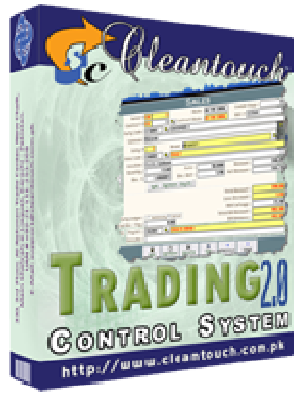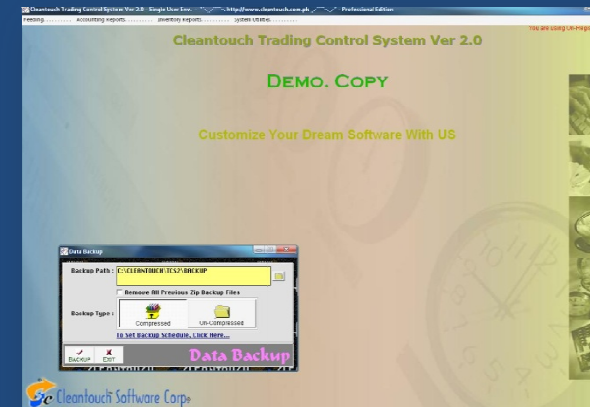## Cleantouch Trading Control System 2.0

User Guide/Manual-English

By Muhammad Rizwan Arif

- Also for Cleantouch Accounts Xp, Travel, Cable, Estate, Invent GST, Production, Distribution, Papar, Indent, Yarn Trading System & etc.

www.cleantouch.com.pk

Company Profile:

Cleantouch Software Corporation was established in 1999 to provide customized accounting software. Cleantouch is now a reliable name for Desktop & LAN Based Application. We offer wide range of readymade accounting software. We have successfully implemented our 300+ accounting & management software in more then 1000+ organization. Customer list of Cleantouch have both small & large size of companies & the number of users is increasing day by day. Most of customers are completely satisfied with the support and services of Cleantouch. We are the first company, who releases English to Urdu Dictionary, Urdu to English Dictionary and Khazain-ul-Hidayat software application to read, listen and research within Al-Qur'an-e-Kareem worldwide. Thousands of peoples are using that product. We are the only company of Pakistan, which have awarded by many download portals for the development of Virus, Adware & Spyware free software. In 2012 our CEO has been nominated as "Winner" for 10th Teradata National IT Excellence Award in the category of "Excellence in Software Development" Many of our software are listed on major download websites. Interviews & review of our products frequently published by News Papers, Magazines & E-News Portals.

Getting Started Tips:

1. First of all Load CD Roam or Download Link of our sent software
2. Copy Software in your computer's safe drive e.g. D:\Cleantouch
3. After installation procedure, you may create shortcut icon on your desktop to provide easy access to your program, Software will start by double clicking to exe file from software folder or from shortcut.
4. When you see the main screen appears you will have to note Computer generated information and call or email us to getting PIN Code then you can successfully enter into the system for registration.
5.   This system uses PIN Code (Personal Identification Number) as a security measure.
6. The default password given is '123', and you have to change it to your own password from system utilities menu to maintain its confidentiality
7.   Multi Users and Network capability enabled users will ask of mapping and access procedure on call or email because of leakage.
8. You may press [F5] Key any time where you don't have remember the code of system
9. In feeding form You may uses the shortcut (Alt+S)for Save, (Alt+R) for refresh, (Alt+D) for delete, (Alt+E) for exit, (Alt+P) for previous, (Alt+N) for next and (Alt+P) for printing any report.
10. You can email / fax any report of our software to anybody by installation of Winfax 10 or Acrobat Writer

<u>SYSTEM REQUIRMENTS</u>
<u>Operating System</u>
Microsoft Windows 98 / ME / 2000 / XP...
<u>Minimum Hardware Requirement</u>
Pentium III Computer, 512MB Ram with 1000 MB Free Hard Disk Space

INTEGRATED MODULES

- Accounts
- Inventory
- Order Booking

TARGETED INDUSTRIES

- Computer & Electronics, Fabrics, General Trading, Restaurant, Rice, Storage, Chemical, Paper, Stationary, Mobile Shop & Franchise, Medicine Pharmacy, Oil & Soap, Tyre, Pipe, Sanitary, Tiles, Sea Food, Toys, Paint, Shoes, Retail Store etc
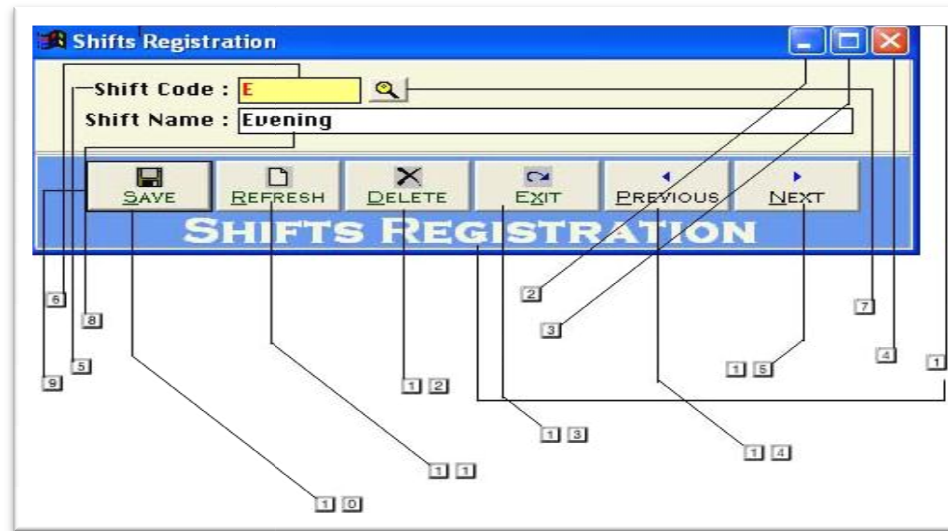
OTHER FEATURES

- System Setup
- Currency Setup
- Repair & Maintenance
- Backup Data
- Data Restore
- Color Scheme Selection
- Trial Balance Difference Check
-
-    **AVAILABLE ADD-ONS**

- Multi-User Environment
- Network Compatibility

STANDARD OF SOFTWARE (SAMPLE FORM)

1. Title of Input / Out Form
2. To minimize the Form (Function Depends on Screen Size)
3. To Maximize the Form (Not configured)
4. To close the open Form
5. Label: What to Input
6. Unchangeable Input Box (Yellow Back & Red Text)
7. Click to active list of Master Records
8. Changeable Input Box
9. Command Buttons
10. To Save Changes and Bring form in record Addition / Edition Mode
11. To Revert the Changes and Bring form in record Addition / Edition Mode
12. To Delete the Selected Record
13. To Close the Form
14. To view Previous Record
15. To view Next Record

