE THAN 1 PEN DRIVE/MEDIA**

**Suggestion:** Use separate PenDrive for each day of the week. (separate for each day of the week).

On Monday take Backup on the separate Monday PenDrive,

On Tuesday take Backup on the separate Tuesday PenDrive, ...

On Wednesday take Backup on the separate Wednesday PenDrive, ...

...

**backup file name:** if your company code is 01 , the saved backup file will be 01.zip  
if your company code is PW , the saved backup file will be PW.zip

...



(always check the date & time of the back-up file copied)

**NOTE: WITHOUT BACKUP TAKEN FROM INSIDE AUDITOR:P-pro64, WE/YOU WILL NOT BE ABLE TO RESTORE YOUR BACKED-UP DATA**



**DEFAULT OPTIONS**

At the **OPENING MENU** select option **ALL DEFAULTS-GENERAL**

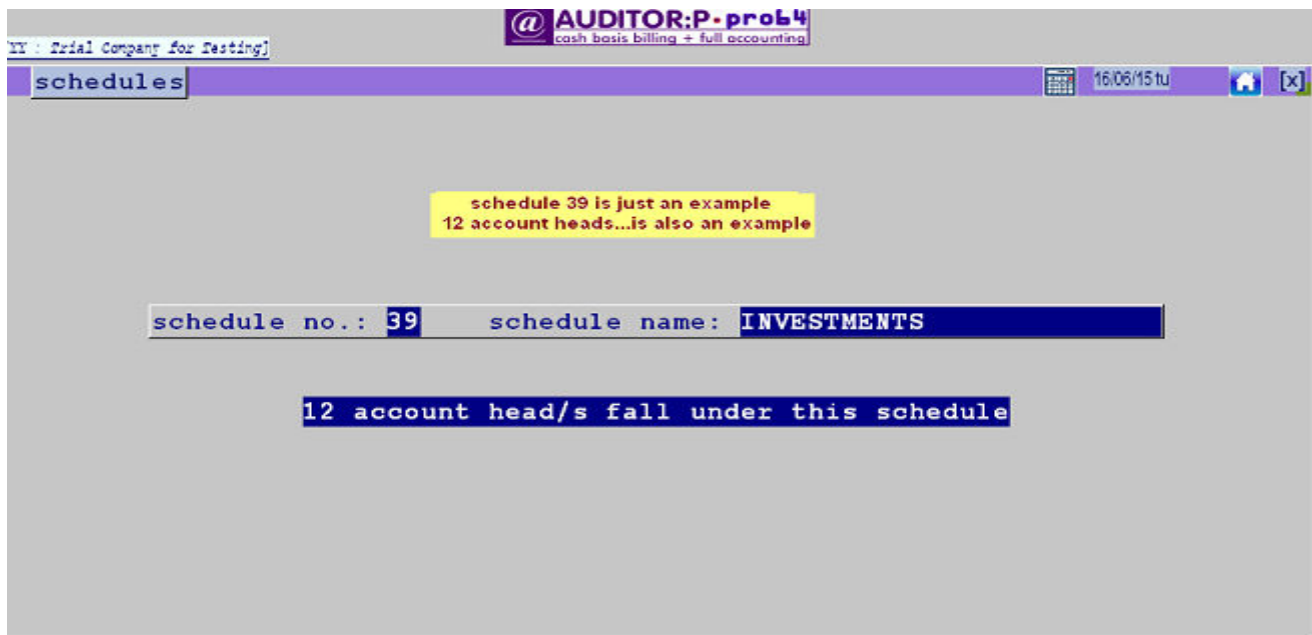
|   |          |   |
|---|----------|---|
| a] einvoice applicable this company (Y/N) : | Y        |  |
| b] einvoice start dt:01/10/22 or 01/08/23:  | 01/08/23 |   |
| c] ask filename when saving as .xlsx(Y/N) : | N        |  |
| d] due date in bills (Y/N) :                | Y        | 30 days   |
| e] tds% this f.y (deducted by clients) :    | 10.000   |   |
| f] out of pocket expenses module (ope) :    | N        |   |
| g] proforma invoice - title/label :         | PROFORMA |   |
| h] ask password for bill edit/del (Y/N) :   | N        |   |
| i] ask password to access reports (Y/N) :   | N        |   |
| j] lines for matter in bill (13/18) :       | 13       |   |
| k] current gst%                             | 18.00    |   |
| l] print bill 'ref.no' in reports (Y/N) :   | Y        |   |
| m] show simultaneous (lan) active users :   | Y        |   |
| n] location/dept in billing (Y/N) :         | N        | do not edit   |
| o] dept* in billing (Y/N) :                 | N        | do not edit   |
| p] your customised report module (.dll) :   |          |   |
| q] your customised receipt print (.dll) :   |          |   |
| r] your customised bill print (.dll) :      |          |   |

- a] if your billing is to be uploaded for einvoice, input **Y**  
 b] einvoice start date for your company  
 c] if **Y** input, then when each time when saving report output to excel (.xlsx), it will ask you to input the .xlsx filename to be saved as.  
 d] input due date for that invoice (due date report can be listed)  
 e] prevailing TDS% (what client deducts on making payment to you) {10.00% is an example here}  
 f] if you make out-of-pocket expenses on behalf of clients, and want to flag/mark those vouchers  
 g] title in invoice print of 'proforma' invoices  
 h] if Y, user has to input password to edit/delete invoices  
 i] if Y, user has to input password to access reports  
 j] bill matter lines in each invoice 13 or 18 or 26 (default is 13 lines)  
 k] gst% applicable for current f.year  
 l] will/will not print ref.no in bill registers (ref.no are counters)  
 m] if multiuser module installed  
 n-o] input dept/location in each bill (for mis only)  
 p-q-r] your customised 'reports/receipt print/bill print' module file name (.dll)



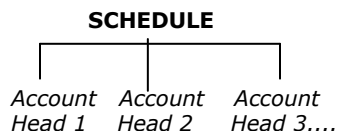
## SCHEDULES

It is a Group for Ledger/Account Heads that appear under a common Heading (Schedule).  
Schedules print in the Trial Balance & Balance Sheet. You can also print Schedule ledger.  
(When you create an Ledger/Account Head you have to input under what Schedule that Account Head Falls.)



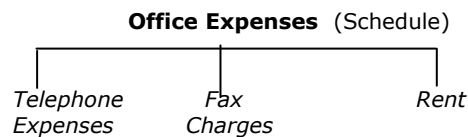
e.g. You may have Schedule 03 as Fixed Assets.  
You may have Schedule 12 as Loans Received or Secured Loans or...

If you create an Account Head "Office at Fort" (from Ledger Head Master) – it could fall under Schedule 03.  
"Loans from HDFC" could fall under Schedule 12...



e.g.:

If Schedule 72 is "OFFICE EXPENSES" you may have Account Heads as "Telephone Exp.", "Fax Charges", "Rent" etc under it.



**NOTE: Do NOT mix different type of ACCOUNT HEADS in a similar SCHEDULE:**  
E.g.: -- Do NOT mix Conveyance & Building in a common Schedule.

**We have pre-created a few Schedules that will be listed when you create a new Company**  
**You can over-write on the pre-created Schedules / change the hierarchy / create your own new schedules**  
**Schedules with nil/zero accounts heads under it, will NOT print in the Trial Balance / Balance Sheet**

**LEDGER HEADS/ACCOUNT HEADS****1 of 4**

Create/Edit your Expenses & Other ledger heads from this screen.

|   |  |
|---|--|
| account head: <b>LANDB</b> <b>LAND AT BKC-NEAR ICICI</b><br><hr/> opening bal.: <b>-235000000.00</b> account type: <b>b/s</b><br><hr/> schedule: 9 is just an example<br>schedule : <b>9</b> <b>FIXED ASSETS</b><br>schedule :9 is just an example here | account head: <b>ELECT</b> <b>ELECTRICITY CHARGES</b><br><hr/> opening bal.: <b>0.00</b> account type: <b>p&amp;l</b><br><hr/> schedule:13 is just an example<br>schedule : <b>13</b> <b>OFFICE EXPENSES</b><br>schedule :13 is just an example here |
|---|--|

**How to create a new Ledger/Account Head**

Assign a new Ref. (alias) to the Ledger/Account Head. (YOU DO NOT HAVE TO REMEMBER IT).

Ref. (alias) can be Alpha Numeric or Numeric or Alpha.

Now input the Ledger/Account Head Description, Account Type, Schedule. Save your inputs. *New Account Head has been saved.*

**NOTE:** Ref. are input only when creating a NEW LEDGER/ACCOUNT HEAD. You may access them by hitting the F1 key or right click. All ledger heads created will be listed. Select from the list on the screen. You do NOT have to remember the Ref. (alias). LEDGER/ACCOUNT HEADS are selected by their description.

**Codes/Alias of LEDGER/ ACCOUNT HEADS once created cannot be edited. (The description can be edited)**

**Opening Balance** of new Ledger/Account Heads may be entered while creating new Ledger/Account Head or later.

While creating a new Head determine if the Ledger/Account Head falls in Profit / Loss or Balance Sheet. This can be edited.

**Each Ledger/Account Head falls under a particular Schedule.**

- e.g.:
- 1) Shares Of ACC, TISCO, RELIANCE ... may fall under.  
Schedule **24 : INVESTMENTS** (Schedule 24 is just an example here).  
New Schedule are created from the Schedule Master.
  - 2) Xerox Expense, Telephone Expense, Conveyance may fall under.  
Schedule **72 : OFFICE EXPENSE** (Schedule 72 is just an example here).

In the Trial Balance each Schedule will be printed with its Ledger/Account Heads.

If you are not sure of the Schedule, group the Head under a Schedule: "NOT DECIDED". This can be changed later.

**How to edit a existing Ledger/Account Head**

When cursor is on Ledger/Account Head field, Right click or press F1, it will list all Heads. Select the Head you want to edit.

**Account Heads/Ledger Heads Pre-Defined**

We have pre-created some Ledger/Account Heads in the Ledger/Account Heads Master. do not recreate/duplicate these heads. You may however change the description of the pre-created Account Heads as per your recognition.

**Ledger**

**Account Head Default Description** (you can change the default description to your own descriptions)

|        |   |
|--------|---|
| CCCCC  | Cash  |
| CCCCP  | Petty Cash  |
| RESER  | Capital Account. [when you <b>close books</b> , the profit amount Is auto transferred to 'RESER' Account Head].<br><b>[For partnership firms: You can create your own Capital Account Heads for different/all Partners]</b> |
| TDS- - | TDS Deducted <u>By Client</u> (all auto tds voucher amount is debited/accumulated to TDS--)   |
| TDS++  | TDS Deducted <u>By Us</u> (when <u>you</u> make certain type of payment & <u>you</u> deduct TDS)  |
| STAX - | Service Tax Collected (all auto service collected voucher amount is credited/accumulated to STAX-) (see page:31)  |
| SALAR  | Salary paid by you  |
| GST-   | GST (this account <u>can be auto credited</u> when your bill payment is recd) (you should debit this head to make payment for GST)  |
| SGST-  | SGST  |
| CGST-  | CSGT  |
| IGST-  | IGST  |
| UGST   | USST  |

|       |                            |  |
|-------|----------------------------|--|
| PROF1 | STATUTORY AUDIT FEE RECD   | (this description can be changed to meet your description)                                       |
| PROF2 | INCOME TAX FEE RECD        | (this description can be changed to meet your description)                                       |
| PROF3 | CONCURRENT AUDIT FEE RECD  | (this description can ...)   |
| PROF4 | TAX AUDIT FEE RECD         | (this description can ...)   |
| PROF5 | BANK AUDIT FEE RECD        | "  |
| PROF6 | DIRECT TAX FEE RECD        |  |
| PROF7 | INDIRECT TAX FEES          |  |
| PROF8 | SALES TAX FEE RECD         |  |
| PROF9 | OUT OF POCKET RECOVERED    |  |
| PROFA | INTERNAL AUDIT FEE RECD    |  |
| PROFB | ACCOUNTS WRITING FEES RECD |  |
| PROFC | CERTIFICATION FEE RECD (1) |  |
| PROFD | CERTIFICATION FEE RECD (2) |  |
| PROFE | APPEALS bef. CIT FEE RECD  |  |
| PROFF | APPEALS bef. ITAT FEE RECD |  |
| PROFG | CONSULTANCY FEE RECD       |  |
| PROFH | PROJECT REPORT FEE RECD    |  |
| PROFI | DRAFTING DOCUMENT FEE      |  |
| PROFJ | TRANSFER PRICING FEE RECD  |  |
| PROFK | DUE DILIGENCE FEE RECD     |  |
| PROFL | M & A FES RECD             |  |
| PROFM | FEMA FEE RECD              |  |
| PROFN | ROC WORK FEES RECD         |  |
| PROFO | OTHER FEES RECD            |  |
| PROFY | NON S.TAX FEES RECD:1      | (credit PROFY or PROFZ when you <b>receive fees</b> for bills that do <b>NOT</b> include S. Tax) |
| PROFZ | NON S.TAX FEES RECD:2      | (credit PROFY or PROFZ when you <b>receive fees</b> for bills that do <b>NOT</b> include S. Tax) |

DESCRIPTION OF ANY PROF THAT ARE PREDEFINED CAN BE EDITED TO MEET YOUR DESCRIPTION FROM: **MASTER FILES-LEDGER HEADS**

i.e. you can edit PROF3 which is 'CONCURRENT AUDIT FEES RECD' & change it to 'LOAN PROPOSAL FEES' or anything ...  
you can edit PROF7 which is 'INDIRECT TAX FEES' & change it to 'PROPERTY DOCUMENTATION' or anything ...  
you can edit PROFL which is ...

