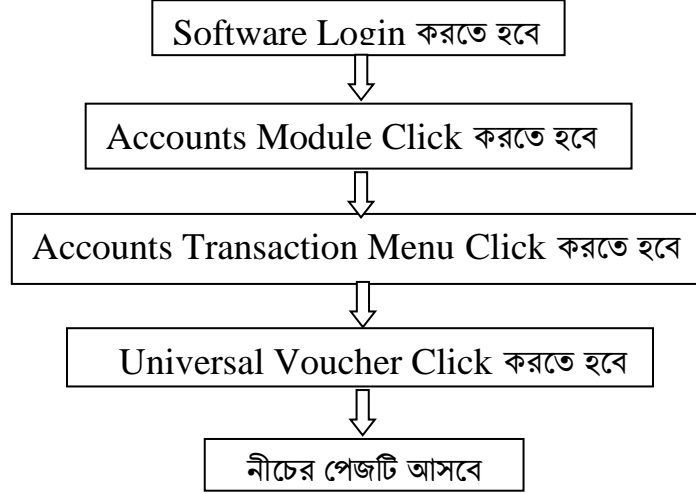


Accounting Software Module Tutorial

Software Login: <http://103.108.140.183:4200/>

Payment Voucher



* Voucher Type: Payments Voucher

* Date: 05/06/2022

* Voucher No: PV21-00001

* Bill Payments: 6960-Cash in Hand-Cash in Hand

Pay Type: Cash

* On Account To: 110002 Service Charge Income From PTS (Entrepreneur Credit)

* Amount: 500

* Founded By: GOB

Employee Name: select Employee Info

Ref No: Enter Reference No

Narration: Enter Narration

Save Reset Show

SN.	Account	Ref No	Voucher No	Amount	Ledger
-----	---------	--------	------------	--------	--------

↓

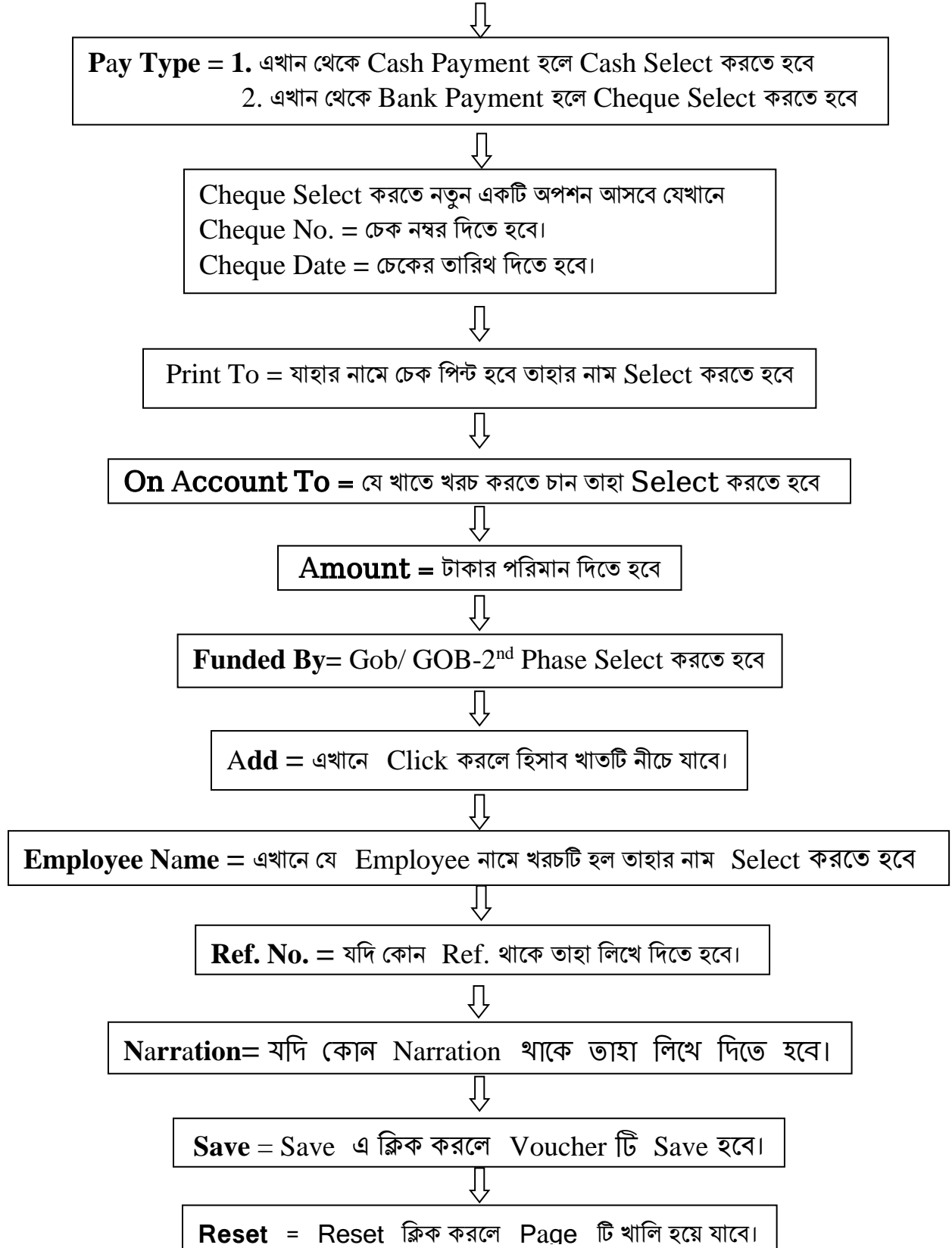
Voucher Type =এখান থেকে Payment Voucher Select করতে হবে

