

# Accounting software for all your needs

Available  
in Eng., Guj.  
& Hindi



ACCOUNTING SOFTWARE

## Installation & Startup

### *Installing Plus Accounting Software.*

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**Plus** can be installed from CD / Other media or it can be downloaded directly from the internet.

To download, go to: <http://www.aakashinfo.com/plusacc/plussetup.exe>

After downloading **plussetup.exe**, double – click on it to start installation.

To Install software from CD, insert Plus accounting software CD into CD drive, setup will start automatically. If Setup does not start automatically, go to: **My Computer -> CD Drive** and double click on **Plussetup.exe**

Press next in setup screen to extract necessary Setup files on your computer. After files are extracted, welcome screen will appear. Here select installation path and type of software by pressing **Next** button than press **Finish** to install software in your computer.

#### Starting Plus Accounting Software.

To start Plus accounting software, double click on  icon on Windows desktop.

## Masters

### *New Company (Firm)*

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After starting Plus software, list of existing companies will appear on the screen. To create new company, press **F3** key or click on **NEW** button. In company creation screen, enter all relevant details for the company (firm) like

State, Language for operation, Company Name etc. Additional details like company PAN/TAN/TIN/CST Nos., address detail, company logo etc. can be given by pressing **Next** button. Click **Finish** button to create new company.

**Note:** To change details of existing firm, press **F4** or click **EDIT** button.

## New Account



To create new account, go to following menu option.

### Option: Master -> Account

In this option, list of all existing accounts will be displayed. To create new account just press **INSERT** or click on the **ADD** button. New account creation screen will appear. In this screen, give details for the account like Account Name, Alias or code, group for the account. Depending on the account's group, different other details will be shown.

Enter relevant details here and press **CTRL+ENTER** or click on **OK** button to create new account.

All the behavior of an account depends on group of that particular account.

Following is help regarding selection of account group.

Type Of Account	Suggested Account
Supplier Party	Sundry Creditors
Customers	Sundry Debtors
Bank Account (Current/Savings etc.)	Bank Accounts (Banks)
Bank CC/OD Accounts	Bank OCC / A/C
Cash Account	Cash In Hand
Sales Account	Sales Account
Purchase Account	Purchase Account
VAT Account	Duties & Taxes (Type - VAT)
TDS Account	Duties & Taxes (Type - TDS)
Bank Loans	Loans (Liability)
Furniture / Car / Buildings etc.	Fixed Assets
Deposits (NSC/Tele. Deposit etc.)	Deposits (Asset)
Partner/Proprietor Accounts	Capital Accounts
Expenses Related to Sale / Purchase	Expenses (Direct)
Other Expenses (Tea / Office Exp. etc.)	Expense Account

**Note:** New account can also be created from accounts list at the time of entry by pressing **F3** or clicking on **NEW** button. To edit existing account, press **F4** or click on **EDIT** button and press **CTRL+Y** or click on **DELETE** to delete.

To enter opening balances of all accounts, go to following option:

**Option: Report -> Balance Sheet -> Trial Balance -> Opening Balance**



To create new Product, go to following option:

**Option: Master -> Product**

Here, list of all existing products will be displayed. To create new product, just press **INSERT** or click on the **ADD** button. New product creation screen will appear. In the product information screen, enter all relevant details of the product like Product name and press **CTRL+ENTER** or click on **OK** button to create new product.

**Note:** New product can also be created from product list at the time of entry by pressing **F3** or clicking on **NEW** button. To edit any existing product press **F4** or click on **EDIT** button and for deletion, press **CTRL+Y** or click **DELETE** button.

To enter opening stock of all products, go to following option:

**Option: Transaction -> Stock Entry -> Opening Stock**

## Transaction

### *Sales Entry*

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#### 1. Sales Invoice

**Option: Transaction -> Sales Entry -> Sales Invoice**

List for Sales invoice will be displayed. Press **INSERT** or click on **NEW** button to add entry. In sales invoice entry, enter details like Cash/Debit bill, Party name, Inv. Type, Date, Bill no. etc. Then enter product detail, like Product Name, Qty, Rate and Amount. Details of more than one product can be entered by pressing enter on blank line. To edit existing entry, press **ENTER** on that entry and press **CTRL+Y** to delete entry. Enter details of expenses (Freight/Discount etc.) and VAT and press **CTRL+ENTER** or click on **OK** button to save entry.