**NOTE: ONLY EDIT THE DESCRIPTION OF ANY 'PROF' THAT HAS NOT YET BEEN USED/CREDITED IN VOUCHERS**  
[ e.g. if you have not yet used 'PROFH' in vouchers, you can edit it's description (PROFH is just an example here) ]

NOTE: You have to always credit any one of the 'PROF' ( i.e. PROF1, PROF2, PROFA ... ) when you **receive fees** from client

**Relating to TDS deducted by you.**

On some Ledger/Account Heads **you** have to deduct TDS when **you** are making payment.

The screenshot shows the AUDITOR:P-pro64 software interface. At the top, there is a header bar with the text "AUDITOR:P-pro64" and "cash basis billing + full accounting". Below this, there is a window titled "account heads". Inside the window, there is a form with the following fields:

- account head: RE001 RENT OF OFFICE @ FORT
- opening bal.: 0.00 account type: p&l
- schedule :13 OFFICE EXPENSES

At the bottom of the window, there is a green bar with the text "tds to be deducted by us on this account head @10.00 %". Below this, there is a red bar with the text "10% is just an example".

The implication of TDS flag is during Bank Payment Voucher.

Explanation of: **IS TDS TO BE DEDUCTED BY US ON THIS ACCOUNT HEAD.**

If you mark 'Y'.

When you make Bank Payment Voucher, & debit 'PROFESSIONAL FEES PAID' or RENT or ..., The system will prompt [ **HAVE YOU DEDUCTED TDS?** ]

If you type 'Y' a Journal Voucher will be auto created.

**DEBIT** : PROFESSIONAL FEES PAID or RENT or .... (or any expense head that attracts TDS).

**CREDIT** : TDS++ (TDS++ is a predefined account head).

The default TDS amount will be computed at the TDS% input for this Account Head.

This default TDS amount can still be edited.

**Note: Even if the Account Head is marked 'Y' for TDS deduction, you have the option NOT to auto create the JV**

**YOU HAVE TO MARK/TICK THAT EACH EXPENSE ACCOUNT HEAD THAT IS ELIGIBLE FOR ITC/TAX CREDIT TO YOU**  
*(not all your expenses may be eligible for itc/tax credit)*

**how to mark a specific ledger/account head eligible for ITC/tax credit to you**

first select any ledger/account head that is eligible for ITC/tax credit

e.g. : you have chosen PROFESSIONAL FEES PAID to be eligible for ITC/tax credit ('Prof fees paid' is just an example, it could be Rent, Car Repair...)

left click here

| ledger heads/account heads |  |
|----------------------------|--|
| account head               | to mark PROPD eligible for tax credit, left click on x |
| ledger head : PROPD        | PROFESSIONAL FEES PAID                                 |
| opening bal. :             | 0.00 account type:p&l                                  |

**after you left click, you will see this**

| tax credit eligible |   |
|---------------------|---|
| account head        | to unmark PROPD eligible for tax credit, left click on x✓ |
| ledger head : PROPD | PROFESSIONAL FEES PAID                                    |
| opening bal. :      | 0.00 account type:p&l                                     |

so, in voucher, when you make a bank/cash payment voucher & debit PROPD (as per above example), you can input the vendor gstn#, bill no., bill date, tax amt, gst % relating to that specific payment made for PROPD expense

**ONLY EXPENSE HEADS THAT ARE MARKED/TICKED FOR ITC/TAX CREDIT WILL BE LISTED IN THE ITC/TAX CREDIT REGISTER**  
 (also see page: 26)

## CLIENTS

| client master |                            |                                |                 |
|---------------|----------------------------|--------------------------------|-----------------|
| client        | AIRI                       | AIR INDIA FLYING MACHINES P.L. |                 |
| title         | M/s.                       |                                |                 |
| addr 1        | AIR INDIA COMPLEX          |                                |                 |
| addr 2        | WODEHOUSE ROAD JUNCTION    |                                |                 |
| addr 3        | COLABA (WEST)              |                                |                 |
| city          | MUMBAI - 400 005           |                                |                 |
| STATE         | 27                         | MAHARASHTRA                    |                 |
| tel no        | 12345677,12345678,12345679 |                                |                 |
| fax no        | 12345670                   |                                |                 |
| mobile        | 99999 00000                |                                |                 |
| attn          | MR.NIKHIL A. AGNIHOTRI     |                                |                 |
| email         | ceo-arind@airind.com       |                                |                 |
| indsty        | W                          | pan                            | AAAXX9999Z      |
| group         | GOVT                       | tan                            | T123456789      |
|               | govt owned                 | GSTN                           | 27AABBCCDDEEFFH |
| partnr        | NAM                        |                                |                 |

to edit STATE or GSTN directly, right click on STATE or GSTN

### How to create a new Client

Assign a new Ref/Code to the Client. {YOU DO NOT HAVE TO REMEMBER THE REF/CODE}

Ref/Code can be Alpha Numeric or Numeric or Alpha.

**E.g.:** REL01 Or R001 Or 899 for client **RELIANCE** (can be alpha num or num or alpha).

\*This is helpful if you want to use your old codes/file nos.

Now input the new Client name, Address, **STATE**, Tel no.... Save your inputs. **Your New Client Master has been saved.**

**NOTE:** Client Ref/Code cannot be edited, as Bills, Vouchers ... will save the Client Code in its database.  
 Client List will be indexed on name.  
 Codes of CLIENTS once created cannot be edited. (the description/name can be edited)

**CLIENT STATE :** This input is very relevant, as the breakup of GST into IGST / CGST+SGST depends on the client state  
you must input the proper client state BEFORE making bills for that client

**NOTE:** if you are billing that client in foreign currency, input state as **99**

**CLIENT GROUP :** Group under which this Client falls.

(input not mandatory) e.g.: Your different clients like *Indian Rayon, Century,, Grasim* may fall under the **BILRA** Group.  
 (You can then get **Client GroupWise Outstanding / Client GroupWise Bill Register**).

**NOTE:** Address, Tel No, Attn.... can be ignored or entered later.  
 Once a Client is created, it is also listed in the Ledger/Account Heads Master.  
 Client can be Deleted from the Ledger/Account Heads master.

YOU CAN EDIT ANY FIELD DIRECTLY OF CLIENTS WITH THE RIGHT CLICK OF THE **MOUSE**  
 i.e. if you want to edit the Client Name – just **right click** on the Client Name  
 if you want to edit the Client Tel No. – just **right click** on the Tel No.

...



**SERVICE TYPE****[THIS IS A VERY IMPORTANT MODULE relating to GST in bills]****YOUR DIFFERENT SERVICES & STANDARD TEXT FOR EACH TYPE OF SERVICE**

your services under gst &amp; standard bill text

service type: **A** AUDIT will print in bill hsn/sac: 9xxxxx group:  is gst applicable: Y for this service

right click on hsn/sac to edit it

Being professional charges for auditing your books  
for the period : xx/xx/xx to xx/xx/xx  
blah blah ....  
any text can be input here  
line 5  
line 6  
line 7  
line 8  
line 9  
line 10  
line 11  
line 12  
line 13.....

THIS MODULE DETERMINES IF YOUR BILL **SHOULD/SHOULD NOT** INCLUDE **GST** FOR A SPECIFIC TYPE OF SERVICE

[ by default all services (other than Y and Z) are marked **Yes** to include GST in billing,  
▶ however, you can edit a service type to **Not** include/add GST in billing ]

**IN BILLING DATA ENTRY YOU HAVE TO INPUT THE SERVICE TYPE OF THE BILL YOU ARE INPUTTING**

There can be 26 standard service types. They are marked **A to Z** (You may/may not use all these 26 type of Services).  
Input your standard bill text for your different type of services.

In BILLING, this standard text will be picked to avoid retyping of the standard text every time, of the same type of service

**hsn**: input the appropriate corresponding hsn for this service: e.g. 99822, 99823... (this hsn will print in your bills)

\*GST Applicable: **Y** or **N**

determine if this service attracts **GST**. [by default all services (except Y & Z) are marked **Yes** for GST ]

▶ [ if you want a service to **NOT** include gst in bills, select that service type, edit 'is gst applicable' and make it **N**  
note: do not edit any already used service type to **N**, if that service was once already used to include gst in bills ]

'Y' for GST means, your bill for this service will auto compute the GST at the prevailing rate and add that GST amt to that Bill.

'N' for GST means, your bill for this service will **NOT** add GST to that Bill. (e.g. foreign currency, export ,sez .. billing)

**We have predefined 26 different SERVICE heads. You can overwrite your description over any pre-defined head**

|                             |                              |                               |
|-----------------------------|------------------------------|-------------------------------|
| <b>A</b> : STATUTORY AUDIT  | <b>J</b> : ROC WORK          | <b>S</b> : TRANSFER PRICING   |
| <b>B</b> : INCOME TAX       | <b>K</b> : ACCOUNT WRITING   | <b>T</b> : DUE DILIGENCE      |
| <b>C</b> : CONCURRENT AUDIT | <b>L</b> : CERTIFICATION 1   | <b>U</b> : M & A              |
| <b>D</b> : TAX AUDIT        | <b>M</b> : CERTIFICATION 2   | <b>V</b> : FEMA               |
| <b>E</b> : BANK AUDIT       | <b>N</b> : APPEAL BEF CIT    | <b>W</b> : OTHER SERVICE      |
| <b>F</b> : DIRECT TAX       | <b>O</b> : APPEAL BEF ITAT   | <b>X</b> : OUT OF POCKET      |
| <b>G</b> : INDIRECT TAX     | <b>P</b> : CONSULTANCY       | <b>Y</b> : <u>non gst : 1</u> |
| <b>H</b> : SALES TAX        | <b>Q</b> : PROJECT REPORT    | <b>Z</b> : <u>non gst : 2</u> |
| <b>I</b> : INTERNAL AUDIT   | <b>R</b> : DRAFTING DOCUMENT |                               |

**THE DESCRIPTION OF EACH/ANY SERVICE THAT IS PREDEFINED CAN BE EDITED TO MEET YOUR DESCRIPTION**

e.g. you can edit **S** which is 'TRANSFER PRICING' & change it to 'LOAN PROPOSAL' or anything ...  
you can edit **K** which is 'ACCOUNT WRITING' & change it to 'PROPERTY DOCUMENTATION' or anything ...  
you can edit **F** which is ...

**[ you can edit the description of any service type ]**

**VENDOR MASTER**

you have to create master for each vendor/service provider from whom you want to claim itc/tax credit *(when you make payment to them)*

vendor master/service provider

vendor gstn 27AAAAAAAAAAAAZ

vendor name ABC & ASSOCIATES

vendor address shanti niketan, m.g.road

optional

vendor state 27 Maharashtra


vendor city mumbai


vendor hsn 9XXXXX (or whatever)

for Reverse Charge Mechanism [RCM], you have to create yourself as a Vendor

(create a new vendor master, input your own GSTIN in the vendor gstn & SELF as vendor name & your own state as vendor state)

## VOUCHER

✓ vouchers [2324] [multiuser] 

597309  1 <f5> refresh

fy:2324

| select [ A / B / C / D / J / K ] |                               |                          |
|----------------------------------|-------------------------------|--------------------------|
| A                                | bank receipt [recd. chq/rtgs] |                          |
| B                                | bank payment [issue chq/rtgs] |                          |
| C                                | receive cash or withdraw cash | <<< 'also' for bank>cash |
| D                                | pay cash or deposit cash      | <<< 'also' for cash>bank |
| J                                | journal-more than 1 debit     |                          |
| K                                | journal-more than 1 credit    |                          |
| W                                | credit note-auto posted       | <<< auto posted          |

<esc> to exit

<f10> or <click here> to change voucher financial year

e.g.: If Voucher Period is **23-24** Vouchers can be input/edited from: **01/04/2023** to: **31/03/2024**

**[new vouchers entry till : 2043-2044]**

**What is V.No?** : Voucher number is **auto incremented** when making a new entry. If the previous voucher was 51195 then the next V.No. becomes 51196. You can skip voucher numbers.