↓

Date = যে তারিখে Payment হবে সেই তারিখ Select করতে হবে

↓

Bill Payments = 1. এখান থেকে Cash Payment হলে Cash in Hand Select করতে হবে
2. এখান থেকে Bank Payment হলে Cash at Bank Select করতে হবে





Show = Show এ ক্লিক করলে নীচে Page আসবে (অথাৎ পূর্বের Voucher দেখা যাবে)

Cash Transaction List

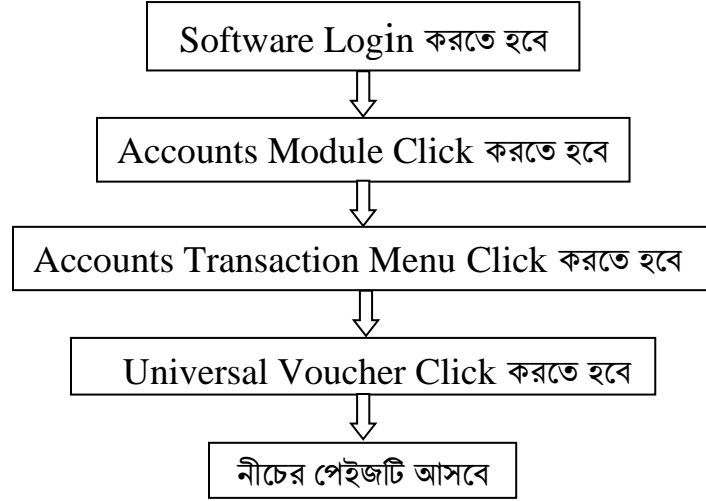
Period To

Search By Account Search BY Account

Voucher Date	Account	Ref No	Voucher No	Amount	
04/06/2022	Sharmin Entererprise- -To- Cash Account		CP22-06-00007	108,300.00	<input type="button" value="Edit"/> <input type="button" value="Voucher Print"/>
04/06/2022	Entertainment Project- -To- Cash Account		CP22-06-00008	5,550.00	<input type="button" value="Edit"/> <input type="button" value="Voucher Print"/>
04/06/2022	Conveyance Expenses Project- -To- Cash Account		CP22-06-00009	24,000.00	<input type="button" value="Edit"/> <input type="button" value="Voucher Print"/>
04/06/2022	Plant and Machinery Hire Charges- -To- Cash Account		CP22-06-00010	1,200.00	<input type="button" value="Edit"/> <input type="button" value="Voucher Print"/>