Contents:
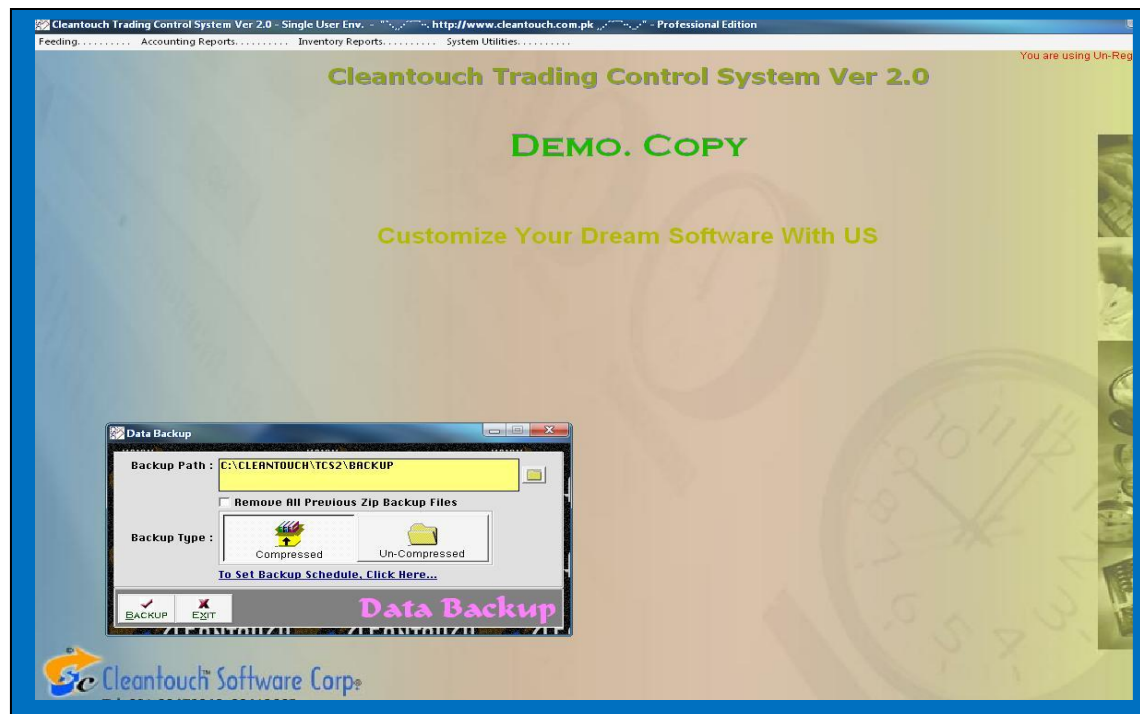
Software Overview:

Cleantouch Trading Control System by is one of the most famous accounting software in Pakistan. The software is written for small and medium businesses. User can track records of physical stock at multiple locations along with integrated accounting options. Orders registers can be categorized by Pending Only, Completed Only, Canceled Only or can be printed all orders register by date. Orders module is integrated with inventory to maintain orders history automatically. Inventory module comprises on Purchase / Sale Delivery / Return. Additional Features such as Inventory In & Out can be utilized by user to issue material and receive produced product for many other means. Product expenses voucher in this software allow users to apply further expenses after purchase to items for calculating accurate gross profit / loss.

Accounting module in this software is integrated deeply with all other modules and affects all reports automatically up to Net Profit & Loss & Balance Sheet

.**1st Menu-Feeding-**

Accounts Type Overview:

Before describing this form we would request to you please read and understand its content with very carefully because some of the basic points will discuss in this form which will not be repeated again where appear (Specially in Feeding Forms). We called this form in our Accounting System as Accounts Type or Balance sheet Head. This form enables you to create a different head of accounts; usually we already made all necessary types for our clients. Your entered types in this form will be used in Account Master File. You may also delete or edit your made type at the time of need by mentioned buttons. Some of accounts head/ types are given below.

Example: Account Receivable, Account Payable, Banks, Capital, Cash, Fixed Assets, Expenses, Fee Income, Suppliers, Profit & Loss ETC.

Input Options

Type Description [Type, Compulsory Field]

This is the compulsory field of this form, saving is not possible without filling this field. Software will never accept duplicate entry in compulsory field. Take care in spelling in Compulsory Field. When Back Color of Compulsory Field becomes "Yellow" means transaction is in Selected Mode. You can edit existing option and deleted the transaction in selected mode. You can also select existing type by click on next or previous buttons.

Type Nature/Category: (Assets, Liability, P/L {Profit / Loss}) [Compulsory Field]

You will just select the nature of your type by click on Assets, Liability or P/L. Accounts under Assets & Liability type will shows in Balance Sheet Profit / Loss type will shows in Net Profit & Loss Report.

Serial # [Optional Field]

In this field you will have to write serial # of your type for balance sheet sequence. You may also click on arrow key button for auto generating.

Show in Receivable / Payable List (Check Box) [Optional Field)

For showing all debtor and creditor list in receivable/payable list , you will check this.

Minimize list in Balance Sheet (Check Box) [Optional Field)

if you would your subsidiary account list will show minimize in balance sheet, you check this.

Overview of Form

Here you may create any type of account with necessary information actually this form will be used to sub head or create general ledger accounts. You have to fill all columns as per nature of account, you must create some system required account, and usually we already made all necessary accounts with code for our clients. If you change these accounts you will have to change also from system setup. You may also print out of your account list.

Example

Banks Accounts, Customers accounts, Suppliers Accounts, Capital accounts, Cash accounts, Expenses accounts, income accounts, etc & System Accounts (will *Discuss later*)

Input Options, Type [Compulsory Field]

At this point you will have to select the type as per you would create account, which is entered already in "Account Types Form" e.g. Bank

Account Code [Compulsory Field]

This is the main field of this form. Here you will enter the code of your account. **Logic of Authentic Coding:** In this package software generate new account code automatically as per previous code in same type but never accept duplicate account code for any type. To keep your coding serial # systematic use numbers only in Account Code. You will have to define account code's starting serial # of type when you will create first account in any type. For example "100001" in account code field manually next time it will bring account code 100002 automatically. You may edit or delete your accounts after selection using F5 key.