You can use the skipped Vouchers later if you want.

**(Each V.Type has its own series of V.No)**

You can also **renumber CASH** vouchers.

**How to View an existing voucher** : Type in Voucher Type & Voucher No.  
Existing Voucher Details of that V.No. will be displayed.

**How to Print** : Hit the '**V**' key after selecting the Voucher No.

**How to Edit** : Hit the **Enter** Key after selecting the Voucher No.  
Edit / Change the field/s you want.

**How to Add to same voucher** : To the existing Voucher, hit the **+** (plus sign) key.

**How to Delete** : Hit the **-** (minus sign) key **OR** edit & make the amount **0** (zero).  
The Deleted Voucher or 0 (zero) amount voucher will NOT print in Reports.  
(TO REMOVE FROM SCREEN, PLEASE PURGE FROM MASTERS)

**in standard/regular lan : if you are in vouchers, other systems/clients can access any other module at that same time of same company**

**in customised lan : 2 simultaneous users can input vouchers and 10 simultaneous users can input billing at same time)**

## bank receipt voucher (payment received by you against bill/s)

### inputs

1. voucher number, voucher date
2. debit account head (your bank where payment is received/credited)
3. credit account head (*fees income account starts with PROF*) e.g. PROF1 - audit fees., PROF2 - i.tax fees... (see pg:11)
4. client chq#/bank
5. client who had made this payment
6. actual amount on chq/rtgs
7. narration
8. job/cost (optional)
9. partner (optional)

after you save above inputs, choose/mark invoice against which this payment received

{note: tds (if any), gst credit voucher can be auto posted/created}

**voucher date**                      **your bank where the payment is received/credited**

**voucher number**

597308    1 <f5> refresh    vouchers [2324] [multiuser]    J4

v. type A    f.y. 2324    v.no 50021    date 17/05/2023 we

bank receipt    click for prev v.no <    click for next v.no >

debit BOB01    BANK OF BARODA

1 of 1    narinder mehta

| credit                       | cheque#       | amount   | narration                               | job#  | ptr |
|------------------------------|---------------|----------|---|-------|-----|
| PROF1<br>audit fees received | 232489 : hdfc | 40000.00 | airi : air india flying machine :58997, | AUD01 | NAM |

A: 'audit' in bill    [received from AIRI :AIR INDIA FLYING MACHINES LTD(TATA)] (27)    audit dept.

click here or press <alt+G> to create [gst] credit voucher

click here or press <alt+T> to post [TDS] voucher against this payment

AUDITO, 17/05/23, 09.47

esc exit    enter edit    + add more    - del    v print    r receipt    X

credit AUDIT FEES RECEIVED    to delete, edit amount to 0    <click on [receipt] to make receipt

bill fy: 2324    bill ref: 123465

**fees ledger head to be credited**  
starts with **PROF** (see page:11)

e.g. Audit Fees Recd

I.Tax Fees Recd

Consultancy Fees Recd

**chq.no/payer bank**

**client who has paid**

**actual chq/rtgs amount**

**your bill# against which payment recd.**

**job/cost (optional)**

## bank payment voucher (payment made by you)

voucher number

voucher date (payment date)

597309 1 <f5> refresh

v. type B f.y. 2324 v.no 50010 date 17/05/2023 we

bank payment click for prev v.no < > click for next v.no

credit SBI STATE BANK OF GREAT INDIA

| debit                            | cheque#  | amount  | narration   | job# | ptr |
|----------------------------------|----------|---------|---|------|-----|
| 1 ELE02<br>electric charges paid | 234511 : | 3598.12 | paid 'adani' for elec.bill for the month of:apr23. pd on duedate. | TAXD | 1   |

alt+c to copy narration taxation divisio

AUDIT0, 17/05/23, 11.50

esc|exit enter|edit +|add more -|del v|print print chq

debit ELECTRIC CHARGES PAID

debit head (expense head)

actual amount paid by you

narration (3 lines)

job/cost (optional)

|   |
|---|
| <b>IF BILLING IS FROM YOUR COMPANY 'A' &amp; PAYMENT IS RECD BY YOU IN YOUR ANOTHER COMPANY 'B'</b> |
|---|

E.g.: You had raised a **Bill No. 9877** – amount **1000** - on **Client ABC** from your Company 'A'  
 The client pays the bill, but issues the cheque in the name of your another Company - Company 'B'

**In Company A**

**Step 1.** You have to credit the **Client ABC**

Create a JV: Credit : **ABC (the client)** *(here ABC is just an example)*  
 Debit : **DUMMY** *(DUMMY is the pre-defined account head)*  
 Amount : **1000**

**Step 2.** You have to debit **Company 'B'**

{ First create an Account Head for **Company 'B'** (e.g. '**COMPB**' or whatever code...) from the Account Heads Master }  
 Now create **another** JV: Credit : **PROF1** (here PROF1 is just an example, input your relevant PROF)  
 Debit : **COMPB** (i.e. your **Company 'B' – COMPB is just an example here**)  
 Amount : **1000**  
 Type in the appropriate narration

**Step 3.** You have to mark the **Bill 9877** as paid – so it does not appear in Outstanding

Open bill no. **9877** *(from Billing module)*  
 Right click / Edit '**AMT.RECD**' field  
 Input **1000** *(if any other amount is already existing there, add 1000 to it)*

**In Company B**

You have to credit **Company 'A'**

First create an Account Head for **Company 'A'** (e.g. '**COMPA**') from the Account Heads Master

Create a **Bank Receipt Voucher**

Debit : **BANK** *(your bank - where you deposit the cheque)*  
 Credit : **COMPA** (i.e. your **Company 'A' – COMPA is just an example here**)  
 Amount : **1000**  
 Type in the appropriate narration

|  |
|--|
| <b>IF BILL IS ON CLIENT 'A' BUT THE PAYMENT OF THAT BILL IS MADE BY CLIENT 'B'</b> |
|--|

Example A6

E.g.: You have raised a **Bill No. 123** – amount **1000** - on **Anil Anbami**  
 You have raised a **Bill No. 456** – amount **3000** - on **Mukesh Anbami**  
 The payment for both the bills (**123 & 456**) is made to you by '**Mukesh Anbami**'  
 i.e. Paid amount : **4000**

**Make 2 separate Bank Receipt vouchers**

In the **first** Bank receipt voucher input the amount as **1000**

Select **Anil Anbami** as the Client  
 Choose-n-pick Bill No. **123** & mark it as paid.

In the **second** Bank Receipt voucher input the amount as **3000**

Select **Mukesh Anbami** as the Client  
 Choose-n-pick Bill No. **456** & mark it as paid.



## VOUCHER

## (TDS Entry) when the Client deducts TDS

**manual TDS Entry when client deducts TDS (for i.tax or against gst) (against any existing bill or to be billed later)**

Usually a TDS entry can be auto created when receiving Prof. Fees from a Client. (if the Client has deducted TDS)

If you want to manually pass a TDS entry

OR

If the client has deducted only the TDS on 31 march (or any date) & payment of your bills will/may be made **later/next f.year** (when client has deducted TDS & you have not yet billed or adjusted against any bill – the TDS voucher will be marked as **UnAdjusted TDS**)

OR

► If the client has deducted the **TDS against GST** (01 oct 2018 onward)

steps to make a TDS voucher when a client deducts TDS

1. Create a new Journal Voucher ('K' type only).
2. Debit **TDS--** Account Head (predefined in **AUDITOR:P-pro64**) (do not debit any other head)
3. Credit **PROF1-9** or **PROFA-Z** (these are the pre-defined codes for different type of Professional Fees Received)
4. Enter the TDS amount.
5. now the system will prompt 'is this tds against gst (y/n)' input your appropriate reply
6. Select the Client (from popup window) who is deducting the TDS.
7. All Bills pertaining to the Client will be listed. Choose-n-Pick the Bill/s against which this TDS amount is deducted. (you may/may not have created a bill yet in that f.year for that client)

In Account Books, this will have a three way effect

DEBIT : TDS- -

CREDIT : CLIENT

CREDIT : PROFESSIONAL FEES. (i.e. PROF1 or PROF2 or PROFA or...)

NOTE: If you do not adjust the TDS against any bills, the TDS REGISTER will show a \* (star) mark against this entry.

It will be shown/marked as **UTDS (unadjusted tds amount)** in the voucher screen/reports.

**later/any date, you want to mark that UTDS amount against any bill/s, just open that voucher again.**

## TDS VOUCHER example

vouchers [1819] manual pages: 20-40

1038 sum ◀ click for prev

v. type K f. y. 1819 v. no 612 date 31/03/2019 J 1

journal (multiple cr) ▶ click for next

debit TDS-- TDS DEDUCTED BY CLIENT

| credit                               | amount   | narration                                       | job # | ptr |
|--------------------------------------|----------|---|-------|-----|
| PROF1<br>audit<br>fees/whate<br>fees | 20000.00 | deducted by :air india ltd , @xx.xx%<br>@xx.xx% |       |     |

this is manual tds entry corresponding payment amount received against this tds: 0

[deducted by: AIR INDIA LTD.] AL

if this TDS is against GST, it will be labeled as **tds-against-gst** on the screen

TDS against GST register/report is in: **Reports-GST-Tds**

## SALARY PAID VOUCHER FOR INDIVIDUAL PERSONS (with deductions)

**e.g.: if you have 50 (more/less) staff on payroll, and when making a bank payment voucher for monthly salary, you do not debit each single staff separately, but debit just a single salary account head in 1 voucher for the total salary of all staff, then ignore this page....**

when making payment voucher for **each individual staff/person's salary**, you may **deduct** amounts for Professional Tax, TDS, Advance,...or any other deduction (for that staff/person). A journal voucher can be **auto posted** for the deductions. (for each individual staff salary head)

goto **masters-ledgerhead**, select the ledger head/account head you want to **mark** as a salary account

left click here

(note: UDAY SHAH SALARY is just an example here)

after left click, it will show

### salary (with deductions) example

e.g. uday shah gross monthly salary is rs. 100000

each month salary cheque is issued for rs. 80000

#### deductions

tds on salary is rs. 10000

provident fund is rs. 7000

office club membership is rs. 3000

(tds on salary, provident fund, office club membership... are just examples here)

### bank payment voucher entry (salary paid)

### the deductions (auto journal voucher)

it is not mandatory to input all 3 credits / deductions, you may input 1 or 2 or all 3 credits / deductions. you may keep Cr:2 or Cr:3 blank

[TDSSA, PRVFD, CLUB\_S are just examples, you can create your own Account Heads for deductions]

A Journal Voucher will be auto posted. Dr. SALAR Cr. TDSSA Cr. PRVFD Cr. CLUB S

UDAY SHAH SALARY ledger will show

|                 |                     |
|-----------------|---------------------|
| : Bank          | Dr 80000            |
| TDS on salary   | Dr 10000            |
| Provident Fund  | Dr 7000             |
| Club membership | Dr 3000             |
|                 | <b>100000 total</b> |

**NOTE: when you debit each staff salary separately, in your P/L TB each staff will also be listed separately**

**VOUCHER****Example A the cheque the client gave you has been returned by the bank / dishonored**

e.g.: Client ABC has paid you Rs. 10000 against Bill # 123.

You have created a Bank Receipt Voucher (e.g.: V.No A58245) and adjusted the amount against Bill No. 123  
**now, the cheque has been returned / dishonored...**

You can either cancel the Bank Receipt Voucher (A58245) by making the amount 0 (zero)

**OR**

**Step 1 Create a Bank Payment Voucher**

Credit : Bank

Debit : The relevant PROF (i.e. if you had received fees against 'PROF1' – debit PROF1)  
 (i.e. if you had received fees against 'PROFA' ... )

Amount : 10000

*this payment voucher will reduce your income (which was increased when you made the Bank Receipt Voucher A58245 earlier)*

**Step 2**

Now, the Client also has to be debited.