এখান থেকে Voucher প্রিন্ট করা যাবে/ Voucher Edit করা যাবে।

Receipt Voucher



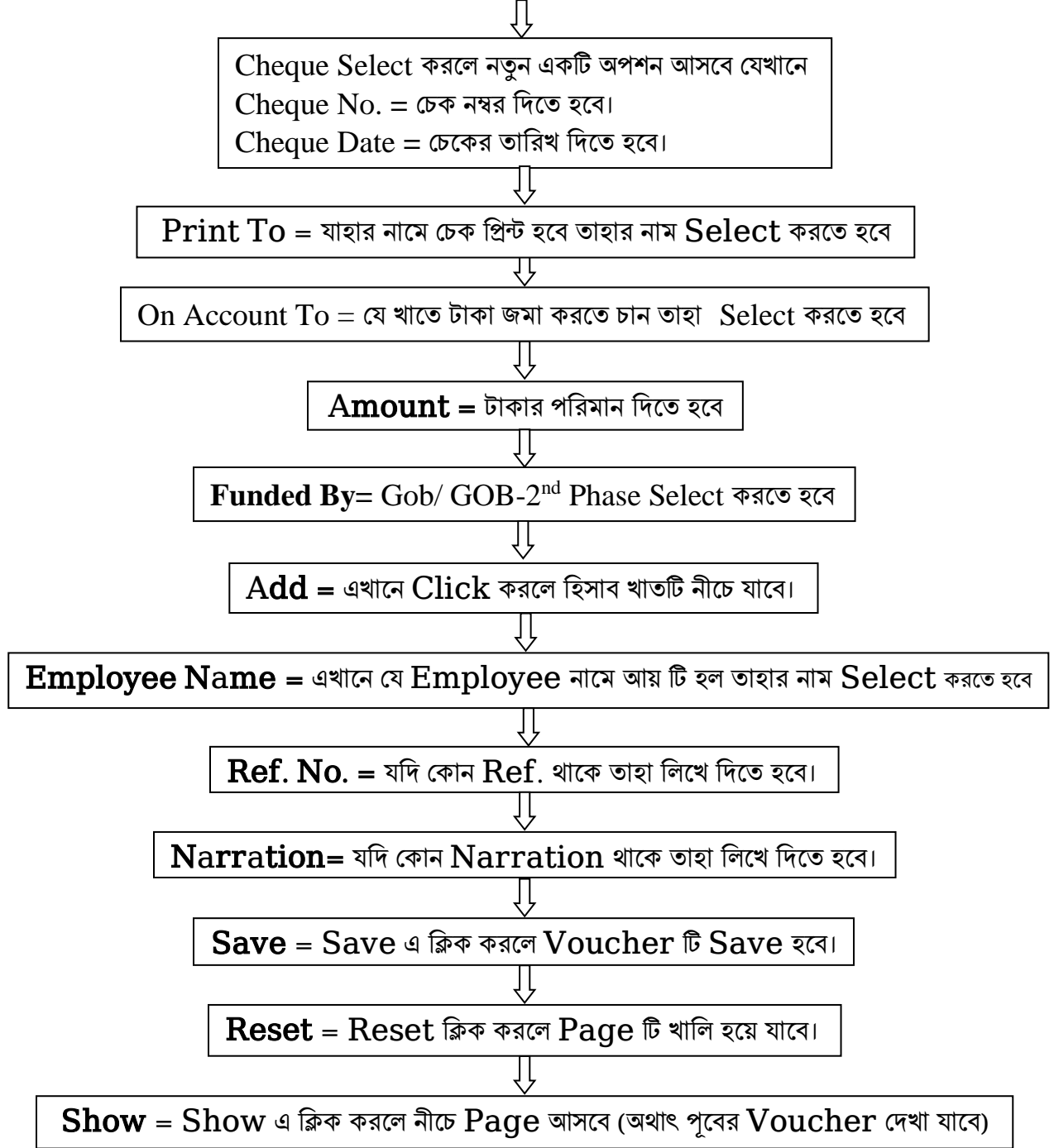
SN.	Account	Ref No	Voucher No	Amount	Ledger
-----	---------	--------	------------	--------	--------

Voucher Type = এখান থেকে Receipt Voucher Select করতে হবে

Date = যে তারিখে Receive হবে সেই তারিখ Select করতে হবে

Bill Pay = 1. এখান থেকে Cash Receive হলে Cash in Hand Select করতে হবে
2. এখান থেকে Bank Receive হলে Cash at Bank Select করতে হবে

Pay Type = 1. এখান থেকে Cash Receive হলে Cash Select করতে হবে
2. এখান থেকে Bank Receive হলে Cheque Select করতে হবে