## Note:

a) Expenses and VAT details can be set from

**Setup -> Voucher Setup -> Sales Invoice -> Entry Type & Extra Details** options.

b) To print Sales bill after saving it, go to **Setup -> Voucher Setup -> Sales Invoice**.

Set Online Bill Printing option to Yes and select bill printing format and enter no. of copies to print.

c) For Online E-Mail, SMS also set appropriate options from

**Setup -> Voucher Setup -> Sales Invoice**

## 2. Sales Return

**Option: Transaction -> Sales Entry -> Sales Return**

From above option, Sales return entry can be entered. Method of entry and other options are similar to sales invoice.

## 3. Sales Challan

**Option: Transaction -> Sales Entry -> Sales Challan**

From above option, Sales Challan entry can be entered. Method of entry and other options are similar to sales invoice.

## Note:

a) To use Challan option, first go to **Setup -> Company Setup -> Advance Entry** and set option Challan Required to **Yes**

b) To prepare Bill from Challan, go to

**Option: Transaction -> Sales Entry -> Bill from Challan.**

c) To view Pending Challan, go to **Report -> Order/Challan -> Issue Challan**

## 4. Sales Order

**Option: Transaction -> Sales Entry -> Sales Order**

From above option, Sales Order entry can be entered. Method of entry and other options are similar to sales invoice.

## Note:

a) To use Order option, first go to **Setup -> Company Setup -> Advance Entry** and set option Order Required to **Yes**

b) To adjust order against Sales Bill / Challan, at the time of Bill / Challan entry, press **CTRL+O** or click **ORDER** for list of pending orders.

c) To view Pending Order, go to **Report -> Order/Challan -> Sales Order**

## 5. Quotation

**Option: Transaction -> Sales Entry -> Quotation**

From above option, Quotation entry can be entered. Method of entry and other options are similar to sales order.

### Note:

a) To use Quotation option, first go to **Setup -> Company Setup -> Advance Entry** and set option **Quotation Required to Yes**

b) To adjust quotation against Sales Bill / Challan, at the time of Bill / Challan entry, press **CTRL+Q** or click **QUOTATION** for list of pending quotations. To view Pending Quotation, go to **Report -> Quotation Report**

## *Purchase Entry*

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### 1. Purchase Invoice

**Option: Transaction -> Purchase Entry -> Purchase Invoice**

List for Purchase bills will be displayed. Press **INSERT** or click on **NEW** button to add entry.

In Purchase bill entry, enter details like Cash/Debit bill, Party name, Expense Type, Date, Bill no. etc. Then enter product detail, like Product Name, Qty, Rate and Amount. Details of more than one product can be entered by pressing enter on blank line. To edit existing entry, press **ENTER** on that entry and press **CTRL+Y** to delete entry. Enter details of expenses (Freight/Discount etc.) and VAT and press **CTRL+ENTER** or click on **OK** button to save entry.

### Note:

a) Expenses and VAT details can be set from **Setup -> Voucher Setup -> Purchase Invoice -> Entry Type & Extra Details** options.

b) To print Purchase bill after saving it, go to **Setup -> Voucher Setup ->**

**Purchase Invoice**. Set **Online Bill Printing** option to **Yes** and select bill printing format and enter no. of copies to print.

c) For Online E-Mail, SMS also set appropriate options from **Setup -> Voucher Setup -> Purchase Invoice**

## 2. Purchase Return

**Option: Transaction -> Purchase Entry -> Purchase Return**

From above option, Purchase return entry can be entered. Method of entry and other options are similar to Purchase invoice.

## 3. Purchase Challan

**Option: Transaction -> Purchase Entry -> Purchase Challan**

From above option, Purchase Challan entry can be entered. Method of entry and other options are similar to Purchase invoice.