**Create a Journal Voucher ('J' Type)**

Credit : DUMMY (always credit DUMMY only)

Debit : Client ABC

Amount : 10000

**Step 3**

In the **Billing** module - Go to Bill # 123 & edit **AMT.RECD** (right click on it)

**Reduce** the **AMT.RECD** field by Rs. 10000

**Example B If a client has paid excess amount than the bill amount & the excess amount has to be returned to that client**

e.g.: You have raised a bill no. 456 on client XYZ. Bill amount : Rs. 10000

The client XYZ pays you Rs.12000 against that bill no. 456

When you create a Bank Receipt voucher (e.g. No. 51520) for the Rs. 12000 recd., you can adjust only Rs. 10000 against Bill 456  
 the excess Rs. 2000 will be shown as '**On-Account**'. The client ledger will show 2000 Cr.

Now you want to return to the client the excess Rs. 2000

**Step 1 Create a Bank Payment Voucher (e.g. Voucher No. 54123) (V.no. 54123 is just our example, you have to input your own voucher no.)**

Credit : Bank

Debit : The appropriate 'PROF' (i.e. if you had received fees (of bill#456) against 'PROF2' – debit PROF2)  
 (i.e. if you had received fees (of bill#456) against 'PROF5' – debit PROF5)

Amount : 2000

*Narration : type in the client code, client name, reason for making this voucher. Also type in corresponding Bank Receipt Voucher No. (in this e.g. 51520)*

this payment voucher will **reduce your income** (the income - that was increased by the excess 2000 - when you made the Bank Receipt Voucher A51520 earlier)

**Step 2**

Now, the Client also has to be debited

**create a Journal Voucher ('J' Type)**

Credit : DUMMY (always credit DUMMY only)

Debit : Client XYZ

Amount: 2000

*Narration : type in the reason for passing this JV, type in the bank payment voucher you passed (in this e.g.: B54123)*

**Step 3**

Now, goto the Bank Receipt Voucher A51520. This Voucher shows Rs. 2000 as 'On Account'

Hit the **O** key (the alphabet O key) , to remove the 'On-Account' tag. (this will then remove the Rs.2000 from the On-Account Register, O/S reports)

**Example C If a client has a credit balance & you want to adjust that credit balance against any new/ later bill on that client**

e.g.: on 10/02/19 (whatever date) you had raised a bill (e.g bill#123) on client PQR for rs. 40000.

on 12/02/19 (whatever date) Client PRQ pays you rs. 90000 (e.g. voucher no.50259). so, on 12/02/17, client PQR has a credit balance of rs : 50000

**how to adjust the credit balance of rs. 50000 against future bill/s on client PQR**

**Step1**

Raise a new bill on client PQR (e.g. Bill# 345 – dated 20/03/19) for rs. 50000 (or whatever date/amount)

**Step2**

In the **Billing** screen - Go to Bill # 345

**input Rs. 50000 directly in AMT.RECD** field (this bill will now be marked as Paid)

**Step3**

In **Voucher** screen – open voucher no 50259 (this voucher may be marked as 'OnAccount' because on 12/02/19 you had adjusted only 40000 against the received amt of 90000)

Hit the **O** key (alphabet O). this will ask if you want to remove the OnAccount tag from this voucher

**VOUCHER [ how to debit/credit a client in a JV ]****how to debit/credit client through a voucher**

As this is a CASH BASIS SOFTWARE, you should NOT directly DEBIT / CREDIT clients.  
But for any reason, you want to DEBIT / CREDIT client, follow this procedure.

Select Voucher Type: K

if you want to Debit any Client , you should **always** Credit DUMMY

if you want to Credit any Client , you should **always** Debit DUMMY

**The effect of this entry will be reflected only in the *Client Ledger*, But NOT in the Profit & Loss, Balance Sheet**

**This entry will not effect the bill outstanding of that client**

vouchers [1516] 23/07/15

v.type **K** f.y. **1516** v.no **273** date **23/07/2015**  
*journal (multiple cr)*

**debit** **AIRI1** **AIR INDIA-THE CLIENT**

| 1 | credit       | cheque# | amount   | narration                                  | job # | ptr |
|---|--------------|---------|----------|--|-------|-----|
|   | <b>DUMMY</b> |         | 12345.67 | whatever narration....<br>line 2<br>line 3 |       |     |

**VOUCHER [ ADVANCE RECD. FOR OUT OF POCKET EXPENSES & THEREAFTER EXPENSES & BILL MADE BY YOU ]**

e.g.: Client RELIANSE pays you Rs. 250000 for ROC work (or any service). You make various expenses on their behalf for ROC work (or any service)

**Step 1**

Create a **Client Master – RELIANSE** (from **MASTERS-Clients**)

Then, Create a new **Ledger/Account Head Master – RELIANSE EXPENSE ACCOUNT** (from **MASTERS-Ledger/Account Heads**)

Now Create **Bank Receipt Voucher** for Rs. 250000 Debit : YOUR BANK (if Cash received, then create Cash received voucher)

Credit : **RELIANSE EXPENSE ACCOUNT** (not the Client **RELIANSE**)

vouchers [1516] 23/07/15 770000

v.type **A** f.y. **1516** v.no **50192** date **23/07/2015**

bank receipt

debit **KAPB1 KAPOLE BANK**

| credit       | cheque# | amount    | narration   | job # | ptr |
|--------------|---------|-----------|---|-------|-----|
| <b>RELEX</b> | neft    | 250000.00 | recd in advance to incur expenses at ROC for new company formation... |       |     |

**Step 2**

Now, you are making expenses on the Client's behalf for ROC work (or any service....)

e.g.: Stamp Charges :110000

Registration Fees : 80000 (TOTAL : 190000)

[ if you make Cash Payment , select Voucher Type **D** ] [ if it is Bank Payment , select Voucher Type **B** ]

vouchers [1516] 23/07/15

v.type **D** f.y. **1516** v.no **5** date **29/07/2015**

cash payment/cash deposit

credit **CCCC CASH**

| debit        | cheque# | amount    | narration                 | job # | ptr |
|--------------|---------|-----------|---------------------------|-------|-----|
| <b>RELEX</b> |         | 110000.00 | paid stamp charges        | STPC  |     |
| <b>RELEX</b> |         | 80000.00  | paid registration charges | REGC  |     |
|              |         | 190000.00 |                           |       |     |

RELIANSE EXPENSE ledger will NOW show a Credit balance of Rs. 60000. (i.e. Advance Rs. 250000 less Expenses 190000 = 60000)

**Step 3**
**HOW TO ADJUST THE BALANCE/EXCESS Rs. 60000**

You can either refund the 60000 balance ( **Debit : RELIANSE EXPENSE ACCOUNT Credit: YOUR BANK** )  
OR

You can **raise a bill** (e.g.: Bill # 123) of Rs.60000 (or whatever proportionate amount+gst) for your Professional Fees on Client: **RELIANSE**  
Since the Client already has a credit of 60000, that client should be credited for that bal.amt (i.e. 60000) & your Fees account should also increase.

**now create 2 K type Journal Vouchers**

**Journal Voucher 1** (e.g. K1264) **Credit : CLIENT** (i.e. **RELIANSE**) **Debit : DUMMY** (DUMMY is a pre-defined Account Head) **Amount : 60000** (or whatever...)

**Journal Voucher 2** (e.g. K1265) **Credit : PROF?** (i.e. your fees credit account) **Debit : RELIANSE EXPENSE ACCOUNT** **Amount: 60000**

→ now, from Billing screen (not voucher screen) open Bill#123 and directly input 60000 in the **AMT.RECD** field or else Bill#123 will list in Outstanding Report

you can generate a combined/merge ledger of client: **RELIANSE** and client expense: **RELIANSE EXPENSE ACCOUNT** from **Reports- Ledgers-Merge**



**VOUCHER [ itc / tax credit ]**

**how to input vendor & other itc details for expenses made/bills received on itc/input tax eligible expense heads**

**FIRST ENSURE THE VENDOR MASTER IS CREATED** (page: 18)

e.g. : you are making 'Professional fees' payment to ABC & ASSOCIATES (who is your vendor/service provider) for tax advice or whatever...  
In the bank payment voucher, you are **crediting** the Bank & **debiting** PROPD (PROPD is just an example – it can be Rent, Repairs, Telephone Exp...)

|  |         |          |                             |       |       |      |            |
|--|---------|----------|-----------------------------|-------|-------|------|------------|
| v. type  | B       | f. y.    | 1718                        | v. no | 50039 | date | 05/07/2017 |
| bank payment   |         |          |                             |       |       |      |            |
| <div>credit SBI STATE BANK OF GREAT INDIA</div>                                |         |          |                             |       |       |      |            |
| <div>2</div>   |         |          |                             |       |       |      |            |
| debit  | cheque# | amount   | narration                   | job # | ptr   |      |            |
| PROPD  | 123565  | 12000.00 | pd ABC & Associate for advi |       |       |      |            |
| GST-   | 123566  | 2160.00  | the gst component on bill   |       |       |      |            |
|  |         |          |                             |       |       |      |            |
|  |         |          |                             |       |       |      |            |
| ✓ tax credit   |         | 14160.00 | alt+c to copy narration     |       |       |      |            |
| <div>← left click here to edit vendor bill/tax details for itc on: PROPD</div> |         |          |                             |       |       |      |            |

**left click here** (you can left click only if that expense head is marked/ticked eligible for itc/tax credit – see page:13)

**after you left click, you can input the vendor gstIn, bill no., tax amount, taxable amount relating to this payment to be made/made by you first, make sure you have created a vendor master for the vendor/service provider of this expense (page: 18) [MASTERS-VENDORS]**

|   |         |           |                             |                                |          |       |               |
|---|---------|-----------|-----------------------------|--------------------------------|----------|-------|---------------|
| v. type   | B       | f. y.     | 1718                        | v. no                          | 50039    | date  | 05/07/2017    |
| bank payment  |         |           |                             |                                |          |       |               |
| <div>credit SBI STATE BANK OF GREAT INDIA</div>             |         |           |                             |                                |          |       |               |
| <div>2</div>  |         |           |                             |                                |          |       |               |
| debit   | cheque# | amount    | narration                   | job #                          | ptr      |       |               |
| PROPD   | 123565  | 12000.00  | pd ABC & Associate for advi |                                |          |       |               |
| GST-  | 123566  | 2160.00   | the gst component on bill   |                                |          |       |               |
|   |         |           |                             |                                |          |       |               |
|   |         |           |                             |                                |          |       |               |
| ✓ tax credit  |         | 14160.00  | alt+c to copy narration     |                                |          |       |               |
| for tax credit/itc register only. has no accounting effect. |         |           |                             |                                |          |       |               |
| debit: PROPD [amt:12000.00]                                 |         | hsn       | : 9XXXXXX                   | taxable amt in bill:           |          | 12000 |               |
| ▶ vendor gst#: 27AAAAAAAAAAAAZ                              |         | bill#:    | 123456/XYZ                  | dt:                            | 02/07/17 | tax:  | 2160 %: 18.00 |
| item/servic: legal fees                                     |         | of vendor | of vendor                   | gst-amt in bill (not bill-amt) |          | gst%  |               |
|   |         |           |                             | (breakup shown in report)      |          |       |               |

only vendors created in the vendor master can be selected here

**for unregistered vendors (Reverse Charge Mechanism) select yourself (i.e. your own GSTIN) as the vendor** (RCM report: REPORTS-GST-RCM)

this tax amount (rs.2160) will be summarised in GSTR-3B & be individually listed in itc/cenvat/tax credit register [REPORTS-GST-ITC]

**if you have multiple items/tax%/hsn... in the same bill, break them into separate & individual debits in this same voucher**

**YOU CAN INPUT VENDOR/OTHER TAX DETAILS ONLY FOR EXPENSES THAT ARE MARKED/TICKED FOR ITC/TAX CREDIT** (see page: 13)

**how to book your vendor invoice before making actual payment (for gst3b effect)**

CREATE A **J** TYPE JOURNAL VOUCHER FOR **BOOKING** A VENDOR'S BILL (before making actual payment) **credit: The Vendor Account Head** **debit: The Expense Head**  
THAT VOUCHER MAY/MAY NOT APPEAR IN YOUR LEDGER, TB, P/L, B/S



**BILLING INPUT**

Add / Edit / Delete / View / Print Bills

max. 99990 number of invoices in a company (all f.years combined) .