Description [Compulsory Field]

This is attached with code column and here you will enter the name / title of account. For example Company name of Supplier, Bank Account Title. E.g. Bank Alfalah, Stationary Exp etc

Contact Person, Address, Telephone #, Mobile #, Fax #, Email [Optional Field]

Here You may enter related information in that fields if you have. In case of unavailability, leave it blank.

Opening Debit, Opening Credit [Optional Field]

You will enter the opening balance of account here. If balance is positive then enter in "Opening Debit" field and if the balance is negative then enter in "Opening Credit" field. For example you are entering data in this software from "1st Jan 2012" then you will enter closing balance of "31st Dec 2011" , usually there columns are known your opening receivable & payable.

Salesman Master: Overview of Form

In this form you may create your salesman name, these names will appear in sale master file you may select above salesman in sale and also check your sale by specific salesman. You may also delete or edit your made salesman at the time of need by mentioned buttons if has no transaction. E.g Husnain, Noor-e-Hamza etc.

Note: This tutorial is also for our different software so ignore this if it is not available copy.

Brand Master- Overview of Form

This form will be used to create brands of your item. By selecting this filter you may check many reports from inventory module. You may also delete or edit your made brand at the time of need by mentioned buttons.

Example:

Samsung, China, L.G., Philips, Telenor, Nokia, Junaid Jamsheed, General etc

Input Options

Brand [Compulsory Field]

At this point you will enter the name of Brand which will be asked in "Item Master File" when you will create item accounts.

Overview of Form

This form will be used to create location or outlet of your stock (Point of Storage).

Example

Head Office, Sales Outlet, Godown Jodia Bazar, Godown Shershah

Input Option:

Location [Compulsory Field] At this point you will enter the name / title of Location or outlet which will be asked at the time of stock movement.

8

Item Master- Overview of Form

This form will be used to create your item. By selecting this filter you may check many reports from inventory module.

Input Options

Item Code [Compulsory Field]

This is the main field of this form. Here you will enter the code of your item. Item Code can be generated automatically for each new item, once you understand the logic of authentic coding.

Logic of Authentic Coding: In this package software generate new item code automatically as per previous code. To keep your coding serial # systematic use numbers only in Item Code. You will have to define item code's starting numeric when you will create first item. For example you have just started working in software, for the first item enter "100001" manually then software will bring item code "100002" automatically for next item and then "100003" for another next item...

Description [Compulsory Field]

Here you will enter the name / title of your trading item. For example "Samsung Television S-100"

Brand [Compulsory Field]

At this field you will select the brand, which are already entered in "Brands Master File" .

Sale Price, Purchase Price [Optional Field]

Enter default (common) Sale & Purchase price of item here. Sale Price will automatically appear in Sales & Sales Return form and Purchase Price will appear automatically in Purchase, Purchase Return & Stock Adjustment form. The price, appear automatically can be change at the time of transaction feeding.

Unit [Optional Field]

Here you will describe the "Unit" name of your item for example "Kgs" for Rice, "Lbs" for Yarn, "Pcs" for Television... You can leave it blank if you company deal in unique type of Unit.

Minimum Stock [Optional Field]

Here you will define Minimum Stock Required for the item. For example "Samsung Television S-100" is your item and as per your company market demand you suggest that minimum 10 Pcs of "Samsung Television S-100" must be available at shop when stock try to cross limit software alert you for purchasing other stock. When you will going to make a sales transaction of this item and stock will cross limit by the transaction then software will alert you. Here alert means it will ask for continue.

9

Overview of Form

This form will be used to enter detail of your opening stock, which was available to your shop / office or any other location when you start using the software. All the forms containing "Serial #" & "Entry #" fields will be used to enter multiple entries in single transaction. Here Transaction means Full Bill and Entry means single item of Bill.

Accounting Effect

Debit "Total Amount" to "Purchase Account"
Credit "Total Amount" to "Capital Code"

Inventory Effect

Stock In Entry will be made automatically in each described item under selected location. Here Amount will be treated Cost of Purchase.

Input Options

Serial # [Compulsory Field]

This is the main field of this form. This number will be created automatically as per last record. The number will also used to delete or edit existing transactions. Please don't use this field to enter the number of your manual books reference.

Date [Compulsory Field]

In this field you will enter the date of transaction. For example if you are getting start using this software from 01/01/2013 then enter 31/12/2012 in date column. Specially Noted it.

Capital Code [Compulsory Field]

Here you will describe the Capital Account or the account which you have to credit the amount. You can leave Capital Code blank if have entered Total Capital Opening Balance in Account Master File. We use capital account here because Opening Stock is completely profit / property of Business Owner (As per Standards of Accounting). To bring the List of existing accounts press [F5] or click on "Magnifier Button". All the accounts which are added through "Account Master File" will appear in the list. Navigate through arrow keys within the list or you can also press the first word of account to make is selectable quickly. You can also press as maximum as starting words depends on your typing speed to quickly setting focus the accounts. To select the account press Enter Key or Double Click on Account. When you will select account from list or enter the code of account, name / title of account will appear automatically as it is written in Account Master File.

10

Entry # [Compulsory Field]
This is the sub main field of this form. This number will be created automatically as per last record in above Serial #. Series of Entry #will restart on each new Serial number the number will also used to delete or edit existing entries. Press [F5] to view all transaction as following sheet related to above serial #.

Item Code, Brand [Compulsory Field]
Here you will have to select your items for opening stock keeping. To bring the List of existing Items press [F5] or click on "Magnifier Button". All the items which are added through "Item Master File" will appear in the list. Navigate through arrow keys within the list or you can also press the first word of item to make is selectable quickly. You can also press as maximum as starting words depends on your typing speed to quickly setting focus the items. To select the item press Enter Key or Double Click on Item. When you will select item from list or enter the code of item, name and brand will appear automatically as it is written in Item Master File.

Location [Compulsory Field]
Here you can select the location through arrow key or pressing starting word (in case of many location) where entered item is stored. Make separate entries when same item has stock in multiple locations. You can also press [ALT + Down Arrow Key] or [ALT + Up Arrow Key] or [F4] to show full list of locations. Keys described here will be used in all combo boxes, used in this software.

Qty [Optional Field]
Enter quantity of opening stock. Eg. 10

Rate [Optional Field]
When you will select any item, Purchase Price which is entered in Item Master File appear in this field automatically.

Amount [Optional Field]
This column will be calculated automatically as per formula (Qty x {Multiply by} Rate). You can change this amount at the time of transaction feeding.
After all above information click on "Save Button" (Top) to save the entry (Not Transaction), after click that button software will generate next entry # and make all information below to the entry # blank so you can add another item of opening stock. When you have entered all items under single transaction then click on "Save Button" (Bottom) to save Transaction. All button (Top) will be used for single entry and buttons (Bottom) will be used for transaction.