**Note:**

a) To use Challan option, first go to **Setup -> Company Setup -> Advance Entry** and set option Challan Required to **Yes**

b) To prepare Bill from Challan, go to **Option: Transaction -> Purchase Entry -> Bill from Challan**.

c) To view Pending Challan, go to **Report -> Order/Challan -> Receipt Challan**

## 4. Purchase Order

**Option: Transaction ->Purchase Entry -> Purchase Order**

From above option, Purchase Order entry can be entered. Method of entry and other options are similar to Purchase invoice.

**Note:**

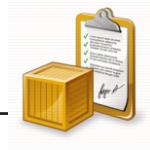
a) To use Order option, first go to **Setup -> Company Setup -> Advance Entry** and set option Order Required to **Yes**

b) To adjust order against Sales Bill / Challan, at the time of Bill / Challan entry, press **CTRL+O** or click **ORDER** for list of pending orders.

c) To view Pending Order, go to **Report -> Order/Challan -> Purchase Order**

## Stock Entry

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### 1. Opening Stock

**Option: Transaction -> Stock Entry -> Opening Stock**

List for Stock Vouchers will be displayed. Press **INSERT** or click on **NEW** button to add entry. In Opening Stock entry, enter details like Voucher Date, Voucher No etc., then enter opening stock detail, like Product Name, Qty, Rate and Amount. Details of more than one product can be entered by pressing enter on blank line. To edit existing entry, press **ENTER** on that entry and press **CTRL+Y** to delete entry.

### 2. Credit / Debit Note (With Stock).

**Option: Transaction -> Stock Entry -> Credit Note**

**Transaction -> Stock Entry -> Debit Note**

List for Credit / Debit Vouchers will be displayed. Press **INSERT** or click on **NEW** button to add entry.

In Credit / Debit Note entry, select Party Name. If you want to give effect of this CN/DN into party's account than select **Account** in **Adjust In**. If you don't want to give effect in account but to adjust amount of this CN/DN into Sale/Purchase invoice than select Invoice in **Adjust In**. **Enter stock** detail, like type of claim (expiry/breakage/non-moving etc.), stock effect of this entry (Yes/No), Product Name, Qty, Rate and Amount. Details of more than one product can be entered by pressing enter on blank line. To edit existing entry, press **ENTER** on that entry and press **CTRL+Y** to delete entry. Enter details of expenses (Freight/Discount etc.) and VAT and press **CTRL+ENTER** or click on **OK** button to save entry.

#### Note:

- Expenses and VAT details can be set from **Setup -> Voucher Setup -> Credit Note / Debit Note -> Entry Type & Extra Details** options.
- To print CN/DN after saving it, go to **Setup -> Voucher Setup -> Credit Note / Debit Note**. Set Online Printing option to Yes and select printing format and enter no. of copies to print.
- For Online E-Mail, SMS also set appropriate options from **Setup -> Voucher Setup -> Credit Note / Debit Note**.



### 3. Stock Journal / Production.

**Option: Transaction -> Stock Entry -> Stock Journal  
Transaction -> Production**

List for Vouchers will be displayed. Press **INSERT** or click on **NEW** button to add entry.

In Stock Journal / Production entry, enter Voucher Date & No, select Process

(Excess/Shortage/General in case of Stock Journal & Other Process in case of Production entry. In Production, you can create new process by pressing F3 or clicking on NEW button. After process selection, production entry which is defined in Process will come automatically. Details of more than one product can be entered by pressing enter on blank line. To edit existing entry, press **ENTER** on that entry and press **CTRL+Y** to delete entry. Press **ENTER** or click on **OK** button to save entry.

**Note:**

- a) To Enable Production / Stock Journal vouchers, go to **Setup -> Company Setup -> Advance Vouchers option.**
- b) To setup process definition of Production voucher, go to **Master > Process Master**

## Cash/Bank Entry



### 1. Quick Entry

Quick entry is simplest and quickest way to enter cash / bank transaction.