[new invoices entry till: 2043-2044].

right click on Credit Note to input credit note amount

billing [fy:2324] 1 15 manual pages: 27-31

319 Ref No **19825** Tax: Invoice No **A12345/23-24** R Date **17/04/2023** no fy:2324

27AAAPQ2222227 27:Maharashtra P14

Client **ABC** **AMITABH BACHCHAN CORPORATION** FILM P'nr **NAM**

hsn narinder mehta

991234

Being professional charges for auditing your books  
for the period : xx/xx/xx to xx/xx/xx  
blah blah ....  
any text can be input here  
line 5  
line 6  
line 7  
line 8  
line 9  
line 10  
line 11  
line 12  
line 13.....

right click here to copy bill matter

AUDITORP64, 23/05/23, 09.37

bal: **413000**

FeesAmount **450000**  
(incl.ope - if any)  
OPE-if any **0**  
S<sup>d</sup> (sgst+cgst)  
GST **18.00%** **81000**  
**40500+40500**  
B2B Fees + GST **531000**  
100000 + 18000  
CreditNote **118000**  
W2, 23/05/23 cr.note print  
TDS-Amount **0**  
@10.00%  
AmountRecd **0**

xit edit bill-print prev next cr.note-reg ope-reg insrt-line del

monthly print [credit note print]

click here to print this bill

click here to print credit note

click here to delete this bill

**NOTE:** your invoice amount will **NOT** reflect in the PROFIT/LOSS. Debtors will **NOT** list in the BALANCE SHEET  
But, OUTSTANDINGS / GST REGISTER / DEBTOR LIST / CLIENT LEDGER / REMINDERS... can be viewed/printed

**your earlier outstanding bills**

**NOTE:** we *insist* you input each of your *old* outstanding bills (*only o/s amount of that bill*), *instead* of just inputting the 'Op.Balance' of each client - when you first start using AUDITOR:P-pro64. that way, when payment/part payment of earlier O/S bills are recd., you can mark it against their respective bill numbers and can also determine if that earlier outstanding bill included gst and of what %.

e.g.: you are inputting accounts in this software starting 2022-2023 & have an outstanding bill on Client ABC. the outstanding bill amt is. Rs. 59000 for bill dated 06/12/2020 (or whatever earlier/later date).

*instead* of inputting **59000 Dr** in the Opening Balance for Client ABC, input that actual outstanding bill in this BILLING module (i.e. create a new bill). Date this outstanding bill 06/12/2020 (to get the right tax %). when Client ABC pays you Rs. 59000 (or whatever amt) against that old Bill, mark that Bill No as paid/part paid.

## INPUTS IN INVOICE ENTRY

- REF NO.** : Ref No is only for **AUDITOR:P-pro64** internal reference. – you may ignore this-.  
(Ref No. works like a counter - increments last Ref No+1, if needed, you may skip Ref No.).
- 
- INVOICE NO.** : Your Invoice Number. (auto incremented. Last bill date number +1). [ Invoice Number & REF No. can be different ]  
(Invoice numbers can be skipped / you can input your own serial / numbering).  
**note: if invoice is saved as proforma invoice, you can convert 'proforma invoice' to 'tax invoice'**  
**'proforma invoice' will not be included in gstr-1 or gstr-3b but will list in your outstandings/bill registers**
- 
- INVOICE DATE** : Date of the Invoice.
- 
- CLIENT** : Client on whom you are making the Bill. **input the proper state BEFORE making bills for that client (even if client is unregistered)**
- 
- SERVICE TYPE** : The type of Service rendered in this Bill. (Audit, Taxation, ROC, Appeal...).  
**(very important) (will determine if GST is to be added in this Bill).**  
[Different "Service Types" are listed in the "Service Type Master" (see page:16)]
- 
- BILL TEXT** : Bill Matter (Predefined bill matter can be picked from "Service Type Master"- which can still be edited here).
- 
- FEES AMOUNT** : Fees Amount in this bill. (**Before GST BUT including OPE** {if any}).  
(i.e. if fees is 10000 & OPE is 500 input 10500 here) **[max. fees amt+gst in 1 invoice should be<10 crore]**
- 
- OPE** : Any Out Of Pocket Expenses on this bill. (if applicable).  
(This OPE figure is part of the Fees Amount input). (separate input, so OPE can be listed as a separate Register).
- 
- GST** : GST Amount. (**depending of the client state, GST will be auto classified as IGST or CGST+SGST**)  
you may temporarily edit the gst-slab to your specific % (from transactions:gst-slab)  
**(note: change the gst-slab back to 18% (or whatever current %) immediately after you create a 5%gst (or any other %) invoice.**
- 
- TDS (processed)** : **Tax deducted (TDS) by Client on this Bill when payment was Recd. (if applicable).**  
**(The figure here is auto posted when a "TDS--" Voucher is created from the Voucher screen)**  
(avoid editing/making changes to the auto posted amount here).  
[directly editing this figure here will affect the outstandings & bill registers NOT Account books].
- 
- CREDIT NOTE write off** : The Credit Note/Write Off Amount .Usually used for **Writing Off** balance due on this bill. (ignore if not applicable)  
(so, if the balance/whatever amount is written-off, this Bill would NOT appear in Outstandings).
- 
- AMT. RECD (processed)** : **Total Amount Received against this bill so far**  
(The figure here is auto posted & incremented when you make a Receipt Voucher & choose-n-pick this bill)  
**(Avoid editing/making changes to the auto posted amount here)**  
**[Editing this field here directly, will affect the Outstanding & Register only but NOT Account books]**

**you can also directly edit these fields with right click of the mouse.**

**BILL NO., BILL DATE, CLIENT, PARTNER, BILL TEXT, FEES AMOUNT, GST, WRITE OFF**

**i.e. : if you want to edit the Bill Date – just right click on the Bill Date, make the changes.**

**: if you want to edit the Client – just right click on the Client, make the changes.**

click here to label bill 'ORIGINAL' or 'DUPLICATE'

bill print options

0 D

X

bill print [gst]

HSN/SAC

click here to change bill default settings



makepdf

screen

print

outlook



[<F10> to type any extra text to print at end of bill]

click here to edit/add to HSN/SAC

click here to edit client name/increase length (will not save, but only to print in this bill)

click here to email this bill (via outlook only)

## PROFORMA INVOICE

### how to save your invoice as PROFORMA INVOICE

when you create a **NEW** invoice, after you input the *invoice no,date,client,service,feesamount...* it will prompt you:



**save-new-tax-invoice**

click here to save tax invoice

**do-not-save**

**proforma-invoice**

click here to save as proforma invoice

left click here to save as proforma invoice

1. proforma invoices will be printed with the title [PROFORMA INVOICE]
2. proforma invoices will not be included in gstr-1,gstr-3b returns/einvoice.
3. proforma invoices will be included/listed in your outstanding,bill registers...
4. proforma invoices can have a different invoice series (e.g. PR1, PR2, ...)
5. proforma invoices can be auto converted to tax invoice (for the same f.year as proforma invoice)
6. proforma invoices register: 'reports-bill register-proforma'

### HOW TO CONVERT PROFORMA INVOICE TO TAX INVOICE

|        |                 |                                |            |        |                       |      |            |
|--------|-----------------|--------------------------------|------------|--------|-----------------------|------|------------|
| Ref No | 57399           | Proforma                       | Invoice No | P-3412 | + /18-19 <sup>R</sup> | Date | 23/01/2019 |
|        | 27ABCDE1234E1ZD | 27:Maharashtra                 |            |        |                       |      |            |
| Client | AIRI            | AIR INDIA FLYING MACHINES P.L. |            |        | GOVT                  | P'nr | NAM        |

right click on **Proforma**. then, at the bottom of that screen, you will get the option to convert proforma invoice to tax invoice (for same f.year)  
(read the displayed instructions/notes/messages..., before converting)

(note: after auto converting, you can still edit/change the auto converted invoice no, invoice date. right click on invoice no/date to edit them)

*RefNo 57399, Proforma Invoice No P-3412 are just examples here*

### AUTO INVOICE NUMBERING FOR YOUR PROFORMA INVOICE & YOUR REGULAR TAX INVOICE

when you make ANY new invoice, it will auto number that new invoice as:  
last dated invoice number+1 (the last invoice you created could be either tax invoice or proforma invoice)

how to get your last dated input tax invoice no. or your last dated input proforma invoice no.

Ref No **57398** Invoice No

when inputting a new invoice, (before inputting the invoice no.)

left click on to get your last dated input tax invoice no.

OR

left click on to get your last dated input proforma invoice no.

(note: Ref No 57398 is just an example)

**FOREIGN CURRENCY BILLING**

\$ £ ¥ € others...

in a **NEW** invoice, after you input the new invoice no, date...  
input/select the **CLIENT** *(the state code of that client should be 99 – foreign land)*

if this new foreign curr bill is exempt from GST, at **service type:**,  
select a service type (A-Z) that is exempt from GST (page # 16)

now, you will get this input *(at screen bottom)*, input the relevant details

| foreign currency     |                       | \$ £ ¥ € others...     |  |
|----------------------|-----------------------|------------------------|--|
| currency: USD        | currency amount: 5400 | conversion rate: 71.04 |  |
| any foreign currency | not rs.               | the exchange rate      |  |

*(USD, 5400, 71.04 are just examples here, you have to input your own foreign currency details of this particular bill)*

after you input the currency details, you get this:

|                |        |
|----------------|--------|
| FeesAmount     | 383616 |
| USD:5400@71.04 |        |
| OPE-if any     | 0      |
| GST            | 0      |
| Fees+GST       | 383616 |

*(rs. 383616 (5400 X 71.04) is just an example here)*

note: this bill's accounting will be in indian rupees

this bill will list in the **EXP** tab in your **GSTR-1** returns excel file

you may print this bill in: foreign currency or indian rupees

report : billregister-foreign curr

note: existing/already input - rupee bill cannot be converted/edited to foreign currency bill.

# **[REPLICATE EXISTING BILL DATA TO A NEW BILL]**

in billing – type in your new invoice number and date *(do not hit enter key after you type in the date)*

1. when you are on the new invoice date – left click here *(do not hit enter key)*  
(ref.no 23307, invoice no. 12345678, date 10/05/2021 are just examples here)

|        |       |            |          |                 |            |
|--------|-------|------------|----------|-----------------|------------|
| Ref No | 23307 | Invoice No | 12345678 | Date            | 10/05/2021 |
| Client |       | P'nr       |          | input bill date |            |

will show only in bill-print

Copy Paste  
left click above to replicate bill

2. ► input/select the ref.no of any existing bill (e.g. 23134) whose data is to be copied to the new bill

**[replicate a new bill from any existing bill] [replicated new bill no. will be: 12345678 dated: 10/05/21]**

'source' bill ref no: **23134**

<f1> or <rt click> to select ref.no of source bill

(existing bill: ref no 23134 bill no:62347/AB date: 05/04/2021)

(new bill: ref no 23307 bill no:12345678 date: 10/05/2021)

(existing bill ref.no 23134, new bill ref no 23307... are just examples here)

|  |           |
|--|-----------|
| <b>ref no: 23134 [source bill details]</b>   |           |
| bill#: 62347/AB date: 05/04/21 f.y: 2122 client: AIRI -AIR INDIA FLYING MACHINES P.LTD. (27) |           |
| prt: PV7 service: INTERNAL AUDIT fees: 100000 gst: 18000 bill amt: 118000                    |           |
| <b>replicate-bill</b>  | <b>no</b> |

**will auto create a new bill (with ref no 23307) with all data (except the bill no, date) from the existing bill ref no 23134**



## IF LEDGER AND OUTSTANDINGS FOR A CLIENT DOES NOT MATCH

**e.g.: Ledger shows 10000 Dr but Outstanding shows 0 or an other amount.** (10000 Dr & 0 are just examples...)  
(or vice versa)

**please read this entire note for full explanation**

Let's understand this with an example.

You have raised bill on Dell Ltd. Bill # 98/CON dated 08/05/2022, Total Bill Amount Rs. 10000/-.  
On 22/06/2022 Dell Ltd. pays you Rs.10000/- against your Bill # 98/CON.

The **proper & normal entry procedure** in **AUDITOR:P-pro64** is:

Make a Bank Receipt voucher from the voucher module.

After debiting the Bank & crediting the respective 'PROF' head, it will ask the client name & then against which bill is this Rs. 10000/- recd.