Total Amount
This column will be calculated automatically as per total of amount described in each items. This column is unchangeable.

Overview of Form
This form will be used to move stock from one location to another location.

Inventory Effect
Stock Out Entry will be made automatically in described item under selected From Location. Stock In Entry will be made automatically in described item under selected To Location.

Input Options:

Serial # [Compulsory Field]
This is the main field of this form. This number will be created automatically as per last record. The number will also used to delete or edit existing transactions.

Date [Compulsory Field]
In this field you will enter the date of transaction. For example at which date stock move from one location to another location.

Item Code, Brand [Compulsory Field]
Here you will describe the item which is going to move from one location to another location. To bring the List of existing Items press [F5] or click on "Magnifier Button".

From Location, To Location [Compulsory Field]
For example you are going to move stock from "Godown 1" to "Shop" then you will select "Godown 1" in From Location field and "Shop"

Qty [Optional Field]
Enter quantity of item which is moving.

Rate [Optional Field]
When you will select any item, Purchase Price which is entered in Item Master File appear in this field automatically. You can press [F5] Key to bring cost per unit (up to above date) in this field. You can change the rate, if required.

Amount [Optional Field]
This column will be calculated automatically as per formula (Qty xRate). You can change this amount at the time of transaction feeding.

12

Overview of Form

This form will be used to enter detail of your purchase contract or order. (Contract can be called Order or Commitment). Purchase contract number which is allowed here, will be used at the time of getting purchase delivery so software will automatically inform you about pending purchase contracts. You can cancel the contract anytime just by checking 'Cancel Balance Contract' box. All the forms containing "Serial #" & "Entry #" fields will be used to enter multiple entries in single transaction. Here Transaction means Full Bill and Entry means single item of Bill.

Effect

No Accounting & Inventory Effects, Just for record.

Input Options

Serial # [Compulsory Field]

This is the main field of this form. This number will be created automatically as per last record. The number will also used to delete or edit existing transactions. This number will also used at the time when you will issue the delivery against this contract. Please don't use this field to enter the number of your manual books reference.

Date [Compulsory Field]

In this field you will enter the date of transaction.

Manual # [Optional Field]

Here you will enter reference number of your supplier / manual book. You can leave it blank if the information does not exist.

Payment Due Days [Optional Field]

Here you will enter number of days. For example you made purchase contract with "XYZ Trading Company" on condition that you will pay dues 10 days after delivery then you will enter "10" in this field. By the help of this field software will generate Ageing Reports. If you have sold on cash term then leave it "0", you can also leave it "0" if you don't want to use that.

Party Code [Compulsory Field]

Here you will describe the party which from you have purchased. To bring the List of existing parties accounts press [F5] or click on "Magnifier

Button". All the accounts which is added through "Account Master File" under the type which is checked for showing in Receivable / Payable Statement will appear in the list. Navigate through arrow keys within the list or you can also press the first word of account to make it selectable quickly.

Entry # [Compulsory Field]

This is the sub main field of this form. This number will be created automatically as per last record in above Serial #. Series of Entry #will restart on each new Serial number. The number will also used to delete or edit existing entries. Press [F5] to view all transaction as following sheet related to above serial #

Item Code, Brand [Compulsory Field]

Here you will describe the item which is being purchased. To bring the List of existing Items press [F5] or click on "Magnifier Button". All the items which is added through "Item Master File" will appear in the list. **Qty [Optional Field]**
Enter quantity of opening stock

Rate [Optional Field]

When you will select any item, Purchase Price which is entered in Item Master File appear in this field automatically.

Amount [Optional Field]

This column will be calculated automatically as per formula (Qty x Rate). You can change this amount at the time of transaction feeding.

Cancel Balance Contract [Optional Field]

Please check this button if you and related party decided to cancel balance or contract. For example you made contract of purchasing 15 computers and after getting 10 computer you and related party decided to cancel balance contract then check here, software will threat 5 computer as cancelled contract otherwise it will be available in pending contract list.

After all above information click on "Save Button" (Top) to save the entry (Not Transaction), after click that button software will generate next entry # and make all information below to the entry # blank so you can add another item of opening stock. When you have entered all items under single transaction then click on "Save Button" (Bottom) to save Transaction.

Total Amount

This column will be calculated automatically as per total of amount described in each items. This column is unchangeable

Overview of Form

This form will be used to enter detail of your routine purchases. All the forms containing "Serial #" & "Entry #" fields will be used to enter multiple entries in single transaction. Here Transaction means Full Bill and Entry means single item of Bill.

Accounting Effect (Incase of rounded discount)

Debit "Total Amount" to "Purchase Account"
Credit "Less Discount" to "Discount Account"
Credit "Total Bill Amount" to "Party Account"
Debit "Cash Rec / Pay" to "Party Account"
Credit "Cash Rec / Pay" to "Cash Account"

Accounting Effect (Incase of item wise discount)

Debit "Net Amt" to "Purchase Account"
Credit "Total Bill Amount" to "Selected Account"
Debit "Cash Rec / Pay" to "Party Account"
Credit "Cash Rec / Pay" to "Cash Account"

Inventory Effect

Stock In Entry will be made automatically in each described item under selected location. Here Amount-Disc. Amt will be treated Cost of Purchase.

Input Options

Serial # [Compulsory Field]

This is the main field of this form. This number will be created automatically as per last record. The number will also used to delete or edit existing transactions. Please don't use this field to enter the number of your supplier's bill #.

Date [Compulsory Field]
In this field you will enter the date of transaction.

Contract # [Optional Field]
In this field you will enter contract against which you are getting delivery, press [F5] or click on "Magnifier Button" to retrieve list pending contract list (shown below). You can leave it blank if getting delivery without any contract.

Contract Date [Auto Field]
Here software will automatically bring date of contract, if you will enter contract number otherwise it will be blank.

Bill # [Optional Field]
Here you will enter bill / reference number of your supplier. You can leave it blank if the information does not exist.

Payment Due Days [Optional / Auto Field]
Here you will enter number of days. For example you purchase something from "XYZ Trading Company" on 01/07/2012 and make commitment that you will pay amount of bill on 10/7/2012 then you will enter "9" in this field. By the help of this field software will generate Ageing Reports. If you have purchased on cash term then leave it "0", you can also leave it "0" if you don't want to use that.

Party Code [Compulsory Field]
Here you will describe the party which from you have purchased. To bring the List of existing parties accounts press [F5] or click on "Magnifier Button". All the accounts which is added through "Account Master File" under the type which is checked for showing in Receivable / Payable Statement will appear in the list.

