

Cleantouch Travel Accounting System

User's Guide- English

Written By: Mr. Rizwan Arif



Suite No.C-2, 3rd Floor, Osif Centre, Block 13-A,
Gulshan-e-Iqbal, Karachi.
Tel: 021-34820018, 021-34822714
Cell: 0333-2671155, 0345-2842999
E-Mail: support@cleantouch.com.pk

Contents in Brief

1-About this Guide	3
2-Introduction to Company	4
3-Overview of Software.	5
4-Startup Tips & System Requirement	6
5-Standards of Software	7
6-Feeding Menu.	8
• Start Log In	
• Account Type	
• Account Master File	
• Ticket Purchase	
• Ticket Sales	
• Receipt Voucher	
• Payment Voucher	
• General Voucher	
7-Reports Overview	20
8-System Utilities Menu.	21
• System Setup	
• Currency Setup	
• Repair & Maintenance	
• Backup Data	
• Data Restore	
• Color Scheme Selection	
• Trial Balance Difference Check	
9-Available Add-Ons	22
• Multi User Security Environment	
• Network Compability	

1-About this Guide

This user's guide provides information on how to use the Cleantouch Travel Agency Account System in the most efficient manner. The system is designed to benefit each traveling service provider business by including many user-customizable features. Users have the option to customize everything from the configuration of user defined Menu Buttons to the behavior of software screen.

This guide will provide you with detailed instruction about feeding step by step operation.

This document elaborates the workflow, features and functions of Cleantouch Accounting Software (up to and including version 2014)

If you have any further query or you find any confusion regarding the User Guide, please feel free to contact us at support@cleantouch.com.pk

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Design By QA Team

Cleantouch Software Corp.
Suit# C2, 3rd Floor, Osif Center, Block 13-A,
Gulshan-e-Iqbal, Karachi Pakistan
PH: +92 -34822714-34820018
Skype: cleantouch
www.cleantouch.com.pk

2-Company Profile:

Journey to the Success

Cleantouch Software Corporation was founded 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 250+ accounting & management software in more than 800+ 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 and Urdu to English Dictionary worldwide. We also have proudly released software to study Al-Qur'an digitally. Within 2 Years of release it became 2nd most advanced Al-Quran software. Millions of people are using these products. We are the only company of Pakistan, which have awarded by many download portals for developing such remarkable applications. Interviews & review of our products has been published by many News Papers, Magazines & E-News Portals. In 2012 our CEO has been nominated as "Winner" for 10th Teradata National IT Excellence Award in the category of "Excellence in Software Development".

Our Strength

You can easily estimate our strength and forecasting abilities, imagining a company & unchanged single team that have dealt with millions of peoples. We request you to search the web regarding what people discuss about us at forum and social media sites. You will also feel proud reading appreciations & blessings for us. Many users of our accounting software express their bad experience with other software and advancement with simplicity in ours. Our Accounting, Inventory & Management software are being used by many categories of business. We have perfect readymade software packages for almost 50+ businesses categories. Cleantouch is the first Software Company of Pakistan that is involved in much more financial and management sectors as The Digital Consultant.

Other Product & Services

Enterprise Resource Planning ERP
Custom Software Development
Website Designing/Domain/Hosting
Time Attendance Machine
Point of Sale System/Accessories
Smart Phone Application Development
E-Commerce integration
Search Engine Optimization
Training & Development
& Much More on Request

3-Software Overview:

Tickets & Accounting Management Software for Travel Agencies

Cleantouch Travel XP is written specially for the business who works as an agent in traveling business. The software allow maintaining automated account of another travel agents, from them user purchases a package. Family wise hotel expenses recording & Profit & Loss really make this software a must have tool for traveling business.

Ticket, Visa, Package, Affidavit & Polio Amount recorded and printed separately. It also helps managing major finance related requirements. User have to input their basic daily finance transaction in software and can enjoy a lot of automated reports from different criteria. Accounts Ledger, Cash / Bank Book, Trial Balances, Profit & Loss & Balance Sheet reports help users to understand position of their business.

Cleantouch Accounting System is a serious and easy-to-use accounting solution for service businesses, other small businesses or individual consultants. What is great about this solution is that it handles with grace all accounting-related tasks, including clients, balances, reports, and so on. Cleantouch Accounting System provides a simple yet powerful data model. All you deal with in this program is accounts of different types and voucher.