Cash Transaction List

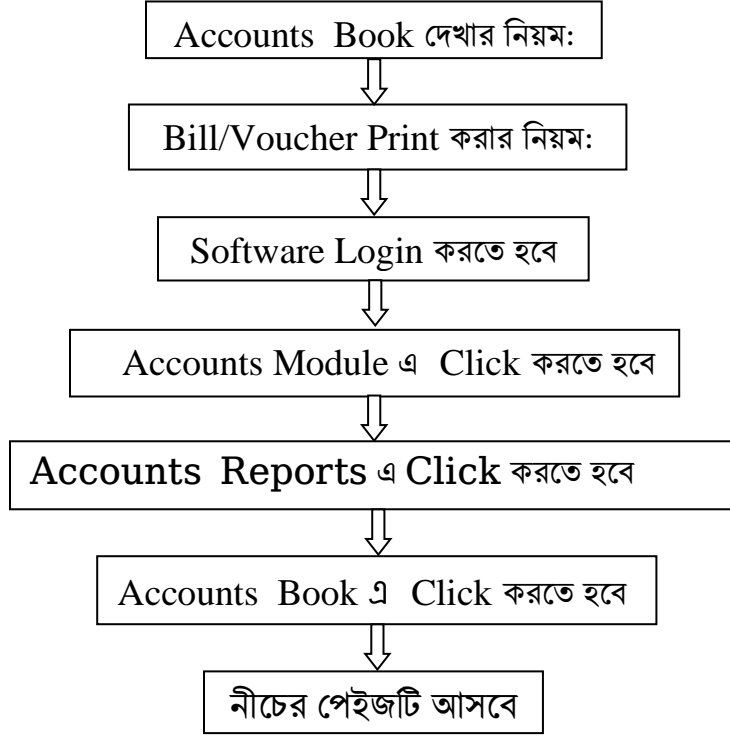
Period: To:

Search By Account: Search BY Account:

Voucher Date	Account	Ref No	Voucher No	Amount	Edit	Voucher Print
04/06/2022	Sharmin Entererprise--To- Cash Account		CP22-06-00007	108,300.00	<input type="button" value="Edit"/>	<input type="button" value="Voucher Print"/>
04/06/2022	Entertainment Project--To- Cash Account		CP22-06-00008	5,550.00	<input type="button" value="Edit"/>	<input type="button" value="Voucher Print"/>
04/06/2022	Conveyance Expenses Project--To- Cash Account		CP22-06-00009	24,000.00	<input type="button" value="Edit"/>	<input type="button" value="Voucher Print"/>
04/06/2022	Plant and Machinery Hire Charges--To- Cash Account		CP22-06-00010	1,200.00	<input type="button" value="Edit"/>	<input type="button" value="Voucher Print"/>
			CP22-06		<input type="button" value="Edit"/>	<input type="button" value="Voucher Print"/>

এখান থেকে Voucher প্রিন্ট করা যাবে/ Voucher Edit করা যাবে।

Accounts Reports দেখার নিয়ম



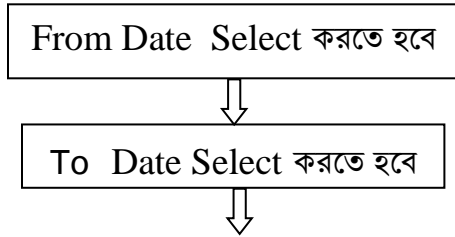
Account Book Report

From 01/02/2022 To 06/06/2022 Payments Voucher x Debhata Upazila x Select Subledger