Entry # [Compulsory Field]
This is the sub main field of this form. This number will be created automatically as per last record in above Serial #. Series of Entry #will restart on each new Serial numbers. The number will also used to delete or edit existing entries. Press [F5] to view all transaction as related to above serials.

Item Code, Brand [Compulsory Field]
Here you will describe the item which is being purchased. To bring the List of existing Items press [F5] or click on "Magnifier Button". All the items which is added through "Item Master File" will appear in the list.

Location [Compulsory Field]
Here you can select the location through arrow key or pressing starting word (in case of many location) where you are storing the purchased items.

Qty [Optional Field]
Enter quantity of purchase

Rate [Optional Field]
When you will select any item, Purchase Price which is entered in Item Master File appear in this field automatically. You can change the rate, if required.

Amount [Optional Field]
This column will be calculated automatically as per formula (Qty x {Multiply by} Rate). You can change this amount at the time of transaction feeding.

Disc % [Optional Field]
Discount Percentage: Here you can enter the percentage of discount, you have received against being entered item. You can leave it blank if don't have received discount or received rounded discount not by percentage.

Disc. Amt [Optional Field]
Discount Amount: This column will be calculated automatically as per formula (Amount / (Divide by) 100 x {Multiply by} Disc %). You can change this amount at the time of transaction feeding incase of rounded discount. It is not necessary to enter both Discount % & Discount Amount Value you can enter only Discount Amount in that software.

Net Amt [Optional Field]
Net Amount: This column will be calculated automatically as per formula (Amount - (Less) Discount). You can change this amount at the time of transaction feeding.

After all above information click on "Save Button" (Top) to save the entry (Not Transaction), after click that button software will generate next entry # and make all information below to the entry # blank so you can add another item of purchase bill. When you have entered all items under single transaction then click on "Save Button" (Bottom) to save Transaction. All button (Top) will be used for single entry and buttons (Bottom) will be used for transaction.

Total Amount
This column will be calculated automatically as per total of amount described in each items. This column is unchangeable.

Less Discount [Optional Field]
This column will be calculated automatically as per total of discount described in each items. You can enter discount here also if have received rounded discount on total bill not item wise. This field will never allow you to write if you have entered amount of discount entry / item wise.

Total Bill Amount
This column will be calculated automatically as per formula (Total Amount - (Less) Less Discount). This column is unchangeable.

Cash Rec / Pay [Optional Field]
Cash Received / Paid: You can enter the amount of paid (Total Bill Amount in case of Cash Purchase). For example your purchase wroth is "5000" and term is Cash then you will enter "5000" in this field. Another Example is suppose your purchase wroth is "5000" and you have paid "2000" at the time of purchase then you will enter "2000" in this field. If you have not paid any amount at the time of purchase then leave is "0". Amount entered in this column will not deduct from current bill in case of any previous pending bill in ageing reports.

Bill Balance
This column will be calculated automatically as per formula (Total Bill Amount - (Less) Cash Rec / Pay). This column is unchangeable.

Party Ledger [Summary / Detail]
This column will be used to inform software how to post amount in party ledger. Select 'Summary' if you want to post total amount of bill without detail of item's quantity, rate and amount other wise if you will select 'Detail' it will post full detail of item in party ledger.

Receiving/Payment Account [Optional Field]
Here you may select the account if you paying some amount. To bring the List of existing parties accounts press [F5] or click on "Magnifier Button". E.g Cash in Hand, MCB

Remarks [Optional Field]
Here you may write any remarks, comment or narration related to this transaction e.g Chq # 54665 etc.

Cleantouch Unique POS/RMS –Coming Soon

Purchase Return: Overview of Form

This form will be used to enter detail of your purchases return transitions. The procedure of feeding is seems like Purchase Form so it does not need to describe all option in detail. After the transaction your stock will be less and party account will be debited.

Sales Contract: Overview of Form

This form will be used to enter detail of your sales contract or order transitions. The procedure of feeding is seems like Purchase Contract and we have already described it so it does not need to write all option in detail. After the transaction software will automatically inform you about your pending sales contracts. You can cancel the contract anytime just by checking 'Cancel Balance Contract' box.

Urgently Required Domestic & International Reseller

Overview of Form

This form will be used to enter detail of your routine sales. All the forms containing "Serial #" & "Entry #" fields will be used to enter multiple entries in single transaction. Here Transaction means Full Bill and Entry means single item of Bill.

Input Options

Serial # [Compulsory Field]

This is the main field of this form. This number will be created automatically as per last record. The number will also used to delete or edit existing transactions. Please don't use this field to enter the number of your supplier's bill #.

Date [Compulsory Field]

In this field you will enter the date of transaction.

Contract # [Optional Field]

In this field you will enter contract against which you are getting delivery, press [F5] or click on "Magnifier Button" to retrieve list pending contract list (shown below). You can leave it blank if getting delivery without any contract.

Contract Date [Auto Field]

Here software will automatically bring date of contract, if you will enter contract number otherwise it will be blank.

Bill # [Optional Field]

Here you will enter bill / reference number of your manual book. You can leave it blank if the information does not exist.

Credit Days [Optional / Auto Field]

Here you will enter number of days. For example you sold something to "ABC Trading Company" on 01/07/2012 and make commitment that he will pay amount of bill on 10/7/2012 then you will enter "9" in this field. By the help of this field software will generate Ageing Reports. If you have sold on cash term then leave it "0", you can also leave it "0" if you don't want to use that.

Party Code [Compulsory Field]

Here you will describe the party which from you have sold. To bring the List of existing parties accounts press [F5] or click on "Magnifier Button". All the accounts which is added through "Account Master File" under the type which is checked for showing in Receivable / Payable Statement will appear in the list.

Entry # [Compulsory Field]

This is the sub main field of this form. This number will be created automatically as per last record in above Serial #. Series of Entry #will restart on each new Serial numbers. The number will also used to delete or edit existing entries. Press [F5] to view all transaction as related to above serials.

Item Code, Brand [Compulsory Field]

Here you will describe the item which is being sold. To bring the List of existing Items press [F5] or click on "Magnifier Button". All the items which is added through "Item Master File" will appear in the list.

Location [Compulsory Field]

Here you can select the location through arrow key or pressing starting word (in case of many location) where you are outing the sold items.

Qty [Optional Field]

Enter quantity of Sale

Rate [Optional Field]

When you will select any item, Sale Price which is entered in Item Master File appear in this field automatically. You can change the rate, if required.