**Option: Transaction -> Quick Entry -> Cash / Bank**

Here select Cash / Bank account from list, than select receipt or payment.

List of vouchers of particular type will be displayed. In this list:

- a) To enter new entry, go to blank line and press **Enter**. Enter Voucher Date, Voucher / Cheque No, Account Name, Amount and Narration.
- b) To edit existing entry, press **Enter** or click on **EDIT** button and to delete, press **CTRL+Y** or click **DELETE**.
- c) To change voucher type (Receipt/ Payment) press **F3** or click **VOU. TYPE**.
- d) To change Cash/Bank account, press **F4** or click **CHANGE A/C**.
- e) To change date range, press **F2** or click **DATE**
- f) To audit existing entry press **TAB** or click on **AUDIT**

## 2. Simple Entry

### Option: Transaction -> Cash/Bank Entry

List of voucher types (Cash Receipt / Cash Payment / Bank Receipt/ Bank Payment / Contra) will be displayed. Select required voucher type and press enter.

Voucher list for selected voucher type will be displayed. Press **INSERT** or click on **NEW** button to add entry. For Cheque Book (Bank Payment) & Slip Book (Bank Receipt) entry, select proper bank account, and enter details like voucher no., date, account name amount and narration.

For Cash Receipt / Payment entry, select Cash Account and enter details.

#### Note:

For additional details in cash/ bank entry like Kasar/ Discount/ Bank Commission etc., we can create Entry Type/Extra details from Voucher setup.

## 3. Multiple Entry

To enter details of receipt / payment of multiple accounts

### Option: Transaction -> Journal Entry

List of voucher types (Cash Receipt / Cash Payment / Bank Receipt/ Bank Payment / Contra) will be displayed. Select required voucher type and press enter.

Voucher list for selected voucher type will be displayed. Press **INSERT** or click on **NEW** button to add entry.

Here enter detail like Voucher date etc. and enter multiple detail of entry. Here first account will be always Cash / Bank Account.

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### *Journal / Credit Note / Debit Note*

### Option: Transaction -> Journal Entry

List of voucher types (Journal / Credit Note /Debit Note etc.) will be displayed. Select required voucher type and press enter.

Voucher list for selected voucher type will be displayed. Press **INSERT** or click on **NEW** button to add entry.

Here enter detail like Voucher date etc. and enter multiple detail of entry. If effect of this voucher should be given in VAT reports, than VAT should be selected in Tax type field.



## Reporting

### *Receivable / Payable*

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Plus can maintain Party Balance in two ways

#### a) Simple

In simple method party's receipt / payment is adjusted against net balance.

**Option: Report -> Outstanding -> Receivable** for simple receivable report.

**Option: Report -> Outstanding -> Payable** for simple payable report.

**Option: Report -> Outstanding -> Pending Cash Memo** for pending Cash Memo list.

#### b) Bill To Bill

In this method party's receipt / payment amount is adjusted against particular Bill.

Also there is provision for on Account balance.

**Option: Report -> Outstanding -> Bill wise Receivable** for bill to bill receivable report.

**Option: Report -> Outstanding -> Bill wise Payable** for bill to bill payable report.

On selecting above options, different report format list will be displayed, select appropriate format to view report.

#### Note:

a) To activate Bill To Bill outstanding, go to

**Setup -> Company Setup -> General Options** and set **Bill to Bill Outstanding** option to **Yes**.

b) For Graph of Monthly Receivable / Payable, press **CTRL+G** or click **GRAPH**.

c) To print Collection Letter or current report, press **CTRL+P** or click **PRINT**.

d) To send outstanding SMS to parties, press **CTRL+M** or click **SMS**.

e) To send outstanding E-Mail, press **CTRL+E** or click **E-MAIL**.

f) To view analytical reports like payment performance, press **CTRL+A** or click **ANALYSIS**.

### *Sale / Purchase / Stock & VAT Reports*

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#### 1. Sales / Purchase Register

**Option: Report -> Register -> Sales Register**

**Option: Report -> Register -> Purchase Register**

By selecting above option, different type of Sale/Purchase register formats will be displayed. Select desired format and press enter to view report.