At any time of your work, you can use all the richness of Cleantouch Accounting System reports. For example, reports can focus on all accounts or specific ones. The same way, reports can be focused on all vouchers of same type or on specific ones. You can also have reports on more general things like total profit/loss, cash accounting, balances, and so on. Cleantouch Accounting System has several utility features, for example, various setup options defining the overall system's great flexibility, or internal data backup/restore and integrity check. Summarizing all features and possibilities, we can see Cleantouch Accounting System as one of most rich, well-thought-out and useful programs in its area!

INTEGRATED MODULES

- Accounts
- Ticket Sales/Purchase

TARGETED INDUSTRIES

- Hajj & Umrah Services
- Travel Agencies
- Ticket Trading

4-Getting Started Tips:

1. First of all Load CD Rom 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

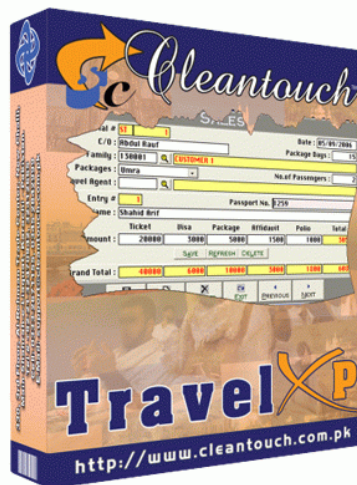
4B-SYSTEM REQUIRMENTS

1-Operating System

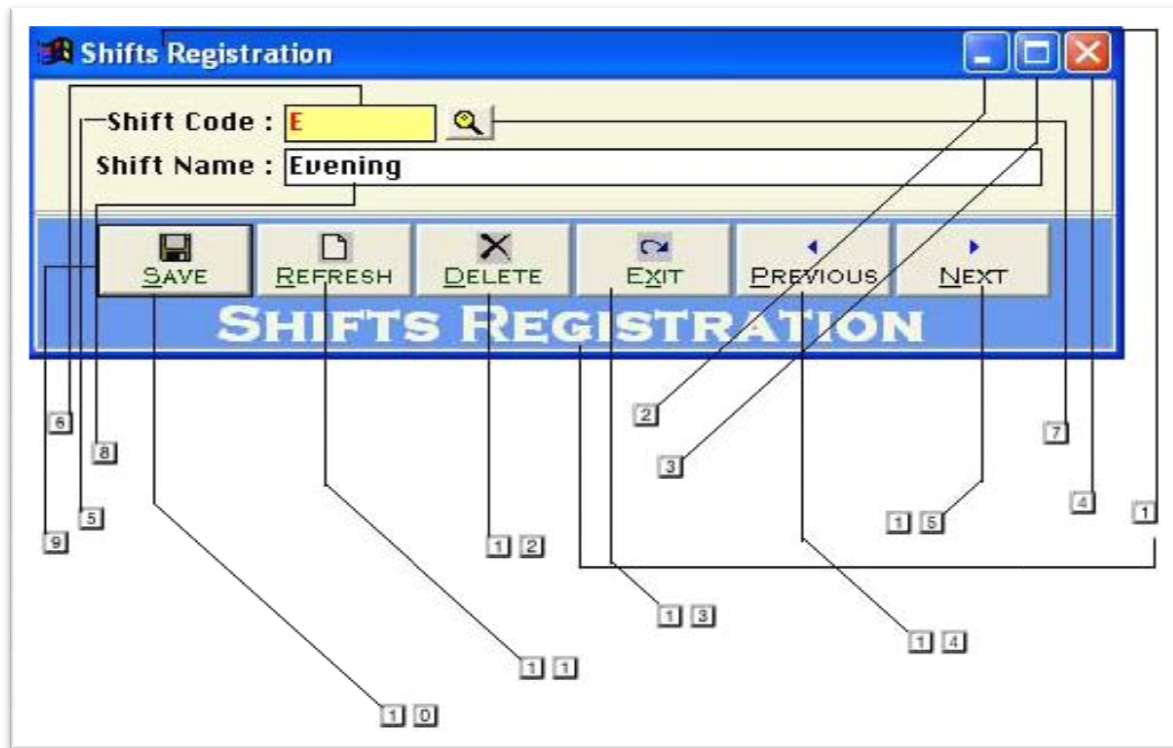
Microsoft Windows 98 / ME / 2000 / XP, Vista, 7, 8

2-Minimum Hardware Requirement

Pentium III Computer, 1GB Ram with 1000 MB Free Hard Disk Space



5-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

6-FEEDING MENU

6.1 Start Log In



The procedure below assumes your system has been configured to require user names and passwords.