Amount [Optional Field]

This column will be calculated automatically as per formula (Qty x {Multiply by} Rate). You can change this amount at the time of transaction feeding.

Disc % [Optional Field]

Discount Percentage: Here you can enter the percentage of discount, you have received against being entered item. You can leave it blank if don't have received discount or received rounded discount not by percentage.

Disc. Amt [Optional Field]
Discount Amount: This column will be calculated automatically as per formula (Amount / (Divide by) 100 x {Multiply by} Disc %). You can change this amount at the time of transaction feeding incase of rounded discount. It is not necessary to enter both Discount % & Discount Amount Value you can enter only Discount Amount in that software.

Net Amt [Optional Field]
Net Amount: This column will be calculated automatically as per formula (Amount - (Less) Discount). You can change this amount at the time of transaction feeding.

After all above information click on "Save Button" (Top) to save the entry (Not Transaction), after click that button software will generate next entry # and make all information below to the entry # blank so you can add another item of purchase bill. When you have entered all items under single transaction then click on "Save Button" (Bottom) to save Transaction. All button (Top) will be used for single entry and buttons (Bottom) will be used for transaction.

Total Amount
This column will be calculated automatically as per total of amount described in each items. This column is unchangeable.

Less Discount [Optional Field]
This column will be calculated automatically as per total of discount described in each items. You can enter discount here also if have received rounded discount on total bill not item wise. This field will never allow you to write if you have entered amount of discount entry / item wise.

Total Bill Amount
This column will be calculated automatically as per formula (Total Amount - (Less) Less Discount). This column is unchangeable.

Cash Rec / Pay [Optional Field]
Cash Received / Paid: You can enter the amount of paid (Total Bill Amount in case of Cash Sale). For example your sold wroth is "5000" and term is Cash then you will enter "5000" in this field. Another Example is suppose your selling wroth is "5000" and you have received "2000" at the time of selling then you will enter "2000" in this field. If you have not paid any amount at the time of sale then leave is "0". Amount entered in this column will not deduct from current bill in case of any previous pending bill in ageing reports.

Bill Balance
This column will be calculated automatically as per formula (Total Bill Amount - (Less) Cash Rec / Pay). This column is unchangeable.

Party Ledger [Summary / Detail]

This column will be used to inform software how to post amount in party ledger. Select 'Summary' if you want to post total amount of bill without detail of item's quantity, rate and amount otherwise if you will select 'Detail' it will post full detail of item in party ledger.

Receiving/Payment Account [Optional Field]

Here you may select the account if you receiving some amount. To bring the List of existing parties accounts press [F5] or click on "Magnifier Button". E.g Cash in Hand, MCB

Remarks [Optional Field]

Here you may write any remarks, comment or narration related to this transaction e.g Chq # 54665 etc.

Sales Return: Overview of Form

This form will be used to enter detail of your sale return transitions. The procedure of feeding is seems like Sales Form and we have describe about this in very deeply so it does not need to write all option in detail. After the transaction your stock will be add and party account will be credited.

Also Available Several Kind of Readymade Accounting Solution

Inventory In: Overview of Form

This form may be used for adjusting or manufacturer to enter internal inventory in/out. Who issue inventory to his department in raw and receive inventory as a product then selling out to customer. Otherwise this form is not used for any general traders. The procedure of feeding as above purchases.

Inventory Out: Overview of Form

This form may be used for adjusting or manufacturer to enter internal inventory in/out. Who issue inventory to his department in raw and receive inventory as a product then selling out to customer. Otherwise this form is not used for any general traders. The procedure of feeding as above purchases.

Overview of Product Expenses Voucher:

Basically this form can be used for general journal entries in this form you may record many kind of entries like detail expense, payable bill, bad debt, depreciation, adjusting and provisions. A man who did intermediate or graduation in commerce can understand very easily. Once you understand the purpose of form. In simple way we can say that will be used to debit and credit some accounts. For further detail about purpose of this form, please check Sample Data of Software. Transaction will be never saved whenever Total Debit & Total Credit is not equal. All the forms containing "Serial #" & "Entry #" fields will be used to enter multiple entries in single transaction. Here Transaction means Full Voucher and Entry means single item (entry) of Voucher. This option enables you to print JV voucher when you post any entry and there are many reports are generating by feeding this form. The Procedure of feeding almost seems like above. You may also understand by screen shots.

Overview of Receipt Vouchers Form:

Actually this is contain two type of voucher category one is bank receipt voucher and another is cash receipt voucher form but remember this form can be use for except fee receiving transaction, the procedure of data feeding are same but for client's convenience here we would like to teach you feeding in cash receipt voucher category step by step that whenever you have to record your receiving in check or cash form to your receivable or any source but not from your student, you will have to record transaction here. All the forms containing "Serial #" & "Entry #" fields will be used to enter multiple entries in single transaction. Here Transaction means Full Voucher and Entry means single item (entry) of Voucher. This option enables you to print receipt voucher when you received a payment in cash or check and there are many reports are generating by feeding this form. Usually default page setting is A4 size. You may also understand by screen shots.

Accounting Effect

Debit "Amount" to "Cash / Bank"
Credit "Amount" to Selected "Account Code"

Input Options

Serial # [Compulsory Field]

This is the main field of this form. This number will be created automatically as per last record. You may also say its reference number of voucher. The number will also used to delete or edit existing transactions. Please don't use this field to enter the number of your manual reference.

Date [Compulsory Field]

In this field you will enter the date of receiving. Basically it will show system generated date.

Cash / Bank [Compulsory Field]

Here you will describe your Cash or Bank Account in which you have deposited amount of receiving. For example if you receive a check of "500,000" from a donator then you have to select your bank account here "MCB Bank" with the help of F5 key or single clicking of searching mirror. And suppose your donator gives amount in cash so you will have to record this transaction in by selecting cash account.

25

Entry # [Compulsory Field]

This is the sub main field of this form. This number will be created automatically as per last record in above Serial #. Series of Entry #will restart on each new Serial no. The number will also used to delete or edit existing entries. Press [F5] to view all transaction as following sheet related to above serial #.

Account Code [Compulsory Field]

Here you will describe the account of donator, other income or etc. which from you have received the amount. To bring the List of existing accounts press [F5] or click on "Magnifier Button". All the accounts which are added through "Accounts Master File" will appear in the list. Navigate through arrow keys within the list or you can also press the first word of account title to make it selectable quickly. e.g. 'A'. You can also press as maximum as starting words depends on your typing speed to quickly setting focus the accounts e.g. 'Arif'. To select the account press Enter Key or Double Click on Account. When you will select account from list or enter the code of account, name / title will appear automatically as it is written in Accounts Master File.