## 2. Stock Reports

### Option: Report -> Stock Reports -> Product Ledger

By selecting above option, different type of product / stock report formats like Product Ledger, Stock Statement, and Stock Statement on Amount etc. will be displayed. Select desired format and press enter to view report. In this report, ledger of particular product can be viewed by pressing **ENTER** on that product.

#### Note:

To view analytical stock reports like Stock FIFO report, Negative Stock report, Multi Product Ledgers etc., select Product Ledger Report format and press **CTRL+P**.

### Option: Report -> Stock Reports -> Party wise Report

By selecting above option, different type of party / product wise sales and inventory report like Party wise Issue Summary / Receipt Summary can be viewed. Select desired format and press enter to view report.

Various other reports like **Batch / Location wise, Serial No. Stock, Scheme Report, Packing Stock Report** etc. depending upon software version and options selected in setup can be viewed / printed from this menu.

## 3. VAT Report / VAT Forms

### Option: Report -> VAT -> VAT Report

Above option gives different types of VAT calculation reports like VAT Summary, CN Register, DN Register etc.

### Option: Report -> VAT -> VAT Forms

Above option generates statutory VAT Forms as per Government's guidelines.

### Option: Report -> VAT -> VAT E-Return

Above option generates statutory VAT e>Returns as per Government's guidelines.

### Option: Report -> VAT -> VAT Integrity report

Above option detects any VAT related errors in vouchers.

### Option: Report -> VAT -> VAT Monthly Summary

This report gives monthly summary of all VAT accounts combined.

## Accounts Reports

### 1. Account Books

#### Account Ledger

### Option: Report -> Account Books -> Ledger

Different type of formats for list of all accounts will be displayed. Select required format and press **ENTER**.



In account list, press enter on any account to generate ledger of that account.

**Note:**

- a) To print **Multiple ledger**, select 1<sup>st</sup> Report format of account list and press **CTRL+P** or click on **PRINT**
- b) Press **CTRL+F2** or click **FORMAT** for different type of ledger format like Vertical, Horizontal, Monthly Summary, Daily summary etc.
- c) Press {+} key for ledger of Next account (in alphabetical order) & {-} key for Previous account.
- d) Click on Account Name for list of accounts and to view ledger of another account, select the account and press Enter
- e) Press **CTRL+G** or click on **Graph** to print / view graph
- f) For setup of Ledger report press **CTRL+F3** or click **SETUP**
- g) Press **CTRL+W** or click on **Voucher Print** button to print particular voucher.
- h) To edit any voucher, press **ENTER** or double- click on any voucher.
- i) To delete any voucher press **CTRL+Y** or click **DELETE**
- j) To add new voucher, press **INSERT** or click **NEW**
- k) To print report press **CTRL+P** or click **PRINT**

**Cash Book**

**Option: Report -> Account Books -> Cash Book**

List of Accounts under **Cash In Hand** group will be displayed. In this list press enter on Cash account to view cash book of that account.

**Note:**

- a) To view / adjust **Negative Cash**, press **F4** in Cash Book report.
- b) All above features explained in **Ledger** works in **Cash Book** also.

**Bank Book**

**Option: Report -> Account Books -> Bank Book**

List of Accounts under **Bank Accounts / Bank OCC Accounts** group will be displayed. In this list press enter on any bank account to view bank book of that account.

**Note:**

- a) For **Bank Reconciliation**, press **F6** in Bank Book report.
- b) All above features explained in **Ledger** works in **Bank Book** also.

**Day Book**

**Option: Report -> Account Books -> Day Book**

By selecting this option, day book will be displayed. To select / deselect voucher types which are included in this report, press **F4**.

Note: All above features explained in **Ledger** works in **Bank Book** also.

## 2. Final Reports

### Trial Balance

**Option: Report -> Balance Sheet -> Trial Balance**

By selecting this option, Trial Balance will be displayed. Here press **CTRL+F2** or click on **FORMAT** to change display format, press **ENTER** on any account or click **LEDGER** to view account ledger of that account and **CTRL+F3** or click on **SETUP** for report setup.