Select Bill # 98/CON from the Choose-N-Pick option. (explained in detailed in the voucher page).

Dell Ltd's account will be credited by 10000 & will be reflected in their ledger.

In the Billing screen, in Bill # 98/CON Rs. 10000/- will appear in "**AMT.RECD**" field.

(This shows because in Voucher entry you marked Bill# 98/CON against Rs.10000 recd, So "AMT RECD" field in Billing was **also** auto posted).

Thus Bill # 98/CON will show as payment received.

This bill will **NOT** show in outstandings.

The Client's account and the billing section are **both** simultaneously updated.

This is the normal & correct procedure of adjusting bills when client make payment.

### BUT INSTEAD OF MAKING THE ABOVE MENTIONED SUGGESTED MODE OF BANK RECEIPT ENTRY...

a] Instead of making an entry in Bank Receipt voucher for the 10000 recd., you go to **Billing** input, select Bill 98/CON and manually key in Rs.10000 (or any other amount) in the "**AMT.RECD**" field (which is usually auto updated when Receipt voucher is made & bill is marked against payment received).

*Now, what happens here?*

The client's ledger account i.e. Dell Ltd. will NOT be updated since no voucher is passed but the billing section will be updated. Dell Ltd's ledger will show as Dr.1000/- and the outstanding will show Zero (or some other amount).

**OR**

b] You could have manually edited the "**AMT.RECD**" field in the Billing module & made it **zero** (or some other amount). the client's ledger will show the proper balance but that bill will show a different Balance/Outstanding amount.

**OR**

c] e.g. You delete/make 0 a Bank Receipt Voucher (e.g.No. 54321 Amount 10000) in which you had marked Bill# 1234 as paid. Now, when you delete the Bank Receipt Voucher (No.54321), -most times- the "**AMT.RECD**" field in the Bill No.1234 which showed 10000 as paid **before deletion of the voucher**, will now **also** be made 0 automatically (after deletion), But if it is not made automatically 0, a message flashes, that you have to manually edit the "**AMT.RECD**" field in Bill No.1234 & make it 0. If you do not manually edit **AMT.RECD** of Bill#1234 it at that time, the Ledger will show a 10000 Dr, but the O/S will show 0 or some other amt.

i.e. the client's ledger will show the proper balance but that bill will show a different Balance/Outstanding amount.

### SUMMARY

When you make Bank Receipt Voucher and mark the Bill/s against this payment received, both the Ledger (Accounts) and Billing are updated.

**BUT**

When the Amount Recd is manually input/edited in Billing module directly in the "**AMT. RECD**" field, Client's Ledger (Accounts) is **not** updated.

**In Reports: The Ledger data is picked from Vouchers file & Outstanding data is picked from Billing file**

**ALSO READ PAGE # 33**



[ IF **AMT.RECD / TDS / PAID / UNPAID** AMOUNT IN BILLING/OUTSTANDING/BILL REGISTER/COLLECTION IS WRONG] or [CLIENT LEDGER SHOWS CREDIT BAL.]

**e.g. 1** in Bill no: S/234 dated: 03/10/22 for Client ABC, the TDS shows 3000 or/and AMT.RECD amount shows 25000 (or some wrong figure) whereas actually, the TDS should be 0 (or some other amount) or/and the AMT.RECD amount should be 0 (or some other amount) (S/234, 3000, 25000 are just examples here...)

1. Go to Billing (from Transactions)
2. Open Bill No. S/234 dated 03/10/22 (client: ABC)
3. right click on TDS, edit/make it 0 or whatever is the proper TDS amount. Save (edit only if the TDS amt shown was wrong or not proper)
4. right click on AMT.RECD, edit/make it 0 or whatever is the proper amount. Save (edit only if AMT.RECD amt shown was wrong)

**NOTE:** edit/make changes to TDS and/or AMT.RECD **onLy** if it is not proper or is wrong

**e.g. 2** in Bill no: A/5246 dated: 27/05/2022 for Client XYZ, the TDS shows 0 or AMT.RECD amount shows 0 (or some wrong figure) whereas actually, the TDS should be 1200 (or some other amount) or/and the AMT.RECD amount should be 44000 (or some other amount) (A/5246, 1200, 44000 are just examples here...)

1. Go to Billing (from Transactions)
2. Open Bill No. A/5246 dated 27/05/2022 (client: XYZ)
3. right click on TDS, edit/make it 1200 or whatever is the proper TDS amount. Save (edit only if the TDS amount shown was wrong or not proper)
4. right click on AMT.RECD, edit/make it 44000 or whatever is the proper amount. Save (edit only if AMT.RECD amount shown was wrong)

**NOTE:** edit/make changes to TDS and/or AMT.RECD **onLy** if it is not proper or is wrong

**e.g. 3** in Bill/Collection/Outstanding, for Client DEF, bill # 890, dated 10/02/23, is shown as paid, whereas actually bill # 890 is still not yet paid

1. Go to Billing (from Transactions)
2. Open Bill No. 890 dated 10/02/2023 (client: DEF)
3. right click on AMT.RECD, edit/make it 0 or whatever is the proper amount. Save

**e.g. 4** in Bill Register/Outstanding, for Client PQR, bill # 243, dated 30/01/22, is shown as unpaid, whereas actually bill # 243 is paid

1. Go to Billing (from Transactions)
2. Open Bill No. 243 dated 30/01/2022 (client: PQR)
3. right click on AMT.RECD, edit it & input whatever is the proper amount. Save

**e.g. 5** Client ledger (e.g. client BA123) shows a credit balance (e.g. 124000 cr) & you want to remove the credit balance of that client

1. Go to Vouchers (from Transactions).
2. Create a new JV e.g: V.Type: **K** Voucher No.: **6349** Voucher Date: **08/12/2022** (Voucher No: 6349, Date: 08/12/2022...are just examples here)
3. Debit: **BA123** Credit: **DUMMY** Amount: **124000** Save-this-Voucher

**e.g. 6** after adjusting voucher amount and/or tds against any bill, you want to edit the voucher amount and/or the tds amount

e.g.: in bank receipt voucher # A27134, you input amount received 10000 & tds rs. 2000, and adjusted it against bill # 1234. (auto TDS V. no. is K582) now, you want to edit amount received from 10000 to 12000 (or 0 or any...) and/or edit the tds amt from 2000 to 2400 (or 0 or any amount)

1. Go to Vouchers, type V.Type **A**, V.No. **27134**, that voucher details will appear
2. Right click on **Amount** field. edit the amount to 12000 (or 0 or any amount) [note: this is not the TDS voucher or TDS amount]
3. to edit **TDS amount**, exit bank receipt voucher, now, type V.Type **K**, V.No. **582**. Right click **Amount** field. edit amount to 2400 (or 0 or any amt)
4. Exit voucher screen, goto Billing, open bill # 1234. details of bill#1234 will appear, <Right Click> on **AmountRecd** & edit it to 12000 or whatever...  
<Right Click> on **TDS-Amt** & edit it to 2400 or whatever...

(voucher No: A27134, K582, amount 10000, Bil# 1234...are just examples here)

## IF

1. If during "CHOOSE & PICK" option (from the Voucher module) you have selected the payment made against the wrong Bill no.  
e.g.: 2 Bills of XYZ Co. are outstanding.

| Bill No. | Date       | Balance. |
|----------|------------|----------|
| 1111     | 21/03/2022 | 12000.   |
| 1112     | 24/03/2022 | 10000.   |

XYZ is making payment of Rs.10000. You are entering Bank Receipt vide Voucher 51025.

Now instead of marking the payment received against Bill No.1112 you have picked Bill No. 1111.  
This would mean that Bill No.1112 would remain as outstanding while Bill No.1111 would be marked as paid.

Solution: Go To BILLING.  
Go To Bill No.1111.  
Right Click on "AmtRecd" Field.  
Reduce it by the Amount [i.e. Rs. 10000 ].

Go To Bill No.1112.  
Right Click on "AmtRecd" Field.  
Increase it by the Amount [i.e. Rs. 10000 ].

Now Bill No.1111 will be Outstanding and Bill No. 1112 will be Paid.

{note : Edit the *Narration* of Voucher (here V.No.51025) as it will indicate that you have received payment against Bill No.1111}.

2. If you have selected the **WRONG CLIENT** when making a Bank Receipt Voucher.

e.g.: you have received a payment of Rs. 5000 from your Client: ACC INDIA.  
But while making its Bank Receipt entry (e.g.: V.No 52102) you have selected by mistake another Client Name: AIR INDIA.

Solution: Edit this voucher (here V.No 52102) & make the Amount **0** (i.e. edit it to make the Amount 0)  
Input new voucher with the proper client.

3. After **BOOK CLOSURE** you want to edit a Bill but the Bill-Date is of closed year period.  
(Edit is allowed for: Partner / Amt. Recd / Cr.Note)

e.g.: You have closed books for 2019-2020. (or whatever year)  
There is an Outstanding of Client: BIRLA for that year (i.e. 2019-2020). (Bill No: 250/AC dt.: 14.02.2020 for Rs. 2000/-).  
# Now you want to Cr.Note this outstanding amount of Bill No: 250/AC.

follow these steps:

Input Billing Period: 2019-2020, Then go to Bill 250/AC. Details of that bill will appear, now press **Ctrl+F10**  
The message at the screen bottom will show "Books Closed for This Year".  
You can edit fields : **Partner / Amt. Recd / Cr.Note**.  
Edit where necessary. # (in this case, the Cr.Note field).

Effect in Reports: In Outstandings the Bill 250/AC will not appear.  
NO EFFECT in Accounts as Books is already closed for that period.

4. Voucher appears "On Account" even if it is adjusted against bill/s.

e.g.: Voucher A56144 is shown as "OnAccount". (In Voucher screen or "On Account" Report). [A56144 is just an example]  
If it should not be shown as "On Account", because you already have adjusted this Voucher amount against Bills.

What To Do? : In Voucher Module, GoTo Voucher 56144, Press 'O' key (Alphabet O )  
**AUDITOR:P-pro64** will ask: Is Any Amount Of This Payment Still "On Account"? Press **N**

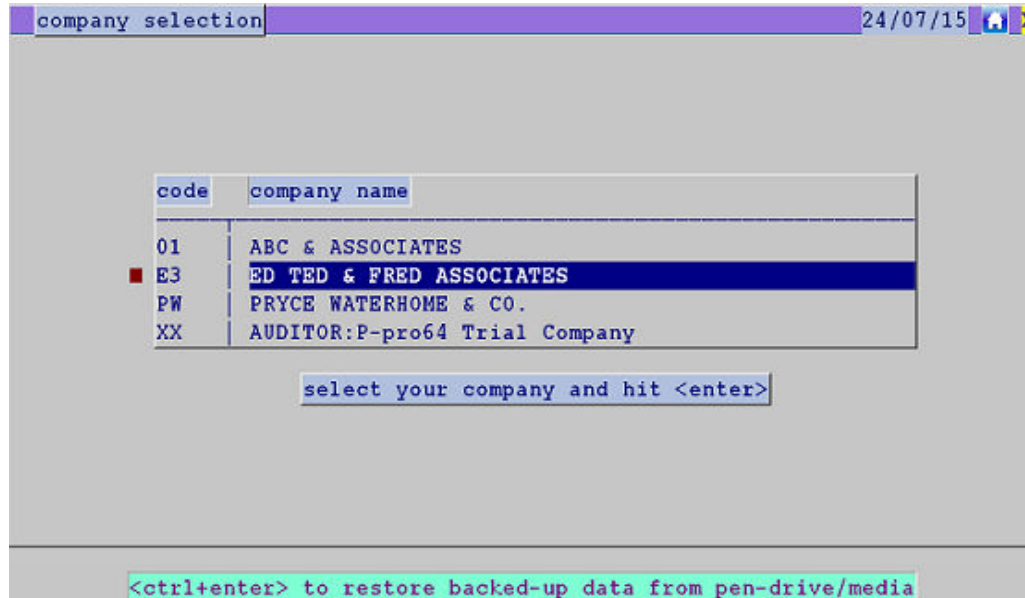
5. Bill shows as paid but actually it is not paid / Bill shows as unpaid but actually it is paid. see page: 33

6. Corruption Detected

step 1 : Go to "Master Files" in the 'Opening Menu" and select 'debug/purge'  
step 2 : After debug/repair/purge is complete, go to "Opening Menu", hit **V** to verify your data files

**RESTORE DATA**(you can restore your data **ONLY** if you have/had taken proper backup)**please read this full page, BEFORE restoring****RESTORE YOUR BACKED-UP AUDITOR:P-pro64 DATA OF YOUR COMPANY FROM PEN DRIVE/MEDIA****suggestion: take backups of current data before restoring**

let's understand how to RESTORE data with the following example:

e.g.: You want to restore the data of **E3** company. [ **E3** is the company code ] (E3 is just an example, your company code may be different)**STEP 1:** GoTo **COMPANY SELECTION** screen(When you start **AUDITOR:P-pro64** the first screen is the **COMPANY SELECTION** screen)**STEP 2:** Move the cursor on the company (do not select the company) for which you want to restore data. (in this e.g.: it is **E3**).**[If the E3 company does not show/exist, create E3 company first (page: 6) ]** (E3 company is just an example here)**STEP 3:** Hit **Ctrl+Enter** (i.e. Ctrl key & Enter key together) – **be sure the cursor is on E3 company code**  
(note: E3 is just an example here – substitute E3 with your company's code)

then, follow the instructions on your screen

restore data of [E3] ED TED & FRED ASSOCIATES

restore data from drive G hit <f10> to start. <esc> to abort

**here drive G is just an example, you have to input the drive letter which has the pendrive from which you want to RESTORE****BE SURE WHEN YOU RESTORE, THAT PEN DRIVE/MEDIA SHOULD HAVE THE BACKUP FILE**(in this e.g.: **E3** company, so the backup file name will be **E3.ZIP**) (E3 is just an example here)

## HOW TO

### 1. DELETE A COMPANY.

Please realise the consequences of deleting a Company.