Select CostCenter select Employee Select Account Name Reset Show

Report Type PDF x

SL	Voucher Date	Voucher No	Account Name	Dr.Amount	Cr.Amount	Brance Name	Print Voucher
1	02/03/2022	PV-00001	3111332 - Honorarium	10,800.00	00.00	Debhata Upazila	Bill Print x
2	02/03/2022	PV-00001	3211117 - Telex / Fax / Internet	500.00	00.00	Debhata Upazila	Journal Voucher x
3	02/03/2022	PV-00001	3255105 - Other Manihari	1,790.00	00.00	Debhata Upazila	Select Print Option
4	02/03/2022	PV-00001	3243101 - Petrol, Oil and Lubricant	2,000.00	00.00	Debhata Upazila	Select Print Option
5	02/03/2022	PV-00001	3241101 - Internal Travel Expenses	2,000.00	00.00	Debhata Upazila	Select Print Option
6	02/03/2022	PV-00001	3211102 - Clean Cleanliness	500.00	00.00	Debhata Upazila	Select Print Option
7	02/03/2022	PV-00001	72604050 - Sonali Bank Ltd. IRESPPW-2nd Phase, BRDB A/C No- SND-2803503000099-DEBHATA	00.00	17,590.00	Debhata Upazila	Select Print Option
8	04/04/2022	PV-00001	3111332 - Honorarium	10,800.00	00.00	Debhata Upazila	Select Print Option



Voucher Type Select করতে হবে



Upozila Select করতে হবে



Show Click করতে হবে



নীচের সকল Voucher আসবে



Bill Print করতে চাইলে Print Voucher অপশনে গিয়ে যে Voucher Print করতে চাই সেখানে Bill Print Select করলে Bill Print হবে



Journal Voucher Print করতে চাইলে Print Voucher অপশনে গিয়ে যে Journal Voucher Print করতে চাই সেখানে Journal Voucher Select করলে Journal Voucher Print হবে

Ledger Print করার নিয়ম :

Accounts Module এ Click করতে হবে



Accounts Reports এ Click করতে হবে



Accounts Book এ Click করতে হবে



নীচের পেজটি আসবে

Account Book Report

From 01/02/2022 To 06/06/2022 Select Voucher Type Debhata Upazila x Select Subledger

Select CostCenter select Employee 1602 Bank Interest Savings x Reset Show

Report Type PDF x

SL	Voucher Date	Voucher No	Account Name	Dr.Amount	Cr.Amount	Balance	Print Voucher
1	20220201		OpeningBalance	00.00	00.00	0	Journal Voucher x

From Date Select করতে হবে



To Date Select করতে হবে



Upazila Select করতে হবে



Ledger Select করতে হবে

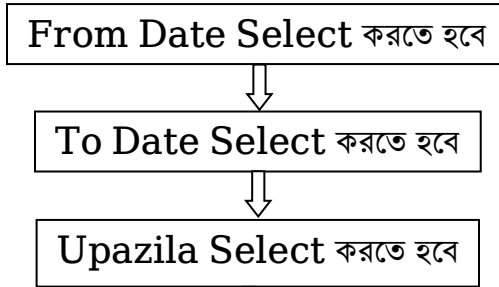
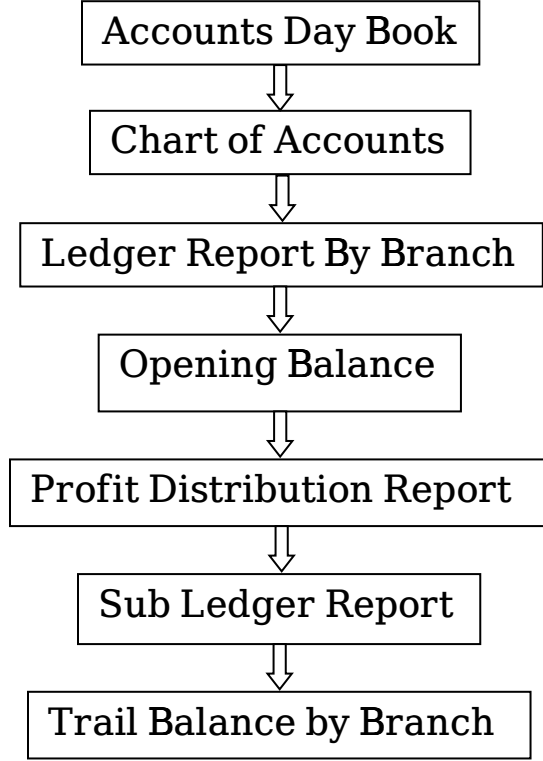