### Trading Account

**Option: Report -> Balance Sheet -> Trading Account**

By selecting this option, Trading Account will be displayed. Here press **CTRL+S** or click on **SCHEDULE SETUP** for schedule wise printing setting, press **CTRL+M** or click on **STOCK METHOD** to set stock calculation method, press **CTRL+Z** or click on **STOCK** to give stock value if stock method is **NONE**.

### Profit & Loss Statement

**Option: Report -> Balance Sheet -> P & L Statement**

By selecting this option, P & L Statement will be displayed. Here press **F4** or click on **TRADING A/C** for Trading A/c and **F3** or click on **Auto Entry** for Auto Voucher Entry of expenses etc.

### Balance Sheet

**Option: Report -> Balance Sheet -> Balance Sheet**

By selecting this option, Balance Sheet will be displayed. Here press **F4** or click on **P & L A/C** for Profit & Loss Statement and **F3** or click on **Havala Effect** for virtual Havala effect.

## *Other Reports*

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### Analytical Reports

#### 1. Daily Status

**Option: Report -> Analytical Report -> Daily Status**

By selecting this option, Status report of current date will be displayed. In this report, Cash & Debit Sale / Purchase transaction and Receipt & Payment of Cash & Bank accounts will be displayed.

## 2. Performance Report

### **Option: Report -> Analytical Report -> Performance Report**

In this option, 3 year's Group wise comparison analysis will be displayed. Press **F5** or click on **RATIO ANALYSIS** for different type of analytical ratio.

## 3. Sale / Purchase Report

### **Option: Report -> Analytical Report -> Sale / Purchase Report**

This option displays different types of Sales & Purchase analytical reports.

## 4. Party wise Report

### **Option: Report -> Analytical Report -> Party wise Report**

This option displays different types of Party / City / Area wise Sales & Purchase analytical reports.

## 5. Account Analysis

### **Option: Report -> Analytical Report -> Account Analysis**

This option displays different types of Account wise transaction analysis reports.

## 6. Fund Flow

### **Option: Report -> Analytical Report -> Fund Flow**

This option displays month wise working capital in & out flow.

## 7. Cash Flow

### **Option: Report -> Analytical Report -> Cash Flow**

This option displays month wise cash movement.

## Interest Calculation

### **Option: Report -> Other Report -> Interest Report**

This option is used for Interest calculation (Simple & Compound) with option for Havala & TDS.

### **Option: Report -> Other Report -> Bill wise Interest**

This option is used for Bill to Bill Interest calculation (Simple & Compound) with option for Havala & TDS.

## Declaration Forms Report

### **Option: Report -> Other Report -> Forms Report**

This option generates different types of Pending declaration forms report. Option for printing **Form collection letter** is also available.

## TDS Havala, Form 16 A and other TDS reports

### **Option: Utility -> Havala -> TDS -> TDS Payable**

This option displays report of TDS to be deducted by us and payable to government. Press **CTRL+H** or click on **HAVALA** to generate TDS Havala.

### **Option: Utility -> Havala -> TDS -> TDS Deducted by Other**

This option displays report of TDS to be deducted by opposite party.

### **Option: Utility -> Havala -> TDS Challan**

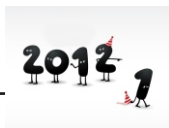
Once TDS Havala is done from above option, this option generates **Form 16 A** and other TDS related reports.

Note: Definition of TDS (rate of TDS / Limit etc.) can be given at the time of Account opening or from **Option: Utility -> Havala -> Havala Setup**.

## Utilities

### *Final Havala & New Year*

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### Interest / Depreciation / Capital Havala.

#### **Option: Utility -> Havala -> Interest**

This option displays report of interest payable on Secured/ Unsecured loan accounts. Press **CTRL+H** or click on **HAVALA** for Havala entry.