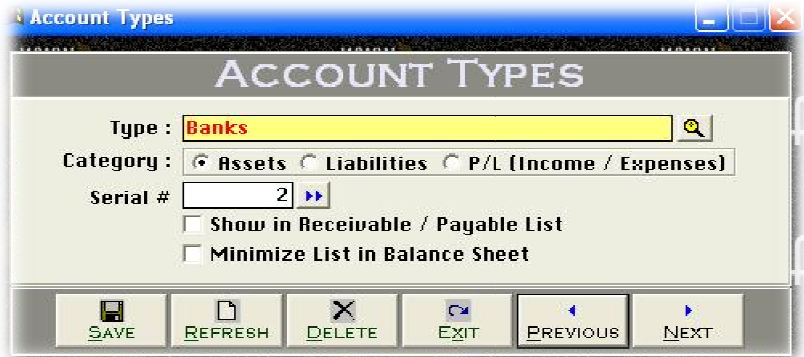
1. Use standard Microsoft Windows® procedures to launch Cleantouch Accounting (from the Start menu or Desktop).
2. Enter the appropriate information in the following logon fields.
User Name: Enter the user name assigned to you. (Optional)
Password: Enter your password.
3. After entering the appropriate information, press <Double Enter> or click on button <Process>. If you no longer want to login, click on button <Close> to exit.

Cleantouch Home Screen



6.2 Account 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, Family/Customer, Agent 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.

6.3 Account Master File- Overview

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.

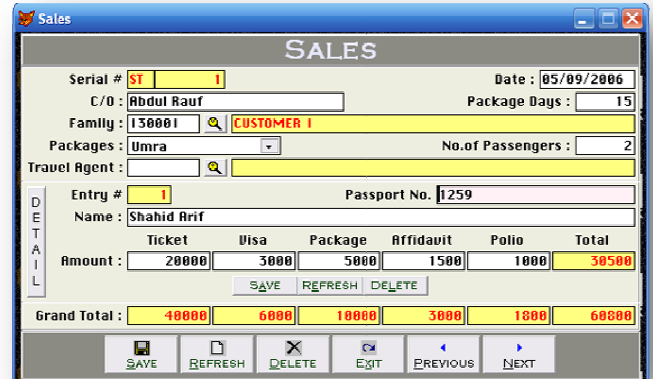
6.4 Ticket Purchae- Overview

Serial number and date are auto generated, write name of referral, write package days, select family or customer from list by F5 key, then select package and number of traveler then one by one post traveler related information as per situation of package purchasing at last save it for more detail watch video tutorial..



6.4 Ticket Purchae- Overview

Serial number and date are auto generated, write name of referral, write package days, select family or customer from list by F5 key, then select package and number of traveler then one by one post traveler related information as per situation of package purchasing at last save it for more detail watch video tutorial..



6.5 Receipt Voucher -Overview

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

The screenshot shows a software window titled "Receipt Voucher" with a sub-header "RECEIPT VOUCHER". The form contains the following data:

- Serial #: RU 1
- Date: 01/04/2011
- Cash / Bank: 102001 (CASH IN HAND)
- Entry #: 1
- Account Code: 991004 (BOOK SALES INCOME)
- Narration: CHQ # 5545 REC FROM MISC STUDENTS AS SOLD BOOK
- Amount: 5,000.00
- Total Amount: 5,000.00

Buttons at the bottom include SAVE, REFRESH, DELETE, EXIT, PREVIOUS, and NEXT. A vertical "DETAIL" button is on the right side.

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.

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.