Show Click করতে হবে



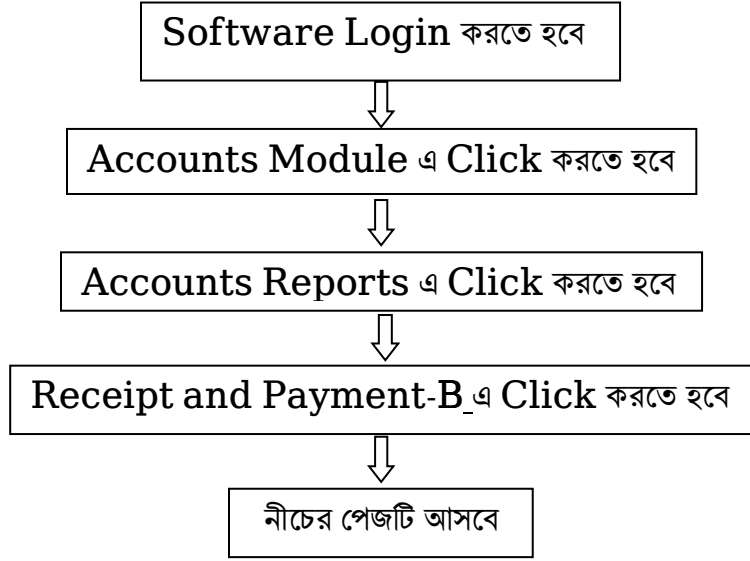
নীচে Reports আসবে

Reports Print করার নিয়ম:



Report Type থেকে যে Report দেখতে চাই তাহা Select করে PDF এর পাশে Arrow button এ Click করলে Report Show করবে

Receipt and Payment Reports Print করার নিয়ম:



Receipt & Payments Reports

Start Date

End Date

BM Date

Group Type × ▾

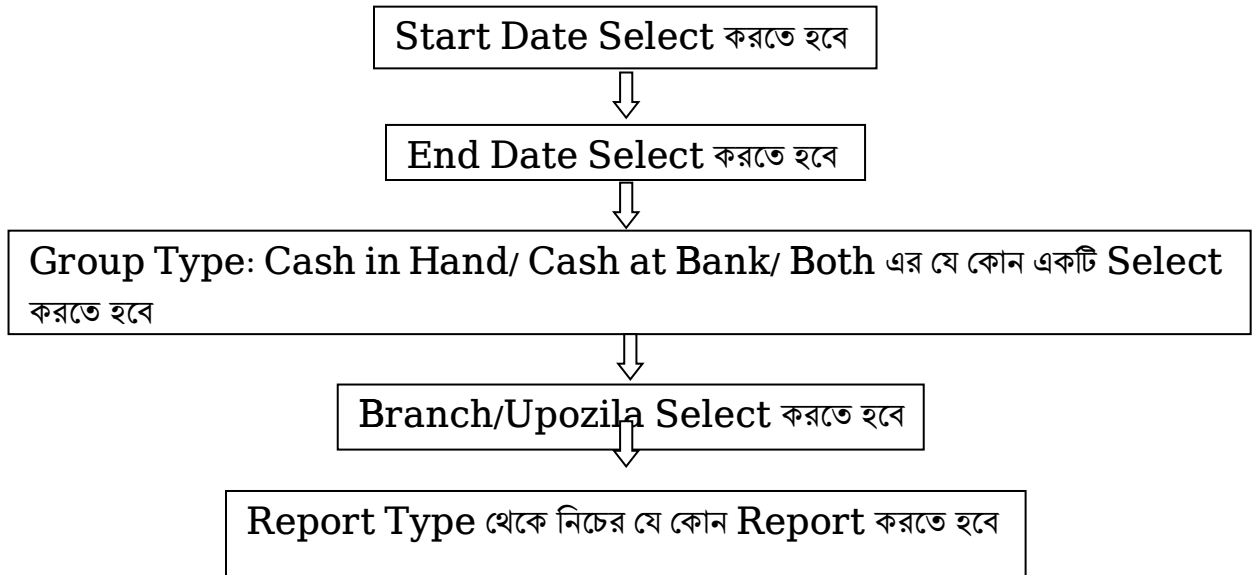
Branch ▾

Report Type ▾ PDF × ▾ 

Received and Payments Subledger

Received and Payments Summary

Reset





Receipt and Payments Sub ledger Report দেখতে চাইলে তাহা **Select** করতে হবে



Receipt and Payments Summary Report দেখতে চাইলে তাহা **Select** করতে হবে



Report Select করার পর **PDF** এর পাশে **Arrow button** এ **Click** করলে **Report Show** করবে