All data of the company will be lost.

e.g.: To delete company **AB** (*AB is just an example*)

**STEP 1:** At the **company selection menu**. Place the cursor on **AB** (*here company AB is just an example*)

**STEP 2:** Press **Alt+I** (input password)

### 2. CHECK WHICH YEAR - BOOKS ARE CLOSED

At the **Opening Menu**, hit the **F10** key

A box will appear listing all the f.years of which you have closed books.

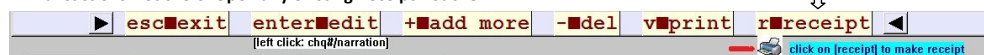
### 3. PURGE/CLEAN DELETED RECORDS / ENTRIES WITH 0 (zero) AMOUNT

Goto **Master Files**

Click on **debug/purge**

### 4. PRINT RECEIPT (*to give clients on receipt of payment*)

In Transactions-Vouchers: Open any existing Receipt Voucher



### 5. CLOSE BOOKS FOR ANY PERIOD.

In **Reports** - Go to **Final Accounts**

Books can be closed for any Date range (i.e. for any period).

**Read the NOTE displayed on the screen before closing books.**

Ensure the **total** of all the opening balances of the Account Heads is 0 (zero).

**BACKUPS** should be taken prior to closing books. (on a **separate** pen drive/media).

**what happens when you close books:**

a) Profit figure is auto transferred to "**RESER**" Account Head. (*RESER is our predefined account head*)

(you may pass a 'K' type JV - **before closing books** - to transfer the profit to different partners)

[ e.g. **DEBIT : RESER (our pre-defined account head)**

**CREDIT : PARTNER 1 ACCOUNT HEAD**

**CREDIT : PARTNER 2 ACCOUNT HEAD**

**CREDIT : PARTNER 3 ACCOUNT HEAD**

**CREDIT : ... ]**

{ to know the profit amount, run the 'final accounts' **before** closing & note down the profit amount }

b) Closing balance of Balance Sheet Heads is *auto posted* as Opening Balance for next year.

c) Opening Balance of Profit / Loss Account Head are made 0 (zero).

d) **Accounts Data** of the closed period is Purged. (**ledger, bankbook, cashbook of closed year cannot be then accessed/viewed**)

(however, you will be able to list/print all Bills, Bill Registers, Outstanding **even after** closing books)

## POINTS YOU SHOULD KNOW

- Ref. No in Billing is for **AUDITOR:P-pro64** internal reference. It is just a counter. **the counter# can be till 99990**, Do not confuse them with Bill Number.  
If you jump/skip a Ref.Number, it is OK. You can always backtrack to that skipped Ref. Number
- Codes in Masters and Transactions are for **AUDITOR:P-pro64** internal reference. **They CANNOT be changed**
- Deleted entries do NOT appear in Reports.
- The Profit / Loss amount in Final Accounts is *Auto posted* to "**RESER**" Account Head after Book Closure.
- Voucher with 0 amount is equal to *Deleted* Voucher.
- This software generates result only of what's input. It does not have a mind of its own. (no AI / ML here)

## WHAT IS

### 1. **REF NO. in Billing / Code in Masters**

It is a short name given to an Invoice / Master.

So when **AUDITOR:P-pro64** has to seek any particular data it just seeks for the Ref No/Code. This way the information retrieved is faster.

**You do not have to remember Ref Nos/Codes.**

### 2. **UTDS (Unadjusted TDS)**

When a client deducts TDS, you have to mark the TDS was deducted against which Bill/s of that client.

If you do not mark it against any Bill/s, *(you may not know the bill.no then **or** you may not have raised a bill yet)* this TDS amount will be labeled as **UTDS** in Outstanding reports, TDS register & the TDS voucher screen

**if you had not raised a bill yet when client deducts TDS. & then later a bill was raised & you want to adjust that TDS against that bill...**

e.g.: client ABC has deducted rs. 10000 TDS on 31/3/23 *(or any date)* *(you may/mat not have raised a bill on that client)*

on 31/3/23, you created a TDS voucher (pg:21). This TDS voucher (e.g. K345) will be marked as **UTDS** *(as you have not marked it against any bill)* on 10/06/23 *(any date)*, you create/input a bill on client ABC (e.g.: bill # 123)

**how to adjust the TDS voucher#K345 against bill# 123**

goto **voucher** K345 – dated 31/3/23 *(as per the example)* *(this voucher will be shown marked as UTDS)*

hit the **<esc>** key

this will list all bills of client ABC, **choose-n-pick** the bill/s (e.g. bill#123) against which this tds was deducted

**note: 31/03/23, client ABC, TDS 10000, voucher K345, bill# 123 are just examples here)**

## **MAPPING** *(please read this full page BEFORE mapping)*

AUDITOR folder should reside **only** in the server. **do not** copy AUDITOR folder to any client system.

► **do not rename/move/shift/... the AUDITOR folder in the server**

*suggested 4 mapping steps (on the client)*

1. left click on Map Network Drive..., select Drive Z
2. Folder: Browse... select MYSERVER
3. left click on drive C
4. left click on the AUDITOR folder *(most important step for faster processing/saving)*

**note: MYSERVER, C: Z are just examples here**

if above mentioned method is **not successful**, try an **alternate** method of mapping from **cmd** (i.e. command prompt)

at **CA** command prompt type **NET USE mapped-drive-letter \\server-name\server-drive-letter\AUDITOR**

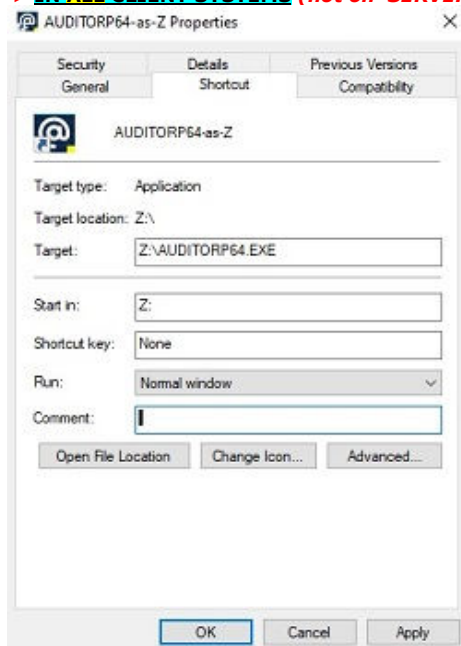
e.g. **NET USE Z: \\MYSERVER\C\AUDITOR**

**Z:** is the mapped drive on the client, **MYSERVER** is your server name, **C** is the drive where **AUDITOR** is installed  
(Z: , MYSERVER, C are just examples here)

## **AUDITOR:P-pro64 ICON** **PROPERTIES**

(to **send-to-desktop/create shortcut** :  icon is in **AUDITOR** folder or **\AUDITOR\ICONS** subfolder)

► **IN ALL CLIENT SYSTEMS** (not on **SERVER**)

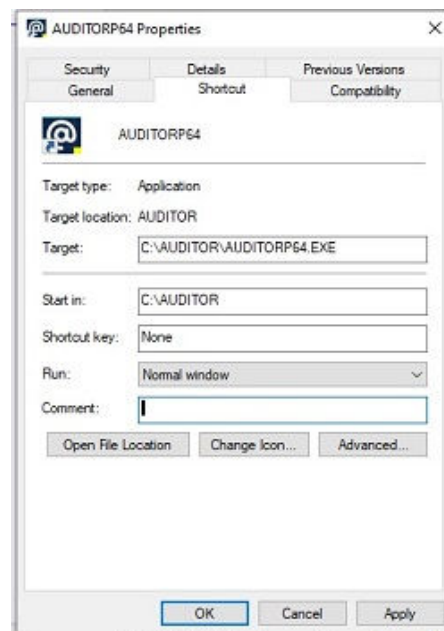


**Target** **Z:\AUDITORP64.EXE**

**StartIn** **Z:**

**note:** Z: , C: are just examples here. if your system drive letter is/are different, substitute Z: , C: with your drive letter

► **ON THE SERVER** (not on **CLIENT**)




**Target** **C:\AUDITOR\AUDITORP64.EXE**

**StartIn** **C:\AUDITOR**




## if you cannot start your company or cannot select your company

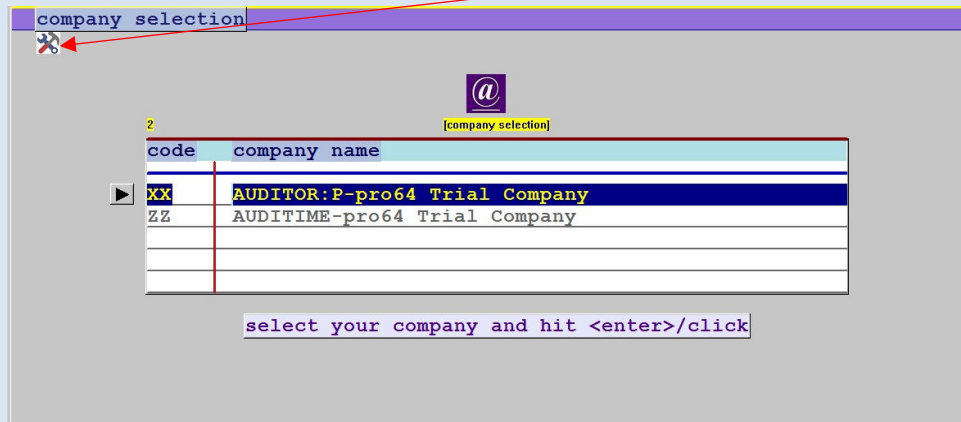
### steps

from your desktop start AUDITOR:P-pro64 by clicking on the desktop icon 

you will get the **company selection** screen (all your companies will be listed) , **DO NOT** hit enter/click (do not select your company)

move/place the cursor with up/dn arrow on **your** company. **DO NOT** hit enter/click (do not select your company)

when the cursor is on **your** company, left click on 



left click on **reset/update files**  
confirm by left click on **yes,reset/update files**  
then, left click on **initialise & reset/update files**

now, repairing/initialising will start, let the process complete

### FOLDERS please do not move/rename any folder/sub-folder

full application & supporting files (.exe, .dbf, .sql, .mysql, .jpg, .dll) are stored in AUDITOR folder & sub-folders under AUDITOR folder

where are your .dbf.data...xlsx.report...pdf.report files saved

e.g.: if AUDITOR:P-pro64 is stored/installed in your C: here C: is just an example, could be your D: or E:  
all saved xlsx file of any company from any computer will be saved in C:\AUDITOR\xlsfiles folder  
but, your data files (masters, bills, vouchers...) of your different companies are saved in independent sub-folders

**\*[all your data files files are saved in C:\AUDITOR\<company code> folder]**

\*e.g 1] if your company code is B1, all your data files of B1 company will be saved in C:\AUDITOR\B1 folder

\*e.g 2] if your company code is 05, all your data files of 05 company will be saved in C:\AUDITOR\05 folder