Narration/Description [Optional Field]

Here you can write your comments, remarks related with transaction which will help you to understand the transaction when you will check Account Ledger of Cash / Bank / Account.

Amount: [Compulsory Field]

In this column you have to enter received amount.

After all above information click on "Small Save Button" (Top) to save the entry (Not Transaction), after click that button software will generate next entry # and make all information below to the entry # blank so you can add another receiving. When you have entered all receiving under single S#, then click on "Big Save Button" (Bottom) to save Transaction. All button (Top) will be used for single entry and buttons (Bottom) will be used for transaction.

Total Amount

This column will be calculated automatically as per total of amount described in each receiving of above serial #. This column is unchangeable.

We Also Deals In Customize Solution

Overview of Payment Vouchers Form

Basically in this form feeding procedure is opposite to receipt voucher it is also contain two type of voucher category one is cash payment voucher and another is bank payment voucher form the procedure of data feeding also are seems like receipt voucher but for customer's convenience we would like to give you some feeding tips in payment voucher actually whenever you have to record your payments in check or cash form to your supplier, expenses, salaries or any source, you will have to record transaction here. This option also enables you to print payment voucher whenever you paying in cash or check and there are many reports are generating by feeding this form. You may also understand by screen shots.

Accounting Effect

Credit "Amount" to "Cash / Bank"
Debit "Amount" to Selected "Account Code" e.g. Job 101, Supplier

Input Options

Serial # [Compulsory Field]

This is the main field of this form. This number will be created automatically as per last record. You may also say its reference number of voucher. The number will also used to delete or edit existing transactions. Please don't use this field to enter the number of your manual reference.

Date [Compulsory Field]

In this field you will enter the date of receiving. Basically it will show system generated date.

Cash / Bank [Compulsory Field]

Here you will describe your Cash or Bank Account in which you have paid amount. For example if you pay a check of "1200" to Utility Bills regarding gas charges first you have to select your bank account here "MCB Bank" with the help of F5 key or single clicking of searching mirror. And suppose you are paying in cash so you will have to record this transaction in by selecting cash in hand account.

Entry # [Compulsory Field]

This is the sub main field of this form. This number will be created automatically as per last record in above Serial #. Series of Entry #will restart on

each new Serial no. The number will also used to delete or edit existing entries. Press [F5] to view all transaction as following sheet related to above serial #.

Account Code [Compulsory Field]
Here you will describe the account of supplier, expenses or etc. which you are paying the amount. To bring the List of existing accounts press [F5] or click on "Magnifier Button". All the accounts which are added through "Accounts Master File" will appear in the list. Navigate through arrow keys within the list or you can also press the first word of account title to make it selectable quickly. To select the account press Enter Key or Double Click on Account. When you will select account from list or enter the code of account, name / title will appear automatically as it is written in Accounts Master File.

Narration [Optional Field]
Here you can write your comments, remarks related with transaction which will help you to understand the transaction when you will check Account Ledger of Cash / Bank / Account.

Amount[Compulsory Field]: In this column you have to enter paid amount.

After all above information click on "Small Save Button" (Top) to save the entry (Not Transaction), after click that button software will generate next entry # and make all information below to the entry # blank so you can add another receiving. When you have entered all receiving under single S#, then click on "Big Save Button" (Bottom) to save Transaction. All button (Top) will be used for single entry and buttons (Bottom) will be used for transaction.

Total Amount
This column will be calculated automatically as per total of amount described in each receiving of above serial #. This column is unchangeable.

Easy & User Freindly-English Operating Tutorial

Overview of Journal Vouchers Form

Basically this form can be used for general journal entries in this form you may record many kind of entries like detail expense, payable bill, bad debt, depreciation, adjusting and provisions. A man who did intermediate or graduation in commerce can understand very easily. Once you understand the purpose of form. In simple way we can say that will be used to debit and credit some accounts. For further detail about purpose of this form, please check Sample Data of Software. Transaction will be never saved whenever Total Debit & Total Credit is not equal. All the forms containing "Serial #" & "Entry #" fields will be used to enter multiple entries in single transaction. Here Transaction means Full Voucher and Entry means single item (entry) of Voucher. This option enables you to print JV voucher when you post any entry and there are many reports are generating by feeding this form. The Procedure of feeding almost seems like above. You may also understand by screen shots.

Accounting Effect
Credit "Debit Amount" to "Account Code"
Credit "Credit Amount" to "Account Code"

Input Options

Serial # [Compulsory Field]
This is the main field of this form. This number will be created automatically as per last record. You may also say its reference number of voucher. The number will also used to delete or edit existing transactions. Please don't use this field to enter the number of your manual reference.

Date [Compulsory Field]
In this field you will enter the date of receiving. Basically it will show system generated date.

Account Code [Compulsory Field]
Here you will describe the account of supplier or etc. which from you have received the amount. To bring the List of existing accounts press [F5] or click on "Magnifier Button". All the accounts which are added through "Accounts Master File" will appear in the list. Navigate through arrow keys within the list or you can also press the first word of account title to make it selectable quickly. To select the account press Enter Key or Double Click on Account. When you will select account from list or enter the code of account, name / title will appear automatically as it is written in Accounts Master File.

Narration [Optional Field]
Here you can write your comments, remarks related with transaction which will help you to understand the transaction when you will check Account Ledger of Cash / Bank / Account.

Debit Amount [Optional Field]
Enter Amount here if you want to debit above mentioned account

Credit Amount [Optional Field]
Enter Amount here if you want to credit above mentioned account

After all above information click on "Save Button" (Top) to save the entry (Not Transaction), after click that button software will generate next entry # and make all information below to the entry # blank so you can add another account for debit or credit. When you have entered all entries under single transaction then click on "Save Button" (Bottom) to save Transaction. All button (Top) will be used for single entry and buttons (Bottom) will be used for transaction.

Total Debit
This column will be calculated automatically as per debit amount described in each entry of above serial #. This column is unchangeable.

Total Credit
This column will be calculated automatically as per credit amount described in each entry of above serial #. This column is unchangeable.

Also Deals In Website Designing; Hosting & Domain Registration

2nd Menu-Accounting Reports -Overview o

After the feeding in all forms software will be generated many kind of accounting reports. We think it does not need to describe about each report, a good accountant can be understand by himself but here some reports name are listed below you may take preview and printout from report menu by date and filter wise at the time of need.