6.6 Payment Voucher-Overview

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

The screenshot shows a software interface for a 'Payment Voucher'. The title bar reads 'Payment Voucher'. The main window title is 'PAYMENT VOUCHER'. The form contains the following data: Serial # 'PU 1', Date '07/05/2011', Cash / Bank '102001 CASH IN HAND', Entry # '1', Account Code '104004 ELECTRIC BILL', and Narration 'CASH PAID ELECTRIC BILL FOR THE MONTH OF MAR-11'. The Amount is '1,200.00' and the Total Amount is '1,200.00'. At the bottom, there are buttons for 'SAVE', 'REFRESH', 'DELETE', 'EXIT', 'PREVIOUS', and 'NEXT'. A vertical 'DETAIL' button is on the right side.

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]

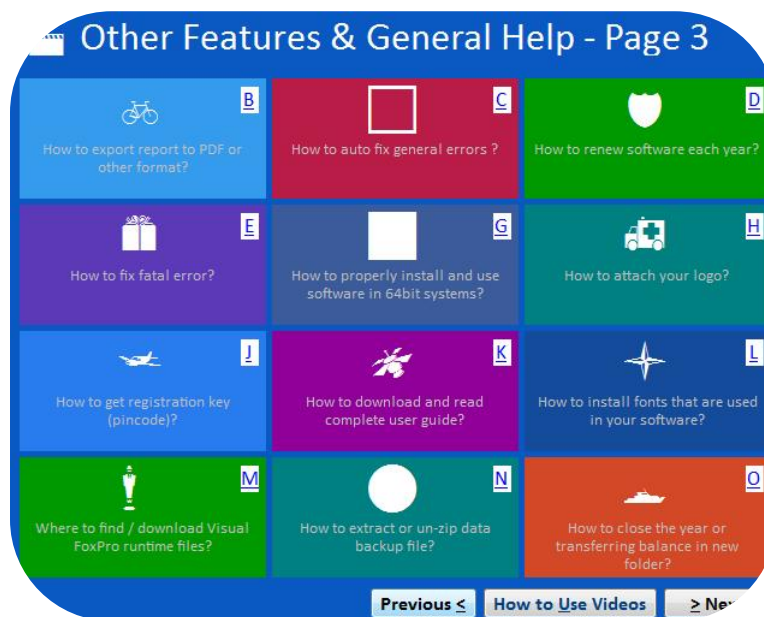
Here you can write your comments, remarks related with transaction which will help you to understand the transaction when you will check Account Ledger of Cash / Bank / Account.

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.



6.7 Journal Voucher-Overview

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.

6.7 *Sale/Purchase/Services Invoice

As we already mentioned before that this is general user guide of our all GL based product, if you found some adding feature as per product nature then follow above feeding step.

- Bill number and date are auto generated
- Select Party/Customer/Client from list by F5 hot key
- Select Service/Item with necessary detail like Qty. Rate etc

And finally save it, software will generate invoice printout with automatically effect on party side; you may find further detail by watching our video tutorial section.

7-Report Menu

Accounting Reports –Overview.

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
- Sale Report
- Purchase Report
- Invoice Printout
- Receipt Vouchers Report
- Payment Vouchers Report
- Journal Voucher Report
- 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)
- Customer/Agent wise profit report
- Profit & Loss
- Balance Sheet Balance Sheet
- & Much More Report different criteria

Cleantouch Web Solution

8-System Utilities Menu:

This is important 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/Schedule

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.

9-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.



User Management

USER MANAGEMENT

User Name : SRDIQ Password : ***

FEEDING						
Screen Title	View	Edit	Add	Delete	PrewPrint	
Accounts Types	T	F	T	F	F	
Accounts Master File	T	T	T	F	F	
Salmen Master File	T	T	T	T	F	
Brands Master File	T	T	T	T	F	
Item Master File	T	F	T	T	F	
Location Master File	T	F	T	F	F	

REPORTS	
Report Name	PrewPrint
Accounts List	F
Receipt Vouchers Report	F
Payment Vouchers Report	F
Journal Voucher Report	F
Product Expense Voucher	F
Voucher Printout	F
Journal Voucher Printout	F

Note : Availability of features mentioned in Feeding & Repots section are subject to registration level. Features marked with * require View / Edit & Add authorities for access.

Allow User Management

SAVE REFRESH DELETE EXIT

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).

Careers Opportunities . . . apply online

Thank You

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