**\*note:** in above e.g C: is just an example, in your server you may have installed the application in D: or E:  
(so, in the above examples, accordingly substitute all C: with D: or E:)



(*multi/simultaneous - users*) (this module is not included as standard LAN installation)

simultaneous **[a] multiple users billing. [b] multiple users voucher**

*[a] simultaneous billing input/access*

**user- 1 BILLING input / user- 2 BILLING input / user- 3 BILLING input / user- 4 BILLING input / ...**

*[b] simultaneous ( 2 users at same v.type at same time) voucher input/view.*

**user # 1 voucher type [2 simultaneous users input/view of same/different voucher type] user # 2 voucher type**

|   |   |   |
|---|---|---|
| A | i.e. if user # 1 is in <u>A</u> v.type, user # 2 can <u>also</u> input <u>A</u> v.type, at <u>same time</u> | A |
| A | i.e. if user # 1 is in <u>A</u> v.type, user # 2 can <u>also</u> input <u>B</u> v.type, at <u>same time</u> | B |
| A |   | D |
| A |   | W |
| B | i.e. if user # 1 is in <u>B</u> v.type, user # 2 can <u>also</u> input <u>B</u> v.type at <u>same time</u>  | B |
| B | i.e. if user # 1 is in <u>B</u> v.type, user # 2 can <u>also</u> input <u>A</u> v.type at <u>same time</u>  | A |
| B |   | C |
| B |   | D |
| B |   | W |
| B |   | K |
| C |   | B |
| C |   | W |
| D |   | A |
| D |   | B |
| D |   | J |
| D |   | K |
| D |   | W |
| J |   | D |
| J |   | W |
| K |   | D |
| K |   | W |

**A** : bank receipt voucher  
**B** : bank payment voucher  
**C** : cash receipt voucher  
**D** : cash payment voucher  
**J/K** : journal voucher  
**W** : credit note voucher



## password levels

**separate password for:**

company access  
 billing input/view access  
 voucher input/view access  
 billing edit  
 reports view/print  
 final accounts view/print  
 settings view/edit

**MASTERKEY**

**note: at installation, all default passwords are 111111**

the masterkey will have access to all screens/all reports.

masterkey overrides any/all individual passwords. *(with/without changing individual passwords)*

the default masterkey password is : **111111**



left click here to change masterkey *(from opening menu)*

**NOTE: IF YOU HAVE CHOSEN TO DEACTIVATE PASSWORDS. NO PASSWORD WILL BE ASKED AT ANY MODULE.**



digital signature in invoice print

**[ INSERT YOUR DIGITAL SIGNATURE (from dsc token) IN YOUR BILL PRINT .pdf ]**  
**(digital signature is different to e-signature)**

**call us to customise your bill print to print the digital signature (from your usb token/dongle)**  
**(can print separate digital sign for each partner)**

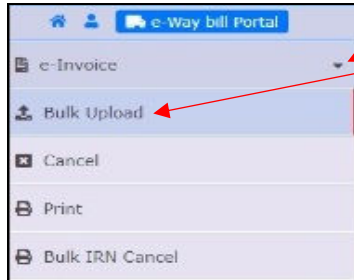
**EINVOICE** [not a standard/default module]

in bulk-invoice module, input date-range of invoice/s **to be uploaded**. e.g: **01apr24 to 10apr24**  
(e.g: period 01apr24–10apr24 has 83 invoices & 9 credit notes.)

- ▶ the **auto created** bulk json file name will be **01apr24-10apr24.JSON**  
(01apr24-to-10apr24 , 83 invoices , 9 credit notes... are just examples here)

**https://einvoice1.gst.gov.in** will **auto-open**

after login, click on **e-Invoice** & then click on '**Bulk-Upload**'



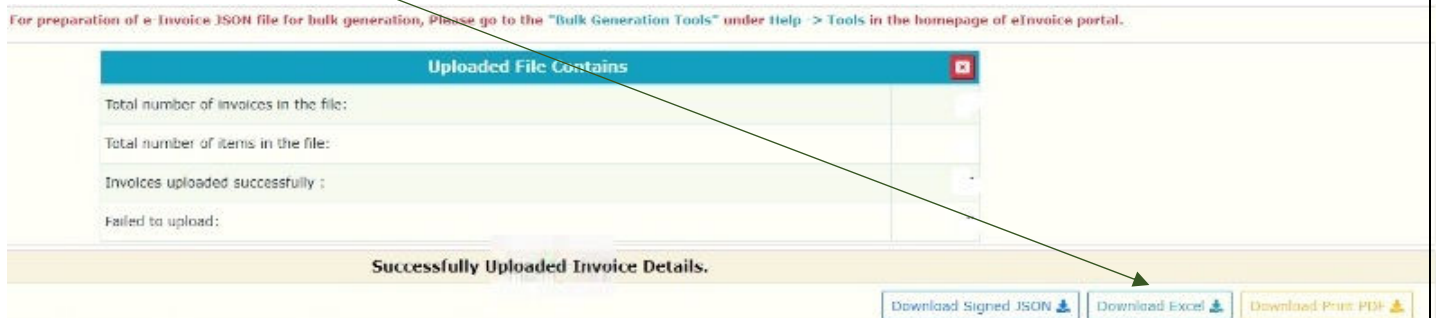
**Browse**, Upload your json file: **01apr24-10apr24.JSON** (\AUDITOR\EINVOICE\EJSON\_OUT folder)



hit **Ctrl+V** to paste your .json file.

- ▶ after you upload **01apr24-10apr24.JSON** file, portal will generate an **excel file** to be downloaded **by you**

click on **Download Excel**. (download now the file in \AUDITOR\EINVOICE\EQRC\_IN folder)



e.g.: downloaded excel file: **U1234.XLSX** (to be downloaded in \AUDITOR\EINVOICE\EQRC\_IN folder)  
(filename: U1234.xlsx is just an example here)

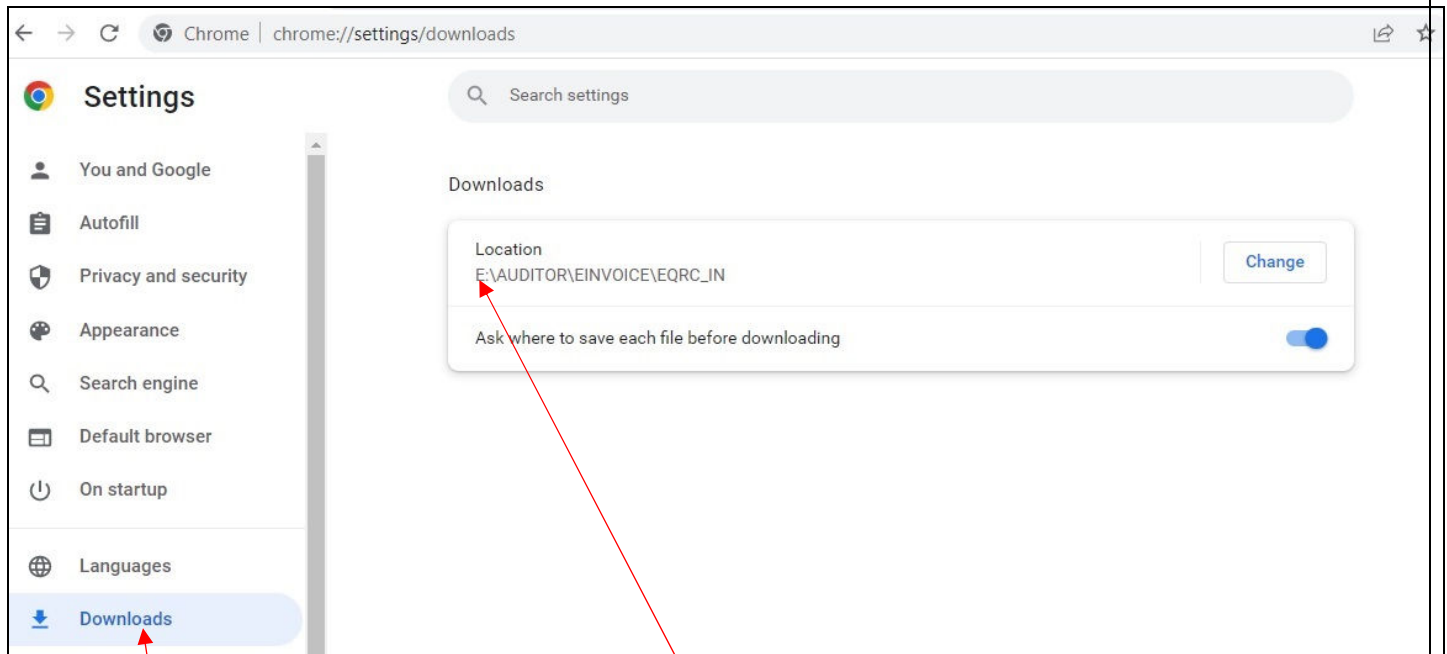
all relevant bills will be **auto-updated** with the  qrcode/irn. your bill will incorporate that  qrcode/irn.

### browser settings for EINVOICE (optional)

how to **cancel & re-upload** **irn** of an invoice which was already uploaded by you (e.g. inv# T123)

1. in govt. portal, cancel the **irn** of inv#T123 (*within 24hrs*)
2. in AUDITOR:P-pro64, in inv#T123, hit **alt+Q** and blank out/remove the existing excel file name.
3. edit invoice# **T123** and make it **T123-A** (*after editing inv#, a new .json can be created – to be reuploaded*)  
(govt. portal will not accept the same invoice# again – even if invoice cancelled) (inv#T123, T123-A are examples here)

how to set 'default download folder' in **chrome settings**   
so, by default, the govt. generated einvoice excel file can be downloaded to **\AUDITOR\EINVOICE\EQRC\_IN** folder



1. Open Chrome.
2. Settings.
3. Downloads.
4. 'Location' (*select where you'd like your files to be downloaded/saved by default*).



**E:** is just an example here.

**\AUDITOR\EINVOICE\EQRC\_IN** is to be exact/the same.

**note:** download default settings/steps vary on computers's **browser & version**.

### auto log/sign-in

you can **auto log-in** when you open: **<https://einvoice1.gst.gov.in>** (to upload bulk-einvoice)  
*so you do not have to type in your userid & password at each login*

1. open chrome 
2. click on **more**  (*2<sup>nd</sup> line from top, right corner*)
3. Settings > Autofill > Password Manager. Turn Auto sign-in on or off.

**note:** auto sign-in settings/steps vary on computers's **browser & version**.



[time sheet input]

500008      [id: AJ2] 2200/hr      « click for prev

staff: BG7 BILL GATSE-THE ARTICLE      date: 14/02/2022      mon

« click for next

4 of 4      max 400  
BG7ZZ.jpg

[AUDITORP64] 14/02/2022 , 12:52

| client | date       | hr.mn | asgmt    | costng | oopex      | ? |
|--------|------------|-------|----------|--------|------------|---|
| BIRFC  | 14/02/2022 | 1.45  | ITAXA    | 3850   | 130        | C |
| B1211  | 14/02/2022 | 0.35  | CERTI    | 1283   | 0          |   |
| BIRFC  | 14/02/2022 | 2.20  | DUEDI    | 5133   | 90         | G |
| AI001  | 14/02/2022 | 3.15  | CON15    | 7150   | 190        | C |
|        |            | 7.55  | ldr: WWW | 17416  | conveyance |   |

narration AI001 3.15 CON15  
provided consultation on the takeover of emirates.  
also detailed the cost benefit factors vis-a-vis.  
meeting with the chairman...blah blah blah...

esc exit    + add    enter edit    - del

client: AIR INDIA CARGO & LOGISTICS P.LTD.      assignment: CONSULTANCY

**input:** staff, timesheet date, client, assignment, no. of hours worked, costing, ope (if any), narration.

**THIS IS A SEPARATE APP**

- ⌚ time spent + time costing on : assignment / client / staff
- ⌚ profitability of an assignment / client
- ⌚ time sheet not submitted by staff
- ⌚ time spent & time budgeting of each assignment
- ⌚ comparison of budgeted time vs actual time vs billed amt
- ⌚ costing of assignments (in amount / time)
- ⌚ out of pocket expenses on : client / assignment / staff
- ⌚ fortnightly / monthly summary
- ⌚ **do you want more ...**

**TIME PLANNING + APPOINTMENTS + WORK ASSIGNED**

- ⌚ time planning of each : staff / client / activity / job
- ⌚ staff wise work assigned – completed / not completed

**bill more & justify it to your client**