- Accounts List
- Receipt Vouchers Report
- Payment Vouchers Report
- Journal Voucher Report
- Product Expense Voucher
- Debit/Credit Voucher
- Journal Voucher Printout
- Voucher Tally Report
- Cash / Bank Book
- Accounts Ledger
- Cash Flow
- Accounts Receivable / Payable
- Receivable/Payable Ageing
- Trial Balance (2 Column)
- Trial Balance (6 Column)
- Profit & Loss
- Balance Sheet Balance Sheet
- & Much More Report different criteria
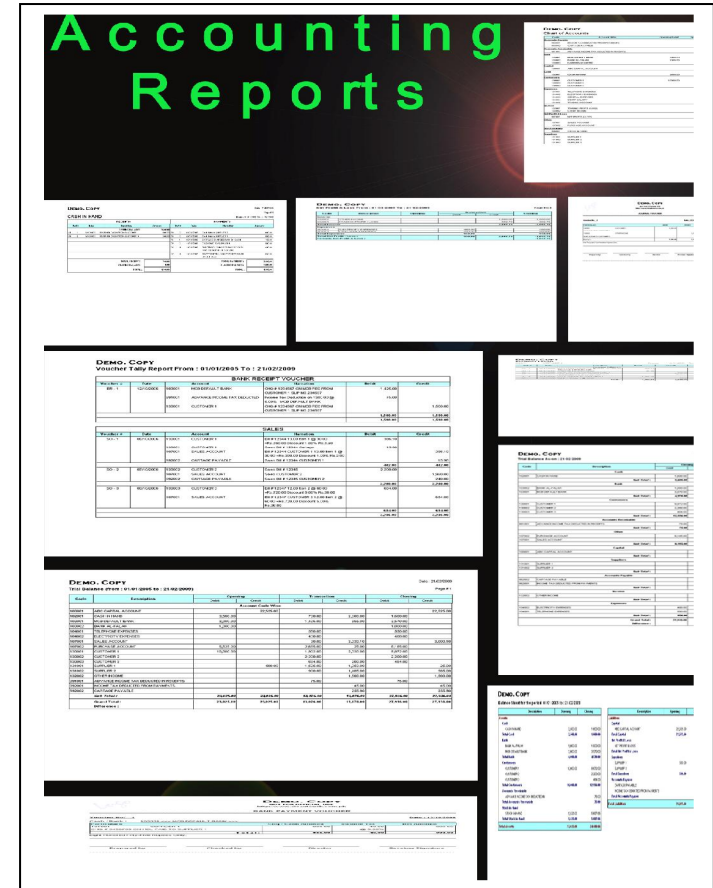
3rd Menu-Inventory Reports -Overview :

After the feeding in all forms software will be generated many kind of inventory reports. We think it does not need to describe about each report, a well accountant can be understand by himself but here some reports name are listed below you may take preview and printout from report menu by date and filter wise at the time of need.

- Item List
- Opening Stock Report
- Purchase Order Report
- Purchase Report
- Purchase Return Report
- Sale Order Report
- Sale Report
- Sale Return Report
- Sale Invoice Printout
- Delivery Challan Printout
- Daily Sheet
- Inventory In/Out Report
- Stock/Item Ledger
- Stock Report
- Stock Requisition Report
- Gross Profit & Loss
- Bill/Item/Pary Wise GP

INVENTORY MODULE
REPORTS SCREEN SHOTS

CLEANTOUCH free English to Urdu & English DICTIONARY

Available Ads On Plug-in:

NETWORK COMPATIBILITY

After purchasing add-on named "Network Compatibility", user will be shifted to "Multi-PC License". Software will be installed & registered in Server (Any one Computer among Network), from server software folder will be shared which can be accessed from another connected PC. Single software can be fully accessed from multiple PCs at single time. Data entered by different PCs will be accumulated in server as well as other PCs will be updated.

MULTI-USER ENVIRONMENT

Basic software is secured by password protection. Any person having password for opening software can get access to any function of software. We also offer advance security system called "Multi-User Environment". Through this, Administrator can create user and limited their access to the selected reports & functions (e.g. View / Add / Edit / Delete).
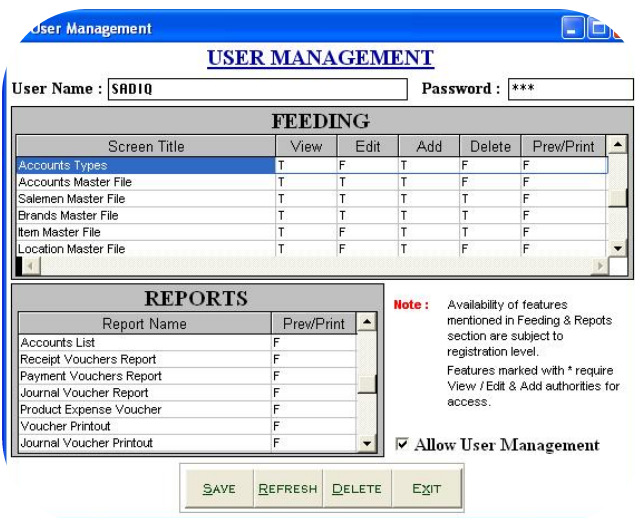
Cleantouch DotNet ERP System. . . .Coming Soon

For More Information:

Email: support@cleantouch.com.pk Cell: 0333-2671155-0345-2842999

33

Last Menu-System Utilities:

This is last menu of software and it's containing all following heading, it depends on software nature.

System Setup

The option gives to change Software Starting Password, Default Account & Types which used by the software internally. This may contain more important fields to give user ability to work in customization environment not fixing.

Currency Setup

This option allows to you enter name of currency (e.g. Dollar / Cent, Rupee / Paisa ETC.)

Delete All Records

Use of this process will delete all Data which is entered by you in software without any kind of backup file. Generally the option provided with password protection in registered version. Password provided by us to the authorized person only. This is very sensitive option so use it on your own risk.

Rebuild Indexes/ Repair & Maintenance:

If you are using Network Disabled Package then you don't have to click that option, it automatically proceed on starting software but you are using Network Disabled Package then you must click this option each week, it delete the temporary data which creates automatically by software for processing report and calculation. This option also increases speed and quality of software. Also click this option in case index missing error.

Data Backup

This option used to make backup copy of all your entered data. Backup in Compressed File & Un-Compressed Files options available in our latest packages. You can make backup of your data to any media where you want.

Data Restore

This is password protected option. Password provided by us at the time of registration to the authorized person. This process will delete all current data without any kind of backup and restore data from said location (path asked at the time of restore) of user choice.

Color Scheme Selection

This option available in latest projects only. The option used to customize almost all the colors, used in software. To easily access the package and using happily as per user's mode and nature.

Thank You