#### **Option: Utility -> Havala -> Depreciation**

This option displays Depreciation chart of Fixed Assets accounts. Press **CTRL+H** or click on **HAVALA** for Havala entry.

#### **Option: Utility -> Havala -> Capital**

This option displays profit share of Capital accounts. Press **CTRL+H** or click on **HAVALA** for Havala entry.

**Note:** Definition of Interest / Depreciation / Capital can be given at the time of Account opening or from **Option: Utility -> Havala -> Havala Setup**.

### Create New Year

#### **Option: Utility -> Year End -> New Year**

Use this option to create new financial year.

Once year is created and you change transaction in Previous Year, than use

**Option: Utility -> Year End -> Update Balance** option in Previous Year to update account and stock balance in new financial year.



## Other Useful Features

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### Data Audit

Audit feature is used to tally/ check already entered data. By using Audit option we can mark a Voucher as checked or audited. To Audit any entry in any report, Press **TAB** on that entry or click on **AUDIT** button. Check (✓) sign will appear in that entry.

We can also password protect / lock audited entry. To password protect entry, go to **Option: Setup -> Company Setup -> General Options** and set **Lock Audited Vouchers** option to **YES**. If you want to enter password at each audit than set **Password at Each Audit** option to **YES**.

### Data Freeze

**Option: Utility -> Advance Utility -> Data Freeze**

Data freeze option is used to Lock data of particular date range. It is also possible to freeze data of particular voucher type.

### Personal Diary

**Option: Utility -> Personal Diary**

This option provides utilities like Reminders, Appointment, Address Book, Mail merge letters etc.

### Security

Plus software provides 3 type of security.

#### a) Software Security

To set Software Password, go to **Option: Setup -> Software Setup** and set security type as software. Plus will ask for Software Password. Once software password is set, Plus will ask for password each time software is started.

#### b) Company wise Security

To set Company Password, go to **Option: Setup -> Software Setup** and set security type as Company. Go to company master and set password for that company. Once password is set, Plus will ask for password each time that company is selected.

#### c) User wise Security

To set User wise security, go to **Option: Setup -> Software Setup** and set security type as User wise. Go to company master and set user & password for that company. Once password is set, Plus will ask for user name and password each time that company is selected. To create users, go to **Option: Setup -> Security -> User Detail**

## Common Keys

Key	Uses
SHIFT+F1	<b>Narration Help:</b> In narration, if some details are repeated often, than by pressing <b>SHIFT+F1</b> , list of common narration phrases like Receipt No., Bank Names etc. is displayed.
F1	<b>Help:</b> This key is used to get <b>HELP</b> regarding any option of the software.
F2	<b>Date:</b> To change working date of entry or date range in report.
CTRL+F2	<b>Change Report Format:</b> In any report, by pressing <b>CTRL+F2</b> , we can change report display format.
CTRL+F	<b>List of Report Formats:</b> In most reports, <b>CTRL+F</b> shows list of available report display formats.
F3	<b>New:</b> To add any master (Account, Products etc.) from any list while doing entry, press <b>F3</b> <b>Filter:</b> In any report, to filter data with different criteria, press <b>F3</b>
CTRL+F3	<b>Report Setup:</b> In accounts reports like Ledger/Cash Book / Balance sheet etc., <b>CTRL+F3</b> shows setup options.
F4	<b>Edit:</b> To edit any master (Account, Products etc.) from list, press <b>F4</b>
F5	<b>Ledger:</b> To view ledger of any Account / Product from Account/Product list, press <b>F5</b>
F9	<b>Calculator:</b> To use calculator anywhere in software, press <b>F9</b>
TAB	<b>Audit:</b> To audit voucher from voucher list or in any report. <b>Forward:</b> In entry screens, <b>TAB</b> or <b>ENTER</b> moves to next entry field.
SHIFT+TAB	<b>Backward:</b> In entry screens, <b>SHIFT+TAB</b> moves to previous entry field.
CTRL+TAB	<b>Task List:</b> This key is used to get list of open screens anywhere from software.
CTRL+ENTER	<b>Save:</b> <b>CTRL+ENTER</b> is shortcut key for <b>OK</b> button which is used to save any entry.
CTRL+O	<b>Change Order:</b> In reports, <b>CTRL+O</b> allow to change ordering of report data.
CTRL+P	<b>Print:</b> <b>CTRL+P</b> is universal key for Printing throughout the software.
CTRL+R	<b>Repeat Narration:</b> In entry, by pressing <b>CTRL+R</b> , narration of previous voucher can be repeated.
CTRL+S	<b>Master Selection:</b> In some reports, master selection like account / product etc. can be done using <b>CTRL+S</b> key.
CTRL+Y	<b>Delete:</b> <b>CTRL+Y</b> is universal key for deleting any voucher/master.

## Difference Between Plus Versions

Sr.	Description	Lite	Billing	Basic	Standard	Profes.
<b>Billing</b>						
1	Bill Printing (Plain Paper)	✓	✓	✓	✓	✓
2	Bill Printing (Customized)	X	✓	X	✓	✓
3	Quotation	X	X	X	✓	✓
4	Sale/Purchase Order Entry	X	✓	X	✓	✓
5	Sale/Purchase Challan	X	✓	X	✓	✓
6	Price List	X	X	X	✓	✓
7	CN / DN With Stock	X	X	X	X	✓
8	Scheme Management	X	X	X	X	✓
9	Cash Outstanding	X	X	X	X	✓
10	Packing Stock	X	X	X	X	✓
11	BarCode	X	✓	X	X	✓
<b>Accounts</b>						
12	Bill To Bill Outstanding	X	✓	✓	✓	✓
13	Bank Interest Calculation	X	X	✓	✓	✓
14	Bank Reconciliation	X	X	✓	✓	✓
15	Multi Company Reports	X	X	✓	✓	✓
16	Cash/Bank/DayBook	✓	X	✓	✓	✓
17	Balance Sheet/P&L/Trading	✓	X	✓	✓	✓
<b>Customization</b>						
18	User Defined Fields	X	20	20	40	✓
19	User Defined Masters	X	X	X	5	✓
20	Equations	X	✓	X	✓	✓
21	Report Customization	X	✓	10	15	✓
<b>Stock Features</b>						
22	Simple Stock	✓	✓	✓	✓	✓
23	Locationwise Stock	X	✓	X	✓	✓
24	Batch Wise Stock	X	✓	X	X	✓
25	Serial No Wise Stock	X	X	X	X	✓
26	Product Label Printing	X	✓	X	✓	✓
<b>Production</b>						
27	Production Vouchers	X	X	X	✓	✓
28	Auto Production	X	X	X	✓	✓
<b>Reporting</b>						
29	Analytical Reports	X	✓	X	✓	✓
30	MIS Reports	X	X	X	X	✓
31	Online SMS	X	✓	X	✓	✓
32	Online E-Mail	X	✓	X	✓	✓
<b>VAT Reports</b>						
33	VAT Summary	✓	X	✓	✓	✓
34	VAT Forms	X	X	✓	✓	✓
35	VAT E>Returns	X	X	✓	✓	✓
36	CST Forms	X	X	✓	✓	✓
<b>TDS</b>						
37	TDS Calculation	X	X	✓	✓	✓
38	TDS Chalan	X	X	✓	✓	✓
39	TDS Certificate (16-A)	X	X	✓	✓	✓

## Our Other Software



**DALAL**

Accounting Software  
for Canvassing Agent



Accounting Software  
for APMC Merchants &  
Commission Agents



A Complete Software for  
Pharma Wholesale & Retail

## Features of Plus Accounting Software

- Purchase / Sales & Stock
- Complete Accounting Reports
- Job work / Repairing Entry & Reports
- IT / VAT Reports
- Analytical / MIS Reports
- Out Standing
- Barcode
- Scheme Management
- IMEI / Serial No. wise Stock
- Photo Capture from Web Camera / Scanner
- Bank Reconciliation from Internet
- Batch / Godown wise Stock
- Production Entry & Reports

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